

CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

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|  | Continuing Airworthiness Management Exposition (CAME) | |
| | Issue No. | 3 |
| | Revision No. | 0 |

INTRODUCTION

I. FOREWORD

This Exposition defines the organisation and procedures upon which the Civil Aviation Authority of Malaysia (CAAM) approval of GALAXY AEROSPACE (M) SDN. BHD. – CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION (GAM CAMO) under CAAM CAD 6802 is based.

These procedures shall be complied with, as applicable, in order to ensure that all the continuing airworthiness activities including maintenance for aircraft managed by Galaxy Aerospace (M) Sdn. Bhd. is carried out on time and to an approved standard.

The exposition shall not override the necessity of complying with any new or amended regulation published by the CAAM from time to time where these new or amended regulations conflict with these procedures and shall be reviewed and updated as required.

The CAAM reserves the right to suspend, vary or revoke the continuing airworthiness management approval of GAM CAMO, as applicable, if the CAAM has evidence that procedures are not followed and the standards are not upheld.

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| | 0.4 | 12 | 3 | 0 | 10 August 2022 |
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| | 0.7 | 18 – 22 | 3 | 0 | 10 August 2022 |
| 1 | 1.1 | 1 – 6 | 3 | 3 | 25 August 2023 |

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| Prepared by: | Reviewed by: | |
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| | 1.17 | 59 | 3 | 0 | 10 August 2022 |
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IV. AMENDMENT RECORD

a. Direct Approval Amendments

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|---|----------------|
| 1 | 0 | 01-Aug-16 | 1. <u>All pages</u> a. Initial issue | 14-Jun-17 |
| 1 | 1 | 18-Jul-17 | 1. <u>Chapter 0.2.4 – Scope of Work</u> 1. To include AS355 in GAM CAMO Scope of Work 2. <u>Chapter 3.3 – Detailed List of Maintenance Contractors</u> a. To include MYCAS in the list of Maintenance Contractor 3. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> a. To include additional approval for the ARS 4. <u>Chapter 5.4 – List of Approved Maintenance Organisation Contracted</u> a. To include MYCAS in the list of Maintenance Contractor 5. <u>Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO</u> a. To update details of aircraft managed by GAM CAMO. 6. <u>Chapter 5.9 – Manpower Resources and Management Tool</u> a. To update Manpower Resources and Management Tool. | 18-Jul-17 |
| 1 | 2 | 15-Dec-17 | 1. <u>Chapter 0.2.4 – Scope of Work</u> a. To include A109S and A119 in GAM CAMO Scope of Work 2. <u>Chapter 3.3 – Detailed List of Maintenance Contractors</u> a. To refer Chapter 5.4 for List of Maintenance Contractor 3. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> a. To include additional approval for the ARS 4. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> a. To include additional approval for the ARS | 15-Dec-17 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|---|----------------|
| 1 | 2 | 15-Dec-17 | <ul style="list-style-type: none"> 5. <u>Chapter 5.4 – List of Approved Maintenance Organisation Contracted</u> <ul style="list-style-type: none"> a. To add capability of AWM in the list of Maintenance Contractor 6. <u>Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO</u> <ul style="list-style-type: none"> a. To update details of aircraft managed by GAM CAMO 7. <u>Chapter 5.9 – Manpower Resources and Management Tool</u> <ul style="list-style-type: none"> a. To update Manpower Resources and Management Tool. | 15-Dec-17 |
| 1 | 3 | 25-Apr-18 | <ul style="list-style-type: none"> 1. <u>Chapter 0.2.4 – Scope of Work</u> <ul style="list-style-type: none"> a. To include AW189 in GAM CAMO Scope of Work 2. <u>Chapter 0.8 – Facilities</u> <ul style="list-style-type: none"> a. To add new location of GAM CAMO facility at UniKL MIAT 3. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> <ul style="list-style-type: none"> a. To include additional approval for the ARS and new appointed ARS 4. <u>Chapter 5.4 – List of Approved Maintenance Organisation Contracted</u> <ul style="list-style-type: none"> a. To add capability of AMO in the list of Maintenance Contractor 5. <u>Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO</u> <ul style="list-style-type: none"> a. To update details of aircraft managed by GAM CAMO. 6. <u>Chapter 5.9 – Manpower Resources and Management Tool</u> <ul style="list-style-type: none"> a. To update Manpower Resources and Management Tool. | 25-Apr-18 |
| 1 | 4 | 20-Sep-18 | <ul style="list-style-type: none"> 1. <u>Chapter 1.12 – Flight Test Procedures</u> <ul style="list-style-type: none"> a. Amend Flight Test Procedures and to include Maintenance Flight Test 2. <u>Part 4B – Permit to Fly Procedures (All pages)</u> <ul style="list-style-type: none"> a. To include Permit to Fly procedures 3. <u>Chapter 5.1 – Sample Documents</u> <ul style="list-style-type: none"> a. To include form GAM/CAMO-022 Permit to Fly Approval | 25-Sep-18 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
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| 1 | 4 | 20-Sep-18 | <p>4. <u>Chapter 5.2 – List of Airworthiness Review Staff</u></p> <p>a. To include PTF privilege for ARS functions and update names of ARS</p> <p>5. <u>Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO</u></p> <p>a. To update details of aircraft managed by GAM CAMO.</p> <p>6. <u>Chapter 5.9 – Manpower Resources and Management Tool</u></p> <p>a. To update Manpower Resources and Management Tool</p> <p>7. <u>Chapter 5.10 – List of Approved Limited Scope of Maintenance Activities</u></p> <p>a. To include list of maintenance activities that requires Permit to Fly</p> | 20-Sep-18 |
| 1 | 5 | 07-Nov-18 | <p>1. <u>Chapter 0.8 – Facilities</u></p> <p>a. To update GAM CAMO facility location at Helicopter Centre, Malaysia International Aerospace Centre (MIAC)</p> <p>2. <u>Chapter 5.1 – Sample Documents</u></p> <p>a. To include new and revised form for GAM CAMO</p> <p>3. <u>Chapter 5.2 – List of Airworthiness Review Staff</u></p> <p>a. To include approval for the new appointed ARS</p> <p>4. <u>Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO</u></p> <p>a. To update details of aircraft managed by GAM CAMO.</p> <p>5. <u>Chapter 5.9 – Manpower Resources and Management Tool</u></p> <p>a. To update Manpower Resources and Management Tool.</p> | 07-Dec-18 |
| 1 | 6 | 27-Mar-19 | <p>1. <u>Chapter 0.2.4</u></p> <p>a. To update AMP reference, airworthiness review privilege, and include EC155, AS365 and Bell 429 in GAM CAMO Scope of Work</p> <p>2. <u>Chapter 1.6.5</u></p> <p>a. To include procedures for the issuance of modification installation approval by GAM.</p> | 15-Apr-19 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
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| 1 | 6 | 27-Mar-19 | <ol style="list-style-type: none"> 3. <u>Chapter 2.1.4</u> <ol style="list-style-type: none"> a. To detailed on the Level 1 finding category 4. <u>Chapter 5.1</u> <ol style="list-style-type: none"> a. To include new and revised form for GAM CAMO 5. <u>Chapter 5.2</u> <ol style="list-style-type: none"> a. To include additional approval on aircraft type for ARS functions. 6. <u>Chapter 5.8</u> <ol style="list-style-type: none"> a. To update details of aircraft managed by GAM CAMO. 7. <u>Chapter 5.9</u> <ol style="list-style-type: none"> a. To update Manpower Resources and Management Tool. 8. <u>Chapter 5.10</u> <ol style="list-style-type: none"> a. To update list of approved limited scope of maintenance activities | 15-Apr-19 |
| 2 | 0 | 29-Apr-19 | <ol style="list-style-type: none"> 1. <u>Cover Page</u> <ol style="list-style-type: none"> a. Amend CAME reference from GAM/DCAM/CAME to GAM/CAAM/CAME 2. <u>All pages (as applicable)</u> <ol style="list-style-type: none"> a. Changes from DCAM to CAAM 3. <u>Part 0 – General Organisation (All pages)</u> <ol style="list-style-type: none"> a. Reformatting to include numbering list system (a, b, c) for each paragraph. 4. <u>Chapter 0.2.4 – Scope of Work</u> <ol style="list-style-type: none"> a. Include A119 aircraft type into GAM CAMO capability. 5. <u>Chapter 0.5 – Personnel Requirements</u> <ol style="list-style-type: none"> a. Job description for CAMO supporting personnel refer to CAMP. 6. <u>Part 4B (All pages)</u> <ol style="list-style-type: none"> a. Update Permit to Fly procedures | 5-Aug-19 |
| 2 | 1 | 16-Aug-19 | <ol style="list-style-type: none"> 1. <u>Chapter 5.1 – Sample Documents</u> <ol style="list-style-type: none"> a. To extract some internal forms out and maintain those that require CAAM approval. 2. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> <ol style="list-style-type: none"> a. Included Permit to Fly (PTF) approval for ARS and update names of ARS. | 23-Aug-19 |

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| 2 | 1 | 16-Aug-19 | <ol style="list-style-type: none"> 3. <u>Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO</u> <ol style="list-style-type: none"> a. Included aircraft 9M-SAS belonging to His Royal Highness, Sultan of Pahang 4. <u>Chapter 5.10 – List of Approved Limited Scope of Maintenance Activities</u> <ol style="list-style-type: none"> a. To reflect the list of scope of maintenance activities for the issuance of PTF in the second level, Continuing Airworthiness Management Procedure (CAMP). | 23-Aug-19 |
| 2 | 2 | 24-Dec-19 | <ol style="list-style-type: none"> 1. <u>Chapter 0.2.4 – Scope of Work</u> <ol style="list-style-type: none"> a. Included aircraft type A109E to GAM scope of work and update AMP reference. 2. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> <ol style="list-style-type: none"> a. To update ARS 01 approval for airworthiness review and permit to fly for type A109E 3. <u>Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO</u> <ol style="list-style-type: none"> a. Updated list of aircraft managed under GAM CAMO 4. <u>Chapter 5.9 – Manpower Resources and Management Tool</u> <ol style="list-style-type: none"> a. Updated manpower resources and include ARS function for PTF issuance in Manpower Resources and Management Tool | 06-Jan-20 |
| 2 | 3 | 15-Mar-20 | <ol style="list-style-type: none"> 1. <u>Chapter 0.2.4 – Scope of Work</u> <ol style="list-style-type: none"> a. Include aircraft type B300 to GAM scope of work and update AMP reference. 2. <u>Chapter 0.3.3 – Quality Assurance Manager</u> <ol style="list-style-type: none"> a. Replacement of nominated post holder for Quality Assurance Manager (QAM) 3. <u>Chapter 0.3.5.1 – Accountable Manager (AM)</u> <ol style="list-style-type: none"> a. Include duties and responsibilities of Accountable Manager (AM) as acting Quality Assurance Manager (QAM) in the event of his absence. 4. <u>Chapter 0.5 – Personnel Requirements</u> <ol style="list-style-type: none"> a. Include diploma with level of experiences criteria for CAMO personnel requirements. | 30-Mar-20 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
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| 2 | 3 | 15-Mar-20 | <p>5. <u>Chapter 0.7.2 – CAMO Manuals Reference</u></p> <p>a. Rephrased description of CAMO manuals reference and include third level documents in description.</p> <p>b. Remove Quality Assurance Notice (QAN) as third level for CAMO Manuals reference as QAN controlled separately by QA Department and not limited to CAME procedures only.</p> <p>6. <u>Chapter 1.1.1.1 – The Journey Log Book Content</u></p> <p>a. Rephrase term of “Certificate of Release to Service” to “Maintenance Release Certificate”.</p> <p>b. Correction on policy for the submission for approval of AJL through CAAM not QAM.</p> <p>c. Rephrase term “Technical Log” to “Journey Log”.</p> <p>7. <u>Chapter 1.2 – Aircraft (AMP)</u></p> <p>a. Correction title from “Programmes” to “Programme”</p> <p>8. <u>Chapter 1.2.1 – General</u></p> <p>a. Typo correction from “Program” to “Programme”</p> <p>9. <u>Chapter 1.3.2 – Records</u></p> <p>a. Correction on policy to retain records for a period not less than 12 months in case of aircraft permanently withdrawn from service instead for a period not less than 36 months after the aircraft or component has been released to service.</p> <p>10. <u>Chapter 1.4.1 – General</u></p> <p>a. Remove form TIC no. GAM/CAMO-001 which is controlled under second level document.</p> <p>11. <u>Chapter 1.4.2 – Airworthiness Directives Decision</u></p> <p>a. Correction on policy to record the compliance of Airworthiness Directive in the aircraft airworthiness records (Log Books) by GAM CAMO instead of by the contracted approved maintenance organisation.</p> <p>12. <u>Chapter 1.6.1 – Approvals</u></p> <p>a. Remove policy on special repair instructions issued and approved by the OEM to be considered as data approved by CAAM</p> | 30-Mar-20 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|---|----------------|
| 2 | 3 | 15-Mar-20 | <p>13. <u>Chapter 1.7.3 – Deferred Defect Policy</u></p> <p>a. Correction of abbreviation from CAM to CMM</p> <p>14. <u>Chapter 1.8 – In Service Difficulty Reporting (ISDR)</u></p> <p>a. Updated policy from “Mandatory Occurrence Reporting” to “In Service Difficulty Reporting (ISDR)” as per requirement by CAAM.</p> <p>15. <u>Chapter 1.10 – Daily / Pre-Flight / Turnaround Inspections</u></p> <p>a. Detailed on only task in maintenance manual to be include in Aircraft Maintenance Programme and not flight manual</p> <p>16. <u>Chapter 1.11.1 – General</u></p> <p>a. Correction of abbreviation from CAM to CMM</p> <p>17. <u>Chapter 1.12.1 – Flight Test Criteria</u></p> <p>a. Rephrase term from “Maintenance Check Flight Schedule (MCFS)” to “Maintenance Flight Test Schedule (MFTS)”</p> <p>18. <u>Chapter 1.12.2.2 – Maintenance Flight Test Schedule</u></p> <p>a. Rephrase term from “Maintenance Check Flight Schedule (MCFS)” to “Maintenance Flight Test Schedule (MFTS)”</p> <p>19. <u>Chapter 5.2 – List of Airworthiness Review Staff</u></p> <p>a. Added ARS privilege and ARS 02 approval for airworthiness review and permit to fly for type B300.</p> <p>20. <u>Chapter 5.4 – List of Approved Maintenance Organisations Contracted</u></p> <p>a. Updated aircraft type capability for contracted AMO for type A109E, B300 and EC155B.</p> <p>21. <u>Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO</u></p> <p>a. Updated list of aircraft managed under GAM CAMO.</p> <p>22. <u>Chapter 5.9 – Manpower Resources and Management Tool</u></p> <p>a. Updated manpower resources for inclusion of aircraft type B300 in Manpower Resources and Management Tool</p> | 30-Mar-20 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|--|----------------|
| 2 | 4 | 05-Oct-20 | <ol style="list-style-type: none"> 1. <u>Cover Page</u> <ol style="list-style-type: none"> a. Inserted organisation name and company approval no. b. Updated CAME revision no and date 2. <u>Abbreviation List</u> <ol style="list-style-type: none"> a. Corrected spelling to Aircraft Maintenance Programme 3. <u>Chapter 0.2.4 – Scope of Work</u> <ol style="list-style-type: none"> a. Updated AMP reference 4. <u>Chapter 1.1 – Aircraft Journey Log Utilisation and MEL Application</u> <ol style="list-style-type: none"> a. Revised and updated policy in accordance with CAAM requirements. 5. <u>Chapter 1.3 – Time and Continuing Airworthiness Records: Responsibilities, Retention & Access</u> <ol style="list-style-type: none"> a. Revised and updated policy in accordance with CAAM requirements. 6. <u>Chapter 1.7.5 – In Service Difficulty Reporting (ISDR)</u> <ol style="list-style-type: none"> a. Inserted ISDR policy to Chapter 1.7 from Chapter 1.8 7. <u>Chapter 1.8 – Engineering Activity</u> <ol style="list-style-type: none"> a. Inserted new policy on Engineering Activity 8. <u>Chapter 1.13 – Planning Procedures</u> <ol style="list-style-type: none"> a. Revised and updated policy in accordance with CAAM requirements 9. <u>Chapter 1.14 – Airworthiness Data Control</u> <ol style="list-style-type: none"> a. Inserted new policy on Airworthiness Data Control 10. <u>Chapter 1.15 – Control of Personnel Competence</u> <ol style="list-style-type: none"> a. Inserted new policy on Control of Personnel Competence 11. <u>Chapter 1.16 – Subcontracting Management Control Procedure</u> <ol style="list-style-type: none"> a. Inserted new policy on Subcontracting Management Control Procedure. 12. <u>Part 3 – Contracted Maintenance (All pages)</u> <ol style="list-style-type: none"> a. Revised and updated policy on Part 3 Contracted Maintenance in accordance with CAAM requirements | 06-Nov-20 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|---|----------------|
| 2 | 4 | 05-Oct-20 | <p>13. <u>Part 4 – Airworthiness Review Procedures (All pages)</u> a. Reformatting to include numbering list system (a, b, c) for each paragraph.</p> <p>14. <u>Chapter 4.1 – Airworthiness Review Staff</u> a. Revised ARS qualification as per AN 6102</p> <p>15. <u>Chapter 4.3 – Physical Survey</u> a. Revised physical survey period to be performed from 60 days to 90 days prior C of A expiry</p> <p>16. <u>Chapter 4.4 – Additional procedures for recommendations to CAAM for the import of the aircraft</u> a. Corrected typo from CAAMM to CAAM b. Replace reference CAAM AN 2 to AN 8301</p> <p>17. <u>Chapter 5.1 – Sample Documents</u> a. Updated controlled form</p> <p>18. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> a. Updated approval for Airworthiness Review Staff</p> <p>19. <u>Chapter 5.4 – List of Approved Maintenance Organisations Contracted</u> a. Updated capability on contracted approved maintenance organisation</p> <p>20. <u>Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO</u> a. Updated list of aircraft managed by GAM CAMO</p> <p>21. <u>Chapter 5.9 – Manpower Resources and Management Tool</u> Updated Manpower Resources and Management Tool.</p> | 06-Nov-20 |
| 2 | 5 | 21-Dec-20 | <p>1. <u>Chapter 0.2.2 – Relationship with Other Organisations</u> a. Included GAM as a Part 21 approved design organisation</p> <p>2. <u>Chapter 0.2.4 – Scope of Work</u> a. Include aircraft type R44 to GAM scope of work and update AMP reference</p> | 04-Jan-21 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|---|----------------|
| 2 | 5 | 21-Dec-20 | <ol style="list-style-type: none"> 3. <u>Chapter 0.4.2 – Continuing Airworthiness Management Organisation Chart</u> <ol style="list-style-type: none"> a. Included Deputy Continuing Airworthiness Management Manager into the organisation chart. 4. <u>Chapter 0.8 – Facilities</u> <ol style="list-style-type: none"> a. Included additional location for GAM CAMO facilities at PGU 5. <u>Chapter 1.1.1.1 – The Journey Log Content</u> <ol style="list-style-type: none"> a. Added policy for fully utilising previously approved AJL prior using the newly approved AJL. 6. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> <ol style="list-style-type: none"> a. Added ARS privilege and ARS 01 and ARS 03 approval for airworthiness review and permit to fly for type EC120 b. Included approval for new appointed ARS for type R44 7. <u>Chapter 5.4 – List of Approved Maintenance Organisation Contracted</u> <ol style="list-style-type: none"> a. Updated aircraft type capability for contracted AMO for type R44 8. <u>Chapter 5.8 – Details of Aircraft Managed by GAM CAMO</u> <ol style="list-style-type: none"> a. Updated list of aircraft managed by GAM CAMO 9. <u>Chapter 5.9 – Manpower Resources and Management Tools</u> <ol style="list-style-type: none"> a. Updated Manpower Resources and Management Tools | 04-Jan-21 |
| 2 | 6 | 01-Dec-21 | <ol style="list-style-type: none"> 1. <u>Cover Page</u> <ol style="list-style-type: none"> a. Updated CAME revision no and date 2. <u>Table of Content</u> <ol style="list-style-type: none"> a. Updated Table of Content. 3. <u>IV. Distribution List</u> <ol style="list-style-type: none"> a. Update distribution list with 2 copy of original (MASTER) b. Include GAMS portal as controlled holder of CAME. 4. <u>V. Abbreviation List</u> <ol style="list-style-type: none"> a. Included CAD and CAGM in list. 5. <u>VI. CAAM Certificate of Approval</u> <ol style="list-style-type: none"> a. Included GAM CAMO CAAM Certificate of Approval | 15-Dec-21 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|---|----------------|
| 2 | 6 | 01-Dec-21 | <p>6. <u>Chapter 0.2 – General Information</u></p> <p>a. 0.2.4 – Updated AMP reference.</p> <p>b. 0.2.4 – Updated privilege for Airworthiness Review and Permit to Fly EC120B.</p> <p>7. <u>Chapter 1.1 – Aircraft Journey Log Utilisation and MEL Application</u></p> <p>a. 1.1.1.1- Update policy on AJL copies</p> <p>b. 1.1.2 – Included policy for the MEL review and amendment period.</p> <p>8. <u>Chapter 1.2 – Aircraft Maintenance Programme (AMP)</u></p> <p>a. 1.2.1 – Update policy on the periodically review of the AMP minimum annually from initial issue date or from the revision date, as applicable.</p> <p>b. 1.2.3.2,1.2.3.3 – Submission of the AMP to CAAM changed from by operator to CAMO.</p> <p>9. <u>Chapter 1.4 – Accomplishment and Control of Airworthiness Directives</u></p> <p>a. 1.4.1 – Remove policy on filing of hard copies of Airworthiness Directives in office cabinet.</p> <p>b. 1.4.1 – Include policy for monthly reporting to CAAM for AD compliance issued by CAAM or State of Design as per CAD 6801.</p> <p>c. 1.4.2 – Remove policy on AD compliance requires operator’s decision.</p> <p>d. 1.4.3 – Include new policy on AD Control.</p> <p>10. 1.4.4 – Include new policy on AD Listing</p> <p><u>Chapter 1.6 – Repair Modification Standards</u></p> <p>a. 1.6.5 – Remove policy on Conformity Inspection and introduce policy Assessment as per CAD 8109/8110.</p> <p>b. 1.6.6 – Include new policy on Recording of Modification as per CAD 8109/8110.</p> <p>11. <u>Chapter 1.7 – Defect Reports</u></p> <p>a. – Remove policy on In Service Difficulty Reporting (ISDR) and include new policy Mandatory Occurrence Reporting – Airworthiness Aspect.</p> <p>12. <u>Chapter 1.11 – Aircraft Weighing</u></p> <p>a. – Update policy as per CAD 6805 and include reference to GAM MBP.</p> | 15-Dec-21 |

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|----------|--------|-----------|---|----------------|
| 2 | 6 | 01-Dec-21 | <ul style="list-style-type: none"> b. 1.11.2 – Update policy as per CAD 6805. c. 1.11.4 – Update policy as per CAD 6805 and include reference to GAM MBP. d. 1.11.5 – Include new policy Mass and Balance Calculations. e. 1.11.6 – Include new policy Mass and Balance Records. <p>13. <u>Chapter 1.12 – Flight Test Procedures</u></p> <ul style="list-style-type: none"> a. Amend Notice 8305 to CAD 8305. <p>14. <u>Chapter 1.16 – Subcontracting Management Control Procedure</u></p> <ul style="list-style-type: none"> a. Amend Notice 6102 to CAD 6802. <p>15. <u>Chapter 2.7 – Records Keeping</u></p> <ul style="list-style-type: none"> a. Include new policy on record keeping system on Quality System. <p>16. <u>Chapter 2.8 – Independent Audits of the Quality System</u></p> <ul style="list-style-type: none"> a. Include new policy on independent audits of quality system. <p>17. <u>Chapter 3.1 – Maintenance Contractor Selection Procedure</u></p> <ul style="list-style-type: none"> a. Amend Notice 6101 , 6102, 6501 to CAD 6801, 6802 and 8601 respectively. <p>18. <u>Chapter 3.3 – Quality Audit of Sub-contracted CAMO Tasks</u></p> <ul style="list-style-type: none"> a. Include new policy on quality audits of sub-contracted CAMO tasks. <p>19. <u>Chapter 4.1 – Airworthiness Review Staff</u></p> <ul style="list-style-type: none"> a. Amend control form number GAM/CAMO-002 to GAM/C-002 b. Amend control form number GAM/CAMO-003 to GAM/C-003 c. Amend Notice 6102, 1101 to CAD 6802 and 1801 respectively. d. Amend Director General to CAAM. <p>20. <u>Chapter 4.3 – Physical Survey</u></p> <ul style="list-style-type: none"> a. Amend control form number GAM/CAMO-003 to GAM/C-003 <p>21. <u>Chapter 4.4 – Additional Procedures for Recommendations to CAAM for the Import of the Aircraft</u></p> <ul style="list-style-type: none"> a. Amend Notice 8301 , to CAD 8301. <p>22. <u>Chapter 4.5 – Airworthiness Review Report to CAAM for the Issuance or Renewal of Certificate of Airworthiness</u></p> <ul style="list-style-type: none"> a. Amend control form number GAM/CAMO-002 to GAM/C-002. | 15-Dec-21 |

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| 2 | 6 | 01-Dec-21 | <p>23. <u>Chapter 4.6 – Control of an ARR</u> a. Include new policy on control of an ARR.</p> <p>24. <u>Chapter 4B.1 – Introduction</u> a. Amend Notice 8305 to CAD 8305.</p> <p>25. <u>Chapter 4B.2 – Issuance of Permit to Fly under CAMO privilege</u> a. Amend Notice 6102 and 8305 to CAD 6802 and 8305 respectively.</p> <p>26. <u>Chapter 4B.3 – Conformity with Flight Condition and with Conditions</u> a. Amend Notice 8305 to CAD 8305.</p> <p>27. <u>Chapter 4B.4 – Conformity with Flight Condition and with Conditions</u> a. Amend Notice 6101, 6102 and 8305 to CAD 6801, 6802 and 8305 respectively.</p> <p>28. <u>Chapter 4B.5 – Conformity with Flight Condition and with Conditions</u> a. Amend Notice 8305 to CAD 8305. b. Amend control form number GAM/CAMO-022 to GAM/C-022.</p> <p>29. <u>Chapter 4B.7 – Permit to Fly Flowchart</u> a. Amend control form number GAM/CAMO-022 to GAM/C-022.</p> <p>30. <u>Chapter 5.1 – Sample Documents</u> a. Update form.</p> <p>31. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> a. Update list of ARS.</p> <p>32. <u>Chapter 5.8 – Details of Aircraft Managed by GAM CAMO</u> a. Update list of aircraft managed by GAM CAMO</p> <p>33. <u>Chapter 5.9 – Manpower Resources and Management Tool</u> a. Update manpower resources.</p> <p>34. <u>Chapter 5.10 – List of Approved Limited Scope of Maintenance Activities</u> a. Include list of approved limited scope of maintenance activities.</p> | 15-Dec-21 |
| 2 | 7 | 14-Feb-22 | <p>1. <u>Cover Page</u> a. Updated CAME revision no and date</p> <p>2. <u>Table of Content</u> a. Updated Table of Content.</p> | 21-Feb-22 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
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| 2 | 7 | 14-Feb-22 | <ol style="list-style-type: none"> 3. <u>Chapter 0.2 – General Information</u> <ol style="list-style-type: none"> a. 0.2.4 – Updated AMP reference. b. 0.2.4 – Updated privilege for Airworthiness Review and Permit to Fly A109S. c. Include new privilege for Airworthiness Review and Permit to Fly R66 4. <u>Chapter 0.5 – Notification Procedure to the Civil Aviation Authority of Malaysia</u> <ol style="list-style-type: none"> a. Remove Personnel Requirements and replaced with Notification Procedures to the CAAM as per CAAM CAME Checklist CAAM/AW/6802-03 260721. 5. <u>Chapter 0.6 – Continuing Airworthiness Management Exposition Amendment Procedures</u> <ol style="list-style-type: none"> a. Update policy on CAME Amendment procedure based on CAAM CAME Checklist CAAM/AW/6802-03 260721. 6. <u>Chapter 0.7 – Facilities</u> <ol style="list-style-type: none"> a. Update facility on the relocation area of GAM CAMO at CAMO HQ. 7. <u>Chapter 4.1 – Airworthiness Review Staff</u> <ol style="list-style-type: none"> a. Include description on the responsibilities of ARS. b. Include procedure for ARS authorisation. 8. <u>Chapter 5.1 – Sample Documents</u> <ol style="list-style-type: none"> a. Include AJL for R66 9. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> <ol style="list-style-type: none"> a. Update list and privilege of ARS 10. <u>Chapter 5.4 – List of Approved Maintenance Organisations Contracted</u> <ol style="list-style-type: none"> a. Update list of capability for GAM AMO and contracted AMO 11. <u>Chapter 5.7 – Compliance Checklist</u> 12. Transfer matrix compliance of CAME to CAD 6801 and 6802 to Compliance Checklist ref. GAM/CAME/CC.<u>Chapter 5.8 – Details of Aircraft Managed by GAM CAMO</u> <ol style="list-style-type: none"> a. Update list of aircraft managed by GAM CAMO. 13. <u>Chapter 5.9 – Manpower Resources and Management Tool</u> <ol style="list-style-type: none"> a. Update manpower resources | 21-Feb-22 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|---|----------------|
| 2 | 7 | 14-Feb-22 | <ol style="list-style-type: none"> 1. <u>Chapter 5.10 – Details of Aircraft Managed by GAM CAMO</u> <ol style="list-style-type: none"> a. Update list of approved limited scope of maintenance activities for R66 | 21-Feb-2022 |
| 3 | 0 | 10-Aug-22 | <ol style="list-style-type: none"> 2. <u>Cover Page</u> <ol style="list-style-type: none"> a. Update issue no., revision no. and revision date. b. Include email address. 3. <u>All pages</u> <ol style="list-style-type: none"> a. Reformatting numbering system for each paragraph. 4. <u>I – Foreword</u> <ol style="list-style-type: none"> a. Introduce Foreword as per CAAM CAME Checklist CAAM/AW/6802-03 5. <u>II – Table of Content</u> <ol style="list-style-type: none"> a. Update chapter title and page number. 6. <u>III – List of Effective Pages</u> <ol style="list-style-type: none"> a. Update page no, issue no. and date for all pages. 7. <u>V – Abbreviation List</u> <ol style="list-style-type: none"> a. Include AJL, MBP, MBR, MCGS, PIREP, PMI, POI, QPM in the list. 8. <u>0.2 – General Information and Scope of Work</u> <ol style="list-style-type: none"> a. Update Chapter 0.2 as per CAAM CAME Checklist CAAM/AW/6802-03 b. Include new privilege Subpart G and I approval for Cessna 172S, Cessna 208 and PC-6. 9. <u>0.3 – Management Personnel</u> <ol style="list-style-type: none"> a. Update Chapter 0.3 as per CAAM CAME Checklist CAAM/AW/6802-03. b. Introduce Table for list of nominated post holder. c. Introduce paragraph 0.3.4 – Continuing Airworthiness Coordination as per CAAM CAME Checklist CAAM/AW/6802-03. d. Introduce form GAM/C-052 for Manpower Resources. e. Update table of training required for GAM CAMO 10. <u>0.4 – Management Organisation Charts</u> <ol style="list-style-type: none"> a. Include name of post holders in 0.4.2 CAMO Chart as required by CAAM CAME Checklist CAAM/AW/6802-03.. | 23-Sep-22 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|--|----------------|
| 3 | 0 | 10-Aug-22 | <p>11. <u>0.6 – CAME Amendments Procedure</u></p> <p>a. Update numbering for Chapter 0.6 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>b. Update paragraph 0.6.5 – CAMO Manuals Reference to include Mass & Balance Programme and Mass & Balance Procedure manuals.</p> <p>c. Update paragraph 0.6.6 – CAME Review to include participants for the review meeting.</p> <p>12. <u>0.7 – Facilities</u></p> <p>a. Update paragraph 0.7.6 for typo in Figure numbering reference.</p> <p>13. <u>Part 1 – Continuing Airworthiness Management Procedure</u></p> <p>a. Update Part 1 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>14. <u>1.6 – Non-Mandatory Modification Embodiment Policy</u></p> <p>15. Introduce Chapter 1.6 – Non-Mandatory Modification Embodiment Policy as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>16. <u>1.8 – Defect Reports</u></p> <p>a. Update Chapter 1.8 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>b. Introduce new paragraph 1.8.4 – Non Deferrable Defects Away From Base .</p> <p>c. Introduce new paragraph 1.8.7 – Liasion Meetings</p> <p>17. <u>1.9 – Engineering Activity</u></p> <p>a. Update CAAM AN 78 reference to CAD 8106.</p> <p>18. <u>1.10 – Reliability Programmes</u></p> <p>a. Update Chapter 1.10 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>19. <u>1.11 – Pre-flight Inspections</u></p> <p>a. Update Chapter 1.11 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>20. <u>1.13 – Check Flight Procedures</u></p> <p>a. Update Chapter 1.13 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>21. <u>1.16 – Control of Personnel Competence</u></p> <p>a. Update Chapter 1.16 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> | 23-Sep-22 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|--|----------------|
| 3 | 0 | 10-Aug-22 | <p>22. <u>1.18 – Safety Management System (CAT only)</u> a. Include Chapter 1.18 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>23. <u>Part 2– Quality System</u> a. Update Part 2 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>24. <u>Part 3– Contracted Maintenance</u> a. Update Part 3 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>25. <u>Part 4– Airworthiness Review Procedures</u> a. Update Part 3 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>26. <u>4.2 – Review of Aircraft Records</u> a. Include procedure from CAGM 6802 para. 8.2. b. Include reference to CAMP 5.6.1 for further details.</p> <p>27. <u>4.3 – Physical Survey</u> a. Include procedure from CAGM 6802 para. 8.3. b. Include reference to CAMP 5.6.2 for further details.</p> <p>28. <u>4.4 – Additional Procedures for Recommendations to CAAM for the Import of Aircraft/Used Aircraft</u> a. Update Chapter 4.4 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>29. <u>4.5 – Airworthiness Review Report</u> a. Update Chapter 4.5 as per CAAM CAME Checklist CAAM/AW/6802-03. b. Include reference to CAMP Chapter 5.8 and 5.9.</p> <p>30. <u>4.7 – Airworthiness Review Records, Responsibilities, Retention and Access</u> a. Update Chapter 4.7 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>31. <u>Part 4B– Permit to Fly</u> a. Update Part 4B as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>32. <u>Part 5– Appendices</u> a. Update Part 5 as per CAAM CAME Checklist CAAM/AW/6802-03..</p> | 23-Sep-22 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|--|----------------|
| 3 | 1 | 14-Feb-23 | <ol style="list-style-type: none"> 1. <u>Cover Page</u> <ol style="list-style-type: none"> a. Updated CAME revision no and date. 2. <u>II. Table of Content</u> <ol style="list-style-type: none"> a. Update page number. 3. <u>III. List of Effective Pages</u> <ol style="list-style-type: none"> a. Update revision no and revision date of revised pages. 4. <u>IV. Amendment Record</u> <ol style="list-style-type: none"> a. Update amendment details for Direct Approval Amendments. 5. <u>0.2 General Information and Scope of Work</u> <ol style="list-style-type: none"> a. Update Scope of Approval to include engine type b. 0.2.6.1 – Include aircraft type R44 II to Scope of Approval. 6. <u>0.3 Management Personnel</u> <ol style="list-style-type: none"> a. 0.3.6.2 – Correct typo reference paragraph 0.3.7.4 to paragraph 0.3.8.4. b. 0.3.7.3 – Amended Deputy to Nominated Persons for CAMM c. 0.3.9.1.3 – Amended latest issue no. and date for Manpower Resources and Management Tool. d. Included reference to CAN 31 for latest manhour availability within GAM CAMO. 7. <u>1.4 Accomplishment and Control of Airworthiness Directive</u> <ol style="list-style-type: none"> a. 1.4.1.2 – Update website reference for FAA AD. 8. <u>1.14 Planning Procedures</u> <ol style="list-style-type: none"> a. 1.14.2.5 – Correct typo GM to GAM. 9. <u>5.1 Sample Documents</u> <ol style="list-style-type: none"> a. 5.1.1 – Include in list for AJL aircraft type R44. b. 5.1.14 – Include sample AJL for aircraft type R44. 10. <u>5.2 List of Airworthiness Review Staff</u> <ol style="list-style-type: none"> a. Include ARS approval privilege for aircraft type R44 II, Cessna 172S, Cessna 208 and Pilatus PC6 b. Include AW139 ARS approval for Mohd Nor Azlizan (ARS 08). 11. <u>5.4 List of Approved Maintenance Organizations and List of Maintenance Contracts</u> <ol style="list-style-type: none"> a. Update maintenance contract reference for Mycopter Aviation Services Sdn. Bhd. | 16-Feb-23 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|---|----------------|
| 3 | 1 | 14-Feb-23 | <p>12. <u>5.6 List of Approved Maintenance Programme as per CAD 6801 and CAD 6802</u> a. Include AMP for aircraft 9M-DAK, 9M-BGH and 9M-KEL</p> <p>13. <u>5.7 Details of Aircraft Managed by GAM CAMO</u> a. Include aircraft 9M-KEL, 9M-BGH AND 9M-DAK</p> <p>14. <u>5.8 Manpower Resources and Management Tool</u> a. Update manpower resources and management.</p> <p>15. <u>5.9 List of Approved Limited Scope of Maintenance Activities Management Tool</u> a. 5.9.1 – Update condition on item 4, 17 and 24 to perform the rotor track and balance b. 5.9.3 – Update condition for item 1 and 19 to perform the rotor track and balance c. 5.9.8 – Include R44 II maintenance activities that requires maintenance flight test.</p> | 16-Feb-23 |
| 3 | 2 | 22-May-23 | <p>1. <u>Cover Page</u> a. Updated CAME revision no and date.</p> <p>2. <u>II. Table of Content</u> a. Update page number.</p> <p>3. <u>III. List of Effective Pages</u> a. Update revision no and revision date of revised pages.</p> <p>4. <u>IV. Amendment Record</u> a. Update amendment details for Direct Approval Amendments. b. Update and integrated indirect approval amendment for Issue 3 Rev 1A.</p> <p>5. <u>V. Certificate of Approval</u> a. Update latest Certificate of Approval</p> <p>6. <u>0.2 General Information and Scope of Work</u> a. Update date included for aircraft type R44 II to Scope of Approval.</p> <p>7. <u>1.10 Reliability Programmes</u> a. 1.10.6 – Introduce new policy on reliability reporting to CAAM</p> <p>8. <u>5.1 Sample Documents</u> a. Integrate indirect approval amendment Issue 3 Rev 1A</p> | 31-May-23 |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|---|--|
| 3 | 2 | 22-May-23 | <ul style="list-style-type: none"> b. 5.1.16 – Include AJL for RMPAOF ICP fleet (Cessna 208, Cessna 172S and PC-6) 9. <u>5.4 List of Approved Maintenance Organizations and List of Maintenance Contracts</u> <ul style="list-style-type: none"> a. Include GAM AMO capability for aircraft type EC155B1 and R44 II. 10. <u>5.6 List of Approved Maintenance Programme as per CAD 6801 and CAD 6802</u> <ul style="list-style-type: none"> a. Include AMP for RMPAOF Cessna 172S and Cessna 208 fleet. b. Remove AMP for Tuah Usaha R44 II (9M-DAK) fleet due to termination of CAMO. 11. <u>5.7 Details of Aircraft Managed by GAM CAMO</u> <ul style="list-style-type: none"> a. Remove 9M-GGB and 9M-DAK due to termination of CAMO. 12. <u>5.8 Manpower Resources and Management Tool</u> <ul style="list-style-type: none"> a. Update manpower resources and management. 13. <u>5.9 List of Approved Limited Scope of Maintenance Activities</u> <ul style="list-style-type: none"> a. 5.9.7 – Amend table numbering due to typo. | 31-May-23 |
| 3 | 3 | 25-Aug-23 | <ul style="list-style-type: none"> 1. <u>Cover Page</u> <ul style="list-style-type: none"> a. Updated CAME revision no and date. 2. <u>II. Table of Content</u> <ul style="list-style-type: none"> a. Update page number. 3. <u>III. List of Effective Pages</u> <ul style="list-style-type: none"> a. Update revision no and revision date of revised pages. 4. <u>IV. Amendment Record</u> <ul style="list-style-type: none"> a. Update amendment details for Direct Approval Amendments. 5. <u>V. Certificate of Approval</u> <ul style="list-style-type: none"> a. Update latest Certificate of Approval 6. <u>VII. Abbreviation List</u> <ul style="list-style-type: none"> a. Include abbreviation meaning for MMEL and MOC. 7. <u>0.3 Management Personnel</u> <ul style="list-style-type: none"> a. 0.3.9.2 Training Policy – Elaborate requirement on initial training and continuous training. | 2 weeks from CAAM approval date in III – List of Effective Pages |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|---|--|
| 3 | 3 | 25-Aug-23 | <p>8. 1.1 Aircraft Journey Log Utilisation and MEL Application</p> <p>a. 1.1b MEL Application – Amend form title to Aircraft Deferred Defect Record.</p> <p>9. 1.2 Aircraft Maintenance Programme (AMP)</p> <p>a. 1.2.2.3 AMP Amendments – Include participants for AMP review committee.</p> <p>b. 1.2.2.4 Approval by the CAAM – Amend paragraph reference.</p> <p>10. 1.3 Time and Continuing Airworthiness Records</p> <p>a. 1.3.2 Preservation of Continuing Airworthiness Records – Amend paragraph to specify method on keeping the records.</p> <p>11. 1.4 Accomplishment and Control of Airworthiness Directive</p> <p>a. 1.4.4 Airworthiness Directive Listing – Include reference to detailed procedure in CAMP.</p> <p>12. 1.5 Analysis of the Effectiveness of the Maintenance Programme</p> <p>a. 1.5.2 Liaison Meetings – Make reference to paragraph 1.2.2.3.2 on the committee member.</p> <p>13. 1.8 Defect Reports</p> <p>a. 1.8.6 Mandatory Occurrence Reporting – Airworthiness Aspect – Update channel for reporting MOR to CAAM through CARES.</p> <p>14. 1.11 Pre-flight Inspections</p> <p>a. 1.11.1 General – Scope and Definition – Added title sub-chapter to content as per CAAM CAME checklist.</p> <p>b. 1.11.2 Evaluation of Pre-flight Inspection Content – Added title sub-chapter to content as per CAAM CAME checklist.</p> <p>c. 1.11.3 Concurrent with AMP – Added new sub-chapter policy as per CAAM CAME checklist.</p> | 2 weeks from CAAM approval date in III – List of Effective Pages |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|--|--|
| 3 | 3 | 25-Aug-23 | <p>d. 1.11.4 Responsibility of Training of Personnel Performing Pre-flight Inspection – Added title sub-chapter to content as per CAAM CAME checklist and include policy on GAM CAMO to nominate pilot for task trained</p> <p>e. 1.11.5 Content of Pre-flight Inspection Training – Training Standard– Added new sub-chapter policy as per CAAM CAME checklist.</p> <p>f. 1.11.6 Records of Training – Added title sub-chapter to content as per CAAM checklist</p> <p>15. <u>1.14 Planning Procedures</u></p> <p>a. 1.14.2 Planning of AMP Task – Include reference to detailed procedure in CAMP.</p> <p>b. 1.14.3 Monitoring of Maintenance Between Scheduled Maintenance – Include reference to detailed procedure in CAMP</p> <p>16. <u>2.1 Continuing Airworthiness Quality Policy, Plan and Audit Procedure</u></p> <p>a. 2.1.2 Quality System Policy – Amend reference.</p> <p>17. <u>4B.3 Permit to Fly Authorised Signatories</u></p> <p>a. 4B.3.5 – Delete requirement for list of PTF issued to be kept in ARS personal file by QA.</p> <p>18. <u>5.1 Sample Documents</u></p> <p>a. Update form for ARR and AJL for RMPAOF Cessna 208, Cessna 172S & PC-6 fleet.</p> <p>19. <u>5.2 List of Airworthiness Review Staff</u></p> <p>a. Include ARS 07 approval for aircraft type R44.</p> <p>20. <u>5.4 List of Approved Maintenance Organizations and List of Maintenance Contracts</u></p> <p>a. 5.4.2 Contracted AMO – Remove Mycopter as contracted AMO due to termination of CAMO contract with owner.</p> | 2 weeks from CAAM approval date in III – List of Effective Pages |

| ISSUE NO | REV NO | DATE | DETAILS | EFFECTIVE DATE |
|----------|--------|-----------|---|--|
| 3 | 3 | 25-Aug-23 | <p>21. 5.6 List of Approved Maintenance Programme as per CAD 6801 and CAD 6802</p> <p>a. Remove AMP for 9M-BGH, 9M-HFA, 9M-JAG due to termination of CAMO contract.</p> <p>22. 5.7 Details of Aircraft Managed by GAM CAMO</p> <p>a. Remove aircraft 9M-BGH, 9M-HFA, 9M-JAG due to termination of CAMO contract.</p> <p>23. 5.8 Manpower Resources and Mangement Tool</p> <p>a. Update manpower resources and management.</p> | 2 weeks from CAAM approval date in III – List of Effective Pages |

b. Indirect Approval Amendments

| ISSUE NO | REV NO | DATE | DETAILS | QAM APPROVAL | DATE |
|----------|--------|-----------|---|---|------|
| 3 | 1A | 10-Apr-23 | 1. <u>5.1 Sample Documents</u> a. 5.1.5 – Update AJL AW139 GAM/C-008/AW139 REV 4 b. 5.1.6 – Update AJL AW189 GAM/C-008/AW189 REV 2 c. 5.1.7 – Update AJL General GAM/C-008/GEN REV 2 d. 5.1.8 – Update AJL B300 GAM/CAMO-008/B300 REV 1 e. 5.1.9 – Update AJL Helang Flying Academy GAM/C-008/HELANG REV 1 f. 5.1.10 – Update AJL A109E GAM/C-008/A109E REV 1 g. 5.1.12 – Update AJL PGU AW139 PGU/C-008/AW139 REV 1 h. 5.1.13 – Update AJL R66 GAM/C-008/R66 REV 1 i. 5.1.14A – Include AJL Unitara Resources (M) Sdn. Bhd. GAM/C-008/URM REV 0 | Integrated in CAME Issue 3 Rev 2 Date 22 May 2023 | |

V. Certificate of Approval

CAAM/AIRO/03-03
210221



CIVIL AVIATION AUTHORITY OF MALAYSIA

CERTIFICATE OF APPROVAL

APPROVAL NUMBER: CAMO/2016/03

Pursuant to regulation 31 of Civil Aviation Regulations 2016 and subject to the conditions specified below, the following organisation:

GALAXY AEROSPACE (M) SDN. BHD.

Suite 11-14, Helicopter Centre,
Malaysia International Aerospace Centre (MIAC),
Sultan Abdul Aziz Shah Airport,
47200 Subang,
SELANGOR.

is approved as a **CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION**

in accordance with Civil Aviation Directive (CAD) 6802

CONDITIONS:

1. The approval is limited to that specified in the Terms of Approval,
2. This approval requires compliance with the procedures specified in the latest revision of the **Continuing Airworthiness Management Exposition**, as specified in the Terms of Approval,
3. This approval is valid whilst the approved **Continuing Airworthiness Management Organisation** remains in compliance with CAD 6802; and
4. Subject to compliance with the foregoing conditions, this approval shall remain valid until the expiry date, as specified in the Terms of Approval, unless surrendered, suspended or revoked.

AIR 2

CAPT. NORAZMAN BIN MAHMUD
for Civil Aviation Authority of Malaysia



Date of initial issue: 15-Jun-2017
Date of renewal: 31-May-2023
Date of revision: -
Revision number: 00

VI. DISTRIBUTION LIST

- a. This Continuing Airworthiness Management Exposition and any subsequent revision are distributed according to CAMP Chapter 1.5 to the following recipients. Controlled copy holders will receive future revisions and issues. Holder of the controlled copy will ensure that the copy is maintained up to date and is made available to the concerned staff/manager/executive of the department as and when required.
- b. The original copy of the CAME (MASTER) are held by QAM GAM-CAMO and CAAM. Remaining copies are listed as per below:

| COPY NUMBER | HOLDER | LOCATION | FORMAT |
|------------------|--|--|-----------------|
| GAM/CAME/MASTER1 | Quality Assurance Manager GAM-CAMO | GAM, Subang | Paper |
| GAM/CAME/MASTER2 | Civil Aviation Authority of Malaysia | CAAM, Putrajaya | Paper |
| GAM/CAME/01 | Continuing Airworthiness Management Manager GAM-CAMO | GAM, Subang | Paper |
| GAM/CAME/02 | CAMO Publication | Galaxy Aerospace Management System (GAMS) portal | Electronic Copy |

- c. Each holder of GAM CAME is personally responsible for the insertion of all revisions. All responsible persons shall have a thorough knowledge with the GAM CAME.
- d. Copies are issued to any other agency other than reflected in distribution list or any personnel are considered as un-controlled. These manuals shall be current issue and revision. Un-controlled copy holder will not receive future revisions.

VII. ABBREVIATIONS LIST

| | |
|--------|--|
| AC | Airworthiness Certificate |
| AD | Airworthiness Directive |
| ADD | Acceptable Deferred Defect |
| AFM | Aircraft Flight Manual |
| AJL | Aircraft Journey Log |
| AM | Accountable Manager |
| AMC | Acceptable Means of Compliance |
| AMO | Approved Maintenance Organisation |
| AMP | Aircraft Maintenance Programme |
| AOC | Air Operator's Certificate |
| AOG | Aircraft on Ground |
| AOL | Aircraft Operating Limit |
| AR | Airworthiness Review |
| ARR | Airworthiness Review Report |
| ARS | Airworthiness Review Staff |
| AWOPS | All Weather Operations |
| C of A | Certificate of Airworthiness |
| CAAM | Civil Aviation Authority of Malaysia |
| CAD | Civil Aviation Directive |
| CAGM | Civil Aviation Guidance Material |
| CAM | Continuing Airworthiness Management |
| CAMM | Continuing Airworthiness Management Manager |
| CAME | Continuing Airworthiness Management Exposition |
| CAMO | Continuing Airworthiness Management Organisation |
| CAMP | Continuing Airworthiness Management Procedures |
| CAMS | Continuing Airworthiness Management System |
| CDL | Configuration Deviation List |
| CRS | Certificate of Release to Service |
| DOA | Design Organisation Approval |
| EASA | European Aviation Safety Agency |
| ELT | Emergency Locator Transmitter |
| FC | Functional Check |
| GAM | Galaxy Aerospace (M) Sdn. Bhd. |
| LLP | Life limited Parts |
| LOEP | List of Effective Pages |

| | |
|-------------|--|
| MBP | Mass and Balance Programme |
| MBR | Mass and Balance Report |
| MCGS | Mass and Centre of Gravity Schedule |
| MEL | Minimum Equipment List |
| MM | Maintenance Manual |
| MMEL | Master Minimum Equipment List |
| MNPS | Minimum Navigation Performance Service |
| MOC | Management of Change |
| MOE | Maintenance Organisation Exposition |
| MOR | Mandatory Occurrence Report |
| MPD | Maintenance Planning Document |
| MRB | Maintenance Review Board |
| MRC | Maintenance Release Certificate |
| OEM | Original Equipment Manufacturer |
| PIC | Pilot in Command |
| PIREP | Pilot Report |
| PTF | Permit to Fly |
| QAM | Quality Assurance Manager |
| QPM | Quality Procedure Manual |
| RTB | Rotor Track and Balance |
| SB | Service Bulletin |
| SL | Service Letter |
| SIL | Service Instruction Leaflet |
| SMI | Scheduled Maintenance Inspection |
| SRM | Structure Repair Manual |
| STC | Supplemental Type Certificate |
| TC | Type Certificate |
| TCDS | Type Certificate Data Sheet |

0.3 Management Personnel

0.3.1 General

0.3.1.1 The management personnel are nominated persons that are required to fill out CAAM/AW/0104-00 (CAAM Form 4) and subjected to acceptance by Civil Aviation Authority of Malaysia (CAAM).

0.3.1.2 The current management personnel and authorised signatory for GAM CAMO are as per table below:

| Position | Nominated Personnel |
|--|--------------------------------------|
| Accountable Manager | Dato' Shamsul Kamar Bin Samsudin |
| Continuing Airworthiness Management Manager | Zaty Nadhira Binti Mohamed Zuhari |
| Quality Assurance Manager | Omar Bin Ahmad |
| Airworthiness Review Staff | Refer CAME Chapter 5.2 |

0.3.2 Accountable Manager (AM)

0.3.2.1 The Accountable Manager (AM) has corporate authority for ensuring that all continuing airworthiness activities can be financed and carried out in accordance with CAD 6802.

0.3.2.2 The duties and responsibilities associated with this post are stated in paragraph 0.3.8.1 of this CAME.

0.3.3 Continuing Airworthiness Management Manager (CAMM)

0.3.3.1 The Continuing Airworthiness Management Manager (CAMM) is responsible for determining what maintenance is required, when it has to be performed and by whom and to what standard, in order to ensure the continued airworthiness of the aircraft being managed.

0.3.3.2 The CAMM is responsible for the management and supervision of continuing airworthiness management activities and shall be responsible to the AM.

0.3.3.3 The duties and responsibilities associated with the post of CAMM are as stated in paragraph 0.3.8.2 of this CAME.

0.3.4 Continuing Airworthiness Coordination

- 0.3.4.1 The CAMM is supported by a group of personnel to ensure that GAM CAMO is always in compliance with CAD 6802. These consists of personnel for Deputy CAMM, CAMO Planner, Technical Records, Technical Publication and Technical Services.
- 0.3.4.2 Refer CAMP Chapter 0.5 for the duties and responsibilities for each support personnel.

0.3.5 Quality Assurance Manager (QAM)

- 0.3.5.1 The Quality Assurance Manager (QAM) is responsible for monitoring the quality system, including the associated feedback system. The QAM shall have direct access to the AM to ensure that the AM is kept properly informed on quality and compliance matters.
- 0.3.5.2 The duties and responsibilities associated with the post of QAM are as stated in paragraph 0.3.8.3 of this CAME.

0.3.6 Airworthiness Review Staff (ARS)

- 0.3.6.1 The Airworthiness Review Staff (ARS) is responsible to carry out the airworthiness review and, if applicable, to issue the permit to fly subject to approval by CAAM. The current list of ARS are as stated in CAME Chapter 5.2.
- 0.3.6.2 The duties and responsibilities associated with the post of ARS are as per paragraph 0.3.8.4 of this CAME.

0.3.7 Deputy to Nominated Persons

- 0.3.7.1 GAM CAMO shall ensure that the organisation remain in compliance with CAAM Part M even during absence of the nominated persons.
- 0.3.7.2 CAAM shall be informed accordingly for absence of the nominated persons longer than one month and having deputy to assume such responsibility. The deputy shall be able to show sufficient knowledge, background and appropriate experience related to aircraft continuing airworthiness to the satisfaction of CAAM equivalent to the nominated persons.

0.3.7.3 Refer table below for the names of deputies to the nominated persons:

| Position | Deputy |
|---|---|
| Accountable Manager | - |
| Continuing Airworthiness Management Manager | ‘Amir bin Abdullah |
| Quality Assurance Manager | Shall be assumed by Accountable Manager |

0.3.8 Duties and Responsibilities

0.3.8.1 Accountable Manager

0.3.8.1.1 The Accountable Manager (AM) has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with CAD 6802.

0.3.8.1.2 The AM is responsible for:

- a) ensuring that all necessary resources are available to manage continuing airworthiness in accordance with CAD 6802 to support the organisation approval certificate;
- b) nominating a person or group of persons with the responsibility of ensuring that the organisation always complies with the applicable continuing airworthiness management, airworthiness review and permit to fly requirements of CAAM Part M;
- c) nominating a person or group of persons with the responsibility for managing the compliance monitoring function as part of the management system; and
- d) ensuring that the nominated persons have a direct reporting line to the AM to ensure that the AM is kept properly informed on quality and compliance matters.

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|  | Continuing Airworthiness Management Exposition (CAME) | |
| | Issue No. | 3 |
| | Revision No. | 3 |

0.3.8.2 Continuing Airworthiness Management Manager

0.3.8.2.1 The nominated post holder for continuing airworthiness will ensure that all maintenance is carried out by the CAAM Part 145 maintenance organisation, in accordance with the relevant approved maintenance programme, on time and to an approved standard. For every aircraft managed in GAM CAMO, the CAMM has the following responsibilities:

- a) develop and control a maintenance programme for the aircraft managed including any applicable reliability programme;
- b) present the aircraft maintenance programme and its amendments to CAAM for approval and provide a copy of the approved programme to the owner (or in the case of lease, to the lessee), if applicable;
- c) manage the approval of modification and repairs;
- d) ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance CAD 8601 or CAD 8602, as applicable;
- e) ensure that all applicable airworthiness directives and, Civil Aviation Directives with a continuing airworthiness impact, are applied;
- f) ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation;
- g) ensure that the aircraft is taken to an appropriately approved maintenance organisation, whenever necessary;
- h) coordinate scheduled maintenance, the accomplishment of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly;
- i) manage and archive all continuing airworthiness records including aircraft journey log; and
- j) ensure that the mass and balance statement reflect the current status of the aircraft.



0.3.8.3 Quality Assurance Manager

0.3.8.3.1 The Quality Assurance Manager is responsible for the following functions:

- a) Monitoring that all activities carried out under CAD 6802 are being performed in accordance with the approved procedures;
- b) Monitoring that all contracted maintenance is carried out in accordance with the contract;
- c) Monitoring the continued compliance with the requirements of CAD 6802;
- d) Monitoring that all subcontracted continuing airworthiness management tasks is carried out in accordance with the contractual obligations;
- e) Monitoring and amending of the CAME and the submission of proposed amendments to CAAM;
- f) Establishing and managing the corrective action process, including root cause analysis and identification of preventative measures;
- g) Liason with CAAM regarding compliance and auditing;
- h) Establishing a compliance monitoring feedback system in accordance with Chapter 5 of CAD 6802; and
- i) Reporting any occurrences of a maintenance nature to the CAAM and the aircraft manufacturers. This includes both Mandatory Occurrences and occurrences related to maintenance findings, which fall outside the Mandatory scheme;

0.3.8.4 Airworthiness Review Staff

0.3.8.4.1 Airworthiness Review Staff (ARS) is responsible to carry out airworthiness reviews and if applicable, to issue permit to fly, subject to the approval by CAAM.

0.3.8.4.2 Further details on duties and responsibilities of ARS are as stated in Part 4 and Part 4B of this CAME.



0.3.9 Manpower Resources and Training Policy

0.3.9.1 Manpower Resources

0.3.9.1.1 GAM CAMO must always employ sufficient appropriate staff to ensure the expected work can be performed and all duties can be fulfilled. The minimum number of employees dedicated to the performance of the continuing airworthiness management systems must be employed.

0.3.9.1.2 GAM CAMO Manpower Resources and Management Tools in CAME Chapter 5.8 is used to ensure that the staff are sufficient to perform the airworthiness management activities. The automation manpower management tool is used to show the balance ratio of manpower to tasks and its sufficiency.

0.3.9.1.3 The manpower resources calculation shall be reviewed quarterly or whenever there is any significant changes to the number of aircraft managed by GAM CAMO that may affect the manpower calculation.

0.3.9.1.4 Refer CAN 31 for GAM/C-052 GAM CAMO Manpower Resources on the latest manhour availability within GAM CAMO.

0.3.9.2 Training Policy

0.3.9.2.1 Training will be provided by GAM CAMO to ensure that each member of staff is adequately trained to carry out the functions of, and satisfy the responsibilities associated with, the Part M Subpart G and I continuing airworthiness management functions.

0.3.9.2.2 QAM shall review training needs at intervals not exceeding two years or at more frequent intervals taking into account of changes in:

- a) Regulations
- b) CAME / company procedures
- c) New aircraft type
- d) Organisation

0.3.9.2.3 The staff member shall be made aware of how these changes affect their duties and responsibilities and the company procedures. Continuation Training consists of procedures, regulation, and technical training.

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

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

0.3.9.2.6 The following training shall be attended by the nominated persons:

| NO | COURSE | POSITION | | | | REMARKS | |
|----|--|----------|-----|------|-----|---------|---------------------------------|
| | | AM | QAM | CAMM | ARS | INITIAL | CONTINUATION (EVERY 2 YEARS) |
| 1 | Part M – Continuing Airworthiness Management | M | M | M | M | / | |
| 2 | CAME | O | M | M | M | / | / |
| 3 | CAMP | O | M | M | M | / | / |
| 4 | Human Factor | O | M | M | M | / | / |
| 5 | Air Legislation | O | M | M | M | / | |
| 6 | CAMS (AERONET) | O | O | M | M | / | |
| 7 | Level 1 Category C Type Training | O | O | O | M | / | |
| 8 | Aircraft General Familiarisation | O | O | O | O | / | |

Legend

M - Mandatory O - Optional

0.3.9.2.7 It's the responsibility of QAM that each training is documented and that the training recordings are stored in the personal files required for each nominated persons for at least two years after the relevant nominated persons has left.

0.3.9.2.8 Refer CAMP Chapter 0.7 Training Requirement for further details.



PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURE

1.1 Aircraft Journey Log Utilisation and MEL Application

1.1a Aircraft Journey Log System

1.1a.1 Aircraft journey log is a system for recording defects and malfunctions during the aircraft operation and for recording details of all maintenance carried out on an aircraft between scheduled base maintenance visits. In addition, it is used for recording flight safety and maintenance information the operating crew need to know.

1.1a.2 GAM CAMO shall use an aircraft journey log system containing the following information for each aircraft:

a) information about each flight, necessary to ensure continued flight safety which includes:

- 1) the aircraft type and registration mark,
- 2) the date and place of take-off and landing,
- 3) the times at which the aircraft took off and landed,
- 4) the running total of flying hours, such that the hours to the next schedule maintenance can be determined.
- 5) details of any failure, defect or malfunction to the aircraft affecting airworthiness or safe operation of the aircraft including emergency systems, and any failure, defect or malfunctions in the cabin or galleys that affect the safe operation of the aircraft or the safety of its occupants that are known to the commander. Provision should be made for the commander to date and sign such entries including, where appropriate, the nil defect state for continuity of the record. Provision should be made for a maintenance release following rectification of a defect or any deferred defect or maintenance check carried out. Such a certificate appearing on each page of this section should readily identify the defect(s) to which it relates or the particular maintenance check as appropriate.



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- 6) In the case of maintenance performed by a Part-145 maintenance organisation, it is acceptable to use an alternate abbreviated maintenance release consisting of the statement 'Part-145 maintenance release instead of the full certification statement specified in paragraph 5.9 b) of CAD 8601 or its associated guidance. When the alternate abbreviated maintenance release is used, the introductory section of the journey log should include an example of the full certification statement from paragraph 5.9 b) of CAD 8601.
 - 7) the quantity of fuel and oil uplifted and the quantity of fuel available in each tank, or combination of tanks, at the beginning and end of each flight; provision to show, in the same units of quantity, both the amount of fuel planned to be uplifted and the amount of fuel actually uplifted; provision for the time when ground de-icing and/ or anti-icing was started and the type of fluid applied, including mixture ratio fluid/water.
 - 8) the pre-flight inspection signature.
- b) the current aircraft maintenance release;
 - c) the current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due except that CAAM should agree to the maintenance statement being kept elsewhere;
 - d) all outstanding deferred defects rectifications that affect the operation of the aircraft and make provision for recording the following:
 - 1) a cross reference for each deferred defect such that the original defect can be identified in the particular sector record page.
 - 2) the original date of occurrence of the defect deferred.
 - 3) brief details of the defect.
 - 4) details of the eventual rectification carried out and its maintenance release or a clear cross-reference back to the document that contains details of the eventual rectification.

e) and any necessary guidance instructions on maintenance support arrangements.

- 1.1a.3 GAM CAMO AJL comprise of a single section document containing the above information. The AJL shall have at least 3 copies for each page. First copy will be held by GAM CAMO. Second copy will be held by Operator. Third copy is the Logbook copy. An optional Fourth Copy may be used as standby copy which to be retained on the ground until completion of the flight to which it relates. Else, a digital copy of the AJL is required to be sent to CAMO prior to take off.
- 1.1a.4 In the event that unscheduled maintenance and/or defect rectification is required to be carried out away from main base, by another maintenance organisation, the prior agreement of the primary maintenance contractor must be sought. The organization carrying out such maintenance will be required to issue a Maintenance Release in the Journey Log and details of work carried out shall be sent to operator as soon as practicable.
- 1.1a.5 While the CAMM is responsible for maintaining and completing the continuing airworthiness record system, the AJL is completed by the owner or operator's pilots. It shall always be carried on board. GAM CAMO must be informed in regular intervals about the current running total flying hours of the aircraft by the owner/operator for planning the next maintenance event.
- 1.1a.6 All entries to the Aircraft Journey Log (AJL) system must comply with the following conditions:
- a) be writing in indelible ink;
 - b) all input must be in the English Language;
 - c) be clear, concise and use block capitals;
 - d) all pages of log book must be legible.
- 1.1a.7 The instructions to fill each AJL shall be referred to Continuing Airworthiness Notices (CAN) 01.
- 1.1a.8 The aircraft journey log system and any subsequent amendment shall be incorporated in the CAME and approved by CAAM. The previously

approved AJL may be fully utilised prior using the new revision of the AJL.

1.1a.9 GAM CAMO shall retain the AJL for at least 36 months after the date of the last entry.

1.1b MEL Application

1.1b.1 The minimum equipment list (MEL) is intended to permit operations with certain inoperative items of equipment for the minimum period necessary until repairs can be accomplished. It is important that repairs are accomplished at the earliest opportunity in order to return the aircraft to its design level of safety and reliability.

1.1b.2 GAM CAMO shall establish, at the customer request and where possible, for each aircraft a Minimum Equipment List (MEL) and submit for approval to the CAAM.

1.1b.3 This shall be based upon, but not be less restrictive than, the relevant Master Minimum Equipment List (MMEL) if this exists, and other applicable requirements accepted or mandated by the CAAM.

1.1b.4 If the MEL is established by the operator, GAM CAMO shall have access to the latest approved MEL for all contracted aircraft.

1.1b.5 A revision to the MMEL, will require to review and amend the MEL, as necessary. Where a source MMEL revision is more restrictive, GAM CAMO shall submit an appropriate amendment to the MEL for approval immediately on receipt of the MMEL revision.

1.1b.6 The time for MEL amendment is 120 days for MMEL revision that does not affect a procedure ((M) or (O) and where the MMEL revision affects a procedure, the MEL amendment time is 60 days.

1.1b.7 The MEL shall be reviewed at least annually to ensure that it incorporates any changes to the operation, aircraft or to the regulation.

1.1b.8 The maximum time an aircraft may be operated between the discovery of an inoperative item and its repair will be specified in the MMEL. Passenger convenience items such as reading lights may have no specified repair interval (no category).

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1.1b.9 The category of all other inoperative items will be determined according to the time intervals specified below:

a) Category A

Items in this category shall be repaired within the time interval specified in the “Remarks or Exceptions” column of GAM approved MEL. Whenever the proviso in the “Remarks or Exceptions” column of the MMEL states cycles or flight time, the time interval begins with the next flight.

b) Category B

Items in this category shall be repaired within 3 consecutive calendar days excluding the day of discovery.

c) Category C

Items in this category shall be repaired within 10 consecutive calendar days, excluding the day of discovery.

d) Category D

Items in this category shall be repaired within 120 consecutive calendar days, excluding the day of discovery. To be considered for placement in Category D, the item must be of an optional nature, or excess equipment.

1.1b.10 To be approved for Category D, the item must meet the following criteria:

- a) The absence of the item does not affect crew workload;
- b) The pilots do not rely on the function of that item on a routine or continuous basis; and
- c) The pilot’s training, subsequent habit patterns and procedures do not rely on the use of that item.

1.1b.11 When an item of equipment is discovered to be inoperative, it is reported by making an entry in AJL and [Aircraft Deferred Defect Record](#).

- 1.1b.12 When a defect has been raised in 'Defects' column of the AJL and is deemed to be within the allowance quoted in the MEL, then it may be subject to deferred defect action.
- 1.1b.13 When operating with multiple inoperative items, the interrelationship between those items and the effect on aircraft operation and crew workload will be considered.
- 1.1b.14 The requirement of the MEL will only be applied following the agreement between the Operator (pilot in command) and the Part 145 AMO (LAE).
- 1.1b.15 It is recognised that the pilot may require a defect to be rectified after considerations of operational implications, or multiple unserviceable items affecting airworthiness and/or due increase in crew workload.
- 1.1b.16 Where the MEL item has been entered by maintenance personnel, the decision to accept the deferred item allowed by the MEL/CDL remains the responsibility of the pilot in command.
- 1.1b.17 The deferred defect item is monitored by GAM CAMO using the CAMS for a timely rectification based on the specified repair intervals stated in the MEL.
- 1.1b.18 GAM CAMO then shall coordinate with Part 145 AMO in terms of spares, personnel, facilities and schedules to ensure timely repair of the defect item.
- 1.1b.19 Defect rectification cannot be postponed unless agreed by the operator and in accordance with a procedure approved by the CAAM.
- 1.1b.20 The extension of the rectification interval shall be in accordance with the operational and maintenance procedures defined in the MEL approved by CAAM as applicable.
- 1.1b.21 Refer CAMP Chapter 4.5 for further details.

1.2 Aircraft Maintenance Programme (AMP)

1.2.1 General

- 1.2.1.1 Maintenance of each aircraft shall be organised in accordance with an approved aircraft maintenance programme. The term “maintenance programme” is intended to include scheduled maintenance tasks, the associated procedures and standard maintenance practices. The term “maintenance schedule” is intended to embrace the scheduled maintenance tasks alone.
- 1.2.1.2 The aircraft shall only be maintained to one approved maintenance programme at a given point in time. Where an operator wishes to change from one approved programme to other, a transfer check or inspection may need to be performed in order to implement the change.
- 1.2.1.3 A maintenance programme may indicate that it applies to several aircraft registrations as long as the maintenance programme clearly identifies the effectivity of the tasks and procedures that are not applicable to all of the listed registrations.
- 1.2.1.4 For a newly type-certificated aircraft where no previously approved maintenance programme exists, it will be necessary for GAM CAMO to comprehensively appraise the manufacturer’s recommendations (and the MRB report where applicable), together with other airworthiness information, in order to produce a realistic programme for approval.
- 1.2.1.5 For existing aircraft types, it is permissible for GAM CAMO to make comparisons with maintenance programmes previously approved. It should not be assumed that a programme approved for one CAMO would automatically be approved for another.
- 1.2.1.6 Evaluation should be made of the aircraft/fleet utilisation, landing rate, equipment fit and, in particular, the experience of GAM CAMO when assessing an existing programme.
- 1.2.1.7 When CAAM is not satisfied that the proposed maintenance programme can be used as is, CAAM shall request appropriate changes such as additional maintenance tasks or de-escalation of check frequencies as necessary.



1.2.2 Content Development

1.2.2.1 Sources

- 1.2.2.1.1 An aircraft maintenance programme should normally be based upon the maintenance review board (MRB) report where applicable, the maintenance planning document (MPD), the relevant chapters of the maintenance manual or any other maintenance data containing information on scheduling. Furthermore, an aircraft maintenance programme should also take into account any maintenance data containing information on scheduling for components.
- 1.2.2.1.2 When the maintenance programme is based on maintenance steering group logic or on condition monitoring, the aircraft maintenance programme shall include a reliability programme.
- 1.2.2.1.3 The structure and format of these maintenance recommendations may be re-written by the owner or GAM CAMO to better suit the operation and control of the particular maintenance programme.
- 1.2.2.1.4 The aircraft maintenance programme shall be established in compliance with:
- a) the requirements issued by CAAM;
 - b) the requirements for continuing airworthiness:
 - 1) issued by the holders of the type-certificate, restricted type-certificate, supplemental type-certificate, major repair design approval, TSO authorisation or any other relevant approval; and
 - 2) included in the document containing design data with acceptable methods, techniques and practices for carrying out and identifying standard changes or standard repairs, if applicable; and
 - c) the requirements for non-safety related tasks as follows:
 - 1) additional or alternative instructions, proposed by GAM CAMO, approved in accordance with paragraph 3.2 of CAD 6801; and

- 2) escalation of tasks interval shall be subject to sufficient reviews being carried out in accordance with paragraph 3.2.6 of CAD 6801.

1.2.2.1.5 The aircraft maintenance programme shall contain details, including frequency of all maintenance to be carried out, including any specific tasks linked the type and the specific operations. When applicable, the aircraft maintenance programme shall include the certification maintenance requirements item.

1.2.2.1.6 Refer CAMP Chapter 4.4.1 for further details on AMP Development.

1.2.2.2 Responsibilities

1.2.2.2.1 The operator is responsible for development of the AMP and its amendments for all operated aircraft.

1.2.2.2.2 If the development of an AMP or its amendments has been contracted to GAM CAMO, the responsibility remains with the operator. The operator must check and verify the contents of AMP are complied with the approved manufacturer manuals before submission to CAAM.

1.2.2.2.3 The application and submission to CAAM for AMP approval shall be made by GAM CAMO.

1.2.2.3 AMP Amendments

1.2.2.3.1 The aircraft maintenance programme shall be subject to periodic reviews and amended accordingly. These reviews shall ensure that the programme continues to be valid in light of the operating experience and instructions from CAAM whilst taking into account new maintenance instructions and modified maintenance instructions, promulgated by the type certificate and supplementary type certificate holders, TSO authorisation holders and any other organisation that publishes such data.

1.2.2.3.2 The maintenance programme details should be reviewed at least annually. [The AMP review committee shall consist of the following members:](#)

- a) [Camm or his/her delegate;](#)

- b) QAM or his/her delegate;
- c) owner / operator representative; and.
- d) contracted AMO representative.

1.2.2.3.3 As a minimum, revisions of documents affecting the programme basis need to be considered by GAM CAMO for inclusion in the maintenance programme during the annual review. Applicable mandatory requirements for compliance to paragraph 3.4 of CAD 6801 should be incorporated into GAM CAMO maintenance programme as soon as possible.

1.2.2.3.4 Repetitive maintenance tasks derived from modifications and repairs should be incorporated into the approved maintenance programme.

1.2.2.3.5 Amendments (revisions) to the approved maintenance programme should be made by GAM CAMO, to reflect changes in the TC holder's recommendations, modifications, service experience, or as required by the CAAM.

1.2.2.3.6 Amendments are mainly categorized into 3 types:

- a) 'A' – Mandatory amendments promulgated by the CAAM.
- b) 'B' – Amendments requested by the Operator and approved by the CAAM.
- c) 'C' – Amendments made and approved by GAM CAMO using the approved procedures by Quality Manager for minor editorial changes/correction of typing errors/inclusion of additional task cards / changes to part numbers. However, this amendment shall not result in an increase in an aircraft component life / cycle or reduction in the degree/frequency of previously approved routine maintenance.

1.2.2.3.7 Refer CAMP Chapter 4.4.2 for further details on AMP Amendments.

1.2.2.4 Approval by the CAAM

1.2.2.4.1 The aircraft maintenance programme and any subsequent amendments as per paragraph 1.2.2.3.6 a) and b) above shall be approved by CAAM.

- 1.2.2.4.2 CAAM approval is indicated in the Maintenance Programme Approval Page which is part of the AMP document as per CAGM 6804.
- 1.2.2.4.3 GAM CAMO may only vary the periods prescribed by the programme with the approval of the CAAM or through a procedure developed in the maintenance programme and approved by the CAAM.
- 1.2.2.4.4 Refer CAMP Chapter 4.4.4 for further details on AMP Variation.



1.3 Time and Continuing Airworthiness Records: Responsibilities, Retention and Access

1.3.1 Continuing Airworthiness Records

1.3.1.1 GAM CAMO aircraft continuing airworthiness records shall consist of, as appropriate, an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s), log cards for any service life limited component and an aircraft journey logbook.

1.3.1.2 At the completion of any maintenance, the associated maintenance release shall be entered in the appropriate logbook in the aircraft continuing airworthiness records. Each entry shall be made as soon as practicable and within 30 days after the day of the maintenance action.

1.3.1.3 The aircraft logbook shall be identified with the aircraft type and registration mark. The date together with the following information, as appropriate, shall be entered in the appropriate logbooks:

- a) total flight time;
- b) total flight cycles; and
- c) total landings.

1.3.1.4 The aircraft continuing airworthiness records shall contain the current:

- a) status of airworthiness directives and measures mandated by CAAM in immediate reaction to a safety problem;
- b) status of modifications and repairs;
- c) status of compliance with maintenance programme;
- d) status of service life limited components;
- e) mass and balance report; and
- f) list of deferred maintenance.

1.3.1.5 In addition to the authorised release document CAAM Form 1 or equivalent document acceptable to CAAM, the following information relevant to any component installed shall be entered in the appropriate



engine logbook, propeller logbook, engine module log card or service life limited component log card—

- a) identification of the component;
- b) the type, serial number and registration of the aircraft to which the particular component has been fitted, along with the reference to the installation and removal of the component;
- c) the date together with the component's accumulated total flight time, flight cycles, landings and calendar time, as appropriate; and
- d) the current continuing airworthiness records as specified in paragraph 1.3.1.4 applicable to the component.

1.3.1.6 All entries made in the aircraft continuing airworthiness records must be clear and accurate. When it is necessary to correct an entry, the correction must be made with a single line strikethrough that clearly shows the original entry with initial and authorised stamp.

1.3.1.7 GAM CAMO shall ensure that a system has been established to keep the following records for the periods specified –

- a) all detailed maintenance records in respect of the aircraft and any life-limited component fitted thereto, shall be kept at least 12 months after the aircraft or component has been permanently withdrawn from service;
- b) all detailed maintenance records in respect of the aircraft and any life-limited component fitted thereto, shall be kept until such time as the information contained therein is superseded by new information equivalent in scope and detail but not less than 36 months after the aircraft or component has been released to service or at least 12 months after the aircraft or component has been permanently withdrawn from service;
- c) the total time in service (hours, calendar time, cycles and landings) of the aircraft and all service life-limited components, shall be kept at least 12 months after the aircraft or component has been permanently withdrawn from service;

- d) the time in service (hours, calendar time, cycles and landings) as appropriate, since last scheduled maintenance of the component subjected to a service life limit, shall be kept at least until the component scheduled maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail;
- e) the current status of compliance with maintenance programme such that compliance with the approved aircraft maintenance programme can be established, shall be kept at least until the aircraft or component scheduled maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail;
- f) the current status of compliance with airworthiness directives applicable to the aircraft and components, shall be kept at least 12 months after the aircraft or component has been permanently withdrawn from service; and
- g) details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, shall be kept at least 12 months after they have been permanently withdrawn from service.

1.3.2 Preservation of Continuing Airworthiness Records

- 1.3.2.1 **GAM CAMO shall keep** continuing airworthiness records in paper form **and** on a computer database. All records should remain legible throughout the required retention period.
- 1.3.2.2 Paper systems should use robust material, which can withstand normal handling and filing.
- 1.3.2.3 Continuing airworthiness records should be stored in a safe way with regard to damage, alteration, and theft. Computer backup discs, tapes etc., should be stored in a different location from that containing the current working discs, tapes, etc., and ensure they remain in good condition in a safe environment.
- 1.3.2.4 Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by repair facilities and reference to records maintained by individual mechanics, etc. When these things have been done and the record is still incomplete, the owner/operator may make a statement in



the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to the CAAM for acceptance. The CAAM may require the performance of additional maintenance if not satisfied with the reconstructed records.

1.3.3 Access to Continuing Airworthiness Records

- 1.3.3.1 The record-keeping system must ensure that all records are accessible within a reasonable time whenever they are needed. These records should be organised in a manner that ensures their traceability and retrievability throughout the required retention period of all activities developed.
- 1.3.3.2 CAMM shall control the records as detailed in Chapter 1.3.1 of this CAME and present the records to the CAAM upon request.

1.3.4 Transfer of Continuing Airworthiness Records

- 1.3.4.1 When an aircraft is permanently transferred from one owner to another or owner/operator terminates his operation, GAM CAMO shall return the continuing airworthiness records as specified in paragraph 1.3.1 of this CAME and, if applicable, aircraft journey log as specified in paragraph 1.1a, to the owner.
- 1.3.4.2 Where continuing airworthiness management of an aircraft is transferred to another CAMO, all retained records shall be transferred to the said CAMO.
- 1.3.4.3 The time periods prescribed for the retention of records shall continue to apply to the new owner of the aircraft or CAMO.
- 1.3.4.4 Where GAM CAMO ceases to hold the certificate of approval under Regulation 31 of MCAR, all retained records shall be transferred to the owner (or in the case of lease, to the lessee) of the aircraft.
- 1.3.4.5 The handover of these documents shall be documented and signed by both parties.



1.4 Accomplishment and Control of Airworthiness Directive

1.4.1 Airworthiness Directive Information

1.4.1.1 Any applicable airworthiness directive (AD) issued by CAAM or by the State of Design shall be carried out within the requirements of that airworthiness directive, unless otherwise agreed by CAAM.

1.4.1.2 CAMM shall be responsible to check AD periodically and to include them if appropriate into the maintenance planning according to AMP. Therefore he/she takes the AD published by the competent authority of the state of the type certificate holder of the aircraft/engine/components into account and those of the CAAM and other authorities using the following internet addresses:

a) EASA:

<http://ad.easa.europa.eu>

b) FAA:

<https://drs.faa.gov/>

c) TCCA:

https://wwwapps.tc.gc.ca/Saf-Sec-Sur/2/cawis-swimn/AD_h.aspx

d) CAAM:

<https://www.caam.gov.my/wp-content/uploads/2022/01/CAD-8501-Mandatory-Continuing-Airworthiness-Information-Airworthiness-Directives-1.pdf>

e) Additionally:

AD's of aircraft/engine/components issued state of manufacture.

1.4.1.3 GAM CAMO shall update CAAM monthly for the compliance of any AD issued by CAAM or by the State of Design.

1.4.2 Airworthiness Directive Decision

1.4.2.1 All ADs shall be evaluated for general applicability to aircraft or aircraft components.

- 1.4.2.2 GAM CAMO shall evaluate the applicability of the AD and monitored the process flow until accomplishment by means of Technical Instruction Compliance (TIC).
- 1.4.2.3 If the AD is applicable, it is included in the maintenance planning and a work order is created in time to implement the AD onto the aircraft. The work order together with the AD shall be forwarded to the contracted AMO for implementation.
- 1.4.2.4 If an emergency airworthiness directive is applicable, GAM CAMO shall immediately inform the owner / operator.
- 1.4.2.5 If the owner / operator cannot be reached in due time, GAM CAMO has the right to take necessary decisions. In order not to lose unnecessary time, an Emergency AD can be ordered by Phone or E-mail.
- 1.4.2.6 In case where the operator failed to incorporate an AD which is clearly affecting the aircraft or its component, this shall immediately be communicated with the operator. If the operator insists for not to incorporate the AD, GAM CAMO has the right to immediately terminate its services and contract.
- 1.4.2.7 Refer CAMP Chapter 4.6 TIC for further details.

1.4.3 Airworthiness Directive Control

- 1.4.3.1 AD must be performed in the period specified in the AD. Any deviation must be submitted to the respective State of Design authority for approval. Deviation request shall state the reason for request and shall include supporting data.
- 1.4.3.2 The CAMM is responsible for control of performing and for request of deviation. He will establish the applicable work orders.
- 1.4.3.3 The CAMM is responsible for incorporation and documentation of performed AD's. The CAMM is also responsible to ensure that all applicable AD's will be performed in time as specified in the AD.
- 1.4.3.4 The method of compliance and when such compliance was achieved will be recorded in the aircraft airworthiness records (Log Books) by GAM CAMO. For ADs with repetitive inspection content then each and every

inspection will be recorded on completion in the aircraft airworthiness records.

1.4.3.5 Maintenance Release Certificate shall be issued every time compliance with an AD is established.

1.4.4 Airworthiness Directive Listing

1.4.4.1 The CAMM must ensure that a current status list of all AD's performed for each managed aircraft is administrated.

1.4.4.2 The listing consists of summary of records for all AD's that had been sentenced and compliance as applicable to the aircraft configuration. The status list shall contain the following information as applicable, but not limited to:

- a) Aircraft make/model/serial number
- b) Engine make/model/serial number
- c) APU make/model
- d) Component make/model
- e) AD number
- f) Subject
- g) Date and hours/cycles at compliance
- h) Method of compliance (SB number, not applicable by S/N, etc.)
- i) One time action
- j) Recurring action (yes/no)
- k) Next compliance due date (date/hours/cycles), if recurrent action is requested
- l) Accomplishment information.

1.4.4.3 The AD listing shall be referred to Modification Record Book. Refer CAMP Chapter 2.5.3.



1.5 Analysis of the Effectiveness of the Maintenance Programme

1.5.1 General

1.5.1.1 GAM CAMO shall have a system to analyse the effectiveness of the maintenance programme, with regard to spares, established defects, malfunctions and damage, and to amend the maintenance programme accordingly.

1.5.2 Liaison Meetings

1.5.2.1 The CAMM will analyse and monitor the effectiveness of the AMP through regular Liaison Meetings [with participants as stated in CAME paragraph 1.2.2.3.2.](#)

1.5.2.2 These meetings will address the following areas:

- a) The Aircraft maintenance programme content.
- b) The effect on the Aircraft maintenance programme of any ADs, modifications, or repairs.
- c) Changes to the operation (e.g., utilisation), which may affect the Aircraft maintenance programme.
- d) Maintenance findings.
- e) Other defect reports i.e., air turn-backs, spares reliability, technical delays, technical incidents, repetitive defects, and pilot reports.
- f) Quality monitoring product samples (aircraft surveys), when performed.
- g) Changes to the manufacturer's maintenance guidance material, Service Bulletins Service Letters etc. and how these affect the Aircraft maintenance programme.
- h) Other Quality System findings as they affect upon the contracted approved maintenance organisations.



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1.5.3 Amendment to the AMP

1.5.3.1 Where appropriate and necessary, amendments to the AMP will be promulgated by the CAMM for submission to CAAM as an amendment.

1.5.4 Frequency of Meetings

1.5.4.1 Liaison meetings will be held at intervals not exceeding one year in conjunction with AMP annual review as stated in CAME paragraph 1.2.2.3.2 for every aircraft managed and the results of any meeting recorded with any actions required allocated to the responsible person.

1.6 Non-Mandatory Modification Embodiment Policy

1.6.1 General

1.6.1.1 GAM CAMO shall establish and work according to this policy, which assesses non-mandatory information (modification or inspections) related to the airworthiness of the aircraft.

1.6.1.2 Non-mandatory information refers to service bulletins, service letters and other information that is produced for the aircraft and its components by an approved design organisation, the manufacturer, State of Design or CAAM.

1.6.2 Modification

1.6.2.1 Modification design data originating from an aeronautical product manufacturer are considered approved by CAAM subject to following conditions:

- a) the modification design approval holder is the Type Certificate, STC, TSO authorisation or product approval holder of the product; and
- b) the modification design is explicitly identified as approved by the State of Design or design organisation approved by the State of Design (e.g. EASA Part-21 Subpart J DOA, FAA DAH or TCCA DAO); and
- c) the modification design is transmitted via service bulletins (SB) or equivalent documents

1.6.3 Service Bulletin & Service Letters

1.6.3.1 Service Bulletins and all other necessary technical publications are directly received on the basis of subscriptions from the official dealers.

1.6.3.2 All manufacturers' Service Bulletins applicable to the aircraft managed by GAM CAMO shall be reviewed in the first instance by the CAMM for applicability. Where compliance with the modification or inspections in the Service Bulletins may be seen as beneficial in consideration of the technical, operational and economical effects to GAM CAMO, a proposal shall be made to the owner/operator.

1.6.4 Other Modifications

1.6.4.1 All modifications specified other than those stated in paragraph 1.6.2.1 above, shall be:

- a) approved under requirements of CAD 8104 and CAD 8105; or
- b) validated under requirements of CAD 8108

1.6.4.2 All modifications may be considered to fall in one of two categories:

- a) Major modification
- b) Minor modification

1.6.5 Minor Modifications

1.6.5.1 A 'minor modification' has no appreciable effect on the mass, balance, structural strength, reliability, operational characteristics, operational suitability data, or other characteristics affecting the airworthiness of the product or its environmental characteristics. Without prejudice to paragraph 9 of CAD 8102, all other modifications are 'major modifications' under CAD 8104.

1.6.5.2 GAM is also an approved design organisation under CAAM Part 21. For minor modification outside of categories and scope of GAM DO, the CAMM or the owner/operator shall establish data package for the minor modification. All minor changes have to be agreed by the CAMM before submission to CAAM for approval. In case of using an appropriately approved Part 21, further approval by CAAM is not required.

1.6.6 Modification Embodiment

1.6.6.1 The decision on embodiment will be made by the operator or owner. If the owner/operator decides to implement any modification above, GAM CAMO shall ensure a risk assessment is conducted by the Safety Department through the Management of Change procedure.

1.6.6.2 The decisions taken and the risk management shall form part of the records.

1.6.7 Recording of Modification

1.6.7.1 Incorporation of all modifications, whether introduced through Service Bulletins or CAAM approved Minor/Major modifications, shall be recorded in the aircraft continuing airworthiness records.

1.6.7.2 GAM CAMO shall ensure that:

- a) the modification / repair substantiating data supporting compliance with the airworthiness requirements are retained;
- b) in addition to the records of design approval and return-to-service approval, the following kind of data that shall be included, as applicable:
 - 1) a master drawing list and the individual drawings, photographs, specifications and records which identify the design change and location on the aircraft;
 - 2) mass and moment change records; and
 - 3) a record of any change in electrical load caused by incorporation of the design change;
- c) part of the records includes a STC or equivalent document, service bulletins, or structure repair manual reference, if applicable;
- d) the details of modifications / repair to an aircraft and its major components retained for a minimum period of 12 months after the unit to which the records refer has been permanently withdrawn from service;
- e) in the event of a temporary change of operator, the records shall be made available to the new operator; and
- f) In the event of any permanent change of operator, the records shall be transferred to the new operator.

1.6.7.3 When applicable, GAM CAMO shall incorporate into the existing operating data supplements to the approved aircraft flight manual, maintenance instructions, instructions for continuing airworthiness and repair instructions pertaining to a modification. GAM CAMO shall record

the incorporation of the required supplements in the appropriate revision logs.

1.6.7.4 All changes to limited life components limits, if applicable, shall be incorporated in the maintenance programme following the modification / repair design approval.

1.6.8 Liaison with Operator / Owner

1.6.8.1 The CAMM is responsible to notify any implementation or incorporation of all non-mandatory changes, to the operator / owner through Liaison Meetings in addition to those identified in Chapter 1.5.2 of this CAME.

1.7 Repair and Modification Standards

1.7.1 General

1.7.1.1 Modification means a change to the type design of an aeronautical product which is not a repair. Repair means the restoration of an aeronautical product to an airworthy condition as defined by the appropriate airworthiness requirement.

1.7.2 Approval

1.7.2.1 GAM CAMO shall ensure that modifications and repairs incorporated in the aircraft are approved by CAAM accordingly.

1.7.2.2 All design of modifications to be embodied on Malaysian aircraft shall be:

- a) approved under requirements of CAD 8104 and CAD 8105;
- b) validated under requirements of CAD 8108; or
- c) complies to the requirement of CAD 8109 para. 5.

1.7.2.3 All design of repairs to be embodied on Malaysian aircraft shall be:

- a) approved under requirements of CAD 8106; or
- b) complies to the requirement of CAD 8110 para. 5.

1.7.2.4 Any deviations to the installation / repair instructions provided by the design approval holder required during the embodiment of modification / repair shall be deemed as a revision to a modification / repair design and shall be approved accordingly.

1.7.3 Assessment

1.7.3.1 GAM CAMO has the ultimate responsibility to verify compatibility with other modifications and repairs before installing any new modifications or repairs on the aircraft.

1.7.3.2 The installer of the modifications / repair specified in para. 4.1 of CAD 8109 / 8110, respectively, shall survey the aircraft records and the aircraft itself to determine what other modification or repair exist on the aircraft. Any questions of incompatibility with other modifications or



repairs arising from the survey shall be referred for resolution to GAM CAMO.

1.7.3.3 GAM CAMO shall provide the installer with information on all existing modification or repair to the aircraft so that compatibility may be verified. Any questions of modification / repair incompatibility which may arise during installation or in service shall be thoroughly investigated by consultation with the modification / repair design approval authority or modification / repair design approval holder.

1.7.3.4 In every case of incompatibility between modifications or repairs, the problem shall be corrected and it must be established to the satisfaction of the CAAM of that the modified / repaired aircraft continues to comply with the applicable standards of airworthiness.

1.7.3.5 GAM CAMO shall promptly report any modification / repair incompatibilities detected during installation or in service to the modification / repair design approval holder, to the installer and to CAAM.

1.7.3.6 Refer CAMP Chapter 4.10 for further details.

1.7.4 Recording of Modification

1.7.4.1 GAM CAMO shall ensure that:

- a) the modification / repair substantiating data supporting compliance with the airworthiness requirements are retained;
- b) in addition to the records of design approval and return-to-service approval, the following kind of data that shall be included, as applicable:
 - 1) a master drawing list and the individual drawings, photographs, specifications, and records which identify the design change and location on the aircraft;
 - 2) mass and moment change records; and
 - 3) a record of any change in electrical load caused by incorporation of the design change
- c) part of the records includes a STC or equivalent document, or service bulletins / structural repair manual reference, if applicable;

- d) the details of modifications / repairs to an aircraft and its major components retained for a minimum period of 12 months after the unit to which the records refer has been permanently withdrawn from service;
- e) in the event of a temporary change of operator, the records shall be made available to the new operator; and
- f) in the event of any permanent change of operator, the records shall be transferred to the new operator.

1.7.4.2 When applicable, GAM CAMO shall incorporate into the existing operating data supplements to the approved aircraft flight manual, maintenance instructions, instructions for continuing airworthiness and repair instructions pertaining to a modification / repair. GAM CAMO shall record the incorporation of the required supplements in the appropriate revision logs.

1.7.4.3 All changes to limited life components limits, if applicable, shall be incorporated in the maintenance programme following the modification / repair design approval.

1.7.5 Liaison with Operator / Owner

1.7.5.1 The CAMM is responsible to notify any implementation or incorporation of all mandatory changes, especially in relating to the Flight Manual and MEL supplements, to the Operator / owner through Liaison Meetings in addition to those identified in Part 1.5.2 of this CAME.



1.8 Defect Reports

1.8.1 Analysis

1.8.1.1 A system of assessment should be in operation to support the continuing airworthiness of an aircraft and to provide a continuous analysis of the effectiveness of the approved continuing airworthiness management organisation's defect control system in use.

1.8.1.2 The system should provide for:

- a) significant incidents and defects: monitor incidents and defects that have occurred in flight and defects found during maintenance and overhaul, highlighting any that appear significant in their own right.
- b) repetitive incidents and defects: monitor on a continuous basis defects occurring in flight and defects found during maintenance and overhaul, highlighting any that are repetitive.
- c) deferred and carried forward defects: Monitor on a continuous basis deferred and carried forward defects. Deferred defects are defined as those defects reported in operational service which are deferred for later rectification. Carried forward defects are defined as those defects arising during maintenance which are carried forward for rectification at a later maintenance input.
- d) unscheduled removals and system performance: analyse unscheduled component removals and the performance of aircraft systems for use as part of the maintenance programme efficiency.

1.8.1.3 An assessment of both the cause and any potentially hazardous effect of any defect or combination of defects that could affect flight safety should be made in order to initiate any necessary further investigation and analysis necessary to identify the root cause of the defect.

1.8.2 Liaison with Manufacturers and Regulatory Authorities

1.8.2.1 All defects considered affecting flight safety shall be reported by the operator to CAAM and GAM CAMO.

1.8.2.2 Defects known to GAM CAMO shall be reported to the operator, CAAM and TC holder.



1.8.3 Deferred Defect Policy

- 1.8.3.1 In general, all identified defects shall be corrected before flight, deferred maintenance should as far as possible be avoided during scheduled maintenance and should be the last solution. However, under certain circumstances defects may be deferred if applicable conditions are met. Established Deferred defect policy must be referred.
- 1.8.3.2 GAM will seek to ensure that the minimum number of open Deferred Defects exist. All open Deferred Defects will be monitored by CAMM in consultation with the owner or operator and the contracted maintenance organisation to ensure earliest rectification and subsequent closure.
- 1.8.3.3 All defects that are subject to deferral action will be as per the Minimum Equipment List and its guidelines for use. Defects such as cracks and structural defects that are not addressed in the MEL or CDL may only be deferred after agreement with the Type Certificate holder and that the defect is not of a safety concern.
- 1.8.3.4 When a Deferred Defect is raised, the CAMM will consult with the contracted maintenance organisation with a view to arrange the earliest possible rectification action to be taken. This will involve the pre-allocation of down time, spares, personnel, tooling etc. as appropriate. A Maintenance Release will be issued upon clearance of any Deferred Defects.
- 1.8.3.5 It is of vital importance to contact the manufacturer as soon as any uncertainty exists.

1.8.4 Non Deferrable Defects Away From Base

- 1.8.4.1 In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are available, the organisation contracted to provide maintenance support may issue a one-off certification authorisation—
- a) to one of its employees holding equivalent type authorisations on aircraft of similar technology, construction and systems; or
 - b) to any person with not less than five years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation

appropriately approved under this Directive at that location and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person.

- 1.8.4.2 All such cases as specified in this paragraph must be reported to CAAM within seven days after issuing such certification authorisation. The organisation issuing the one-off authorisation shall ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organisation. The organisation shall have an approved procedure in place for managing the maintenance activity undertaken at the location under the authority of the one-off authorisation.

1.8.5 Repetitive Defects

- 1.8.5.1 Repetitive Defect is a defect in an aircraft or its component which recurs, in spite of rectifications attempted on the same aircraft or its component and system more than 3 times in a month.
- 1.8.5.2 The aircraft continuing airworthiness records are monitored by CAMM to identify repetitive defects as and when they become apparent. Remedial action will be arranged with the contracted maintenance organisation in consultation with the owner/operator.

1.8.6 Mandatory Occurrence Reporting – Airworthiness Aspect

- 1.8.6.1 GAM CAMO shall report to CAAM and the organisation responsible for the type design (or supplemental type design), of any identified condition of an aircraft or component that endangers flight safety.
- 1.8.6.2 The reports shall be made through [CAAM Aviation Reporting System \(CAREs\)](https://safetyreporting.caam.gov.my/) via [CAAM website address](https://safetyreporting.caam.gov.my/) at <https://safetyreporting.caam.gov.my/>.
- 1.8.6.3 Reports shall be made in accordance with CAD 1900 and contain all pertinent information about the conditions known to the person.
- 1.8.6.4 Each report should contain at least the following information:
- a) reporter or organisation's name and approval reference if applicable,

- b) information necessary to identify the subject aircraft and/or component,
- c) date and time relative to any life or overhaul limitation in terms of flying hours/cycles/landings etc., as appropriate,
- d) details of the occurrence,
- e) other information to comply with CAD1900 – Safety Reporting.

1.8.6.5 Where the organisation maintaining the aircraft is contracted by an owner to carry out maintenance, the organisation maintaining the aircraft shall also report to the owner and GAM CAMO of any such condition affecting the owner’s aircraft or component.

1.8.6.6 Reports shall be made as soon as practicable, and within 48 hours of the person identifying the condition to which the report relates.

1.8.7 Liaison Meetings

1.8.7.1 All occurrences, which have maintenance implications, shall be analysed by the CAMM in consultation with the approved AMO. Any maintenance occurrence reports raised by the contracted AMO on GAM CAMO managed aircraft shall also be advised to the CAMM.

1.8.7.2 Both organisations shall hold copies of any reports that have been raised that affect maintenance. Liaison meetings shall be held between the CAMM, the contracted AMO, the QAM and any other involved parties to discuss occurrence reports issues.

1.8.7.3 The frequency of these meetings shall be held as necessary if required by maintenance findings and/or operational circumstances.

1.9 Engineering Activity

- 1.9.1 GAM is also an approved Design Organisation (DO) with CAAM approval no. DOA/2020/01.
- 1.9.2 GAM DO terms of approval can be referred to Design Organisation Manual ref. GAM/DOM latest approved revision.
- 1.9.3 Modifications and repairs that are not within the scope of GAM DO shall be submitted to CAAM for the approval of the particular repair data in accordance with CAD 8106 and the procedures in CAMP Chapter 4.11 Repair Process Management.

1.10 Reliability Programmes

1.10.1 General

- 1.10.1.1 The purpose of a reliability programme is to ensure that the aircraft maintenance programme tasks are effective and their periodicity is adequate.
- 1.10.1.2 The reliability programme may result in the escalation or deletion of a maintenance task, as well as the de-escalation or addition of a maintenance task.
- 1.10.1.3 A reliability programme provides an appropriate means of monitoring the effectiveness of the maintenance programme.
- 1.10.1.4 A reliability programme should be developed for an aircraft, including its engines, propellers and components in the following cases:
- a) the aircraft maintenance programme is based upon MSG-3 logic.
 - b) the aircraft maintenance programme includes condition monitored components;
 - c) the aircraft maintenance programme does not contain overhaul time periods for all significant system components;
 - d) when specified by the Manufacturer's maintenance planning document or MRB.
- 1.10.1.5 A reliability programme need not be developed in the following cases:
- a) the maintenance programme is based upon the MSG-1 or 2 logic but only contains hard time or on condition items;
 - b) the aircraft maintenance programme provides overhaul time periods for all significant system components.
- 1.10.1.6 Notwithstanding paragraphs 1.10.1.4 and 1.10.1.5 above, GAM CAMO may however, develop its own reliability monitoring programme when it may be deemed beneficial from a maintenance planning point of view.



1.10.2 Reliability Data

1.10.2.1 The type of information to be collected should be related to the objectives of the Programme and should be such that it enables both an overall broad based assessment of the information to be made and also allow for assessments to be made as to whether any reaction, both to trends and to individual events, is necessary. The following are examples of the normal prime sources:

- a) Pilot reports
- b) Technical Logs.
- c) Aircraft Maintenance Access Terminal / On-board Maintenance System readouts.
- d) Maintenance Worksheets.
- e) Workshop Reports.
- f) Reports on Functional Checks.
- g) Reports on Special Inspections.
- h) Stores Issues/Reports.
- i) Air Safety Reports.
- j) Reports on Technical Delays and Incidents.
- k) Other sources: EDTO, RVSM, CAT II/III.
- l) Continuing airworthiness and safety information promulgated under Part-21 will also be taken into consideration.

1.10.3 Analysis of Reliability Data

1.10.3.1 The collected information shall be analysed for the identification of trends, specific highlights and related events. The analysis and interpretation of information shall enable a critical assessment of the effectiveness of the programme and shall take the following points into considerations:

- a) Comparisons of operational reliability with established or allocated standards (in the initial period these could be obtained from in-service experience of similar equipment of aircraft types).
- b) Analysis and interpretation of trends.
- c) Evaluation of repetitive defects.
- d) Confidence testing of expected and achieved results.
- e) Studies of life-bands and survival characteristics.
- f) Reliability predictions
- g) Identification of hazards and risks and how they are fed into the management system.

1.10.3.2 The range and depth of engineering analysis and interpretation should be related to the particular programme and to the facilities available. The following, at least, should be taken into account:

- a) Flight defects and reductions in operational reliability.
- b) Defects occurring on-line and at main base.
- c) Deterioration observed during routine maintenance.
- d) Workshop and overhaul facility findings.
- e) Modification evaluations.
- f) Sampling programmes.
- g) The adequacy of maintenance equipment and publications.
- h) The effectiveness of maintenance procedures.
- i) Staff training.
- j) Service bulletins, technical instructions, etc..



1.10.4 Corrective Actions

1.10.4.1 Corrective actions shall correct any reduction in reliability revealed by the programme and could take the form of:

- a) Changes to maintenance, operational procedures or techniques.
- b) Maintenance changes involving inspection frequency and content, function checks, overhaul requirements and time limits, which will require amendment of the scheduled maintenance periods or tasks in the approved maintenance programme. This may include escalation or de-escalation of tasks, addition, modification or deletion of tasks.
- c) Amendments to approved manuals (e.g. maintenance manual, crew manual).
- d) Initiation of modifications.
- e) Special inspections of fleet campaigns.
- f) Spares provisioning.
- g) Staff training.
- h) Manpower and equipment planning.

1.10.4.2 Some of the above corrective actions may need the CAAM's approval before implementation.

1.10.5 Reliability Meetings

1.10.5.1 The Maintenance Review Board (MRB) holds monthly meetings and constitutes of the following members:

- a) CAM Manager or his/her delegate
- b) QAM or his/her delegate
- c) Airworthiness Review Staff representative.
- d) EM or his/her delegate
- e) Technical Services Engineer

f) Logistic supervisor

1.10.5.2 The followings shall be in the agenda but not limited to:

- a) Reliability reports are evaluated, and a review of each delay and cancellation is carried out.
- b) Identify any adverse trends and associated technical problems for further investigation.
- c) Determine required actions to reduce recurring defect or significant event.
- d) Formulate actions that can rectify dispatch reliability being below set targets.
- e) Review actions taken on PIREP Rate Alert's and high unscheduled removal rate components.
- f) Proposals for corrective and preventive actions and for Aircraft Maintenance Programme changes are evaluated from incident, decisions made by majority vote.

1.10.5.3 The Programme shall be reviewed and, as necessary, revising the reliability 'standards' or 'alert levels' annually. Although not exclusive, the following list gives guidance on the criteria to be taken into account during the review.

- a) Utilisation (high/low/seasonal).
- b) Fleet commonality.
- c) Alert Level adjustment criteria.
- d) Adequacy of data.
- e) Reliability procedure audit.
- f) Staff training.
- g) Operational and maintenance procedures.

1.10.5.4 Refer CAMP Chapter 4.8 and 4.9 for further details.

1.10.6 Reliability Reporting to CAAM

- 1.10.6.1 GAM CAMO is required to submit monthly reliability monitoring data to CAAM for review.
- 1.10.6.2 If the aircraft affected in the maintenance programme is issued with part Special Approval (SPA), the reliability data related to specific part SPA approvals shall also be included in the reliability report, separately for each part SPA.
- 1.10.6.3 The report should be made by submitting form CAAM/AW/6807-01 and attached with respective detailed information and data in a form that shows relevant data analysis and interpretation that can be readily assessed and understood.
- 1.10.6.4 Whenever information obtained from reliability monitoring indicates a degraded level of safety, a special evaluation should be performed by GAM CAMO. The result of such evaluation should be presented to CAAM accordingly.
- 1.10.6.5 GAM CAMO shall invite CAAM to attend such regular periodic meetings where reliability issues are discussed.



1.11 Pre-flight Inspections

1.11.1 General – Scope and Definition

1.11.1.1 GAM CAMO shall be responsible for the satisfactory accomplishment of the pre-flight inspection through the AJL. The pre-flight inspection shall be carried out by the pilot or another qualified person but need not be carried out by an approved maintenance organisation.

1.11.2 Evaluation of Pre-flight Inspection Content

1.11.2.1 With regard to the pre-flight inspection, it is intended to mean all of the actions necessary to ensure that the aircraft is fit to make the intended flight. These should typically include but are not necessarily limited to:

- a) a walk-around type inspection of the aircraft and its emergency equipment for condition including, in particular, any obvious signs of wear, damage or leakage. In addition, the presence of all required equipment including emergency equipment should be established;
- b) an inspection of the aircraft continuing airworthiness record system or the operators journey log as applicable to ensure that the intended flight is not adversely affected by any outstanding deferred defects and that no required maintenance action shown in the maintenance statement is overdue or will become due during the flight;
- c) an inspection of validity of C of A;
- d) a control that consumable fluids, gases etc. uplifted prior to flight are of the correct specification, free from contamination, and correctly recorded;
- e) a control of refuelling;
- f) a control of cargo and baggage loading;
- g) a control that all doors are securely fastened;
- h) a control that controls surface and landing gear locks, pitot/static covers, restraint devices and engine/aperture blanks have been removed; and

- i) a control that all the aircraft's external surfaces and engines are free from ice, snow, sand, dust etc. and an assessment to confirm that, as the result of meteorological conditions and de-icing/anti-icing fluids having been previously applied on it, there are no fluid residues that could endanger flight safety. Alternatively, to this pre-flight assessment, when the type of aircraft and nature of operations allow for it, the build-up of residues may be controlled through scheduled maintenance inspections/cleanings identified in the approved maintenance programme.

1.11.2.2 Tasks such as oil and hydraulic fluid uplift and tyre inflation may be considered as part of the pre-flight inspection. The related pre-flight inspection instructions should address the procedures to determine where the necessary uplift or inflation results from an abnormal consumption and possibly requires additional maintenance action by the approved maintenance organisation or certifying staff as appropriate.

1.11.2.3 Any defect appeared during the pre-flight inspections is reported to CAMM using the AJL. The CAMM manages the performance of any required maintenance resulting from the checks above at the contracted AMO.

1.11.3 Concurrent with AMP

1.11.3.1 The pre-flight maintenance task that are required by the AMP shall be accomplished by the maintenance staff concurrent with the requirements of pre-flight inspections above.

1.11.3.2 The pre-flight maintenance task do not replace the pre-flight inspections required by the Flight Manual which must be performed by a pilot.

1.11.4 Responsibility of Training of Personnel Performing Pre-flight Inspection

1.11.4.1 In the case of aircraft operating away from a supported location, the contracted AMO may issue a limited certification authorisation to the commander and/ or the flight engineer on the basis of the flight crew licence held subject to being satisfied that sufficient practical training has been carried out to ensure that the commander or flight engineer can accomplish the specified task to the required standard.

1.11.4.2 The personnel performing pre-flight inspection shall receive appropriate training for the relevant task.

1.11.4.3 GAM CAMO shall nominate pilot to be task trained to perform the pre-flight inspection as required by the AMP to the contracted AMO for the issuance of authorisation to the nominated pilot.

1.11.5 Content of Pre-flight Inspection Training – Training Standard

1.11.5.1 The pre-flight inspection training shall be based on the AMP and the applicable aircraft maintenance manual.

1.11.6 Records of Training

1.11.6.1 The records of training shall be kept by the contracted AMO.

1.11.6.2 Refer QPM 2.10 Limited Certification Authorisations Control Procedure for details.

1.12 Aircraft Weighing

1.12.1 GAM CAMO shall be responsible to:

- a) develop and maintain a mass and balance programme;
- b) prepare the aircraft mass and balance programme document; and
- c) manage the mass and balance control of the aircraft in accordance with CAD 6805

1.12.2 GAM CAMO shall ensure that no flight takes place unless the mass and balance control of the aircraft is performed in accordance with GAM approved Mass and Balance Programme (MBP) ref. GAM/CAAM/MBP latest approved revision.

1.12.3 The aircraft shall be weighed/ reweighed at the following occasions:

- a) To determined mass and CG of each aircraft prior to issuance of the C of A.
- b) Whenever CAAM requires.
- c) Whenever required by aircraft TC holder.
- a) Whenever CAAM, GAM CAMO or the operator is of the opinion that adequate mass control has not been exercised over an aircraft during the modification or repair embodiment.
- b) After a major modification where the new mass and balance cannot be calculated based on mass and balance information in the modification documentation.
- c) After installation of equipment where the new mass and balance cannot be calculated based on reliable mass information for the installed equipment.
- d) After repainting of the aircraft.
- e) Not exceed 4 years intervals consecutively.

1.12.4 By derogation to the para 1.12.3 a) above, an aircraft may not be required to be weighed by the operator prior to the issuance C of A in

case of newly manufactured aircraft where the mass and CG has been determined by the manufacturer and recorded.

- 1.12.5 By derogation to the para 1.12.3 a) above, in the case of a used aircraft, the aircraft may not be required to be weighed by the operator prior to the issuance C of A aircraft if:
- a) the operator is able demonstrate that the aircraft has been last weighed in accordance to procedures equivalent to the MBP;
 - b) the aircraft is unmodified or only minimally modified (i.e. where it is explicitly specified in the modification data there is no appreciable effect on aircraft mass and balance); and
 - c) any changes to mass computed and recorded in the previous MBR and MCGS report.
- 1.12.6 Aircraft weighing shall be performed by AMO in accordance with CAAM CAD 8601 or CAD 8602 as applicable. Aircraft weighing activity shall be supervised by Weighing Engineer to ensure compliance to the requirements of CAAM CAD 6805
- 1.12.7 Aircraft weighing shall be carried out in accordance with instructions and recommendations of the aircraft type certificate holder, supplemental type certificate holder and weighing scale manufacturer as applicable. If such data is not available. GAM CAMO shall be responsible for developing appropriate weighing instructions for its particular aircraft as may be agreed by CAAM.
- 1.12.8 GAM CAMO shall be responsible to coordinate the aircraft weighing activity with operator and contracted AMO and raise the worksheet accordingly.
- 1.12.9 MBR and MCGS report shall be issued for every aircraft by the CAMO. The report shall be completed and certified by WE.
- 1.12.10 The MBR and MCGS report shall present:
- a) MCGS - Derivation of the Empty mass and corresponding the CG from the most recent aircraft weighing results and related calculations in accordance with Regulation 43 of MCAR.

- b) MBR - Current empty mass, the variable loads and the disposable loads for which the operator intends to use the aircraft for.
- c) Equipment List - Current Basic Equipment list showing the mass and lever arm of each item or make reference to the document in which such a list is included.
- d) Aircraft Basic Mass and Balance Record - Current, and continuous record of the mass and CG of each aircraft including modifications, repairs or other changes affecting either the mass and/or CG of the aircraft.

1.12.11 GAM CAMO shall maintain a complete, current, and continuous record of changes of empty mass, arm and empty centre of gravity limits for each aircraft. Details of modifications, repairs or other changes affecting either the mass and/or CG of the aircraft shall be recorded and listed.

1.12.12 The current MBR and MCGS shall be carried on board of aircraft and another copy shall be attached to the work pack. The next due for the aircraft weighing shall be entered and monitored in CAMS.

1.12.13 When the MBR report is reissued/revised, the last issue/revision shall be retained with the aircraft records for at least six (6) months.

1.12.14 Refer MBP for further details.



1.13 Check Flight Procedures

1.13.1 General

1.13.1.1 Maintenance check flights are carried out under the control and responsibility of aircraft operator. During the flight preparation, the flight and the post-flight activities and for the aircraft hand over, the processes requiring the involvement of the maintenance organisations or their personnel should be agreed in advance with the operator.

1.13.1.2 Depending on the aircraft defect and the status of the maintenance activity performed before the flight, different scenarios are possible and are described below:

- a) The aircraft maintenance manual (AMM), or any other maintenance data issued by the design approval holder, requires that a maintenance check flight is performed before completion of the maintenance ordered. In this scenario, a maintenance release after incomplete maintenance when in compliance with para 5.9 of CAD 8601 or para 13.2 of CAD 8602 should be issued by the maintenance organisation and the aircraft can be flown for this purpose under a permit to fly. Due to incomplete maintenance, it is advisable to open a new entry on the aircraft journey log to identify the need for a maintenance check flight. This new entry should contain or refer, as necessary, to data relevant to perform the maintenance check flight under Permit to Fly with conditions in accordance with para 2.2(b)2) of CAD 8305 , such as: aircraft limitations due to incomplete maintenance, maintenance data reference and maintenance actions to be performed after the flight. After a successful maintenance check flight, the maintenance records should be completed, the remaining maintenance actions finalised and the aircraft released to service in accordance with the maintenance organisation approved procedures.

Note.– Incomplete maintenance in this paragraph is referring to a part of instruction/s which cannot be withdrawn and restrict the maintenance personnel to clear the rest of instruction and issue the maintenance release.

- b) Based on its own experience and for safety considerations and/or quality assurance, an operator may wish to perform a maintenance check flight after the aircraft has undergone certain maintenance while maintenance data does not call for such flight. Therefore, after the maintenance has been properly carried out, a maintenance release is issued and the aircraft airworthiness certificate remains valid for this flight.
- c) An aircraft system has been found to fail, the dispatch of the aircraft is not possible in accordance with maintenance data and the satisfactory diagnosis of the cause of the fault can only be performed in flight. The process for this troubleshooting is not described in the maintenance data and therefore scenario a) above does not apply. Since the aircraft cannot fly as the Certificate of Airworthiness ceased to be in force under Regulation 27 of CAR 2016, a permit to fly issued in accordance with para 2.2a) of CAD 8305 is required. After the flight and the corresponding maintenance work, the aircraft can be released to service and continue to operate under its original certificate of airworthiness.

1.13.1.3 For certain maintenance check flights, the data obtained or verified in flight will be necessary for assessment or consideration after the flight by the maintenance organisation prior to issuing the maintenance release. For this purpose, when the personnel of the maintenance organisation cannot perform these functions in flight, the maintenance organisation may rely on the crew performing the flight to complete these data or to make statements about in-flight verifications. In this case the maintenance organisation should appoint the crew personnel playing such a role and brief them on their functions before the flight.

1.13.2 Criteria for Check Flight

1.13.2.1 When the aircraft Certificate of Airworthiness ceased to be in force in accordance with MCAR Regulation 27 (1), a Permit To Fly (PTF) with Flight Conditions or PTF with conditions must be obtained in accordance with CAD 8305, before the check flight is allowed to take place.

1.13.2.2 The Check Flight shall required to be performed as described below:

- a) Airworthiness Flight Test



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- 1) Airworthiness Flight Test Schedule (AFTS) shall be used for initial C of A flight test application for used aircraft induction into GAM CAMO. AFTS shall be approved by CAAM.
 - 2) Notwithstanding paragraph 1.13.2.2 a) 1) above, any AFTS that are generic in nature i.e. not applicable to specific aircraft types, for example, CAA UK's AFTS applicable for single, piston-engine aeroplanes up to 2730 kg (6000 lb) MTOM and other equivalent AFTS, can be used by GAM CAMO 'as-is' and does not require CAAM Airworthiness Division's approval.
 - 3) Operator's shall nominate pilots who are properly qualified and adequately experienced to carry out Airworthiness Flight Test. CAMM shall present the recommended pilots to CAAM (Airworthiness Sector) for approval. Only Airworthiness Flight Test Pilots who are approved by CAAM (Airworthiness Sector) shall perform the airworthiness flight test.
- b) Maintenance Flight Test
- 1) If maintenance flight test is required by the aircraft maintenance manual or any other maintenance data issued by the design approval holder being responsible for continuing airworthiness of the aircraft, GAM CAMO may accurately transcribe the applicable maintenance data to develop its own Maintenance Flight Test Schedule (MFTS) in accordance with this CAME. The MFTS is not required to be approved by CAAM unless there is deviation from the aforementioned maintenance data.
 - 2) Maintenance Flight Test consists of the following scopes:
 - i) Functional Check Flight (FCF) (e.g.: engine change, hydraulic pump change, etc) in accordance with TC holder approved data.
 - ii) Rotor Blade Track & Balance (RTB) in accordance with TC holder approved data.

1.13.3 Check Flight Procedure

- 1.13.3.1 Airworthiness Flight test is not required for induction of new aircraft into GAM CAMO. Production Flight Test or any flight test report which is issued by the manufacturer is satisfactory.
- 1.13.3.2 When an imported used aircraft is acceptable to CAAM and issued with a Malaysian Certificate of Registration, the subject used aircraft may be flight tested using CAAM approved AFTS and under the conditions of a Malaysian issued Permit to Fly (PTF).
- 1.13.3.3 The AFTS shall be prepared by GAM CAMO and submitted together with a completed Statement of Compliance (SOC) (CAAM/AW/8101-01) and supporting Flight Test related documents, for example, manufacturer's flight test schedule to enable CAAM to review and approve the AFTS.
- 1.13.3.4 Only Pilots approved by CAAM (Airworthiness Sector) shall perform the Airworthiness Flight Test in accordance with CAAM approved Flight Test Schedule.
- 1.13.3.5 Maintenance flight test is required for criteria as specified in paragraph 1.13.2.2 b) above. The scope of maintenance activities that required PTF and the referenced MFTS can be referred to CAME Chapter 5.9.

1.13.4 Process for Applying for Approval of Flight Condition and Permit to Flight when applicable

- 1.13.4.1 There are two processes involved in the issuance of PTF:
- a) PTF issued by CAAM
 - b) PTF issued by CAMO.
- 1.13.4.2 GAM shall not release an aircraft for flight without a valid Certificate of Airworthiness unless a PTF has been issued through the process mentioned above.
- 1.13.4.3 Flight Conditions approval shall be issued by CAAM. Notwithstanding, the Flight Conditions which is not related to the safety of the design may be approved by a CAAM approved design organisation that has been granted such privilege.

1.13.4.4 For PTF issued by CAMO, conditions or restrictions as mentioned in the PTF shall be used.

1.13.4.5 Procedure for issuance of PTF is specified in Part 4B.

1.13.5 MFT Flight Crew Competency Required for Flight

1.13.5.1 The pilot shall hold appropriate type rating of the aircraft in order to conduct the maintenance flight test.

1.13.5.2 The pilot's flying experience requirements to carry out maintenance flight test shall be referred to CAMP Chapter 4.7.3.

1.13.6 Insurance Coverage

1.13.6.1 When the Flight Test involves any CAAM personnel, GAM CAMO shall ensure that each CAAM personnel is provided insurance coverage against all air risks. This insurance coverage for CAAM personnel shall be at par with the Aircraft Operator's Flight Crew insurance coverage.

1.14 Planning Procedures

1.14.1 General

1.14.1.1 GAM CAMO uses Continuing Airworthiness Management System (CAMS) to ensure that all aircraft maintenance checks are performed within the limits prescribed by the approved aircraft maintenance programme and release in accordance with CAD 8601 or CAD 8602, as applicable. Whenever a maintenance check cannot be performed within the required time limit, its postponement is allowed in accordance with a procedure agreed by CAAM.

1.14.2 Planning of AMP Task

1.14.2.1 All planned work shall be based on a Workpack issued via CAMS, except for defect in the Tech Log system that must be rectified before next flight, unless may deferred as per MEL. A general WP can also be issued based on information not contained in CAMS or otherwise as requested from a Customer.

1.14.2.2 Maintenance tasks are transcribed onto the worksheets and subdivided into clear stages to ensure a record of the accomplishment of the maintenance task. Of particular importance is the need to differentiate and specify, when relevant, disassembly, accomplishment of task, reassembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such task, it may be necessary to use supplementary work cards or worksheets to indicate what was actually accomplished by each individual person. A worksheet or work card system should refer to particular maintenance tasks.

1.14.2.3 GAM CAMO shall compile all the required jobs to be carried out and issue a Workpack. Each maintenance task document is assigned with a Worksheet reference number which is reflected in the Workpack.

1.14.2.4 In some cases where customer request for certifications to be recorded on their own maintenance document, Workpack shall still be issued with details referring to the customer's maintenance documents where certification was made.

- 1.14.2.5 GAM CAMO shall ensure the job performed by the Part 145 AMO is within their Scope of Work or Capability as reflected in their CAAM Part 145 Approval Certificate.
- 1.14.2.6 The Part 145 AMO responsible for the job shall check the Workpack received is complete for the task to be carried out. The person shall hold the final responsibility of the task and the person may add or strike out any pre-printed statement in the Workpack as deemed necessary to comply to the CAAM requirements.
- 1.14.2.7 Certifying person or the person in-charge of the maintenance job may ask GAM CAMO to add or to alter the pre-planned or pre-printed Workpack as work progresses.
- 1.14.2.8 The Workpack completed by the Part 145 AMO shall contain all certification duly signed and the supporting documents such as Authorised Release Certificates and Certificate of Conformity shall be of the original copy or otherwise if the Part 145 AMO still hold some parts to which the Certificates is referred to, a certified true copy of the said certificate shall accompany the worksheet it relates to.
- 1.14.2.9 Certified true copy of an Authorised Release Certificate or a Certificate of Conformity can only be certified by a Store Inspector approval holder and above or QA Manager of the Part 145 AMO.
- 1.14.2.10 The completed Workpack then shall be returned to GAM CAMO for review and updating in the CAMS.
- 1.14.2.11 [Refer CAMP Part 3 for further details.](#)

1.14.3 Monitoring of Maintenance Between Scheduled Maintenance

- 1.14.3.1 The CAMS are continuously update upon maintenance completion. The latest aircraft maintenance status then will be provided to Operator and, if required, to Part 145 AMO for operational planning.
- 1.14.3.2 GAM CAMO will monitor CAMS for the progressive remaining hours, calendar days, and cycle for the accomplishment of all maintenance in accordance with the approved aircraft maintenance programme.

1.14.3.3 The CAMS are equipped with warning limitation that can be pre-set by GAM CAMO for a pre-indication of maintenance before it is due.

1.14.3.4 [Refer CAMP Chapter 3.5 for further details.](#)

1.14.4 Variation Procedure

1.14.4.1 GAM CAMO may only vary the periods prescribed by the programme with the approval of the CAAM or through a procedure developed in the maintenance programme and approved by the CAAM.

1.14.4.2 All variations to the Maintenance Programme shall be within the guidelines defined in the respective AMP. These variations shall only be requested when circumstances arise which could not reasonably have been anticipated by GAM and all other means of solution have been exhausted.

1.14.4.3 The reasons and justification for any proposed variation to scheduled maintenance shall be prepared by CAMM and analyse by QAM prior submission to CAAM for approval.

1.14.4.4 The procedures and guidelines are further detailed in CAMP Chapter 4.4.4.



1.15 Airworthiness Data Control

1.15.1 General

1.15.1.1 Applicable maintenance data are:

- a) any applicable requirement, procedure, standard or information issued by the authority responsible for the oversight of the aircraft or component;
- b) any applicable airworthiness directive issued by the authority responsible for the oversight of the aircraft or component;
- c) any applicable instructions for continuing airworthiness, issued by the holders of the type certificate, restricted type certificate, supplemental type certificate, TSO authorisation, major modification approval, major repair design approval or any other relevant approval deemed to have been issued by CAAM; and
- d) any applicable maintenance instructions issued by maintenance organisation. The organisation should only modify maintenance instructions in accordance with a procedure specified in the maintenance organisation's exposition. With respect to those changes, the organisation shall demonstrate that they result in equivalent or improved maintenance standards and shall inform the type-certificate holder of such changes. Maintenance instructions for the purposes of this paragraph mean instructions on how to carry out the particular maintenance task; they exclude the engineering design of repairs and modifications.

1.15.1.2 The organisation maintaining an aircraft must ensure that all applicable maintenance data is current and readily available for use when required. GAM-CAMO will establish a work card or worksheet system to be used and will either transcribe accurately the maintenance data onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data.

1.15.1.3 Airworthiness data should be kept up to date by:

- a) subscribing to the applicable amendment scheme
- b) checking that all amendment are being received

c) monitoring the amendment status of all data

1.15.1.4 All airworthiness data available in GAM CAMO are listed in the Publication Master List.

1.15.2 Control of Information

1.15.2.1 GAM CAMO will be responsible for the control of maintenance instructions and its related documents used by GAM.

1.15.2.2 GAM CAMO will serve as the central receipt, registration generation and dissemination point for technical documents including drawings received from aircraft manufacturers, component vendors as well as those produced internally by GAM. The following points highlight how GAM CAMO interface with other related parties:

- a) GAM CAMO will maintain a database of all technical documents held by various parties within GAM. The database will record details of each technical document including but not limited to title, the revision status, and registered holders.
- b) GAM CAMO will also coordinate all purchases of technical documents as required and procure these documents where applicable.
- c) GAM CAMO will maintain a master set of reference materials e.g. standards, processes and material specification, product technical data etc. required for maintenance.
- d) GAM CAMO shall ensure that the end user has access to the airworthiness data.

1.15.3 Technical Information Amendment Procedures

1.15.3.1 GAM CAMO will be responsible for updating the master set of technical documents, and applicable manuals used for the continuing airworthiness of aircraft managed by GAM CAMO.

1.15.3.2 All superseded documents must be promptly removed/destroyed or guarded against inadvertent use.

1.15.3.3 GAM CAMO will also generate master listing showing the Publication Revision Status of all documents and manuals every month. This listing must be made available to all end users and circulated electronically.

1.15.4 Company Technical Procedures / Instructions

1.15.4.1 GAM CAMO does not produce any technical procedures / instructions. All technical procedures / instructions will be issued and prepared by GAM DOA under their scope of approval.

1.15.5 Maintenance Documentation

1.15.5.1 GAM CAMO must hold and use applicable current maintenance data for the performance of continuing airworthiness tasks referred to in Chapter 0.3.5.2 of this Exposition. This data may be provided by the operator, subject to an appropriate contract being established with such an operator. In such case, GAM CAMO only needs to keep such data for the duration of the contract, except when required by Chapter 1.3.2 of this Exposition.

1.15.5.2 All forms or documents used in recording of maintenance work done is controlled in CAMP Chapter 6.1 List of Forms. Only paper records (hard copy) are approved to be used for recording maintenance documentation. These maintenance documentations will be identified with control numbers for the purpose of traceability.

1.15.5.3 Maintenance tasks should be transcribed by GAM CAMO or authorised maintenance contractor, as applicable, onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the maintenance task. Of particular importance is the need to differentiate and specify, when relevant, disassembly, accomplishment of task, reassembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such task, it may be necessary to use supplementary work cards or worksheets to indicate what was actually accomplished by each individual person. A worksheet or work card system should refer to particular maintenance tasks.

1.15.6 Awareness of Technical Publications, Instructions and Service Information by the Staff

- 1.15.6.1 GAM CAMO will provide access to all controlled technical documents to all personnel so as to enable them to perform their designated duties. Such documents must be located at convenient locations at their workplace.
- 1.15.6.2 Data being made available to personnel maintaining aircraft means that the data should be available in close proximity to the aircraft or component being maintained, for mechanics and certifying staff to perform maintenance.
- 1.15.6.3 Where computer systems are used, the number of computer terminals should be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.
- 1.15.6.4 A listing showing the latest revision status of all controlled documents at each location will be prominently displayed to allow these personnel to confirm they are using up-to-date data.
- 1.15.6.5 All personnel must be made aware of the types of technical publications available from the manufacturers and those issued internally by GAM that are needed for the accomplishment of their tasks. They must be well versed with how to use the documents to obtain the correct information.
- 1.15.6.6 All personnel will handle technical documents with due care and keep them well organised and in good condition.
- 1.15.6.7 All documents that are not being controlled and updated as per the procedures described must be marked "UNCONTROLLED". This also applies to obsolete documents retained legally.
- 1.15.6.8 All holders must segregate uncontrolled manuals and ensure that all technical manuals of unknown status are destroyed.
- 1.15.6.9 All technical personnel must be aware that information in uncontrolled documents are not current and to be used only for reference.



1.16 Control of Personnel Competency

1.16.1 GAM CAMO shall establish and control the competence of personnel involved in the continuing airworthiness management, airworthiness review and/or quality audits in accordance with the procedures herewith and the requirements by CAAM.

1.16.2 The nominated persons listed in CAME Chapter 0.3 shall be able to show sufficient knowledge, background and appropriate experience related to aircraft continuing airworthiness to the satisfaction of CAAM. The nominated persons shall have combination of:

- a) practical experience and expertise in the application of aviation safety standards and safe operating practices;
- b) a comprehensive knowledge of:
 - 1) relevant regulations pertaining to initial and continuing airworthiness;
 - 2) relevant parts of operational requirements and procedures, if applicable;
- c) knowledge of quality systems;
- d) five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position;
- e) a relevant engineering degree or an aircraft maintenance technician qualification with additional education acceptable to CAAM. A 'relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components;
- f) The above recommendation may be replaced by 5 years of experience additional to those already recommended by paragraph d) above. These 5 years should cover an appropriate combination of experience in tasks related to aircraft and/or continuing airworthiness management and/or surveillance of such task;
- g) thorough knowledge with GAM's CAME;

- h) knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to CAAM CAD 1801 Level 1 CAT C Type Training and could be imparted by a CAAM Part 147 organisation, by the manufacturer, or by any other organisation accepted by CAAM.
- i) 'Relevant sample' means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.
- j) knowledge of maintenance methods.
- k) Knowledge of applicable regulations.

- 1.16.3 All personnel involved in the continuing airworthiness management competency will be controlled as per CAMP Chapter 0.8.
- 1.16.4 The competency of personnel involved in quality audits shall be as per Chapter 2.6 of this CAME.
- 1.16.5 The competency for Airworthiness Review Staff shall be as per CAME Chapter 4.1.

1.17 Subcontracting Management Control Procedure

- 1.17.1 GAM CAMO holds the privileges according to CAAM Part M Subpart G (CAD 6802) to manage the continuing airworthiness of aircraft as listed on the approval certificate. GAM CAMO does not subcontract any of the continuing airworthiness management tasks to other organisation for the time being in force.

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1.18 Safety Management System (CAT only)

- 1.18.1 GAM CAMO does not hold Air Operator Certificate (AOC) approval for the time being in force.
- 1.18.2 GAM Safety Management System is established under GAM AMO approval AMO/2016/02.

PART 2 QUALITY SYSTEM

2.1 Continuing Airworthiness Quality Policy, Plan and Audit Procedure

2.1.1 General

2.1.1.1 This Part 2 of CAME defines the continuing airworthiness quality policy, planning and procedures to meet the requirements of CAAM Part M Subpart G.

2.1.1.2 The Quality System and associated Quality Assurance Programme enables monitoring of compliance with Part M, the CAME and any other standards specified by CAAM to ensure safe operations and airworthy aircraft.

2.1.2 Quality System Policy

2.1.2.1 The primary objectives of the quality system are to enable GAM CAMO to ensure airworthy aircraft and to remain in compliance with the Part M requirements.

2.1.2.2 The AM has the overall responsibility that the managing of continuing airworthiness will be ensured on the aircraft listed in [CAME Chapter 5.4](#). The CAMM and the QAM have at all times direct access to the AM. GAM CAMO personnel are encouraged to participate actively in the quality system by reporting all discrepancies and suggestions for improvements to the QM or AM. The AM has also the overall responsibility for the quality system including the frequency, format and structure of the internal management evaluation activities as prescribed below.

2.1.2.3 An essential element of the quality system is the independent monitoring function to ensure GAM CAMO compliance with the applicable requirements, policies, and procedures. The quality system shall monitor activities carried out and shall at least include the following functions:

- a) Monitoring that all activities carried out under CAD 6802 are being performed in accordance with the approved procedures;
- b) Monitoring that all contracted maintenance is carried out in accordance with the contract;

- c) Monitoring the continued compliance with the requirements of CAD 6802; and
- d) Monitoring that all subcontracted continuing airworthiness management tasks is carried out in accordance with the contractual obligations.

2.1.2.4 The independent quality audit reports referenced in paragraph 2.1.2.3 above shall be sent to the relevant department for rectification action giving target rectification dates where non-compliances are identified. Compliance monitoring shall include a feedback system to the AM to ensure corrective action as necessary.

2.1.2.5 The independence of the audit is established by always ensuring that audits and inspections are carried out by personnel who are not responsible for the functions, procedures or products that are audited or inspected.

2.1.3 Audit Plan and Audit Procedure, Audit Plan (Programme)

2.1.3.1 The Quality Programme is developed by the QAM in liaison with CAMM. The QAM implements an audit which during a twelve-month period addresses the whole continuing airworthiness management activity and all of the aspects of Part M which have a bearing on the continuing airworthiness arrangements of GAM CAMO including:

- a) The independence of quality system established
- b) Subcontracted activities (if applicable)
- c) Product sampling
- d) Each location approved.

2.1.3.2 Additional audits are to be carried out:

- a) additional aircraft rating for GAM CAMO scope of approval; and
- b) before subcontracting of airworthiness management activities take place.

2.1.3.3 GAM CAMO shall establish an audit plan acceptable to CAAM to show when and how often the activities as required by CAD 6802 will be

audited. The audit plan shall be established annually combining GAM CAMO and GAM AMO compliance monitoring by using form GAM/Q-007. The audit plan is properly implemented, maintained, and continually reviewed and improved. Refer QPM 2.1 for further details.

- 2.1.3.4 A report should be raised each time an audit is carried out describing:
- what was checked (area, product, etc.);
 - What paragraphs were audited;
 - What amendment in regulation was used;
 - What procedures were audited;
 - The resulting non-compliance findings against applicable requirements, procedures; and products;
 - The target date for proposal for a corrective action plan;
 - Target closure date for corrective action
 - Responsible manager for Corrective Action Plan and Correction Action.
- 2.1.3.5 Rectification dates should be discussed with such department before the quality department or nominated quality auditor confirms such dates in the report. The relevant department is required to rectify findings and inform the QAM or the quality auditor of such rectification.
- 2.1.3.6 Refer QPM 2.1 Internal Audit Process for further details.

2.1.4 Compliance Audit Remedial Action Procedure

2.1.4.1 The QAM monitors the remedial actions and their compliance.

2.1.4.2 Any findings are classified into the following categories:

- Level 1 finding

any significant non-compliance with requirements laid down in CAD 6802 which lowers the safety standard and hazards seriously the flight safety. Notification to CAAM is required on the findings. The

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certificate of approval shall cease to be in force immediately until acceptable corrective action has been taken by GAM CAMO

b) Level 2 finding

any non-compliance with requirements laid down in CAD 6802 which could lower the safety standard and possibly hazard the flight safety or is a non-compliance to the CAME procedures.

2.1.4.3 The above-mentioned levels of findings require rectifications by the responsible management personnel within the following time frame:

a) Level 1 finding immediately

b) Level 2 finding within 14 days after receipt of notification of findings

2.1.4.4 When objections or defects are determined during an audit, the QAM and CAMM are to decide upon corrective actions and/or procedure improvements. The decided corrective actions and/or procedure improvements are then to be conveyed to the AM.

2.1.4.5 The CAMM shall make necessary corrections initially and further analyse/investigate the root causes and take necessary corrective and preventive actions as per the agreed timeline. In this regard, the preventive action should address the root cause of the respective finding and rechecked against other product lines to ensure there is no recurrence.

2.1.4.6 If either the corrective or preventive action taken is not considered to be satisfactory, the issue will be highlighted to the CAMM for further necessary action so the CAMM will re-analyse the non-conformances and address necessary root cause analysis, preventive measures and corrective actions.

2.1.4.7 If no corrective or insufficient action has been taken, the QAM shall inform the AM accordingly.

2.1.4.8 For receipt of notification of findings of an audit of CAAM, according to CAD 6802 paragraph 15.1, GAM CAMO shall:



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- a) accomplish immediate corrective action for level 1 findings to the satisfaction of the CAAM, else the certificate of approval shall cease to be in force immediately.
- b) accomplish the corrective action to the satisfaction of the CAAM within 14 days after receipt of notification of level 2 findings, unless otherwise agreed by CAAM. If fails, GAM CAMO approval shall cease to be in force until acceptable corrective action has been taken by GAM CAMO.
- c) define a preventive action and demonstrate the preventive action to the satisfaction of CAAM within 90 days unless otherwise agreed by CAAM.

2.1.4.9 Refer QPM 2.1 Internal Audit Process for further details.

2.1.5 Record Keeping

2.1.5.1 The record of these activities shall be stored for at least three (3) years. Refer CAME Chapter 2.7 for further details.



4B.3 Permit to Fly Authorised Signatories

4B.3.1 ARS nominated by the GAM CAMO shall be authorized by QAM to issue PTF when the respective ARS has been approved by CAAM as an approved signatory for the PTF.

4B.3.2 CAMM and QAM shall be responsible to assess the qualification, competency of the person nominated for issuance of PTF and submit to CAAM for acceptance.

4B.3.3 The following qualification criteria, provide the basic requirements for nominating selected ARS(s) for PTF authorisation:

- a) At least 5 years' experience in continuing airworthiness;
- b) An appropriate license in compliance with CAAM Part 66 or relevant engineering degree acceptable to CAAM;
- c) Formal aeronautical maintenance training;
- d) A position within approved CAMO with appropriate responsibility; and
- e) Demonstrate to have good knowledge and understanding experience in PTF procedures and requirements acceptable to CAAM.

4B.3.4 The ARS(s) shall be evaluated in accordance with the followings:

- a) PTF competence in accordance with CAME and CAD 8305;
- b) Continuing airworthiness and technical competence in accordance with CAME, CAD 6801 and CAD 6802;
- c) Continuing airworthiness and technical experience in accordance with CAD 6802; and
- d) Conversant with AMO maintenance document.

4B.3.5 Once authorised by QAM, a formal record of evaluation will be kept in the ARS personal file and archived, during their assigned functions. The records of personal file shall include:

- a) Any appropriate qualification held;
- b) Deleted



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- c) A copy of authorisation by QAM, and;
- d) Approved signatory certificate by CAAM.

4B.3.6 The ARS personal file shall be retained for three (3) years after the ARS(s) have left GAM CAMO.

4B.3.7 List of ARS authorised to issue PTF are listed in CAME Chapter 5.2.



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4B.4 Interface with Other Authority for the Flight

4B.4.1 GAM CAMO shall communicate with other authority for flight clearance and compliance with their local requirements which are outside the scope of the conditions of CAME Chapter 4B.1.4 as applicable.

4B.5 Permit to Fly Records, Responsibilities, Retention and Access

4B.5.1 GAM CAMO shall retain a copy of each permit to fly issued together with all supporting document listed in Part 4B of this CAME until two (2) years after the aircraft has been permanently withdrawn from service.

4B.5.2 All documentary evidence produced to establish and justify the Flight Conditions (if applicable), and for showing compliance with all conditions and restrictions associated with the permit to fly shall be held by the holder of the permit to fly at the disposal of CAAM and shall be retained in order to provide the information necessary to ensure the continued airworthiness of the aircraft.

4B.5.3 The records should be stored in a safe way with regard to damage, alteration, and theft. Computer backup discs, tapes etc., should be stored in a different location from that containing the current working discs, tapes, etc., and ensure they remain in good condition in a safe environment. Retention takes place according to Chapter 1.3 of this CAME.

4B.5.4 Where continuing airworthiness management of an aircraft is transferred to another CAMO, all retained records shall be transferred to the said CAMO. The time periods prescribed for the retention of records shall continue to apply to the said organisation.

4B.5.5 Where GAM CAMO ceases to hold the certificate of approval under Regulation 31 of MCAR, all retained records shall be transferred to the owner (or in the case of lease, to the lessee) of the aircraft.

4B.5.6 Refer CAMP Chapter 5.12 for further details.

PART 5 APPENDICES


5.1 Sample Documents

5.1.1 Forms referred to in CAME procedures:

- a) Airworthiness Review Report [[GAM/C-002 Rev 2 \(08/23\)](#)]
- b) Physical Survey Report [GAM/C-003 Rev 0 (12/21)]
- c) Aircraft Journey Log AW139 (GAM/C-008/AW139 REV 4)
- d) Aircraft Journey Log AW189 (GAM/C-008/AW189 REV 2)
- e) Aircraft Journey Log General (GAM/C-008/GEN REV 2)
- f) Aircraft Journey Log B300 (GAM/CAMO-008/B300 REV 1)
- g) Aircraft Journey Log Helang Flying Academy (GAM/C-008/HELANG REV 1)
- h) Aircraft Journey Log A109E (GAM/C-008/A109E REV 1)
- i) Aircraft Journey Log YTL Power Generation (YTL/AW139/001 REV 0)
- j) Aircraft Journey Log Royal Malaysia Police AW139 (PGU/C-008/AW139 REV 1)
- k) Aircraft Journey Log R66 (GAM/C-008/R66 REV 1)
- l) Aircraft Journey Log R44 (GAM/C-008/R44 Rev 0 (10/22))
- m) Aircraft Journey Log Unitara Resources (M) Sdn Bhd (GAM/C-008/URM REV 0)
- n) Aircraft Journey Log Royal Malaysia Police (Cessna 208, Cessna 172S & PC-6) ([RMPAW/ENG/CAMO/AJL/FW1](#))
- o) Permit to Fly Form [GAM/C-022 Rev 0 (12/21)]

5.1.2 Refer CAMP Chapter 6.1 for additional forms used within GAM CAMO.

5.1.3 Airworthiness Review Report ([GAM/C-002 Rev 2 \(08/23\)](#))

| | |
|---|---|
|  | AIRWORTHINESS REVIEW REPORT GAM/ARR/REG/YY/XX |
|---|---|

1. GENERAL INFORMATION

1.1 CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION (CAMO)

| a. Organisation | b. Approval Reference | c. Approval Validity Period |
|-----------------|-----------------------|-----------------------------|
| | | |

1.2 AIRWORTHINESS REVIEW REPORT FOR CERTIFICATE OF AIRWORTHINESS

| | | | | | | | |
|-------------|--------------------------|------------|--------------------------|-----------|--------------------------|--|--------------------------|
| a. Issuance | <input type="checkbox"/> | b. Renewal | <input type="checkbox"/> | c. Export | <input type="checkbox"/> | d. Others (please specify below remarks) | <input type="checkbox"/> |
| e. Remarks: | | | | | | | |

1.3 AIRWORTHINESS REVIEW PERIOD

| | |
|---|--|
| a. From (Last Review) Date, Aircraft Hours/Cycles | |
| b. To Date, Aircraft Hours/Cycles | |


2. AIRCRAFT DETAILS

2.1 AIRCRAFT

| | |
|---------------------------------|--|
| a. Type Certificate Holder | |
| b. MCTOM (kg) | |
| c. Aircraft Type | |
| d. Aircraft Model | |
| e. Aircraft MSN | |
| f. Aircraft Registration | |
| g. Aircraft Year of Manufacture | |
| h. Current Flight Hours/Cycles | |

2.2 ENGINE

| Engine Position | ENG 1 | ENG 2 | ENG 3 | ENG 4 |
|----------------------------|-------|-------|-------|-------|
| a. Type Certificate Holder | | | | |
| b. Engine Type and Model | | | | |
| c. Engine PN | | | | |
| d. Engine MSN | | | | |

| | |
|---|--|
|  | AIRWORTHINESS REVIEW REPORT GAM/ARR/REG/YY/XX |
|---|--|

| 2.2 ENGINE | | | | |
|-----------------|-------|-------|-------|-------|
| Engine Position | ENG 1 | ENG 2 | ENG 3 | ENG 4 |
| e. Engine TSN | | | | |
| f. Engine TSO | | | | |
| g. Engine CSN | | | | |
| h. Engine CSO | | | | |

| 2.3 PROPELLER | | | | |
|-----------------------------|--------|--------|--------|--------|
| Propeller Position | PROP 1 | PROP 2 | PROP 3 | PROP 4 |
| a. Type Certificate Holder | | | | |
| b. Propeller Type and Model | | | | |
| c. Propeller PN | | | | |
| d. Propeller MSN | | | | |
| e. Propeller TSN | | | | |
| f. Propeller TSO | | | | |
| g. Propeller CSN | | | | |
| h. Propeller CSO | | | | |

| 2.4 AUXILIARY POWER UNIT (APU) | | | | |
|--------------------------------|-------|-------|-------|-------|
| APU Position | APU 1 | APU 2 | APU 3 | APU 4 |
| a. APU Type and Model | | | | |
| b. APU PN | | | | |
| c. APU MSN | | | | |
| d. APU TSN | | | | |
| e. APU TSO | | | | |
| f. APU CSN | | | | |
| g. APU CSO | | | | |

| 2.5 MAIN ROTOR BLADE (MRB) | | | | | |
|----------------------------|-------|-------|-------|-------|-------|
| MRB Position | MRB 1 | MRB 2 | MRB 3 | MRB 4 | MRB 5 |
| a. MRB PN | | | | | |

2.5 MAIN ROTOR BLADE (MRB)

| MRB Position | MRB 1 | MRB 2 | MRB 3 | MRB 4 | MRB 5 |
|--------------|-------|-------|-------|-------|-------|
| b. MRB MSN | | | | | |
| c. MRB TSN | | | | | |
| d. MRB TSO | | | | | |
| e. MRB CSN | | | | | |
| f. MRB CSO | | | | | |


2.6 TAIL ROTOR BLADE (TRB)

| TRB Position | TRB 1 | TRB 2 | TRB 3 | TRB 4 | TRB 5 |
|--------------|-------|-------|-------|-------|-------|
| a. TRB PN | | | | | |
| b. TRB MSN | | | | | |
| c. TRB TSN | | | | | |
| d. TRB TSO | | | | | |
| e. TRB CSN | | | | | |
| f. TRB CSO | | | | | |

3. AIRWORTHINESS REVIEW DETAILS

3.1 MAINTENANCE DATA

| | | | |
|--|--------------------|------------------------------|-----------------------------|
| a. All maintenance data have been updated to the latest revision | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | Document Reference | Issue and Revision Status | |
| I. Airframe | | | |
| II. Engine | | | |
| III. Propeller | | | |
| IV. APU | | | |
| V. Others | | | |
| b. Remarks: | | | |
| | | | |


| | |
|---|--|
|  | AIRWORTHINESS REVIEW REPORT GAMARR/REG/YY/XX |
|---|--|

| 3.2 FLIGHT MANUAL / PILOTS OPERATING HANDBOOK | |
|--|--|
| a. Issue and Revision status | |
| b. Is this the correct document for the current aircraft configuration | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| c. Remarks: | |
| | |

| 3.3 AIRCRAFT MAINTENANCE PROGRAMME | |
|---|--|
| a. Approved Maintenance Programme Reference | |
| b. All scheduled maintenance required by the reference programme has been carried out | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| c. Remarks: | |
| | |

| 3.4 DEFECT | |
|---|--|
| a. All known defects have been corrected or deferred in accordance with an approved procedure | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| b. Remarks: | |
| | |

| 3.5 AIRWORTHINESS DIRECTIVES | |
|---|--|
| c. All applicable airworthiness directives have been incorporated and properly registered | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| I. CAAM Airworthiness Directives AD No./Issue No./Date | |
| II. Aircraft State of Design Airworthiness Directives Biweekly/AD No./Issue No./Date | |
| III. Engine State of Design Airworthiness Directives Biweekly/AD No./Issue No./Date | |
| IV. Propeller State of Design Airworthiness Directives Biweekly/AD No./Issue No./Date | |

| | |
|---|--|
|  | AIRWORTHINESS REVIEW REPORT GAMARR/REG/YY/XX |
|---|--|


| 3.5 AIRWORTHINESS DIRECTIVES | |
|---|--|
| v. Equipment State of Design Airworthiness Directives Biweekly/AD No./Issue No./Date | |
| d. Remarks: | |
| | |

| 3.6 MODIFICATIONS AND REPAIRS | | |
|---|------------------------------|-----------------------------|
| a. Confirm all modifications and repairs have been approved in accordance with DOA / CAAM | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b. Remarks: | | |
| | | |

| 3.7 LIFE LIMITED COMPONENTS | | |
|---|------------------------------|-----------------------------|
| a. All installed life limited components have been recorded and have not exceeded their approved service life | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b. Remarks: | | |
| | | |

| 3.8 AIRCRAFT MAINTENANCE | | |
|--|------------------------------|-----------------------------|
| a. All maintenance accomplished within this airworthiness review period has been appropriately released to service | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b. Remarks: | | |
| | | |

| 3.9 MASS AND BALANCE STATEMENT | | |
|---|------------------------------|-----------------------------|
| a. The Mass and Balance Statement is correct for the current aircraft configuration | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b. Provide reference/issue/revision/date of statement | | |

| |
|---|
|  AIRWORTHINESS REVIEW REPORT GAM/ARR/REG/YY/XX |
|---|


| 3.9 MASS AND BALANCE STATEMENT | |
|-----------------------------------|--|
| c. Date aircraft was last weighed | |
| d. Remarks: | |
| | |

| 3.10 AIRCRAFT TYPE DESIGN | | |
|---|------------------------------|-----------------------------|
| a. The aircraft in its current configuration, complies with the type design approved by State of Design and validated by CAAM | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b. Provide reference/issue/revision/date of the latest CAAM approved or accepted Type Certificate Data Sheet | | |
| c. Remarks: | | |
| | | |

| 3.11 NOISE CERTIFICATE | | |
|---|------------------------------|-----------------------------|
| a. The Noise Certificate, if applicable, corresponds to the configuration of the aircraft | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b. Remarks: | | |
| | | |

| 3.12 AIRCRAFT DOCUMENTATION | | | |
|--|--------------------------|--------------------------|---------|
| a. Aircraft Documentation reviewed | Yes | No | Remarks |
| I. Certificate of Registration | <input type="checkbox"/> | <input type="checkbox"/> | |
| II. Certificate of Airworthiness / Export Certificate of Airworthiness | <input type="checkbox"/> | <input type="checkbox"/> | |
| III. Radio License | <input type="checkbox"/> | <input type="checkbox"/> | |
| IV. Insurance Certificate | <input type="checkbox"/> | <input type="checkbox"/> | |
| v. Noise Certificate | <input type="checkbox"/> | <input type="checkbox"/> | |
| vi. Aircraft Journey Log (as applicable) | <input type="checkbox"/> | <input type="checkbox"/> | |
| vii. Airframe Logbook(s) | <input type="checkbox"/> | <input type="checkbox"/> | |

| | |
|--------------|---|
| Issue No. | 3 |
| Revision No. | 3 |

| | |
|---|---|
|  | AIRWORTHINESS REVIEW REPORT GAM/ARR/REG/YY/XX |
|---|---|

6. RECOMMENDATION FOR CERTIFICATE OF AIRWORTHINESS

6.1 This is to certify that all the above have been reviewed for the period DATE – DATE plus a physical survey of the aircraft undertaken DATE and the aircraft REG/NO. was/was not* found to be fully in compliance with all the applicable requirements of CAAM Part M. On the basis it is / is not* recommended that the issuance / renewal / export* of Certificate of Airworthiness be Issued in accordance with CAAM Part M.

*delete as applicable
Note: If the result of the full airworthiness review is unsatisfactory or inconclusive then this form, along with all necessary supporting data should be sent to the CAAM in order to satisfy the requirements of CAAM Part M.

| | |
|---------------------|------------------|
| | Name |
| | Signed |
| | Authorization No |
| Company Approval No | |
| Date | |

A copy of this report shall be provided to the aircraft owner and a copy to be retained in the aircraft records.

PHYSICAL SURVEY REPORT

| DETAILS OF PHYSICAL SURVEY | ✓ or ✗ | | | | |
|--|---------------------|--|---------------|---------------------|--|
| <ul style="list-style-type: none"> All required markings and placards are installed. <ol style="list-style-type: none"> Check that the required markings and placards are installed on the aircraft, especially the emergency exit markings instructions and passenger information signs and placards. Check that all installed placards are readable. Check the Flight Manual versus the instruments. Check registration markings, including State of Registry fireproof nameplate. Check engine and aircraft data plates. <p>Check</p> <ul style="list-style-type: none"> door means of opening each compartment's weight/load limitation/placards stating limitation on contents, passenger information signs, including no smoking signs, emergency exit marking, Compass card, cockpit placards and instrument markings, fuelling markings, towing limit markings, inflate tyres with nitrogen, static markings. | | | | | |
| <ul style="list-style-type: none"> Aircraft complies with its approved Flight Manual. <ol style="list-style-type: none"> Check that the Aircraft Flight Manual (AFM) is <ol style="list-style-type: none"> current applicable to the aircraft registration / MSN, that the aircraft conforms to the current amendment of the RFM, reflects the latest revision status as published by the Type Certificate holder. <table border="1" data-bbox="255 1332 1228 1444"> <tr> <td>AFM No:</td> <td></td> </tr> <tr> <td>Amendment No:</td> <td>Date of Amendment :</td> </tr> </table> Check the conformity of the Flight Manual (FM), with aircraft configuration. <p>Check:</p> <ul style="list-style-type: none"> Supplement to FM; the impact of modification status on noise and weight & balance; FM limitations. | AFM No: | | Amendment No: | Date of Amendment : | |
| AFM No: | | | | | |
| Amendment No: | Date of Amendment : | | | | |
| <ul style="list-style-type: none"> Aircraft Configuration complies with the approved documentation (including radio/navigation equipment capable of transmission) <p>Check that all certificates and documents pertinent to the aircraft and necessary for operations (or copies, as appropriate) are on board:</p> <ol style="list-style-type: none"> Original Certificate of Registration Original Check C of A, modification/aircraft identification. Check that noise certificate corresponds to aircraft configuration. Certified true copy of the Air Operator Certificate (AOC), if applicable. | | | | | |

PHYSICAL SURVEY REPORT

| DETAILS OF PHYSICAL SURVEY | ✓ or x |
|--|--------|
| v. Original Operations Specifications (Ops Specs) relevant to the aircraft type, issued with the AOC, if applicable. | |
| vi. Original aircraft radio licence. | |
| vii. Third party liability insurance certificate(s). | |
| viii. Mass and balance documentation | |
| ix. Check Permit to fly and Flight Conditions when necessary. | |
| x. Check that there is an appropriate aircraft certificate of release to service. | |
| <ul style="list-style-type: none"> No evident defect currently exists on the aircraft and not addressed in accordance with CAD 6801 paragraph 4.3 | |
| I. Compare the repair status and the physical status of the repaired aircraft/engine(s) and their repaired components in order to confirm the accuracy of the repair status. II. Check embodied repairs to check their conformity against the repair files. | |
| <ul style="list-style-type: none"> No inconsistencies exist between the aircraft and the aircraft records as per the review details. Check MEL I. All known defects have been corrected or deferred in accordance with an approved procedure. Journey Log II. Aircraft Journey Log has been reviewed. | |

Note:

✓ - satisfactory x - not satisfactory

| | |
|---------------------------------|--|
| Airworthiness Review Staff Name | |
| ARS Number | |
| Signature | |
| Date | |

If required: Licensed Engineer who assisted with the survey

| | |
|------------------------|--|
| Name | |
| Part 66 License Number | |
| Signature | |
| Date | |




Continuing Airworthiness Management Exposition (CAME)

| | |
|--------------|---|
| Issue No. | 3 |
| Revision No. | 3 |


5.1.9 Aircraft Journey Log Helang Flying Academy (GAM/C-008/HELANG REV 1)

| CAAM ATO.FTO PREVIOUS BMRC | | AIRCRAFT TYPE ENGINE TYPE | AIRCRAFT REGISTRATION DEFERRED DEFECT NEXT DUE | AIRCRAFT SERIAL NUMBER DATE | BASE MEASURING UNITS LBS/KG OIL QT/LITRE | | APPROVAL NO: CAMO/2016/03 AIRCRAFT JOURNEY LOG (FORM NO: GAMC-008/HELANG REV 1) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|------------------------------|---|--------------------------------|---|---------------------|---|-----------------------|--------------------------------|--|---|------------|--------------------|---|------|---------|------------|----|------|----|------|----|------|----|------|----|------|----|------|----|------|----|------|----|------|----|------|----|------|
| REF DATE | | INSP DUE | | INSP DUE | | NEXT CALENDAR INSP | | NEXT HOURS INSP | | PAGE SERIAL NO: 000001 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FLT. NO. | FUEL REMAINING | | FUEL TOTAL | | ENGINE OIL | | MAINT. PRE FLIGHT / BFF | | PILOT PRE FLIGHT / TURN AROUND | | | COMMANDER | CO-PILOT / STUDENT | <table border="1" style="font-size: 8px;"> <tr> <th>MINUTES</th> <th>1/100 HOUR</th> </tr> <tr><td>05</td><td>0.08</td></tr> <tr><td>10</td><td>0.17</td></tr> <tr><td>15</td><td>0.25</td></tr> <tr><td>20</td><td>0.33</td></tr> <tr><td>25</td><td>0.42</td></tr> <tr><td>30</td><td>0.50</td></tr> <tr><td>35</td><td>0.58</td></tr> <tr><td>40</td><td>0.67</td></tr> <tr><td>45</td><td>0.75</td></tr> <tr><td>50</td><td>0.83</td></tr> <tr><td>55</td><td>0.92</td></tr> </table> | | MINUTES | 1/100 HOUR | 05 | 0.08 | 10 | 0.17 | 15 | 0.25 | 20 | 0.33 | 25 | 0.42 | 30 | 0.50 | 35 | 0.58 | 40 | 0.67 | 45 | 0.75 | 50 | 0.83 | 55 | 0.92 |
| | MINUTES | 1/100 HOUR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 05 | 0.08 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 0.17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 0.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 0.33 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 0.42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | 0.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 35 | 0.58 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 40 | 0.67 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 45 | 0.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 50 | 0.83 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 55 | 0.92 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | DEPART | ARRIVAL | UPLIFT | STATUS | SIGN** | AUTH. | TIME | SIGN | AUTH. | TIME | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FLT. NO. | FROM | TO | TOTAL FLIGHT TIME | | LDG | S/DOWN | TOTAL FLIGHT TIME | OPERATING TIME (VEMD) | LANDING | VEMD FLIGHT | ENGINE HOURS | N1/NG CYC. | N2/NF CYC. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AFTER LAST FLIGHT INSPECTION UPLIFT (QT) ENG. HYD. MGB TGB SIGN: *AFTER LAST FLIGHT INSPECTION CARRIED OUT I.A.W. APPROVED MAINTENANCE PROGRAMME APPROVAL: DATE: | | | | TOTAL THIS PAGE | | TOTAL BEFORE FLIGHT | | TOTAL CARRY FORWARD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NO. | RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND | | | | PILOT / ENGINEER SIGN | AUTH | TIME | NO. | RECTIFICATION(S) TAKEN | | | | MR SIGN* | AUTH | DATE | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *MR STATEMENT | | | | | | | | | | | CERTIFIES THAT THE WORK ABOVE, EXCEPT AS OTHERWISE SPECIFIED, WAS CARRIED OUT IN ACCORDANCE WITH CAA MALAYSIA REQUIREMENTS AND IN RESPECT TO THAT WORK THE AIRCRAFT/AIRCRAFT COMPONENT IS CONSIDERED READY FOR RELEASE TO SERVICE | | AMO APP. NO. | | | | | | | | | | | | | | | | | | | | | | | | | | |

5.1.12 Aircraft Journey Log Royal Malaysia Police AW139 (PGU/C-008/AW139 REV 1)

| CLIENT/OPERATOR | | AIRCRAFT TYPE | | | | BASE | | AIRCRAFT REGISTRATION | | | AIRCRAFT SERIAL NUMBER | | |  AIRCRAFT JOURNEY LOG FORM NO : PGU/C-008/AW139 REV. 1 PAGE SERIAL NO: | | | |
|--|---|---------------|------------------|--------------------|------------------|-----------------|------------------|-----------------------|-----------------|-------------------------|------------------------|-------|---------------------------------------|--|------------|------------|------|
| ROYAL MALAYSIA POLICE AIR OPERATION FORCE | | AW139 | | | | | | | | | | | | | | | |
| DATE | | PREVIOUS BMRC | | NEXT CALENDAR INSP | | NEXT HOURS INSP | | | MEASURING UNITS | | | | | | | | |
| | | REF | | INSP | | INSP | | | FUEL | KG | | | | | | | |
| | | DATE | | DUE | | DUE | | | OIL | QT | | | | | | | |
| FLT. NO. | FUEL UPLIFT | | FUEL DEPART | | FUEL TOTAL | | OIL UPLIFT | | | MAINT. BFF / PRE-FLIGHT | | | PILOT BEFORE PRE-FLIGHT / TURN AROUND | | | | |
| | LH | RH | LH | RH | DEPART | ARRIVAL | ENG 1 | ENG 2 | OTHERS | SIGN** | AUTH | TIME | SIGN | AUTH | TIME | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| FLT. NO. | PILOT | CO-PILOT | FROM | TO | TIME | | | | TOTAL FLT HOUR | NO. OF LANDING | ENGINE HOUR | | ENGINE CYCLE | | LOAD CYCLE | HOIST S/N: | |
| | | | | | START | TAKE OFF | LANDING | SHUT DOWN | | | ENG 1 | ENG 2 | ENG 1 | ENG 2 | | LIFT | HOUR |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| FLT. NO. | OPS MTOW > 6400KG | | 33 < WS < 45 KTS | | 45 < WS < 60 KTS | | CAT. A | TOTAL THIS PAGE | | | | | | | | | |
| | HOURS | LDG | START | STOP | START | STOP | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | TOTAL BEFORE FLIGHT | | | | | | | | | |
| | | | | | | | | TOTAL CARRY FORWARD | | | | | | | | | |
| NO. | RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND | | | | | | PILOT / ENGINEER | | TIME | NO. | RECTIFICATION(S) TAKEN | | | MR SIGN** | AUTH | DATE | |
| | | | | | | | SIGN | AUTH | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

5.1.13 Aircraft Journey Log R66 (GAM/C-008/R66 Rev 1)

| CLIENT/OPERATOR | | AIRCRAFT TYPE | | | | AIRCRAFT REGISTRATION | | | | DATE | | BASE | |
|-----------------|--|--------------------|------------|------------------------|------------|-----------------------|------------------------------|---|---------|--|-------------|------|------|
| | | ENGINE TYPE | | AIRCRAFT SERIAL NUMBER | | | | MEASURING UNITS | | | | | |
| | | | | | | | | FUEL | | | | | |
| | | | | | | | | OIL | | | | | |
| PREVIOUS BMRC | | NEXT CALENDAR INSP | | | | NEXT HOURS INSP | | | |  APPROVAL NO: CAMO/2016/03 AIRCRAFT JOURNEY LOG (FORM NO: GAM/C-008/R66 Rev 1) PAGE SERIAL NO: 000001 | | | |
| REF | | INSP | | | | | INSP | | | | | | |
| DAT | | DUE | | | | | DUE | | | | | | |
| FLT. NO. | FUEL | | FUEL TOTAL | | ENGINE OIL | | MAINT. PRE FLIGHT INSPECTION | | | PILOT PRE-FLIGHT INSPECTION | | | |
| | REMAINING | UPLIFT | DEPART | ARRIVAL | UPLIFT | TOTAL | SIGN** | AUTH | TIME | SIGN | AUTH | TIME | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| FLT. NO. | COMMANDER | FROM | TO | FLIGHT TIME | | | | | LANDING | ENGINE | | | |
| | | | | START | TAKE OFF | LDG | S/DOWN | TOTAL FLIGHT TIME | | HOUR | START CYCLE | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | |
| | | | | TOTAL THIS PAGE | | | | | | | | | |
| | | | | TOTAL BEFORE FLIGHT | | | | | | | | | |
| | | | | TOTAL CARRY FORWARD | | | | | | | | | |
| NO. | RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND | | | PILOT / ENGINEER | | TIME | NO. | RECTIFICATION(S) TAKEN | | | MR SIGN** | AUTH | DATE |
| | | | | SIGN | AUTH | | | | | | | | |
| | | | | | | | | | | | | | |
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| *M/R STATEMENT | CERTIFIES THAT THE WORK SPECIFIED ABOVE, EXCEPT AS OTHERWISE SPECIFIED, WAS CARRIED OUT IN ACCORDANCE WITH CAA MALAYSIA REQUIREMENTS AND IN RESPECT TO | | | | | | AMO APP. NO. | POST-FLIGHT INSPECTIONS HAVE BEEN CARRIED OUT I.A.W APPROVED MAINTENANCE PROGRAMME. | | | | | |



Continuing Airworthiness Management Exposition (CAME)

| | |
|--------------|---|
| Issue No. | 3 |
| Revision No. | 3 |

5.1.15 Aircraft Journey Log Unitara Resources (M) Sdn. Bhd. (GAM/C-008/URM Rev 0)

| | | | | | | | | | | | | | | | |
|---|--|--|--|--------------------|--|--|--|------------------------|--|--|--|-----------------|--|--|--|
| CLIENT/OPERATOR UNITARA RESOURCES (M) SDN. BHD. | | | | AIRCRAFT TYPE | | | | AIRCRAFT REGISTRATION | | | | DATE | | | |
| BASE | | | | ENGINE TYPE | | | | AIRCRAFT SERIAL NUMBER | | | | MEASURING UNITS | | | |
| | | | | | | | | | | | | FUEL | | | |
| | | | | | | | | | | | | OIL | | | |
| PREVIOUS BMRC | | | | NEXT CALENDAR INSP | | | | NEXT HOURS INSP | | | | | | | |
| REF | | | | INSP | | | | INSP | | | | | | | |
| DATE | | | | DUE | | | | DUE | | | | | | | |

maintenance . repair . overhaul
APPROVAL NO: CAMO/2016/03
AIRCRAFT JOURNEY LOG
(FORM NO: GAMC-008/URM REV 0)
PAGE SERIAL NO: 000001

| FLT. NO. | FROM | TO | TIME | | | LANDING | FUEL QUANTITY | | | | ENGINE OIL UPLIFT | | TURN-AROUND / PRE-FLIGHT CHECK | | | | |
|----------|------|----|----------|---------|-------|---------|-------------------|----------------|-------------|----------|----------------------|-------|--------------------------------|-----------|---------------|-------------|---------------|
| | | | TAKE-OFF | LANDING | TOTAL | | TOTAL FUEL UPLIFT | DEPARTURE FUEL | | | TOTAL DEPARTURE FUEL | NO. 1 | NO. 2 | PILOT | | MAINT. | |
| | | | | | | | | L/FWD TANK | R/WAFT TANK | AUX TANK | | | | SIGNATURE | AUTHORISATION | SIGNATURE** | AUTHORISATION |
| 1 | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | |
| | | | TOTAL | | | | | | | | | | | | | | |

| | TOTAL FLIGHT TIME | TOTAL LANDINGS | ENGINE HOURS | | ENGINE CYCLES | | | | DAILY CHECK HAS BEEN CARRIED OUT I.A.W APPLICABLE APPROVED MAINTENANCE PROGRAM. | | | |
|-----------------|-------------------|----------------|--------------|-------|---------------|----|----|----|---|---------------|------|--|
| | | | NO. 1 | NO. 2 | Ng | Nf | Ng | Nf | MR SIGN** | AUTHORISATION | DATE | |
| B/FWD THIS PAGE | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | |


| NO. | RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND | PILOT / ENGINEER | | NO. | RECTIFICATION(S) TAKEN | MR SIGN** | AUTH | DATE |
|-----|---|------------------|------|-----|------------------------|-----------|------|------|
| | | SIGN | AUTH | | | | | |
| | | | | | | | | |
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**MR STATEMENT


CERTIFIES THAT THE WORK ABOVE, EXCEPT AS OTHERWISE SPECIFIED, WAS CARRIED OUT IN ACCORDANCE WITH CAA MALAYSIA REQUIREMENTS AND IN RESPECT TO THAT WORK THE AIRCRAFT/AIRCRAFT COMPONENT IS CONSIDERED READY FOR RELEASE TO SERVICE

AMO APP. NO.

5.1.17 Permit to Fly Form (GAM/C-022 Rev 0 (12/21))

| | | | | | |
|---|--|--|--|-------------|--|
|  | | PERMIT TO FLY (PTF) FORM | | | |
| PERMIT TO FLY NO. <small>*FOR A.R.S USE ONLY</small> | | THIS PTF SUPERSEDES (IF ANY): | | | |
| SECTION A: PTF APPLICATION | | | | | |
| TYPE OF PERMIT TO FLY | <input type="checkbox"/> PTF WITH CONDITIONS FOR MAINTENANCE CHECK FLIGHT | | <input type="checkbox"/> PTF WITH CONDITIONS FOR CERTIFICATE OF AIRWORTHINESS HAS NOT BEEN ISSUED | | |
| A/C TYPE | A/C 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 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 | |
| | | | | | |

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|--------------|---|
| Issue No. | 3 |
| Revision No. | 3 |

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


| SECTION B: PTF CERTIFICATE | | |
|----------------------------|---------------|------------------------|
| AIRCRAFT REGISTRATION | AIRCRAFT TYPE | AIRCRAFT SERIAL NUMBER |
| | | |

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

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

This Permit to Fly is valid for the period from _____ to _____

| Approved by Airworthiness Review Staff: | | | |
|---|--|----------------|--|
| Name : | | Sign : | |
| Date : | | Stamp : | |

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

| SECTION C: PTF AIRCREW BRIEFING | | | | | | |
|---|--------------|-----------------------------|------|--|-----------------------------|------|
| 1. BRIEFING BY LAE | | | | 2. ACKNOWLEDGMENT BY AIRCRAFT FLIGHT CREW | | |
| THE AIRCRAFT COMMANDER HAS BEEN BRIEFED ON THE CONDITIONS, RESTRICTIONS AND OPERATING LIMITATIONS ASSOCIATED WITH THE PTF, PRIOR TO THE FLIGHT. | | | | 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. | | | | 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. | | |

5.2 List of Airworthiness Review Staff

| No | Aircraft Type | Azillah Matap | | Ismail Sulaiman | | Mohamad Syafiq Ismail | | Mohamed Safarin Mohamed | |
|-----|---------------|---------------|-----|-----------------|-----|-----------------------|-----|-------------------------|-----|
| | | (ARS 02) | | (ARS 03) | | (ARS 05) | | (ARS 06) | |
| | | AR | PTF | AR | PTF | AR | PTF | AR | PTF |
| 1. | AW139 | - | - | X | X | X | X | X | X |
| 2. | EC120B | - | - | X | X | - | - | - | - |
| 3. | AS355F1 | - | - | - | - | - | - | - | - |
| 4. | A109S | - | - | - | - | - | - | - | - |
| 5. | AW189 | - | - | X | X | - | - | - | - |
| 6. | EC155B | - | - | X | X | - | - | - | - |
| 7. | EC155B1 | - | - | X | X | - | - | - | - |
| 8. | AS365N2 | - | - | X | X | - | - | - | - |
| 9. | Bell 429 | - | - | X | X | - | - | - | - |
| 10. | A119 | - | - | - | - | - | - | - | - |
| 11. | A109E | - | - | - | - | - | - | - | - |
| 12. | B300 | X | X | - | - | X | X | - | - |
| 13. | R44 | - | - | - | - | - | - | - | - |
| 14. | R66 | - | - | - | - | X | X | X | X |
| 15. | Cessna 172S | X | X | - | - | - | - | - | - |
| 16. | Cessna 208 | X | X | - | - | - | - | - | - |
| 17. | PC-6 | X | X | - | - | - | - | - | - |
| 18. | R44 II | - | - | - | - | - | - | - | - |

| No | Aircraft Type | Mohamad Khair Shaiful Alam | | Mohd Nor Azlizan Bin Nordin | | Reserved | | Reserved | |
|-----|---------------|----------------------------|-----|-----------------------------|-----|----------|-----|----------|-----|
| | | (ARS 07) | | (ARS 08) | | (ARS 09) | | (ARS 10) | |
| | | AR | PTF | AR | PTF | AR | PTF | AR | PTF |
| 1. | AW139 | - | - | X | X | - | - | - | - |
| 2. | EC120B | X | X | - | - | - | - | - | - |
| 3. | AS355F1 | - | - | - | - | - | - | - | - |
| 4. | A109S | - | - | - | - | - | - | - | - |
| 5. | AW189 | - | - | - | - | - | - | - | - |
| 6. | EC155B | - | - | - | - | - | - | - | - |
| 7. | EC155B1 | - | - | - | - | - | - | - | - |
| 8. | AS365N2 | - | - | - | - | - | - | - | - |
| 9. | Bell 429 | - | - | - | - | - | - | - | - |
| 10. | A119 | - | - | - | - | - | - | - | - |
| 11. | A109E | X | X | - | - | - | - | - | - |
| 12. | B300 | - | - | - | - | - | - | - | - |

| No | Aircraft Type | Mohamad Khair Shaiful Alam | | Mohd Nor Azlizan Bin Nordin | | Reserved | | Reserved | |
|-----|---------------|----------------------------|-----|-----------------------------|-----|----------|-----|----------|-----|
| | | (ARS 07) | | (ARS 08) | | (ARS 09) | | (ARS 10) | |
| | | AR | PTF | AR | PTF | AR | PTF | AR | PTF |
| 13. | R44 | X | X | - | - | - | - | - | - |
| 14. | R66 | - | - | - | - | - | - | - | - |
| 15. | Cessna 172S | X | X | - | - | - | - | - | - |
| 16. | Cessna 208 | - | - | - | - | - | - | - | - |
| 17. | PC-6 | - | - | - | - | - | - | - | - |
| 18. | R44 II | X | X | - | - | - | - | - | - |

Legends:

X – Approval for the aircraft type



| | |
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| Issue No. | 3 |
| Revision No. | 0 |

5.3 List of of Sub-contractors

5.3.1 No continuing airworthiness management tasks subcontracted for the time being in force.

5.4 List of Approved Maintenance Organizations and List of Maintenance Contracts

5.4.1 GAM AMO Approval

| No. | Organization's Name & Address | CAAM Approval No. | Capability | Scope |
|-----|--|-------------------|------------|---------------------------------|
| 1. | Galaxy Aerospace (M) Sdn. Bhd. Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre, Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor Darul Ehsan. | AMO/2016/02 | AW139 | Line and Base Maintenance |
| | | | AW189 | |
| | | | A109E | |
| | | | EC120 | |
| | | | B300 | |
| | | | EC155B | |
| | | | EC155B1 | |
| | | | R44 | |
| | | | R44 II | |
| | | | R66 | |

5.4.2 Contracted AMO

| No. | Organization's Name & Address | CAAM Approval No. | Capability | Scope | Maintenance Contract Ref. |
|-----|-------------------------------|-------------------|------------|-------|---------------------------|
| 1. | | | Nil | | |

| | |
|--------------|----------|
| Issue No. | 3 |
| Revision No. | 0 |

5.5 Copy of contracts for sub-contracted work

5.5.1 No continuing airworthiness management tasks subcontracted for the time being in force.

5.6 List of Approved Maintenance Programme as per CAD 6801 and CAD 6802

| NO | AMP REFERENCE | AC TYPE | AC REG. & S/N | OPERATOR |
|-----|-----------------------|----------|--|--|
| 1. | RMPAOF/CAMO/AMP/AW139 | AW139 | 9M-PMA (31807) 9M-PMB (31726) 9M-PMC (31731) 9M-PMD (31809) 9M-PME (31855) 9M-PMF (31913) | Polis Diraja Malaysia |
| 2. | JPM/CAMO/AMP/AW139 | | 9M-JPM (31899) | |
| 3. | YTLPG/CAMO/AMP/AW139 | | 9M-YTL (41358) | YTL Power Generation Sdn. Bhd. |
| 4. | JBPM/CAMO/AMP/AW139 | | 9M-BOC (31289) 9M-BOD (31291) | Jabatan Bomba & Penyelamat Malaysia |
| 5. | GASB/CAMO/AMP/AW139 | | 9M-SAAS (31903) | Gading Air Sdn. Bhd. |
| 6. | GASSB/CAMO/AMP/EC120B | | 9M-GAS (1089) | Gading Air Services Sdn. Bhd. |
| 7. | JBPM/CAMO/AMP/AW189 | AW189 | 9M-BOE (49045) 9M-BOF (49053) | Jabatan Bomba & Penyelamat Malaysia |
| 8. | GASSB/CAMO/AMP/EC155B | EC155 B | 9M-DSJ (6583) | Gading Air Services Sdn. Bhd. |
| 9. | URM/CAMO/AMP/EC155B1 | EC155 B1 | 9M-KEL (6997) | Unitara Resources (M) Sdn. Bhd. |
| 10. | JBPM/CAMO/AMP/A109E | A109E | 9M-BOB (11212) | Jabatan Bomba & Penyelamat Malaysia |
| 11. | RMPAOF/CAMO/AMP/B300 | B300 | 9M-PTA (FL-587) 9M-PTB (FL-593) | Polis Diraja Malaysia |

| NO | AMP REFERENCE | AC TYPE | AC REG. & S/N | OPERATOR |
|-----|------------------------------|----------------|---|---------------------------------|
| | | | 9M-PTC (FL-598) 9M-PTD (FL-680) 9M-PTE (FL-683) | |
| 12. | JAG/CAMO/AMP/R66 | R66 | 9M-BGG (0723) | Jag Helicopters Sdn. Bhd. |
| 13. | RMPAW/ENG/CAMO/AMP/C1 72S | Cessna 172S | 9M-PSR (172S9505) | Polis Diraja Malaysia |
| | | | 9M-PSS (172S9517) | |
| | | | 9M-PST (172S9524) | |
| | | | 9M-PSU (172S9525) | |
| 14. | RMPAW/ENG/CAMO/AMP/C2 08 | Cessna 208 | 9M-PSL (20800229) | Polis Diraja Malaysia |
| | | | 9M-PSM (20800230) | |
| | | | 9M-PSN (20800231) | |
| | | | 9M-PSO (20800232) | |
| | | | 9M-PSP (20800233) | |
| | | | 9M-PSQ (20800234) | |

5.7 Details of Aircraft Managed by GAM CAMO

| No | Aircraft Owner / Operator | Aircraft Type | Aircraft Registration | Serial Number | CAMO Contract Ref. |
|-----|---------------------------------------|---------------|-----------------------|---------------|--------------------------------------|
| 1. | Polis Diraja Malaysia | AW139 | 9M – PMA | 31807 | KDN/PL/T/PDRM/3/2018 |
| 2. | | | 9M – PMB | 31726 | |
| 3. | | | 9M – PMC | 31731 | |
| 4. | | | 9M – PMD | 31809 | |
| 5. | | | 9M – PME | 31855 | |
| 6. | | | 9M – PMF | 31913 | |
| 7. | | | 9M-JPM | 31899 | |
| 8. | | B300 | 9M-PTA | FL-587 | KDN/PL/T/PDRM/4/2020 |
| 9. | | | 9M-PTB | FL-593 | |
| 10. | | | 9M-PTC | FL-598 | |
| 11. | | | 9M-PTD | FL-680 | |
| 12. | | | 9M-PTE | FL-683 | |
| 13. | YTL Power Generation Sdn. Bhd. | AW139 | 9M – YTL | 41358 | GAM/YTLPG/CAMO/2018-00 |
| 14. | Jabatan Bomba dan Penyelamat Malaysia | A109E | 9M – BOB | 11212 | JBPM/RT/05/K/3/2019 |
| 15. | | AW139 | 9M – BOC | 31289 | |
| 16. | | | 9M – BOD | 31291 | JBPM/RT/06/K/01/2017 |
| 17. | | AW189 | 9M – BOE | 49045 | |
| 18. | 9M – BOF | | 49053 | | |
| 19. | Gading Air Sdn. Bhd. | AW139 | 9M–SAAS | 31903 | GAM/GAIR/CAMO/9M-SAAS/2021-09 |
| 20. | Gading Air Services Sdn. Bhd. | EC155B | 9M–DSJ | 6583 | GAM/GAS/CAMO/9M-JSR/2021-10 |
| 21. | | EC120B | 9M-GAS | 1089 | |
| 22. | Jag Helicopters Sdn. Bhd. | R66 | 9M-BGG | 0723 | GAM/JAG/CAMO/2021-03 |
| 23. | Unitara Resources (M) Sdn. Bhd. | EC155 B1 | 9M-KEL | 6997 | GAM/URSB/CAMO/EC155B1/9M-KEL/2022/12 |

5.8 Manpower Resources and Management Tool

| Galaxy Aerospace maintenance . repair . overhaul | | MANPOWER RESOURCES & MANAGEMENT TOOL | | ISSUE NO | 2023-04 |
|---|---------|---|--|-------------|----------------------|
| | | | | REV DATE | 25-Aug-23 |
| 1 GAM-CAMO FLEET | | | | | |
| YEAR | AC TYPE | QTY | REMARKS | | |
| 2016 | AW139 | 2 | 9M-PMB, 9M-PMC | | |
| | EC120B | 1 | 9M-GGB (TERMINATED) | | |
| 2017 | A119 | 1 | 9M-PBH (TERMINATED) | | |
| | A109S | 1 | 9M-BFT (TERMINATED) | | |
| 2018 | AW139 | 1 | 9M-BFU (TERMINATED) | | |
| | AW139 | 1 | 9M-YPG (TERMINATED) | | |
| | AW139 | 2 | 9M-YTL, 9M-PMA | | |
| 2019 | AW189 | 2 | 9M-BOE, 9M-BOF | | |
| | AW139 | 4 | 9M-PMD, 9M-PME, 9M-BOC, 9M-BOD | | |
| | A109E | 1 | 9M-BOB | | |
| 2020 | BELL429 | 1 | 9M-PEC (TERMINATED) | | |
| | EC155B | 1 | 9M-DSJ | | |
| | B300 | 5 | 9M-PTA, 9M-PTB, 9M-PTC, 9M-PTD, 9M-PTE | | |
| | AW139 | 1 | 9M-PMF | | |
| 2021 | EC120B | 1 | 9M-HFA (TERMINATED) | | |
| | R44 I | 1 | 9M-AMA (TERMINATED) | | |
| | AW139 | 2 | 9M-JPM, 9M-SAAS | | |
| 2022 | EC120B | 1 | 9M-GAS | | |
| | R66 | 1 | 9M-BGG | | |
| | R66 | 1 | 9M-JAG (TERMINATED) | | |
| | R44 II | 1 | 9M-DAK (TERMINATED) | | |
| 2023 | AW139 | 1 | 9M-BGH (TERMINATED) | | |
| | EC155B1 | 1 | 9M-KEL | | |
| | C208 | 5 | 9M-PSL, 9M-PSN, 9M-PSO, 9M-PSP, 9M-PSQ, | | |
| | C172S | 2 | 9M-PST, 9M-PSU | | |
| TOTAL AIRCRAFT | - | 30 | | | |
| AC/YEAR | - | 5 | | | |
| AC TYPE/YEAR | 2 | - | | | |
| 2 MANPOWER | | | | | |
| | | | AVAILABILITY | | |
| | | HOURS /DAY | HOURS /WEEK | HOURS /YEAR | |
| MANAGEMENT | | | | | |
| ACCOUNTABLE MANAGER | | 3 | 15 | 566 | |
| COO (ISMAIL) | | 3 | 15 | 566 | |
| CAMM | | 8 | 40 | 1508 | |
| DEPUTY CAMM | | 8 | 40 | 1508 | |
| QAM | | 4 | 20 | 754 | |
| | | | | 4901 | |
| QUALITY ASSURANCE | | | | | |
| FADHIL | | 4 | 20 | 754 | REQUIRED HOURS 1748 |
| AMIRA | | 4 | 20 | 754 | REMAINING HOURS 2022 |
| IZZUDIN | | 8 | 40 | 1508 | STATUS SATISFACTORY |
| BOKHARI (PGU) | | 4 | 20 | 754 | |
| | | | | 3770 | |

| AIRWORTHINESS REVIEW STAFF | | | | | | |
|-----------------------------------|---|----|--------------|-----------------|--|---------------------|
| ISMAIL | 3 | 15 | 566 | REQUIRED HOURS | | 6104 |
| AZILLAH | 4 | 20 | 754 | REMAINING HOURS | | 1248 |
| SYAFIQ | 8 | 40 | 1508 | STATUS | | SATISFACTORY |
| SAFARIN | 8 | 40 | 1508 | | | |
| KHAIR | 8 | 40 | 1508 | | | |
| AZLIZAN | 8 | 40 | 1508 | | | |
| | | | <u>7352</u> | | | |
| WEIGHING ENGINEER | | | | | | |
| ISMAIL | 2 | 10 | 377 | REQUIRED HOURS | | 688 |
| AKMAL | 4 | 20 | 754 | REMAINING HOURS | | 1197 |
| ARIFFIN | 4 | 20 | 754 | STATUS | | SATISFACTORY |
| | | | <u>1885</u> | | | |
| TECHNICAL SERVICE | | | | | | |
| AMANI | 8 | 40 | 1508 | REQUIRED HOURS | | 9704 |
| IHSAN | 8 | 40 | 1508 | REMAINING HOURS | | 98 |
| AISHAH | 4 | 20 | 754 | STATUS | | SATISFACTORY |
| RAJA (PROTÉGÉ) | 8 | 40 | 1508 | | | |
| ADAM (PROTÉGÉ) | 8 | 40 | 1508 | | | |
| ADDINIE (PROTÉGÉ) | 8 | 40 | 1508 | | | |
| HANAFI (PGU) | 8 | 40 | 1508 | | | |
| SHAHRIZAL (PGU) | 8 | 40 | 1508 | | | |
| | | | <u>9802</u> | | | |
| CAMO PLANNER | | | | | | |
| ZUL | 8 | 40 | 1508 | REQUIRED HOURS | | 15853 |
| THAVA | 8 | 40 | 1508 | REMAINING HOURS | | 735 |
| HUSNA | 8 | 40 | 1508 | STATUS | | SATISFACTORY |
| HANIS | 8 | 40 | 1508 | | | |
| HUSNINA | 8 | 40 | 1508 | | | |
| HALIMI (PROTÉGÉ) | 8 | 40 | 1508 | | | |
| FAKHRUL (PROTÉGÉ) | 8 | 40 | 1508 | | | |
| NAJIHAH (PROTÉGÉ) | 4 | 20 | 754 | | | |
| AZYFFIA (PROTÉGÉ) | 8 | 40 | 1508 | | | |
| ANWAR (PGU) | 8 | 40 | 1508 | | | |
| RIZAL (PGU) | 8 | 40 | 1508 | | | |
| SABRI (PGU) | 4 | 20 | 754 | | | |
| | | | <u>16588</u> | | | |

| 3 CONTINUING AIRWORTHINESS MANAGEMENT ACTIVITIES | | | | | | | | |
|--|--|-----------|--------|--------|---------------|------------------|-----------------|----------|
| A. QUALITY ASSURANCE DEPARTMENT | | | | | | | | |
| SECTION | TASK (JOB DESCRIPTION) | MHR /TASK | NO/MTH | AC/MTH | NO OR AC/YEAR | TOTAL MHR /MONTH | TOTAL MHR /YEAR | REMARKS |
| QA | Establish Annual Audit Plan | 4 | | | 1 | | 4 | |
| | Internal audit for CAMO | 16 | | | 30 | | 480 | |
| | Annual audit of contracted AMO | 16 | | | 1 | | 16 | AMO: GAM |
| | Audit report and NCR issuance | 8 | | | 41 | | 328 | |
| | Review of amendment of CAME | 8 | | | 5 | | 40 | |
| | Review of issuance /amendment of AMP & MEL | 8 | | | 33 | | 264 | |
| | Liaison with authorities | 2 | | | 10 | | 20 | |
| | Certifying Staff personal file | 4 | | | 35 | | 140 | |
| GENERAL | Meeting (External) | 4 | 4 | | | 16 | 192 | |
| | Meeting (Internal) | 4 | 4 | | | 16 | 192 | |
| | Training - Continuous | 8 | | | 4 | | 32 | |
| | Attend Internal/External Request | 8 | | | 5 | | 40 | |
| TOTAL | | | | | | | 1748 | |

B. AIRWORTHINESS REVIEW STAFF DEPARTMENT

| SECTION | TASK (JOB DESCRIPTION) | MHR/TASK | NO/MTH | AC/MTH | NO OR AC/YEAR | TOTAL MHR /MONTH | TOTAL MHR /YEAR | REMARKS |
|--------------|----------------------------------|----------|--------|--------|---------------|------------------|-----------------|---------------------|
| ARS | Documentation Review for ARR | 80 | | | 30 | | 2400 | |
| | Aircraft physical survey for ARR | 40 | | | 30 | | 1200 | |
| | ARR | 40 | | | 30 | | 1200 | |
| | Permit to Fly Issuance | 24 | | | 35 | | 840 | Average 35 PTF/year |
| | Surveillance | 8 | | | 30 | | 240 | |
| GENERAL | Meeting (Internal) | 4 | 2 | | | 8 | 96 | CAMO - 2/MONTH |
| | Training - CAT C | 24 | | | 3 | | 72 | |
| | Training - Continuous | 8 | | | 4 | | 32 | |
| | Attend Internal/External Request | 8 | | | 3 | | 24 | CAAM AUDIT |
| TOTAL | | | | | | | 6104 | |

C. WEIGHING

| SECTION | TASK (JOB DESCRIPTION) | MHR /TASK | NO/MTH | AC/MTH | NO OR AC/YEAR | TOTAL MHR /MONTH | TOTAL MHR /YEAR | REMARKS |
|----------------------|------------------------------------|-----------|--------|--------|---------------|------------------|-----------------|--------------------|
| MBR & MCGS SIGNATORY | Perform aircraft weighing with AMO | 4 | | | 24 | | 96 | Average 24 AC/year |
| | Prepare Mass and Balance Report | 16 | | | 24 | | 384 | Average 24 AC/year |
| | Issue Mass and Balance Report | 8 | | | 24 | | 192 | Average 24 AC/year |
| GENERAL | Training - Continuous | 8 | | | 2 | | 16 | |
| TOTAL | | | | | | | 688 | |

D. TECHNICAL SERVICE DEPARTMENT

| SECTION | TASK (JOB DESCRIPTION) | MHR /TASK | NO/MTH | AC/MTH | NO OR AC/YEAR | TOTAL MHR /MONTH | TOTAL MHR /YEAR | REMARKS |
|---------|------------------------|-----------|--------|--------|---------------|------------------|-----------------|--|
| | TIC Sentencing | 2 | | | 1000 | | 2000 | |
| | AMP Development | 80 | | | 5 | | 410 | Average 5 AC/year |
| | AMP Revision | 40 | | | 17 | | 680 | 17 AMP: |
| | MEL Development | 80 | | | 5 | | 410 | Average 5 AC/year |
| | MEL Revision | 40 | | | 10 | | 400 | 10 MEL: |
| | AFTS Development | 40 | | | 2 | | 80 | Average 2 AC type/year |
| | MFTS Development | 40 | | | 2 | | 80 | Average 2 AC type/year |
| | Reliability Report | 24 | | | 28 | | 672 | 12 (external/operator) - Monthly report 12+4 (Internal) - Monthly + Quarterly |

| | | | | | | | | | |
|-----------------------|--------------------------------|-----|----|----|----|----|-------------|--|------------------------------------|
| TECHNICAL SERVICE | Mod Record Book | 40 | | | 30 | | 1200 | | |
| | Technical Query | 4 | 10 | | | | 40 | 480 | |
| | Aircraft Damage Report | 4 | 10 | | | | 40 | 480 | |
| | HUMS | 2 | 30 | | | | 60 | 720 | |
| | Supplement Applicability (New) | 16 | | | 30 | | | 480 | |
| | Modification Assessment | 16 | | | 2 | | | 32 | Average 2/year |
| | Repair Assessment | 16 | | | 5 | | | 80 | Average 2/year |
| | Technical Notes | 16 | | | 2 | | | 32 | Average 2 TN/year |
| | Used Aircraft Report | 160 | | | 2 | | | 320 | Average 2 AC / year |
| | Predelivery Inspection | 80 | | | 1 | | | 80 | Average 1 AC / year |
| | Supplement Applicability | 2 | | | 30 | | | 60 | |
| Dent and Buckle Chart | 4 | | | 30 | | | 120 | | |
| GENERAL | Training -GEN FAM | 24 | | | 4 | | 96 | GENFAM (3 days) x 4 per year | |
| | Training - Continuous | 8 | | | 4 | | 32 | | |
| | Aircraft Visit | 4 | 8 | | | | 32 | 384 | |
| | Meeting (External) | 4 | 3 | | | | 12 | 144 | BOMBA - 1/MONTH POLIS - 2/MONTH |
| | Meeting (Internal) | 4 | 3 | | 22 | 12 | 232 | CAMO - 2/MONTH MRB - 1/MONTH AMP - 12/YEAR MEL - 6/YEAR | |
| TOTAL | | | | | | | 9704 | | |

E. CAMO PLANNING DEPARTMENT

| SECTION | TASK (JOB DESCRIPTION) | MHR /TASK | NO/MTH | AC/MTH | NO OR AC/YEAR | TOTAL MHR /MONTH | TOTAL MHR /YEAR | REMARKS |
|---------------|---|-----------|--------|--------|---------------|------------------|-----------------|------------------------|
| CAMO PLANNING | Aircraft Register | 1 | | | 5 | | 5 | Average 5 AC/year |
| | Set Up Aircraft Configuration Module | 160 | | | 2 | | 320 | Average 2 AC type/year |
| | Aircraft induction bridging to AERONET | 80 | | | 5 | | 410 | Average 5 AC/year |
| | Monitor AERONET | 4 | | 30 | | 120 | 1440 | |
| | Maintenance Forecast | 4 | | 30 | | 120 | 1440 | |
| | Liaison with operator | 4 | | 30 | | 120 | 1440 | |
| | TIC implementation | 1 | | | | 1000 | 1000 | |
| | Update AD/SB in AERONET | 1 | | 30 | | 30 | 360 | |
| | AMO Coordination | 4 | | 30 | | 120 | 1440 | |
| | Initiate spare request for AD/SB implementation | 1 | | 30 | | 30 | 360 | |
| | Work Order Issuance | 1 | | | | 1500 | 1500 | Average 50 WO/year/ac |
| | Workpack review and acceptance | 1 | | | | 1500 | 1500 | Average 50 WO/year/ac |

| | | | | | | | | |
|----------------|-----------------------------------|----|----|--|------|----|--------------|--|
| | Workpack review and acceptance | 1 | | | 1500 | | 1500 | Average 50 WO/year/ac |
| | Workpack discrepancies correction | 1 | | | 1500 | | 1500 | Average 50 WO/year/ac |
| | AJL review and acceptance | 1 | 30 | | | 30 | 360 | Average 30 AJL/month |
| | AJL discrepancy correction | 1 | 30 | | | 30 | 360 | |
| | Update AERONET Tech Log Module | 1 | 30 | | | 30 | 360 | |
| | Update AERONET Aircraft Module | 1 | | | 1500 | | 1500 | Average 50 WO/year/ac |
| | NTC | 1 | | | 10 | | 10 | Average 10 NTC/year |
| GENERAL | Training -GEN FAM | 24 | | | 3 | | 72 | GENFAM (3 days) x 3 per year |
| | Training - Continuous | 8 | | | 4 | | 32 | |
| | Meeting (External) | 4 | 5 | | | 20 | 240 | BOMBA - 1/MONTH POLIS 2/MONTH YTLPG 2/MONTH |
| | Meeting (Internal) | 4 | 4 | | | 16 | 192 | CAMO - 2/MONTH AMO - 1/MONTH PLANNER - 1/MONTH |
| | Attend Internal/External Request | 4 | | | 3 | | 12 | AJL BRIEFING, OEM LIASON, ETC |
| TOTAL | | | | | | | 15853 | |

F. TECHNICAL RECORD DEPARTMENT

| SECTION | TASK (JOB DESCRIPTION) | MHR /TASK | NO/MTH | AC/MTH | NO OR AC/YEAR | TOTAL MHR /MONTH | TOTAL MHR /YEAR | REMARKS |
|-------------------------|------------------------------|-----------|--------|--------|---------------|------------------|-----------------|-------------------------------------|
| TECHNICAL RECORD | Transfer AJL data to logbook | 1 | 30 | | | 30 | 360 | Average 30 AJL/month |
| | Scan AJL | 1 | 30 | | | 30 | 360 | Average 30 AJL/month |
| | AJL filing | 1 | 30 | | | 30 | 360 | Average 30 AJL/month |
| | All logbook identification | 1 | | | 100 | | 100 | Aircraft + engine + Prop + APU |
| | Update aircraft log book | 1 | | | 1500 | | 1500 | Average 50 WO/year/ac |
| | Update engine log book | 1 | | | 1500 | | 1500 | Average 25 WO /year/eng x Average 2 |
| | Update prop log book | 1 | | | 170 | | 170 | Average 10 WO /year/prop |
| | Update APU log book | 1 | | | 20 | | 20 | Average 10 WO /year/APU |
| | Update component log card | 2 | | 30 | | | 60 | 720 |

| | | | | | | | | | |
|----------------------------------|---------------------------------------|-------------------|----|----|------|-----|--------------|-------------------------------|---------------------|
| | Update MRB | 6 | | 30 | | 180 | 2160 | | |
| | Update AD Compliance to CAAM | 1 | | 30 | | 30 | 360 | | |
| | Update Certificate Files | 2 | | | 30 | | 60 | | |
| | Scan Work package | 1 | | | 1500 | | 1500 | | |
| | Work package Filing | 1 | | | 1500 | | 1500 | | |
| | Record access control | 1 | | | 30 | | 30 | | |
| | Storage Facilities Labelling | 1 | | | 50 | | 50 | No of shelves/ compartment | |
| | Facilities Inspection | 1 | 2 | | | 2 | 24 | 2 facilities | |
| | Update Record Inventory | 1 | | 30 | | 30 | 360 | | |
| | Update backup harddisk | 1 | | 30 | | 30 | 360 | | |
| | Scan all records - Aircraft Induction | 40 | | | | 5 | | 205 | Average 5 AC/year |
| | GENERAL | Training -GEN FAM | 24 | | | 3 | | 72 | GENFAM (3 days) x 4 |
| Training - Continuous | | 8 | | | 4 | | 32 | | |
| Meeting (Internal) | | 4 | 2 | | | 8 | 96 | CAMO - 2/MONTH | |
| Attend Internal/External Request | | 4 | | | 9 | | 36 | AC INDUCTION DOC ACCEPTANCE | |
| TOTAL | | | | | | | 11935 | | |

G. TECHNICAL PUBLICATION DEPARTMENT

| SECTION | TASK (JOB DESCRIPTION) | MHR /TASK | NO/MTH | AC/MTH | NO OR AC/YEAR | TOTAL MHR /MONTH | TOTAL MHR /YEAR | REMARKS |
|------------------------------|--|-----------|--------|--------|---------------|------------------|-----------------|------------------------------|
| TECHNICAL PUBLICATION | Publication Purchase, Renewal, Subscription | 2 | | | 30 | | 60 | Average 30 Pub/year |
| | Publication Register | 1 | | | 1000 | | 1000 | Average 1000 Pub/year |
| | Raise TIC | 1 | | | 1000 | | 1000 | Average 1000 TIC/year |
| | External Publication Distribution | 1 | | | 950 | | 950 | Average 950 Pub/Year |
| | Upload into server and controlled computer | 2 | | | 1000 | | 2000 | |
| | Make copies of publication for controlled holder | 4 | | | 50 | | 200 | Average 50 Pub/Year |
| | Internal Publication Distribution | 2 | | | 50 | | 100 | |
| | Filing of signed Document Acceptance | 1 | | | 100 | | 100 | 2 Document/Internal Pub |
| | Update Publication Master List | 2 | 19 | | | 38 | 456 | 17 type + 1 internal + 1 ICA |
| | Update backup harddisk | 1 | 19 | | | 19 | 228 | 17 type + 1 internal + 1 ICA |
| | Publication Control and Access | 1 | | | | 19 | 19 | 17 type + 1 internal + 1 ICA |
| | Filight Manual Amendment | 4 | | | | 30 | 120 | |
| | Supplement Applicability | 1 | | | | 30 | 30 | |
| GENERAL | Training -GEN FAM | 24 | | | 3 | | 72 | GENFAM (3 days) x 4 per year |
| | Training - Continuous | 8 | | | 4 | | 32 | |
| | Meeting (Internal) | 4 | 2 | | | 8 | 96 | CAMO - 2/MONTH PUB - 1/MONTH |
| | Attend Internal/External Request | 4 | | | 9 | | 36 | AC INDUCTION DOC ACCEPTANCE |
| TOTAL | | | | | | | 6499 | |

5.9 List of Approved Limited Scope of Maintenance Activities

5.9.1 AW139 Maintenance Activities that requires Rotor Track & Balance Flights

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|-----|---|--|---|
| 1. | Main Rotor Track and Balance 39-A-18-10-01-00A-37CA-A OR 39-A-18-10-03-00A-37CA-A (IF A/C EQUIPPED WITH HUMS) MFTS Reference: GAM/CAMO/AW139/MFTS/RTB | Main rotor blade - Install procedure 39-A-62-11-01-00A-720A-A | If perform maintenance operations on the main rotor blade after removal from helicopter |
| 2. | | Vibration absorber installation – Adjust 39-A-18-61-00-00A-271A-A | - |
| 3. | | Balance weight pocket cover (main rotor blade) - Replacement (remove and install a new item) 39-A-62-11-01-06A-921A-A | - |
| 4. | | Top conical ring - Install procedure 39-A-62-21-05-00A-720A-A | If equipped with optional K0160, K0161, K0162 configuration |
| 5. | | Main rotor head - Install procedure 39-A-62-22-00-00A-720A-A | If equipped with optional K0160, K0161, K0162 configuration |
| 6. | | Lag damper - Install procedure 39-A-62-22-02-00A-720A-A | If lag damper is replaced |
| 7. | | Pitch control lever - Install procedure 39-A-62-22-03-00A-720A-A | - |
| 8. | | Flapping limiter - Install procedure 39-A-62-22-04-00A-720A-A | If flapping limiter is replaced |
| 9. | | Flapping limiter support - Install procedure 39-A-62-22-05-00A-720A-A | - |
| 10. | | Droop stop bracket - Install procedure 39-A-62-22-06-00A-720A-A | If droop stop bracket is replaced |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|-----|--|---|--|
| 11. | | Anti-rotation block - Install procedure 39-A-62-22-07-00A-720A-A | If replaced the anti-rotation block with a new item |
| 12. | | Tension link and elastomeric bearing assembly - Install procedure 39-A-62-22-08-00A-720A-A | - |
| 13. | | Tension link - Install procedure 39-A-62-22-09-00A-720A-B | If new elastomeric bearing is installed |
| 14. | | Elastomeric bearing - Install procedure 39-A-62-22-10-00A-720A-B | If new elastomeric bearing is installed |
| 15. | | Droop stop pin – Adjust 39-A-62-22-12-00A-271A-A | - |
| 16. | | Sliding ring – Replacement 39-A-62-22-17-00A-920A-B | - |
| 17. | | Pitch link - Install procedure 39-A-62-31-01-00A-720A-A | If new pitch link is installed |
| 18. | | Tail rotor blade assembly - Install procedure 39-A-64-11-01-00A-720A-A | If perform maintenance operations on the tail rotor blade after removal from helicopter |
| 19. | Tail rotor - Blade track and balance check 39-A-18-10-02-00A-37CA-A | Blade damper attachment - Install procedure 39-A-64-11-02-00A-720A-A | If new blade damper attachment is installed |
| 20. | OR | Elastomeric bearing - Install procedure 39-A-64-11-03-00A-720A-B | If new elastomeric bearing is installed |
| 21. | 39-A-18-10-03-00A-37CA-A | Lag damper - Install procedure 39-A-64-21-02-00A-720A-A | If lag damper is replaced |
| 22. | (IF A/C EQUIPPED WITH HUMS) | Top conical ring - Install procedure 39-A-64-21-03-00A-720A-A | If new top conical ring is installed |
| 23. | MFTS Reference: GAM/CAMO/AW139/MFTS/RTB | Slip ring drive - Install procedure 39-B-64-21-04-00A-720A-A | - |
| 24. | | Pitch link - Install procedure 39-A-64-31-01-00A-720A-A | If new pitch link is installed or the same removed pitch link that has got new components. |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|-----|-------------------------------|---|--|
| 25. | | Scissors - Install procedure 39-A-64-31-02-00A-720A-A | If new scissors is installed |
| 26. | | Sliding control assembly - Install procedure 39-A-64-31-04-00A-720A-A | If new sliding control assembly is installed |
| 27. | | Tail rotor control system - Adjust 39-A-67-21-00-00A-271A-A | - |

5.9.2 AW139 Maintenance Activities that requires Functional Check Flights

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|----|---|--|-----------|
| 1. | Helicopter general - Check flight after engine installation 39-A-00-00-00-00A- 34BA-A. | Number 1 engine - Install procedure 39-A-71-02-01-00A-720A-A | - |
| 2. | MFTS Reference: Refer OEM Functional Check Flight Check List in 39-A-00-00-00-00A- 34BA-A. | Number 2 engine - Install procedure 39-A-71-02-02-00A-720A-A | - |
| 3. | Helicopter general information - Functional check 39-A-00-00-00-00A- 34AA-A | Number 1 pump - Operation test 39-A-29-11-02-00A-320A-A | - |
| 4. | | Number 2 pump - Operation test 39-A-29-12-02-00A-320A-A | - |
| 5. | MFTS Reference: Refer OEM Functional Check Flight Check List in 39-A-00-00-00-00A- 34AA-A | Number 4 pump - Operation test 39-A-29-12-03-00A-320A-A | - |

5.9.3 AW189 Maintenance Activities that requires Rotor Track & Balance Flights

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|-----|---|---|---|
| 1. | Main rotor - Tracking check 89-A-18-10-01-00A-373A-A MFTS MFTS Reference: GAM/CAMO/AW189/MFTS/RTB | Main rotor blade – Install procedure 89-A-62-11-01-00A-720A-A | If perform maintenance operations on the main rotor blade after removal from helicopter |
| 2. | | Top conical ring – install procedure 89-A-62-21-03-00A-720A-A | - |
| 3. | | Lag damper - Install procedure 89-A-62-22-03-00A-720A-A | If lag damper is replaced |
| 4. | | Flapping limiter – Install procedure 89-A-62-22-05-00A-720A-A | If flapping limiter is replaced |
| 5. | | Flapping limiter support – install procedure 89-A-62-22-06-00A-720A-A | - |
| 6. | | Droop stop bracket – install procedure 89-A-62-22-07-00A-720A-A | If droop stop bracket is replaced |
| 7. | | Anti-rotation block – install procedure 89-A-62-22-08-00A-720A-A | If anti-rotation block is replaced |
| 8. | | Tension link and elastomeric bearing assembly – install procedure 89-A-62-22-09-00A-720A-A | - |
| 9. | | Droop stop pin – adjust 89-A-62-22-13-00A-271A-A | - |
| 10. | | Pitch link – install procedure 89-A-62-31-01-00A-720A-A | - |
| 11. | | Adapter – install procedure 89-A-62-31-03-00A-720A-A | - |
| 12. | Tail rotor - Tracking check 89-A-18-10-02-00A-373A-A | Tail rotor blade assembly - Install procedure 89-A-64-11-01-00A-720A-A | If install a new or repaired tail rotor blade assembly or a new elastomeric bearing |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|-----|--|---|--|
| 13. | MFTS Reference: GAM/CAMO/AW189/M FTS/RTB | Blade damper attachment - Install procedure 89-A-64-11-02-00A-720A-A | If new blade damper attachment is installed |
| 14. | | Lag damper - Install procedure 89-A-64-11-02-00A-720A-A | If new lag damper is installed |
| 15. | | Top conical ring - Install procedure 89-A-64-21-03-00A-720A-A | If new top conical ring is installed |
| 16. | | Slip ring drive - Install procedure 89-B-64-21-03-00A-720A-A | - |
| 17. | | Pitch link - Install procedure 89-A-64-31-01-00A-720A-A | - |
| 18. | | Scissors group - Install procedure 89-A-64-31-02-00A-720A-A | If scissor is replaced |
| 19. | | Spider and slider assembly - Install procedure 89-A-64-31-04-00A-720A-A | If new spider and slider assembly is installed |

5.9.4 AW189 Maintenance Activities that requires Functional Check Flights

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|----|---|---|--|
| 1. | Helicopter general - Check flight after engine installation 89-A-00-00-00-00A- 34BA-A | Number 1 engine - Install procedure 89-A-71-01-01-00A-720A-A | - |
| 2. | | MFTS Reference: Refer OEM Check List in 89-A-00-00- 00-00A-34BA-A. | Number 2 engine - Install procedure 89-A-71-01-02-00A-720A-A |
| 3. | Helicopter general information - Functional check flight 39-A-00-00-00-00A- 34AA-A | Number 1 pump - Operation test 89-A-29-11-02-00A-320A-A | - |
| 4. | | Number 2 pump - Operation test 89-A-29-12-02-00A-320A-A | - |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|----|--|---|-----------|
| 5. | MFTS Reference: Refer OEM Functional Check Flight Check List in 89-A-00-00-00-00A- 34AA-A | Number 4 pump - Operation test 89-A-29-12-03-00A-320A-A | - |

5.9.5 A109E Maintenance Activities that requires Rotor Track & Balance Flights

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|----|--|---|--|
| 1. | Main rotor tracking and dynamic balance 62-00-8C MFTS Reference: GAM/CAMO/A109E/M FTS/RTB | Main rotor blades installation 62-11-6 Para D | - |
| 2. | | Main rotor head installation 62-21-13 Para D | - |
| 3. | | Main rotor head installation 62-21-54 Para D | If mix an elastomeric bearing made by "Paulstra" with those made by "Lord" (or "vice versa") |
| 4. | | Rotating controls - Pitch change links Installation 62-31-12 Para F | - |
| | | Troubleshooting Chart of Main Rotor Installation – Lateral 1:1 Vibration 62-00-4 | - |

5.9.6 EC120B Maintenance Activities that requires Maintenance Flight Test

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|----|--|--|---|
| 1. | Checks and Corrections for Horizontal (Y) and Vertical (Z) Vibrations - Main Rotor | Removal /Installation - Main Rotor Blades AMM 62-11-00,4-1 | If installed new or repaired blade, or after interchanged two blades |
| 2. | AMM 62-00-00,5-1 | Assembly - Main Rotor Hub, AMM 62-21-00,4-2 | If replaced a main rotor hub or one of its components |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|-----|--|--|---|
| 3. | MFTS Reference: Refer EC120B RFM Section 8.3 | Removal / Installation - Flared Housing / Swashplates / Hub Couplings, AMM 62-32-00,4-1 | If replaced a pitch- change rod or a ball end-fitting |
| 4. | | Installation - Rotor Head Assembly AMM 62-20-00,4-2 | |
| 5. | | Adjustment - Main Rotor Controls AMM 67-10-00,5-1 | |
| 6. | | Replacement - End-fittings on the pitch and roll rods, AMM 67-10-00,8-12 | |
| 7. | | Procedure after Detection of Chips and Lighting of the "MGB P" and "MGB TEMP" Warning Lights - MGB / TGB AMM 05-50-00,6-10 | |
| 8. | | Fault finding by vibration analysis AMM 05-50-00,6-13 | |
| 9. | Flight Test Schedule FLM Section 8.3 | Fault finding by vibration analysis with STEADYControl ® adjustment equipment AMM 05-50-00,6-14 | |
| 10. | MFTS Reference: Refer EC120B RFM Section 8.3 | Fuel System – Adjusted Fuel Control Unit Removal / Installation EMM Task 73-23-00-900-802- A01 | |
| 11. | | Fuel System – Adjusted Fuel Control Unit Tests (Except Electrical) EMM Task 73-23-00-900-802- A01 | |

5.9.7 B300 Maintenance Activities that requires Maintenance Flight Test

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|----|---|---|-----------|
| 1. | Flow Control Valve - Adjustment/Test AMM 21-10-05-5 | No.1 Engine Flow Control Valve - Adjustment/Test AMM 21-10-05-5 | |
| 2. | | No.2 Engine Flow Control Valve - Adjustment/Test AMM 21-10-05-5 | |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|----|---|---|--|
| 3. | Pressurization Check Procedures - (Flight Test) AMM 21-30-00, 101 | Outflow Valve And Safety Valve - Adjustment/Test AMM 21-30-03-5 | Functional Test Method 1 |
| 4. | | Air Pressure Controller-Limiter - Removal/Installation AMM 21-30-13-4 | |
| 5. | Stall Lift Computer - Adjustment/Test AMM 27-31-03-5 | Stall Lift Computer - Adjustment/Test AMM 27-31-03-5 | <ol style="list-style-type: none"> 1. If Lift Computer Or Lift Transducer Is Replaced, or 2. If The Stall Warning System Has Failed In Any Manner Or The Stall Warning Margin Has Changed Without Explanation, or 3. In Order To Set A Specific Margin, |
| 6. | Flight Control System - B. Flight Checks AMM 27-00-00-2 | Flight Control System - Rigging and Trim Procedures - D. Wings AMM 27-00-00-2 | |
| 7. | | Flight Control System - Rigging and Trim Procedures - F. Ground Adjustable Trim Tab AMM 27-00-00-2 | |
| 8. | Power Lever Sense Switch - Adjustment/Test 32-60-09-5 | Power Lever Sense Switch - Adjustment/Test AMM 32-60-09-5 | |
| 9. | Propeller - Adjustment/Test - Propeller Dynamic Balancing AMM 61-10-01-5 | Propeller - Adjustment/Test - Propeller Dynamic Balancing - C.Flight Test AMM 61-10-01-5 | |

5.9.8 R44 / R44 II Maintenance Activities that requires Maintenance Flight Test

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|----|--|---|-----------|
| 1. | Special Instruction for Reassembling and | Special Instruction for Reassembling and Flight | |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|-----|--|--|---|
| | Flight Testing R44 series helicopter after crating for export AMM 1.700 MFTS Reference: GAM/CAMO/R44/MFT S/MM1.700 | Testing R44 series helicopter after crating for export AMM 1.700 | |
| 2. | Track and Balance AMM 10.200 MFTS Reference: GAM/CAMO/R44/MFT S/RTB. | Collective travel rigging AMM 10.122 | |
| 3. | | Main Rotor Blade Installation AMM 9.112 | |
| 4. | | Repair of Main Rotor Blade AMM 9.140 | |
| 5. | | Swashplate installation AMM 8.142 | |
| 6. | | Utility Float Main Landing Gear Installation AMM 5.520 | |
| 7. | | 12 years Inspection AMM 2.600 | |
| 8. | | Autorotational RPM Adjustment AMM 10.250 MFTS Reference: GAM/CAMO/R44/MFT S/RTB.. | Utility Float Main Landing Gear Installation AMM 5.520 |
| 9. | Flight Check AMM 2.220 | Flight Check for 100-Hour / Annual Inspection AMM 2.200 | |
| 10. | MFTS Reference: GAM/CAMO/R44/MFTS/MM2.200. | 12 years Inspection AMM 2.600 | |
| 11. | Functional Flight Test of Longitudinal Cyclic Trim Elastic Cords AMM 8.130 MFTS Reference: GAM/CAMO/R44/MFTS/MM2.200. | Longitudinal Cyclic Trim Elastic Cord AMM 8.130 | |

5.9.10 EC155B/B1 Maintenance Activities that requires Maintenance Flight Test

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|----|--|---|---|
| 1. | Adjustment of Main Rotor Blade Tracking AMM 62-10-00-821 MFTS Reference: Refer EC155B/B1 RFM Section 8.3. | Removal / Installation - Main Rotor Blades AMM 62-10-00-061 | If replaced one or more blades |
| 2. | Horizontal (Y) and Vertical (Z) Vibration Check and Corrections with STEADYCONTROL Rotor Tuning System AMM 62-20-00-822 MFTS Reference: Refer EC155B/B1 RFM Section 8.3. | Removal / Installation - Main Rotor Blades AMM 62-10-00-061 | If replaced one or more blades |
| 3. | Dynamic Balancing - Main Rotor Head AMM 62-20-00-821 MFTS Reference: Refer EC155B/B1 RFM Section 8.3 | Removal / Installation - Main Rotor Blades AMM 62-10-00-061 | If replaced one or more blades |
| 4. | | Removal / Installation - Rotor Hub and Shaft Unit AMM 62-20-00-061 | If a component of the rotor hub-mast assembly is replaced |
| 5. | | Removal / Installation - Blade Sleeves Assembly AMM 62-24-01-061 | If any component of the blade sleeve assembly has been replaced |
| 6. | | Removal / Installation - Pitch Change Rod AMM 62-26-01-061 | If replaced one or more pitch change rods |
| 7. | | Removal / Installation - MGB / MRH Assembly AMM 63-00-00-061A. | If a component or MRH assembly is replaced |
| 8. | | Removal / Installation - Magnetometer | |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|-----|---|--|--|
| 9. | Compensation - Primary Reference System (In Flight) AMM 34-23-00-821 (Refer FLM Section 8.3) MFTS Reference: Refer EC155B/B1 RFM Section 8.3. | AMM 34-23-02-06 Removal / Installation - AHRS Removable Memory Module AMM 34-23-04-061 | Do the compensation during the exchange of a new memory module |
| 10. | Flight Test Schedule FLM Section 8.3 MFTS Reference: Refer EC155B/B1 RFM Section 8.3. | Procedure After Vibrations, Resonance or an Abnormal Dynamic Phenomenon AMM 05-50-00-222 | |
| 11. | | Fault finding by vibration analysis AMM 05-50-00-223 | |
| 12. | | Steps to do when you Find Particles on the Magnetic Plugs and/or on the Oil Filter of the Gear Box AMM 05-50-01-211 | |
| 13. | | Steps to do When You Find Particles on the Magnetic Plug of the Rotor Mast AMM 05-50-02-211 | |
| 14. | | Removal / Installation - Electrical Master Box AMM 24-32-01-061 | |
| 15. | | MGB Replacement AMM 63-20-00-061 | |
| 16. | | Adjustment - Main Rotor Controls AMM 67-10-00-821 | |
| 17. | | Adjustment - Low Pitch Stop AMM 67-13-01-82 | |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|-----|-------------------------------|---|-----------|
| 18. | | Removal / Installation - FADEC Unit AMM 73-20-00-061 | |
| 19. | | Engine Removal / Installation AMM 71-00-00-061 | |
| 20. | | Module 2 Replacement Safran Arriel 2C1 EMM 72-00-32-900-801-A01 | |
| 21. | | Module 3 Replacement Safran Arriel 2C1 EMM 72-00-43-900-801-A01 | |
| 22. | | Module 4 Replacement Safran Arriel 2C1 EMM 72-00-54-900-801-A01 | |
| 23. | | Module 5 Replacement Safran Arriel 2C1 EMM 72-00-15-900-801-A01 | |

5.9.11 A119/AW119 Maintenance Activities that requires Maintenance Flight Test

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|----|---|---|--|
| 1. | Main rotor tracking and dynamic balance 62-00-8 MFTS Reference: GAM/CAMO/A119/MF TS/RTB | Main rotor blades - Removal/Installation 62-11-6 Para D | |
| 2. | | Main rotor head - Removal/installation 62-21-13 Para D | If required |
| 3. | | Floating ring - Removal/installation 62-21-43 | |
| 4. | | Main rotor elastomeric bearings - Removal/Installation 62-21-49 | If mixed an elastomeric bearing made by "Paulstra" with those made by "Lord" (or "vice versa") |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|----|--|--|--|
| 5. | | Main rotor blade adjustment 67-00-28 | |
| 6. | Chip Detectors - Metal Particles - General Maintenance Procedure 60-10-4 Para C | Chip Detectors - Metal Particles - General Maintenance Procedure 60-10-4 Para C | When gearbox-chip caution message comes in view for the third time |

5.9.12 Bell 429 Maintenance Activities that requires Maintenance Flight Test

| No. | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|-----|--|---|---|
| 1. | VIBRATION ANALYSIS Measuring and Reducing Main Rotor | MAIN ROTOR TRACK AND BALANCE – General DMC-429-A-18-00-00-01A-028A-A | |
| 2. | 1/Rev Vibration (DMC-429-A-18-10-00-00A-372A-A) | MAIN ROTOR BLADE ASSEMBLIES – Installation DMC-429-A-62-10-00-00A-720A-A | |
| 3. | MFTS Reference: GAM/CAMO/BELL429/MFTS/RTB. | MAIN ROTOR HUB ASSEMBLY – Installation DMC-429-A-62-20-00-00A-720A-A | |
| 4. | | PITCH LINK ASSEMBLIES – Installation DMC-429-A-62-30-00-00A-720A-A | |
| 5. | MAIN ROTOR AUTOROTATION RPM Adjustment (DMC-429-A-18-10-00-07A-271A-A) MFTS Reference: GAM/CAMO/BELL429/MFTS/RTB. | MAIN ROTOR AUTOROTATION RPM Adjustment (DMC-429-A-18-10-00-07A-271A-A) | |
| 6. | MAIN ROTOR 4/REV VIBRATION | MAIN ROTOR 4/REV VIBRATION Measuring and Reducing Vibration Levels | to minimize the main rotor 4/rev vibration in the cabin |

| No. | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|-----|---|--|--|
| | Measuring and Reducing Vibration Levels (DMC-429-A-18-10-00-02A-372A-A) MFTS Reference: GAM/CAMO/BELL429/MFTS/RTB. | (DMC-429-A-18-10-00-02A-372A-A) | |
| 7. | MAIN ROTOR 4/REV VIBRATION Frahm Tuning Procedures (DMC-429-A-18-10-00-03A-372A-A) MFTS Reference: GAM/CAMO/BELL429/MFTS/RTB. | MAIN ROTOR 4/REV VIBRATION Frahm Tuning Procedures (DMC-429-A-18-10-00-03A-372A-A) | If required, additional in-flight Frahm tuning may have been accomplished prior to helicopter delivery |
| 8. | POWER PLANT Operational Check (DMC-429-A-71-00-00-00A-320A-A) | ENGINES Installation (DMC-429-A-71-00-00-00A-720A-A) | |

5.9.13 R66 Maintenance Activities that requires Maintenance Flight Test

| No. | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|-----|--|--|-----------|
| 1. | Assembly Instructions for R66 Helicopter Crated for Export AMM 1-80 MFTS Reference: GAM/CAMO/R66/MFTS/MM1-80. | Assembly Instructions for R66 Helicopter Crated for Export AMM 1-80 | |
| 2. | Flight Check AMM 5-43 MFTS Reference: GAM/CAMO/R66/MFTS/MM5-40 | Assembly Instructions for R66 Helicopter Crated for Export AMM 1-80 | |
| 3. | | Operation Checks for 100-Hour / Annual Inspection | |

| No. | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|-----|--|---|---------------------------------|
| 4. | | AMM 5-40 2000-Hour / 12 Year Inspection AMM 5-50 | |
| 5. | Main Rotor Track and Balance AMM 18-10 | Assembly Instructions for R66 Helicopter Crated for Export AMM 1-80 | |
| 6. | MFTS Reference: GAM/CAMO/R66/MFTS/RTB | 2000-Hour / 12 Year Inspection AMM 5-50 | |
| 7. | | Main Rotor Flight Control Rigging AMM 18-30 | |
| 8. | | Main Rotor Blade Angle Rigging AMM 18-40 | |
| 9. | | Swashplate Installation AMM 67-40 | |
| 10. | | Excessive Cyclic or Stick Shake AMM 18-15 | Main rotor (MR) out of track |
| 11. | | Excessive Ship vibration AMM 18-15 | MR out of track and balance |
| 12. | | Intermittent Blade Track Picture AMM 18-15 | MR teeter hinge not "broken-in" |
| 13. | Do the Test of the Engine OMM 72-00-00-700-801 MFTS Reference: GAM/CAMO/R66/MFTS/MM72-801 | Do the test of the diffuser vent (orifice) OMM 72-00-00-350-001 | |
| 14. | Do the Performance Trend Test of the Engine OMM 72-00-00-700-802 | Do the engine trend check procedure OMM 72-00-00-750-010 | |
| 15. | MFTS Reference: GAM/CAMO/R66/MFTS/MM72-802 | 200 Hour / 12-month Inspection OMM 05-21-00-800-801 TABLE 601 Item 30 | |
| 16. | Do the Vibration Test of the Engine | Do the vibration test OMM 72-00-00-750-013 | |
| 17. | OMM 72-00-00-700-803 | 400 Hour Inspection | |

| No. | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|-----|---|---|-----------|
| | MFTS Reference: GAM/CAMO/R66/MFTS/MM72- 803 | OMM 05-21-00-800-801 TABLE 602 Item 18 | |