

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2022-01

REV DATE

27-Dec-22

1 GAM-CAMO FLEET

YEAR	AC TYPE	QTY	REMARKS
2023	AW139	3	
	AS365N3	3	
TOTAL AIRCRAFT	-	6	
AC/YEAR	-	6	
AC TYPE/YEAR	2	-	

2 MANPOWER

AVAILABILITY

	HOURS /DAY	HOURS /WEEK	HOURS /YEAR		
MANAGEMENT					
ACCOUNTABLE MANAGER	3	15	566		
CAMM	2	10	377		
DEPUTY CAMM	2	10	377		
QAM	4	20	754		
			<u>2074</u>		
QUALITY ASSURANCE					
QAI 1	8	40	1508	REQUIRED HOURS	956
				REMAINING HOURS	552
			<u>1508</u>	STATUS	SATISFACTORY
TECHNICAL SERVICE					
TS 1	8	40	1508	REQUIRED HOURS	1346
				REMAINING HOURS	162
			<u>1508</u>	STATUS	SATISFACTORY
CAMO PLANNER					
CP 1	8	40	1508	REQUIRED HOURS	2953
CP 2	8	40	1508	REMAINING HOURS	63
			<u>3016</u>	STATUS	SATISFACTORY
TECHNICAL RECORD					
TR 1	8	40	1508	REQUIRED HOURS	2917
TR 2	8	40	1508	REMAINING HOURS	99
			<u>3016</u>	STATUS	SATISFACTORY
TECHNICAL PUBLICATION					
TP 1	8	40	1508	REQUIRED HOURS	797
				REMAINING HOURS	711
			<u>1508</u>	STATUS	SATISFACTORY

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			6		96	
	Annual audit of contracted AMO	16			2		32	AMO: GAM,
	Audit report and NCR issuance	8			30		240	
	Review of amendment of CAME	8			2		16	
	Review of issuance /amendment of AMP & MEL	8			6		48	
	Liaison with authorities	2			10		20	
	Certifying Staff personal file	4			35		140	
GENERAL	Meeting (External)	4	4			16	192	
	Meeting (Internal)	2	4			8	96	
	Training - Continuous	8			4		32	
	Attend Internal/External Request	8			5		40	
TOTAL							956	

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B. TECHNICAL SERVICE DEPARTMENT

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
TECHNICAL SERVICE	TIC Sentencing	2			80		160	
	AMP Development	64			2		128	Average 2 AC type/year
	AMP Revision	32			2		64	2 AMP
	MEL Development	64			2		128	Average 2 AC type/year
	MEL Revision	32			2		64	2 MEL
	AFTS Development	24			0		0	
	MFTS Development	24			2		38	Average 2 AC type/year
	Reliability Report	8			6		48	2 aircraft type
	Mod Record Book	16			6		96	
	Technical Query	4	2			8	96	
	Aircraft Damage Report	4	2			8	96	
	HUMS	2	2			4	48	
	Modification Assessment	16			1		16	
	Repair Assessment	16			1		16	
	Technical Notes	16			1		16	
	Weighing Activities	16			1.5		24	Total Aircraft / 4 year
Supplement Applicability	2			6		12		
Dent and Buckle Chart	4			6		24		
GENERAL	Training -GEN FAM	24			1		24	GENFAM (3 days) x 1 per year
	Training - Continuous	8			4		32	
	Aircraft Visit	4	2			8	96	
	Meeting (External)	4	1			4	48	
	Meeting (Internal)	2	3			6	72	CAMO - 2/MONTH TECH SERV - 1/MONTH
TOTAL							1346	

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C. 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			6		6	
	Set Up Aircraft Configuration Module	160			2		251	Average 2 AC type/year
	Aircraft induction bridging to AERONET	40			6		240	
	Monitor AERONET	4		6		24	288	
	Maintenance Forecast	4		6		24	288	
	Liaison with operator	4		6		24	288	
	TIC implementation	1		6		6	72	
	Update AD/SB in AERONET	1		6		6	72	
	AMO Coordination	4		6		24	288	
	Initiate spare request for AD/SB implementation	1		6		6	72	
	Work Order Issuance	2			60		120	Average 60 WO/year
	Workpack review and acceptance	4			60		240	Average 60 WO/year
	AJL review and acceptance	1	18			18	216	Average 20 AJL/month
	Update AERONET Tech Log Module	1	18			18	216	
	Update AERONET Aircraft Module	2			60		120	
GENERAL	Training -GEN FAM	24			1		24	GENFAM (3 days) x 1 per year
	Training - Continuous	8			4		32	
	Meeting (External)	4	1			4	48	
	Meeting (Internal)	2	3			6	72	CAMO - 2/MONTH PLANNER - 1/MONTH
TOTAL							2953	

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D. 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	18			18	216	Average 18 AJL/month	
	Scan AJL	1	18			18	216	Average 18 AJL/month	
	AJL filing	1	18			18	216	Average 18 AJL/month	
	All logbook identification	1			18		18	Aircraft + engine	
	Update aircraft log book	5		6		30	360		
	Update engine log book	2		12		24	288	Average 2 eng/aircraft	
	Update prop log book	1		0		0	0		
	Update APU log book	1		0		0	0		
	Update component log card	2		6		12	144		
	Update MRB	6		6		36	432		
	Update AD Compliance to CAAM	1		6		6	72		
	Update Certificate Files	2			6		12		
	Scan Work package	4			60		240		
	Work package Filing	2			60		120		
	Record access control	1			6		6		
	Storage Facilities Labelling	1			5		5	No of shelves/ compartment	
	Facilities Inspection	1	2				2	24	2 facilities
	Update Record Inventory	1		6			6	72	
	Update backup harddisk	1		6			6	72	
	Scan all records - Aircraft Induction	40				6		240	Average 5 AC/year
GENERAL	Training -GEN FAM	24			1		24	GENFAM (3 days) x 1	
	Training - Continuous	8			4		32		
	Meeting (Internal)	2	3			6	72	CAMO - 2/MONTH RECORD - 1/MONTH	
	Attend Internal/External Request	4			9		36	AC INDUCTION DOC ACCEPTANCE	
TOTAL							2917		

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E. 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			10		20	Average 30 Pub/year
	Publication Register	1			80		80	Average 80 Pub/year
	Raise TIC	1			80		80	Average 80 TIC/year
	External Publication Distribution	1			80		80	Average 80 Pub/Year
	Upload into server and controlled computer	2			80		160	
	Make copies of publication for controlled holder	4			12		48	Average 12 Pub/Year
	Internal Publication Distribution	2			6		12	
	Filing of signed Document Acceptance Statement	1			12		12	2 Document/Internal Pub
	Update Publication Master List	2	3			6	72	2 type + 1 internal
	Update backup harddisk	1	3			3	36	2 type + 1 internal
	Publication Control and Access	1			3		3	2 type + 1 internal
	Flight Manual Amendment	4			6		24	
	Supplement Applicability	1			6		6	
GENERAL	Training -GEN FAM	24			1		24	GENFAM (3 days) x 1 per year
	Training - Continuous	8			4		32	
	Meeting (Internal)	2	3			6	72	CAMO - 2/MONTH PUB - 1/MONTH
	Attend Internal/External Request	4			9		36	AC INDUCTION DOC ACCEPTANCE

TOTAL 797