

Report No.	IAR-2019/049
Area / Scope	GAM-CAMO
Date of audit	24/09/2019

A		AUDIT DETAILS
1.	Copy to	<ol style="list-style-type: none"> CAMO Manager Accountable Manager
2.	Purpose	The objective of the internal audit is to check compliance of GAM-CAMO to add rating on CAMO capability for aircraft type Beechcraft King Air B300.
3.	Reference	<ol style="list-style-type: none"> MCAR 2016 CAAM AN6101 CAAM AN6102 GAM CAME Issue 2 Amendment 1
4.	Auditor	<ol style="list-style-type: none"> Adib Nafie Bin Ahmad Yunus Mohamad Amirul Hakim Bin Zulkufli
B		AUDIT SUMMARY
1.	<p>An internal audit of Galaxy Aerospace (M) Sdn Bhd for GAM-CAMO was performed on 24th September 2019 at Galaxy Aerospace (M) Sdn Bhd HQ office located at Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre Sultan Abdul Aziz Shah Airport, 47200, 47200 Subang, Selangor, from 10.00am – 3.30pm.</p> <p>The GAM QA auditor consist of Adib Nafie Bin Ahmad Yunus (QAI) and Mohamad Amirul Hakim Bin Zulkufli (QAA). The GAM auditee's consists of CAMO Manager, Zaty Nadhira Bt Mohamed Zuhari and Technical Record Officer, Mr. Mohamad Khair Bin Shaiful Alam.</p> <p>The internal audit was mainly to evaluate Galaxy Aerospace as an acceptable GAM-CAMO for Beechcraft King Air B300 prior to submission application to Civil Aviation Authority Malaysia (CAAM) for add rating / capabilities. The audit was carried out due to raised Management of Change (MOC) by CAMO Manager.</p> <p>Audit was performed as per checklist prepared, MOC Checklist (GAM/Q-033). Audit methodology are through documents review, interview with key personnel, and observation at the work place. Reference was made to the CAAM Malaysia Civil Aviation Regulations and Airworthiness Notices for compliance.</p> <p>Reference Documents:</p> <ol style="list-style-type: none"> Management of Change, GAM/MOC/19/0021 MOC checklist form (GAM/Q-033), Ref: 08042019-02 GAM/Q-008 – Audit Checklist form, Date: 10/01/2018 Publication Master Listing, GAM/CAMO-023, Dated 10/09/2019 Draft Continuing Airworthiness Management Exposition, GAM/CAAM/CAME Issue 1 Revision Draft. Application for CAMO Approval form to Add variation CAAM/AW/6102-1 Certificate of Approval, CAAM Approval no. CAMO/2016/03 Tender Bidding Documents, Tender No. KDN/PL 35/2019-PT 	

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A. DOCUMENTATION

- i. The application form CAAM/AW/6102-1 is available. The form have been fulfil and ready to submit by CAMO Manager for add variation. – **Found satis**.
- ii. Draft CAME was prepared which include the aircraft Beechcraft King Air B300. Draft CAME was amended on Part 0.2, 5.2, and 5.9. Once approved by CAAM, Beechcraft King Air B300 will be include in CAME Issue 2, Revision 2. – **Found satis**
- iii. The purpose of add variation aircraft Beechcraft King Air B300 is to bid tender from Kementerian Dalam Negeri (KDN) belongs to Unit Udara Polis Diraja Malaysia. The tender form (Ref.9) is shown and available. – **Found satis**
- iv. Aircraft Maintenance Programme (AMP) for Beechcraft King Air B300 is not available. CAMO to prepare and produce AMP prior submission to CAAM – **NCR No. 1 Raised**

B. MAINTENANCE DATA AND PUBLICATION

- i. Publication Master Listing, GAM/CAMO-023, dated 10/09/2019 shows all publication related to the aircraft. The maintenance publication for Beechcraft King Air B300 was checked. It was found out that the publication is currently updated to the latest revision. – **Found satis**
- ii. The publication currently is controlled and kept in form of soft copy. No hard copy available. – **Found satis**
- iii. Maintenance Data such as Aircraft Journey Log, Engine Log Book, Airframe Log Book, Modification Book, and Component Log Card for the aircraft being applied is not available. All the data and records will be obtained by GAM once the contract is confirm and Galaxy Aerospace (M) win the contract. The maintenance record and data will be transferred to GAM CAMO from existing CAMO. – **Observation raised.**

C. MANPOWER / PERSONNEL

- i. Manpower Resources and Management Tools is available but shows negative indication. The manpower plan show negative indication in Quality Assurance section, ARS personnel section, and CAMO staff section. The obvious negative indication is in CAMO Staff section. CAMO Manager is to liaise with Accountable Manager to solve the Manpower resources issues. – **NCR No. 2 Raised.**
- ii. As per GAM MOC GAM/MOC/19/0021 (Ref. 2) raised, no nominated ARS was mentioned. CAMO Manager to nominated personnel(s) as ARS for Beechcraft King Air B300 complete with assessment before submission to CAAM. – **NCR. No 3 Raised**

D. FACILITIES

- i. GAM CAMO office located in GAM HQ in Subang Airport is found satisfactory in term of working space to accommodate current CAMO personnel to perform their tasking.
- ii. As per MOC raised, maintenance record storage area / room found not sufficient to accommodate the records for numbers of aircraft. Current storage area is full with other aircraft records / files. Suggestion is to allocate additional storage for aircraft records. – **NCR No. 4 Raised.**

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- iii. Generally, internet connection in GAM CAMO office is found not performing well. As part of the facilities, internet connection is important to support GAM computerize maintenance records system and also for updating maintenance data / publication. The connection shall be stable at all time. – **Observation raised.**
- iv. Other facilities such as printer and computer / laptop for working are available and found sufficient enough for each CAMO personnel to perform tasking.

E. TOOLS AND EQUIPMENT

- i. N/A

2. Findings / observation

Observation:

- 1) Maintenance data such as Aircraft Journey Log, Engine Log Book, Airframe Log Book, Modification Book, and Component Log Card for the aircraft being applied is currently not available. All the data and records will be obtained by GAM once the contract is confirm and Galaxy Aerospace (M) win the contract. The maintenance record and data will be transferred to GAM CAMO from existing CAMO.
- 2) Internet facilities in GAM CAMO found not performing well or not stable. Internet connection is a part of facilities for CAMO not only for updating records or publication but also internet is the medium for reporting In-service difficulty (ISD) or Mandatory Occurrence Report (MOR) as per GAM CAME Para 1.8.

Findings:



Minor:

- 1) Aircraft Maintenance Programme (AMP) for Beechcraft King Air B300 is not available. CAMO to prepare and produce AMP prior submission to CAAM. – **Ref: CAAM AN6102 Para 11.2(a) & GAM CAME Para 1.2.**
- 2) Manpower Resources and Management Tools is available but shows negative indication. The manpower plan show negative indication in Quality Assurance section, ARS personnel section, and CAMO staff section. – **Ref: CAAM AN6102 Para 13.0 & GAM CAME Para 0.3.6.**
- 3) No ARS nominated for the applied aircraft. GAM CAMO is ensure to nominate at least 1 ARS for the purpose or Airworthiness Review Report. – **Ref: CAAM AN6102 Para 9.10 & Para 10.0.**
- 4) Maintenance record storage area / room found not sufficient to accommodate the records for numbers of aircraft. Current storage area is full with other aircraft records / files. – **Ref: CAAM AN6102 Para 11.2(a) & Para 17.0.**

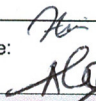
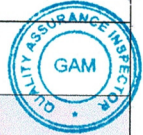
Major:

No major findings.

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3.	<p>Conclusion</p> <p>GAM CAMO is qualified for additional of aircraft Beechcraft King Air B300 in CAMO Scope of Work provided that all findings are cleared and verified by Quality Assurance Department (QAD) prior submission to CAAM.</p>
4.	<p>Prepared by MOHAMAD AMIRUL HAKIM BIN ZULKIFLI</p> <p><u>Signature:</u> <u>Date:</u></p> <p> 24/9/19</p>
5.	<p>Approved by</p> <p><u>Signature:</u> <u>Date:</u></p> <p> 25/9/2019</p> <p>ADENAFIE BIN AHMAD YUNUS Quality Assurance Inspector Galaxy Aerospace (M) Sdn Bhd (1040262-D)</p>
6.	<p>Distribution</p> <p><input checked="" type="checkbox"/> CTOO Date:</p> <p><input type="checkbox"/> Others Date:</p>

INTERNAL AUDIT / SURVEILLANCE FINDINGS

Part I – FINDING SECTION			
COMPANY: Galaxy Aerospace (M) Sdn. Bhd.	PERIOD:	1 Days	
LOCATION: GAM CAMO Office	AREA:	GAM-CAMO	
TYPE: AUDIT SURVEILLANCE	LEVEL OF FINDING:	<input type="checkbox"/> Level 1 – Require immediate actions <input checked="" type="checkbox"/> Level 2 – Rectify within 30 days <input type="checkbox"/> Level 3 – Rectify within 3 months	
REFERENCE: CAAM AN6102 Para 11.2(a) GAM CAME Para 1.2			
FINDING:			
As per reference above, it was found that Aircraft Maintenance Programme (AMP) for Beechcraft King Air B300 is not available. CAMO to prepare and produce AMP prior submission to CAAM.			
Auditor	MuHAMMAD AMRUL HAQIM B. ZULUKHPLI ADIB NAFIE BIN AHMAD YUNUS	Date: 24/9/19	Signature:  
Part II – CORRECTIVE ACTIONS			
Auditee		Date:	Signature
Part III – STATUS (The corrective actions have been reviewed, verified and found to be:)			
Status:			
Verified by Auditor		Date:	Signature



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LOCATION: GAM CAMO Office	AREA: GAM-CAMO	
TYPE: AUDIT SURVEILLANCE		
REFERENCE: CAAM AN6102 Para 13.0 GAM CAME Para 0.3.6.	LEVEL OF FINDING:	<input type="checkbox"/> Level 1 – Require immediate actions <input checked="" type="checkbox"/> Level 2 – Rectify within 30 days <input type="checkbox"/> Level 3 – Rectify within 3 months

FINDING:

As per reference above, it was found that Manpower Resources and Management Tools available but shows negative indication. The manpower plan show negative indication in Quality Assurance section, ARS personnel section, and CAMO staff section.

Auditor	MuHAMMAD AMIRUL HAKIM BIN ZULHAKKI ADIB NAFIE BIN AHMAD YUS	Date: 24/9/19	Signature:	
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Part II – CORRECTIVE ACTIONS

Auditee		Date:	Signature

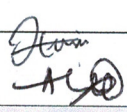

Part III – STATUS (The corrective actions have been reviewed, verified and found to be.)


Status:

Verified by Auditor		Date:	Signature
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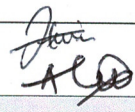



INTERNAL AUDIT / SURVEILLANCE FINDINGS

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LOCATION: GAM CAMO Office	AREA: GAM-CAMO		
TYPE: AUDIT SURVEILLANCE			
REFERENCE: CAAM AN6102 Para 9.10 & Para 10.0.	LEVEL OF FINDING:	<input type="checkbox"/> Level 1 – Require immediate actions <input checked="" type="checkbox"/> Level 2 – Rectify within 30 days <input type="checkbox"/> Level 3 – Rectify within 3 months	
FINDING: As per reference above, it was found that no ARS nominated for the applied aircraft. GAM CAMO is ensure to nominate at least 1 ARS for the purpose or Airworthiness Review Report.			
Auditor	MOHAMAD AMIRUL HAQIM BIN ADIB MAFIE BIN AHMAD YUNUS	Date: 24/9/19	Signature:  
Part II – CORRECTIVE ACTIONS			
Auditee		Date:	Signature
Part III – STATUS (The corrective actions have been reviewed, verified and found to be:)			
Status:			
Verified by Auditor		Date:	Signature

 Galaxy Aerospace <small>maintenance . repair . overhaul</small>	Non Compliance Request	
	Audit reference:	IAR-2019/049
	NCR No.	4

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Part I – FINDING SECTION			
COMPANY: Galaxy Aerospace (M) Sdn. Bhd.	PERIOD:	1 Days	
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REFERENCE: CAAM AN6102 Para 11.2(a) & Para 17.0	LEVEL OF FINDING:	<input type="checkbox"/> Level 1 – Require immediate actions <input checked="" type="checkbox"/> Level 2 – Rectify within 30 days <input type="checkbox"/> Level 3 – Rectify within 3 months	
FINDING: As per reference above, it was found that maintenance record storage area / room found not sufficient to accommodate the records for numbers of aircraft. Current storage area is full with other aircraft records / files.			
Auditor	MOHAMAD AMIRUL HAKEEM BIN ZULKIFLI ADIB NAFIE BIN AHMAD YUNUS	Date: 24/9/19	Signature:  
Part II – CORRECTIVE ACTIONS			
Auditee		Date:	Signature
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Status:			
Verified by Auditor		Date:	Signature