



# CIVIL AVIATION AUTHORITY OF MALAYSIA

## CHECKLIST FOR MASS AND BALANCE PROGRAMME DOCUMENT (MBPD)

(Civil Aviation Regulation 2016)

### SECTION 1 – APPLICANT INFORMATION

Status of Application	: <input type="checkbox"/> Initial Approval	<input checked="" type="checkbox"/> Amendment / Revision
CAMO Privilege/s:	<input checked="" type="checkbox"/> Continuing Airworthiness Management	<input checked="" type="checkbox"/> Airworthiness Review Report <input checked="" type="checkbox"/> Permit to Fly
Organisation's MBPD Reference	: <input type="text" value="GAM/CAAM/MBP"/>	Issue & Revision Date: <input type="text" value="Issue 2 Revision 1 Date 08 November 2022"/>
AOC Holder (please tick)	: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	AOC Approval Number : <input type="text" value="-"/>
CAMO Name & Address	: <input type="text" value="Galaxy Aerospace (M) Sdn. Bhd.&lt;br/&gt;Suite 11-14, Helicopter Centre, MIAC,&lt;br/&gt;Sultan Abdul Aziz Shah Airport,&lt;br/&gt;47200 Subang,&lt;br/&gt;Selangor."/>	
Provisional Approval Date	: <input type="text" value="-"/>	Provisional Approval Reference : <input type="text" value="-"/>
CAMO Approval Number	: <input type="text" value="CAMO/2016/03"/>	Prepared by : <input type="text" value="'Amir bin Abdullahi"/>
Contact Person Telephone No	: <input type="text" value="013 250 2935"/>	Email of Contact : <input type="text" value="amirabdullah@galaxyaerospace.my"/>

### SECTION 2 – MBPD CHECKLIST AND CAMO DECLARATION

#### 1. Structure of the Mass and Balance Programme Document (MBPD)

The MBPD may be produced in the form of a single document or may consist of several separate documents.

- a. Single document: The standard MBPD produced i.a.w. CAD 6805 is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed mass and balance control procedures.
- b. Several documents: The MBPD must contain at least the information as detailed in CAD 6805 Paragraph 15 and any required procedures required in CAD 6805. The additional material may be published in separate documents which must be referenced from the MBPD. In this case:
  - i. The MBPD should cross refer to the associated procedures, documents, appendices and forms which are managed separately.
  - ii. These associated documents must meet the same rules as described for the MBPD.
  - iii. This/these associated document(s), procedure(s) and form(s) etc. must be provided to the CAAM, as part of the MBPD.

For some organizations certain sections of the headings defined within chapter of CAD/CAGM may be 'not applicable'. In this case they should be annotated as such within the MBPD.

2. When completing this document, it is important to make a positive statement showing how the organisation complies with any relevant part of the CAD 6805 requirement through the content by indicating in the MBPD reference, if any part is not relevant then it should indicate with N/A and justify why the part is not applicable. Please tick (✓) in the box appropriately.

Content	CAD/ CAGM Reference	Operator's MBPD Reference / Remarks	CAAM Review Satisfactory?
<b>COVER PAGE</b>			
The official name of the organisation as defined in the CAMO certificate of approval	CAD 6805 – 15.4	Cover Page - Galaxy Aerospace (M) Sdn. Bhd.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
The approval reference of the CAMO		Cover Page - CAMO/2016/03	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
MBPD title, reference number and issue/revision level		Cover Page - Mass and Balance Programme (MBP) ref. GAM/CAAM/MBP Issue 2 Revision 0	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
The copy number from the distribution list		Cover Page - GAM/MBP/(copy number i.e. MASTER, 01, 02)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<b>INTRODUCTION</b>			
Foreword		I. Foreword	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Table of content		II. Table of Content, page 2 - 4 of 17 Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
List of effective pages (including CAAM Approval column)		III. List of Effective Pages, page 5 - 8 of 17, Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
List of issues / amendments or record of revision		IV. Record of Revision, page 9 - 11 of 17, Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Internal organisation review and concurrence page signed by QM and CAM <input type="checkbox"/> Internal approval statement <input type="checkbox"/> Title, name, date and signature (QM and CAM)		III. List of Effective Pages, page 5 - 8, Part Introduction. Internal approval statement available at every end of page.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Revision highlights / Summary of changes		IV. Record of Revision, page 9 - 11 of 17, Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Effective date of the current revision Note: The effective date is the date that the amendment introduced in this amendment takes effect		IV. Record of Revision, page 9 - 11 of 17, Part Introduction. Effective Date column available in the table.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Distribution list <input type="checkbox"/> MBPD copy number <input type="checkbox"/> Location of copies <input type="checkbox"/> Holders of the copies <input type="checkbox"/> Format of copies (CD-ROM, electronic data processing (EDP), Paper etc.)		V. Distribution List, page 12 of 17 Part Introduction. Location of copies added in this revision (Issue 2 Rev. 0)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Abbreviation, terminology and definitions		VI. Abbreviations & Definitions, page 13 of 17 Part Introduction.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
CAMO information i.e.: <input type="checkbox"/> Address of approved location (Head Office)		Cover Page, CAMO information available (address/ mailing)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's MBPD Reference / Remarks	CAAM Review Satisfactory?
<ul style="list-style-type: none"> <li><input type="checkbox"/> Mailing Address(es)</li> <li><input type="checkbox"/> Telephone number(s)</li> <li><input type="checkbox"/> Fax number(s) or E-mail address of the Head Office</li> </ul>		address, telephone number & fax number)	
<b>PART 0 – MBP SCOPE AND MANAGEMENT</b>			
<p>0.1 Corporate commitment by the accountable manager (when the AM is not the CEO of the organisation then such CEO shall countersign the statement)</p> <p>The commitment must include statement that the specified aircraft in the MBPD will comply to the MBP and that the MBP will be reviewed and updated as required.</p>	CAD 6805 – 15.5 a)	0.1 Corporate Commitment by the Accountable Manager, Page 1 of 14 Part 0.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<p>0.2 General information and scope</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the organisation</li> <li><input type="checkbox"/> Scope of MBP               <ul style="list-style-type: none"> <li><input type="checkbox"/> Aircraft mass and balance control (mandatory)</li> <li><input type="checkbox"/> Issuance of MBR</li> <li><input type="checkbox"/> Issuance of MCGS</li> <li><input type="checkbox"/> Issuance of loading schedule</li> </ul> </li> <li><input type="checkbox"/> List of applicable aircraft covered by the MBP – see note 1               <ul style="list-style-type: none"> <li><input type="checkbox"/> Aircraft type;</li> <li><input type="checkbox"/> Model;</li> <li><input type="checkbox"/> Serial number;</li> <li><input type="checkbox"/> Nationality; and</li> <li><input type="checkbox"/> Registration mark</li> </ul> </li> <li><input type="checkbox"/> Relationship with other organisation               <ul style="list-style-type: none"> <li><input type="checkbox"/> Aircraft weighing AMO</li> <li><input type="checkbox"/> MBR contract</li> <li><input type="checkbox"/> MCGS contract</li> <li><input type="checkbox"/> MBR / MCGS Signatory contract</li> </ul> </li> </ul> <p><i>Note 1: All of the aircraft managed by the CAMO should be listed here. The list of applicable aircraft details maybe controlled separately and the reference to the list shall be specified in the MBP document. The list shall be approved by the CAMO manager and submitted to CAAM upon each revision.</i></p>	CAD 6805 – 15.5 b), f), i), m)	0.2 General Information and Scope, Page 2-6 of 14 Part 0.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<p>0.3 Notification procedure to the CAAM regarding changes to the MBP</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Changes           <ul style="list-style-type: none"> <li><input type="checkbox"/> Organisation name and location</li> <li><input type="checkbox"/> MBP scope, staff and technical arrangements,</li> <li><input type="checkbox"/> Changes of the contracted CAMO / AMO.</li> </ul> </li> <li><input type="checkbox"/> Notification before such changes take place</li> <li><input type="checkbox"/> Conduct risk assessment for any change requiring prior approval and provide it to CAAM upon request</li> </ul>	CAD 6805 – 15.5 cc)	0.3 Notification Procedure to the CAAM Regarding Changes to the MBP, Page 7 of 14 Part 0.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
0.4 MBPD amendment procedure	CAD 6805 –	0.4 MBP Amendment	<input type="checkbox"/> Yes <input type="checkbox"/> No

Content	CAD/ CAGM Reference	Operator's MBPD Reference / Remarks	CAAM Review Satisfactory?
<ul style="list-style-type: none"> <li><input type="checkbox"/> Amendments that need prior approval</li> <li><input type="checkbox"/> Amendments not requiring prior approval</li> <li><input type="checkbox"/> Description of how such amendments will be managed</li> <li><input type="checkbox"/> Person responsible for amending the MBPD. <ul style="list-style-type: none"> <li><input type="checkbox"/> Normally the Quality Manager is responsible for the monitoring and amendment of the MBPD, including associated procedures manuals, and the submission of proposed amendments to the CAAM</li> </ul> </li> <li><input type="checkbox"/> Sources of proposed amendments within the organisation</li> <li><input type="checkbox"/> Internal approval process <ul style="list-style-type: none"> <li><input type="checkbox"/> Verifying and validation of amended procedures before use</li> <li><input type="checkbox"/> CAM and QM to sign the internal approval page, see introduction</li> </ul> </li> <li><input type="checkbox"/> Approval process with CAAM</li> <li><input type="checkbox"/> Revision acknowledge receipt process</li> <li><input type="checkbox"/> Definition of minor amendments to the MBPD that can be amended without the prior approval of the CAAM, if applicable and agreed <ul style="list-style-type: none"> <li><input type="checkbox"/> In case of minor amendment, the Quality Manager may be delegated for indirect approval provided the appropriate procedure within this paragraph of the MBPD is approved by CAAM.</li> </ul> </li> <li><input type="checkbox"/> Summary of documents, including "lower order" documents, constituting the total MBPD, if applicable</li> <li><input type="checkbox"/> Effective date of the amendment</li> </ul>	15.5 cc)	Procedure, Page 8-10 of 14 Part 0.	Comment:
0.5 Policy on periodic review of the MBP	CAD 6805 – 15.7	0.5 Periodic Review of the MBP, Page 11 of 14 Part 0.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
0.6 CAMO surveillance and audit of MBP approval under CAMO quality system: <ul style="list-style-type: none"> <li><input type="checkbox"/> Compliance to CAD 6805</li> <li><input type="checkbox"/> Compliance to MBP document</li> <li><input type="checkbox"/> Audit / Evaluation of contracted / subcontracted activities in relation to MBP.</li> </ul>	CAD 6802 – 11, CAD 6805 – 4.9	0.6 CAMO Surveillance and Audit of MBP Approval under CAMO Quality System, Page 12 of 14 Part 0.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
0.7 List of second level documents to the MBPD (if applicable) <ul style="list-style-type: none"> <li><input type="checkbox"/> e.g. detailed procedures, list of aircraft managed under the MBP approval, etc.</li> </ul>		0.7 List of Second Level Documents to the MBP, Page 13 of 14 Part 0.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
0.8 List of third level documents to the MBPD (if applicable) <ul style="list-style-type: none"> <li><input type="checkbox"/> e.g. forms, checklist, etc.</li> </ul>		0.8 List of Third Level Documents to the MBP, Page 14 of 14 Part 0.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<b>PART 1 AIRCRAFT WEIGHING</b>			
1.1 Aircraft weighing requirement <ul style="list-style-type: none"> <li><input type="checkbox"/> Prior to CofA issuance;</li> <li><input type="checkbox"/> Whenever CAAM requires;</li> <li><input type="checkbox"/> Whenever required by aircraft TC holder;</li> </ul>	CAD 6805 – 3, 8.4	1.1 Aircraft Weighing Requirement, Page 1 of 18 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's MBPD Reference / Remarks	CAAM Review Satisfactory?
<input type="checkbox"/> Whenever CAAM, the 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			
1.2 Aircraft reweighing interval <input type="checkbox"/> Not exceeding 4 years	CAD 6805 – 3.4  CAGM 6805 - 2	1.2 Aircraft Reweighing Interval, Page 2 of 18 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
1.3 Aircraft weighing AMO <input type="checkbox"/> Capability for type of aircraft <input type="checkbox"/> Layout of aircraft weighing activity location in the hangar	CAD 6805 – 4.1	1.3 Aircraft Weighing AMO, Page 3-6 of 18 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
1.4 Aircraft weighing supervisors Note: The weighing supervisors can be linked to MBR signatories in Part 2.4	CAD 6805 – 4.2	1.4 Aircraft Weighing Supervisors, Page 7 of 18 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
1.5 Aircraft weighing equipment and its control	CAD 6805 – 15.5 e)	1.5 Aircraft Weighing Equipment and its Control, Page 8 of 18 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
1.6 Aircraft weighing equipment calibration policy <input type="checkbox"/> Within two years or within a time period defined by the manufacturer of the weighing equipment, whichever is less <input type="checkbox"/> See also CAGM 6805 paragraph 3.2	CAD 6805 – 4.6  CAGM 6805 – 3.2	1.6 Aircraft Weighing Calibration Policy, Page 9 of 18 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
1.7 Aircraft weighing procedures for different type of aircraft managed <input type="checkbox"/> 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, the CAMO shall be responsible for developing appropriate weighing instructions for its particular aircraft <input type="checkbox"/> Process of issuance of weighing task card / work order to AMO	CAD 6805 – 4.3	1.7 Aircraft Weighing Procedures for Different Type of Aircraft Managed, Page 10-16 of 18 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
1.8 Precautions and good practices of aircraft weighing <input type="checkbox"/> See also CAGM 6805 paragraph 3.1.1	CAD 6805 – 4.4  CAGM 6805 – 3.1.2	1.8 Precautions and Good Practices of Aircraft Weighing, Page 17 of 18 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
1.9 Requirement for independent weighing determination <input type="checkbox"/> at least two independent determinations <input type="checkbox"/> margin of consistency of measurements to be established (see CAGM 6805 paragraph 3.3)	CAD 6805 – 4.8  CAGM 6805 – 3.3	1.9 Requirement for Independent Weighing Determination, Page 18 of 18 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<b>PART 2 – MASS AND BALANCE REPORT (MBR)</b>			
2.1 Procedures for issuance / variance and certification of MBR for the aircraft. <input type="checkbox"/> MBR shall be completed and certified by an MBR signatory	CAD 6805 – 5.1, 5.2, 5.6, 5.7, 5.8	2.1 Procedures for Issuance / Variance and Certification of MBR for the Aircraft, Page 1-2 of	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's MBPD Reference / Remarks	CAAM Review Satisfactory?
<ul style="list-style-type: none"> <li><input type="checkbox"/> MBR shall present the derivation of the empty mass and the corresponding CG from the most recent aircraft weighing results and related calculations</li> <li><input type="checkbox"/> MBR is independently checked prior to certifying it</li> <li><input type="checkbox"/> MBR shall include the current basic equipment list</li> <li><input type="checkbox"/> See also CAGM 6805 paragraph 4</li> </ul>	CAGM 6805 – 4	9 Part 2.	
2.2 Qualification of MBR signatory <ul style="list-style-type: none"> <li><input type="checkbox"/> See minimum criteria in paragraph 4.2 of CAGM 6805</li> </ul>	CAD 6805 – 5.3  CAGM 6805 – 4.2	2.2 Qualification of MBR Signatory, Page 3-4 of 9 Part 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
2.3 Procedures for approving MBR signatory	CAD 6805 – 5.3	2.3 Procedures for Approving MBR Signatory, Page 5 of 9 Part 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
2.4 List of MBR signatory and their capability according to aircraft type <ul style="list-style-type: none"> <li><input type="checkbox"/> Approval numbers to be specified</li> </ul>	CAD 6805 – 5.3	2.4 List of MBR Signatory and Their Capability According to Aircraft Type, Page 6 of 9 Part 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
2.5 Procedures to manage certification of MBR outsourced to contracted CAMO	CAD 6805 – 5.4	2.5 Procedures to Manage Certification of MBR Outsourced to Contracted CAMO, Page 7 of 9 Part 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
2.6 Procedures to manage request for certification of MBR received from other CAMO	CAD 6805 – 5.4	2.6 Procedures to Manage Request for Certification of MBR Received from Other CAMO, Page 8 of 9 Part 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
2.7 MBR record <ul style="list-style-type: none"> <li><input type="checkbox"/> MBR shall be made available to CAAM. Such records shall be retained and produced to CAAM at any material time</li> <li><input type="checkbox"/> When the aircraft is again weighed, the previous MBR shall be retained with the aircraft records for at least 6 months</li> </ul>	CAD 6805 – 5.9, 5.10	2.7 MBR Record, Page 9 of 9 Part 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<b>PART 3 MASS AND CENTRE OF GRAVITY SCHEDULE (MCGS)</b>			
3.1 Procedures for issuance / variance and certification of MCGS for the aircraft. <ul style="list-style-type: none"> <li><input type="checkbox"/> MCGS shall be completed and certified by an MCGS signatory</li> <li><input type="checkbox"/> MCGS shall present the current empty mass, the variable loads and the disposable loads together with their respective CGs in order to determine the operating mass and CG for which the operator intends to use the aircraft for</li> <li><input type="checkbox"/> MCGS is independently checked prior to certifying it</li> <li><input type="checkbox"/> identified by the aircraft designation (make and model), serial number, nationality and registration marks, the date of issue/revision and a statement</li> </ul>	CAD 6805 – 6.1, 6.2, 6.3, 6.8, 6.12  CAGM 6805 – 5	3.1 Procedures for Issuance / Variance and Certification of MCGS for the Aircraft, Page 1-3 of 10 Part 3.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's MBPD Reference / Remarks	CAAM Review Satisfactory?
<p>indicating that the schedule supersedes all earlier issues.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> MCGS kept in the aircraft</li> <li><input type="checkbox"/> Statement for pilot-in-command responsibility</li> <li><input type="checkbox"/> See also CAGM 6805 paragraph 5</li> </ul>			
<p>3.2 Qualification of MCGS signatory</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> See minimum criteria in paragraph 5.2 of CAGM 6805</li> </ul>	<p>CAD 6805 – 6.5</p> <p>CAGM 6805 – 5.2</p>	<p>3.2 Qualification of MCGS Signatory, Page 4-5 of 10 Part 3.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>3.3 Procedures for approving MCGS signatory</p>	<p>CAD 6805 – 6.5</p>	<p>3.3 Procedures for Approving MCGS Signatory, Page 6 of 10 Part 3.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>3.4 List of MCGS signatory and their capability according to aircraft type</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Approval numbers to be specified</li> </ul>	<p>CAD 6805 – 6.5</p>	<p>3.4 List of MCGS Signatory and Their Capability According to Aircraft Type, Page 7 of 10 Part 3.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>3.5 Procedures to manage certification of MCGS outsourced to contracted CAMO</p>	<p>CAD 6805 – 6.6</p>	<p>3.5 Procedures to Manage Certification of MCGS Outsourced to Contracted CAMO, Page 8 of 10 Part 3.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>3.6 Procedures to manage request for certification of MCGS received from other CAMO</p>	<p>CAD 6805 – 6.6</p>	<p>3.6 Procedures to Manage Request for Certification of MCGS Received from Other CAMO, Page 9 of 10 Part 3.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>3.7 MCGS record</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> MCGS shall be made available to CAAM. Such records shall be retained and produced to CAAM at any material time</li> <li><input type="checkbox"/> When MCGS, the previous MCGS shall be retained with the aircraft records for at least 6 months</li> </ul>	<p>CAD 6805 – 6.9, 6.10</p>	<p>3.7 MCGS Record, Page 10 of 10 Part 3.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<b>PART 4 LOADING SCHEDULE</b>			
<p>4.1 The loading schedule used for the aircraft, and instruction for its use</p>	<p>CAD 6805 – 7.2, 7.3, 7.4, 7.10, 7.12</p>	<p>Reserved (4.1 Aircraft Loading Schedule and Instruction, Page 1 of 7 Part 4.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>4.2 Operational procedures to ensure –</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> even distribution of passengers in the cabin</li> <li><input type="checkbox"/> to account significant CG travel during flight caused by passenger/crew movement</li> <li><input type="checkbox"/> to account significant CG travel during flight caused by fuel consumption/transfer</li> </ul>	<p>CAD 6805 – 7.1</p> <p>CAGM 6805 – 6.1</p>	<p>Reserved (4.2 Operational Procedures, Page 2 of 7 Part 4).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>4.3 The organisation that prepares the loading schedule</p>	<p>CAD 6805 – 7.5</p> <p>CAGM 6805 – 6.3</p>	<p>Reserved. (4.3 Organisation Preparing the Loading Schedule, Page 3 of 7 Part 4)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>

Content	CAD/ CAGM Reference	Operator's MBPD Reference / Remarks	CAAM Review Satisfactory?
4.4 Procedures for preparing or verifying the aircraft loading schedule, as applicable	CAD 6805 – 7.5, 7.6, 7.7  CAGM 6805 – 6.2	Reserved. (4.4 Procedures for Preparing or Verifying the Aircraft Loading Schedule, Page 4 of 7 Part 4)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
4.5 Competency of the personnel preparing and certifying the loading schedule (if applicable)	CAD 6805 – 7.5, 7.6  CAGM 6805 – 6.4	Reserved. (4.5 Competency of Personnel Preparing & Certifying the Loading Schedule, Page 5 of 7 Part 4)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
4.6 Competency of the personnel generating loading schedule from an approved software (if applicable)	CAD 6805 – 7.8	Reserved. (4.6 Competency of Personnel Generating Loading Schedule from an Approved Software, Page 6 of 7 Part 4)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
4.7 The physical loading system of the aircraft	CAD 6805 – 7.11	Reserved. (4.7 The Physical Loading System of the Aircraft, Page 7 of 7 Part 4).	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<b>PART 5 MASS AND BALANCE RECORD SYSTEM</b>			
5.1 Procedures to update and maintain a current and continuous record of the mass and CG of the operated aircraft including updating of MBR and MCGS	CAD 6805 – 8	5.1 Procedures to Update and Maintain a Current and Continuous Record of the Mass and CG of the Operated Aircraft Including Updating of MBR And MCGS, Page 1 of 1 Part 5)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<b>PART 6 ON-BOARD MASS AND BALANCE SYSTEM</b>			
6.1 On-Board mass and balance system equipment and software certification status	CAD 6805 – 9, 15 u)	Reserved. (6.1 On-Board Mass and Balance System Equipment and Software Certification Status, Page 1 of 4 Part 6)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
6.2 Procedure for on-board mass and balance system by taking into account operational considerations. <input type="checkbox"/> See CAGM 6805 paragraph 7.1.5 for operational considerations	CAD 6805 – 9, 15 w)  CAGM 6805 – 7	Reserved. (6.2 Procedure for On-Board Mass and Balance System by Taking into Account Operational Considerations, Page 2 of 4 Part 6)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
6.3 Procedures to calibrate on-board mass and balance system equipment periodically	CAD 6805 – 15.5 v)  CAGM 6805 – 7.1.3	Reserved. (6.3 Procedure to Calibrate On-Board Mass and Balance System Equipment Periodically, Page 3 of 4 Part 6)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
6.4 Training for affected personnel on on-board mass and balance system <input type="checkbox"/> The training should cover on proper usage of on-board mass and balance system and, elements in CAD 6805 paragraph 9 and CAGM 6805 paragraph 7	CAD 6805 – 9, 15.5 w)  CAGM 6805 – 7	Reserved. (6.4 Training for Affected Personnel on On-Board Mass and Balance System, Page 4 of 4 Part 6)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:



Content	CAD/ CAGM Reference	Operator's MBPD Reference / Remarks	CAAM Review Satisfactory?
<b>PART 7 OPERATIONAL MASS VALUES</b>			
7.1 Crew mass including hand-baggage	CAD 6805 – 10.1  CAGM 6805 – 8.1.2	Reserved. (7.1 Crew Mass (including hand-baggage, Page 1 of 6 Part 7)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
7.2 Procedure when carrying crew whose masses, including hand baggage, are expected to significantly deviate from the standard crew mass	CAD 6805 – 10.1  CAGM 6805 – 8.1.4	Reserved. (7.2 Procedure When Carrying Crew Whose Masses, Including Hand-Baggage, are Expected to Significantly Deviate From the Standard Crew Mass, Page 2 of 6 Part 7)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
7.3 Passenger mass including hand-baggage	CAD 6805 – 11.1  CAGM 6805 – 9.1	Reserved. (7.3 Passenger Mass (including hand-baggage, Page 3 of 6 Part 7)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
7.4 Procedure when carrying a significant number of passengers whose masses, including hand baggage, are expected to significantly deviate from the standard passenger mass	CAD 6805 – 11.1  CAGM 6805 – 9.1.5	Reserved. (7.4 Procedure When Carrying a Significant Number of Passengers Whose Masses, Including Hand Baggage, are Expected to Significantly Deviate from the Standard Passenger Mass, Page 4 of 6 Part 7)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
7.5 Baggage / cargo mass (actual mass)	CAD 6805 – 12.1	Reserved. (7.5 Baggage / Cargo Mass (Actual Mass, Page 5 of 6 Part 7)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
7.6 Mass of fuel / Fuel Density values	CAD 6805 – 13  CAGM 6805 – 10	Reserved. (7.6 Mass of Fuel / Fuel Density Values, Page 6 of 6 Part 7)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<b>PART 8 PASSENGER WEIGHING SURVEY PLAN AND THE STATISTICAL ANALYSIS METHOD</b>			
8.1 Procedures for establishing revised standard mass values for passengers (survey plan and the statistical analysis method)	CAD 6805 – 11.1  CAGM 6805 – 9.2	Reserved. (8.1 Procedures for Establishing Revised Standard Mass Values for Passengers (Survey Plan and the Statistical Analysis Method, Page 1 of 1 Part 8)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<b>PART 9 OPERATOR'S MASS AND BALANCE CONTROL REPORTING SYSTEM</b>			
9.1 Policies & procedures with respect to operator's mass and balance control reporting	CAD 6805 – 14	Reserved. (9.1 Policies & Procedures with Respect to Operator's Mass and Balance Control Reporting, Page 1 of 1 Part 9)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<b>PART 10 COMPUTERISED MASS AND BALANCE CONTROL SYSTEM</b>			

Content	CAD/ CAGM Reference	Operator's MBPD Reference / Remarks	CAAM Review Satisfactory?
10.1 Procedures for verification and validation of the MBP information generated from computerized system <input type="checkbox"/> Procedures to verify the accuracy of the output data at intervals not exceeding 6 months <input type="checkbox"/> Software updates <input type="checkbox"/> Operating Appropriately	CAD 6805 – 15.6	Reserved. (10.1 Procedures for Verification and Validation of the MBP Information Generated from Computerized System, Page 1 of 1 Part 10)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

**SECTION 3 – CAMO DECLARATION OF COMPLIANCE**

1. I declare that the information provided in this form is true and correct.
2. I further declare that the declaration(s) provided in Section 2 of this form complies to mass and balance requirements under Malaysian Civil Aviation Regulations 2016 and CAAM CAD 6805.
3. I fully understand that in order for CAAM to approve this submission, on-site visit(s) / audit(s) may be required of which will incurred cost under Civil Aviation (Fees and Charges) Regulations 2016. All related costs shall be borne by the organisation.

Name of CAMO Manager

Signature

Date

**SECTION 4 – CAAM OFFICIAL USE ONLY**

Accepted by:

Airworthiness  
Engineer /  
Inspector's name

:

Signature

:

Official Stamp

:

Date

:

**FORM INSTRUCTIONS FOR USE**

**SECTION 1 – CAMO SECTION**

Tick (√) in appropriate box.

Fill up the required information

**SECTION 2 : MBPD CHECKLIST AND CAMO DECLARATION**

Fill up the operator's MBPD reference/remark in accordance with column. Indicate brief explanation on compliance status

**SECTION 3 – CAMO DECLARATION**

Fill up date, stamp of company position and put signature of CAMO Manager.

**SECTION 4 – CAAM OFFICIAL USE ONLY**

To be filled up by CAAM