

# CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

**Organisation** : GALAXY AEROSPACE (M) SDN. BHD.  
**Approval No** : CAMO/2016/03  
**Address** : Suite 11-14, Helicopter Centre,  
Malaysia International Aerospace Centre (MIAC),  
Sultan Abdul Aziz Shah Airport,  
47200 Subang,  
Selangor Darul Ehsan  
**Tel No** : +603 7734 7226  
**Fax No** : +603 7734 7526  
**Email** : camo@galaxyaerospace.my  
**CAME Reference No** : GAM/CAAM/CAME  
**Issue Number** : Issue 3  
**Revision Number** : Revision 0  
**Date of Issue** : 10 August 2022  
**Date of Revision** : 10 August 2022  
**Copy Number** : GAM/CAME/MASTER2  
**Copy Holder** : Civil Aviation Authority of Malaysia



## 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.

## II. TABLE OF CONTENT

INTRODUCTION .....	1
I. FOREWORD .....	1
II. TABLE OF CONTENT .....	2
III. LIST OF EFFECTIVE PAGES .....	6
IV. AMENDMENT RECORD .....	10
a. <i>Direct Approval Amendments</i> .....	10
b. <i>Indirect Approval Amendments</i> .....	27
V. CERTIFICATE OF APPROVAL .....	28
VI. DISTRIBUTION LIST .....	29
VII. ABBREVIATIONS LIST .....	30
<b>PART 0 GENERAL ORGANISATION .....</b>	<b>1</b>
0.1 CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER .....	1
0.2 GENERAL INFORMATION AND SCOPE OF WORK .....	2
0.2.1 <i>Description of the Organisation</i> .....	2
0.2.2 <i>Relationship with Other Organisation</i> .....	2
0.2.3 <i>Scope of Work – Aircraft Managed</i> .....	2
0.2.4 <i>List of Aircraft Maintenance Programme</i> .....	3
0.2.5 <i>Type of Operation</i> .....	3
0.2.6 <i>Organisation’s Scope of Work (Scope of Approval)</i> .....	3
0.3 MANAGEMENT PERSONNEL .....	5
0.3.1 <i>General</i> .....	5
0.3.2 <i>Accountable Manager (AM)</i> .....	5
0.3.3 <i>Continuing Airworthiness Management Manager (CAMM)</i> .....	5
0.3.4 <i>Continuing Airworthiness Coordination</i> .....	6
0.3.5 <i>Quality Assurance Manager (QAM)</i> .....	6
0.3.6 <i>Airworthiness Review Staff (ARS)</i> .....	6
0.3.7 <i>Deputy to Nominated Persons</i> .....	6
0.3.8 <i>Duties and Responsibilities</i> .....	7
0.3.8.1 <i>Accountable Manager</i> .....	7
0.3.8.2 <i>Continuing Airworthiness Management Manager</i> .....	8
0.3.8.3 <i>Quality Assurance Manager</i> .....	9
0.3.8.4 <i>Airworthiness Review Staff</i> .....	9
0.3.9 <i>Manpower Resources and Training Policy</i> .....	10
0.3.9.1 <i>Manpower Resources</i> .....	10
0.3.9.2 <i>Training Policy</i> .....	10
0.4 MANAGEMENT ORGANISATION CHARTS .....	12
0.4.1 <i>General Organisation Chart</i> .....	12
0.4.2 <i>Continuing Airworthiness Management Organisation Chart</i> .....	12
0.5 NOTIFICATION PROCEDURE TO THE CAAM .....	13
0.6 CAME AMENDMENT PROCEDURE .....	14
0.6.1 <i>Amendments</i> .....	14
0.6.2 <i>Direct Amendments</i> .....	14
0.6.3 <i>Indirect Amendments</i> .....	15
0.6.4 <i>Amendments Procedures</i> .....	15
0.6.5 <i>CAMO Manuals Reference</i> .....	16
0.6.6 <i>CAME Review</i> .....	17
0.7 FACILITIES .....	18
<b>PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURE .....</b>	<b>1</b>

<b>1.1 AIRCRAFT JOURNEY LOG UTILISATION AND MEL APPLICATION</b> .....	1
<b>1.1a Aircraft Journey Log System</b> .....	1
<b>1.1b MEL Application</b> .....	4
<b>1.2 AIRCRAFT MAINTENANCE PROGRAMME (AMP)</b> .....	7
<b>1.2.1 General</b> .....	7
<b>1.2.2 Content Development</b> .....	8
1.2.2.1 Sources.....	8
1.2.2.2 Responsibilities.....	9
1.2.2.3 AMP Amendments.....	9
1.2.2.4 Approval by the CAAM.....	10
<b>1.3 TIME AND CONTINUING AIRWORTHINESS RECORDS: RESPONSIBILITIES, RETENTION AND ACCESS</b> ..	11
<b>1.3.1 Continuing Airworthiness Records</b> .....	11
<b>1.3.2 Preservation of Continuing Airworthiness Records</b> .....	13
<b>1.3.3 Access to Continuing Airworthiness Records</b> .....	14
<b>1.3.4 Transfer of Continuing Airworthiness Records</b> .....	14
<b>1.4 ACCOMPLISHMENT AND CONTROL OF AIRWORTHINESS DIRECTIVE</b> .....	15
<b>1.4.1 Airworthiness Directive Information</b> .....	15
<b>1.4.2 Airworthiness Directive Decision</b> .....	15
<b>1.4.3 Airworthiness Directive Control</b> .....	16
<b>1.4.4 Airworthiness Directive Listing</b> .....	17
<b>1.5 ANALYSIS OF THE EFFECTIVENESS OF THE MAINTENANCE PROGRAMME</b> .....	18
<b>1.5.1 General</b> .....	18
<b>1.5.2 Liaison Meetings</b> .....	18
<b>1.5.3 Amendment to the AMP</b> .....	19
<b>1.5.4 Frequency of Meetings</b> .....	19
<b>1.6 NON-MANDATORY MODIFICATION EMBODIMENT POLICY</b> .....	20
<b>1.6.1 General</b> .....	20
<b>1.6.2 Modification</b> .....	20
<b>1.6.3 Service Bulletin &amp; Service Letters</b> .....	20
<b>1.6.4 Other Modifications</b> .....	21
<b>1.6.5 Minor Modifications</b> .....	21
<b>1.6.6 Modification Embodiment</b> .....	21
<b>1.6.7 Recording of Modification</b> .....	22
<b>1.6.8 Liaison with Operator / Owner</b> .....	23
<b>1.7 REPAIR AND MODIFICATION STANDARDS</b> .....	24
<b>1.7.1 General</b> .....	24
<b>1.7.2 Approval</b> .....	24
<b>1.7.3 Assessment</b> .....	24
<b>1.7.4 Recording of Modification</b> .....	25
<b>1.7.5 Liaison with Operator / Owner</b> .....	26
<b>1.8 DEFECT REPORTS</b> .....	27
<b>1.8.1 Analysis</b> .....	27
<b>1.8.2 Liaison with Manufacturers and Regulatory Authorities</b> .....	27
<b>1.8.3 Deferred Defect Policy</b> .....	28
<b>1.8.4 Non Deferrable Defects Away From Base</b> .....	28
<b>1.8.5 Repetitive Defects</b> .....	29
<b>1.8.6 Mandatory Occurrence Reporting – Airworthiness Aspect</b> .....	29
<b>1.8.7 Liaison Meetings</b> .....	30
<b>1.9 ENGINEERING ACTIVITY</b> .....	31
<b>1.10 RELIABILITY PROGRAMMES</b> .....	32
<b>1.10.1 General</b> .....	32
<b>1.10.2 Reliability Data</b> .....	33

1.10.3	<b>Analysis of Reliability Data</b> .....	33
1.10.4	<b>Corrective Actions</b> .....	35
1.10.5	<b>Reliability Meetings</b> .....	35
1.11	<b>PRE-FLIGHT INSPECTIONS</b> .....	37
1.12	<b>AIRCRAFT WEIGHING</b> .....	39
1.13	<b>CHECK FLIGHT PROCEDURES</b> .....	42
1.13.1	<b>General</b> .....	42
1.13.2	<b>Criteria for Check Flight</b> .....	43
1.13.3	<b>Check Flight Procedure</b> .....	45
1.13.4	<b>Process for Applying for Approval of Flight Condition and Permit to Flight when applicable</b> .....	45
1.13.5	<b>MFT Flight Crew Competency Required for Flight</b> .....	46
1.13.6	<b>Insurance Coverage</b> .....	46
1.14	<b>PLANNING PROCEDURES</b> .....	47
1.14.1	<b>General</b> .....	47
1.14.2	<b>Planning of AMP Task</b> .....	47
1.14.3	<b>Monitoring of Maintenance Between Scheduled Maintenance</b> .....	48
1.14.4	<b>Variation Procedure</b> .....	49
1.15	<b>AIRWORTHINESS DATA CONTROL</b> .....	50
1.15.1	<b>General</b> .....	50
1.15.2	<b>Control of Information</b> .....	51
1.15.3	<b>Technical Information Amendment Procedures</b> .....	51
1.15.4	<b>Company Technical Procedures / Instructions</b> .....	52
1.15.5	<b>Maintenance Documentation</b> .....	52
1.15.6	<b>Awareness of Technical Publications, Instructions and Service Information by the Staff</b> 53	
1.16	<b>CONTROL OF PERSONNEL COMPETENCY</b> .....	54
1.17	<b>SUBCONTRACTING MANAGEMENT CONTROL PROCEDURE</b> .....	56
1.18	<b>SAFETY MANAGEMENT SYSTEM (CAT ONLY)</b> .....	57
<b>PART 2</b>	<b>QUALITY SYSTEM</b> .....	<b>1</b>
2.1	<b>CONTINUING AIRWORTHINESS QUALITY POLICY, PLAN AND AUDIT PROCEDURE</b> .....	1
2.1.1	<b>General</b> .....	1
2.1.2	<b>Quality System Policy</b> .....	1
2.1.3	<b>Audit Plan and Audit Procedure, Audit Plan (Programme)</b> .....	2
2.2	<b>MONITORING OF CONTINUING AIRWORTHINESS MANAGEMENT ACTIVITIES</b> .....	6
2.3	<b>MONITORING COMPLIANCE ON THE EFFECTIVENESS OF THE MAINTENANCE PROGRAMME</b> .....	7
2.4	<b>MONITORING THAT ALL MAINTENANCE IS CARRIED OUT BY AN APPROPRIATE MAINTENANCE ORGANISATION</b> .....	8
2.5	<b>MONITORING THAT ALL CONTRACTED MAINTENANCE IS CARRIED OUT IN ACCORDANCE WITH THE CONTRACT, INCLUDING SUB-CONTRACTORS USED BY THE MAINTENANCE CONTRACTOR</b> .....	9
2.6	<b>QUALITY AUDIT PERSONNEL</b> .....	10
2.7	<b>RECORDS KEEPING</b> .....	11
2.8	<b>INDEPENDENT AUDITS OF THE QUALITY SYSTEM</b> .....	12
<b>PART 3</b>	<b>CONTRACTED MAINTENANCE</b> .....	<b>1</b>
3.1	<b>MAINTENANCE CONTRACTOR SELECTION PROCEDURE</b> .....	1
3.2	<b>PRODUCT AUDIT OF AIRCRAFT</b> .....	3
3.3	<b>QUALITY AUDIT OF SUB-CONTRACTED CAMO TASKS</b> .....	4
<b>PART 4</b>	<b>AIRWORTHINESS REVIEW PROCEDURES</b> .....	<b>1</b>
4.1	<b>AIRWORTHINESS REVIEW STAFF</b> .....	1

4.2	REVIEW OF AIRCRAFT RECORDS .....	5
4.3	PHYSICAL SURVEY .....	7
4.4	ADDITIONAL PROCEDURES FOR RECOMMENDATIONS TO CAAM FOR THE IMPORT OF AIRCRAFT/USED AIRCRAFT .....	9
4.4.1	<i>General</i> .....	9
4.4.2	<i>New Foreign Constructed Aircraft Type For Which CAAM Type Validation Letter Had Been Issued</i> .....	9
4.4.3	<i>New Foreign Constructed Aircraft Type For Which CAAM Type Validation Letter Had Not Been Issued</i> .....	10
4.4.4	<i>Used Aircraft</i> .....	12
4.5	AIRWORTHINESS REVIEW REPORT .....	14
4.6	CONTROL OF ARR .....	15
4.7	AIRWORTHINESS REVIEW RECORDS, RESPONSIBILITIES, RETENTION AND ACCESS .....	17
<b>PART 4B</b>	<b>PERMIT TO FLY</b> .....	<b>1</b>
4B.1	CONFORMITY WITH APPROVED FLIGHT CONDITIONS .....	1
4B.2	ISSUE OF PERMIT TO FLY UNDER CAMO PRIVILEGE .....	3
4B.3	PERMIT TO FLY AUTHORISED SIGNATORIES .....	11
4B.4	INTERFACE WITH OTHER AUTHORITY FOR THE FLIGHT .....	13
4B.5	PERMIT TO FLY RECORDS, RESPONSIBILITIES, RETENTION AND ACCESS .....	14
<b>PART 5</b>	<b>APPENDICES</b> .....	<b>1</b>
5.1	SAMPLE DOCUMENTS .....	1
5.2	LIST OF AIRWORTHINESS REVIEW STAFF .....	23
5.3	LIST OF OF SUB-CONTRACTORS .....	25
5.4	LIST OF APPROVED MAINTENANCE ORGANIZATIONS AND LIST OF MAINTENANCE CONTRACTS .....	26
5.5	COPY OF CONTRACTS FOR SUB-CONTRACTED WORK .....	27
5.6	LIST OF APPROVED MAINTENANCE PROGRAMME AS PER CAD 6801 AND CAD 6802 .....	28
5.7	DETAILS OF AIRCRAFT MANAGED BY GAM CAMO .....	30
5.8	MANPOWER RESOURCES AND MANAGEMENT TOOL .....	31
5.9	LIST OF APPROVED LIMITED SCOPE OF MAINTENANCE ACTIVITIES .....	38

### III. LIST OF EFFECTIVE PAGES

CAME Part	CAME Chapter	Page No.	Issue No.	Revision	Date
<b>INTRODUCTION</b>	I. FOREWORD	1	3	0	10 August 2022
	II. TABLE OF CONTENT	2 – 5	3	0	10 August 2022
	III. LIST OF EFFECTIVE PAGES	6 – 9	3	0	10 August 2022
	IV. AMENDMENT RECORD	10 – 27	3	0	10 August 2022
	V. CERTIFICATE OF APPROVAL	28	3	0	10 August 2022
	VI. DISTRIBUTION LIST	29	3	0	10 August 2022
	VII. ABBREVIATION LIST	30 – 31	3	0	10 August 2022
<b>0</b>	0.1	1	3	0	10 August 2022
	0.2	2 – 4	3	0	10 August 2022
	0.3	5 – 11	3	0	10 August 2022
	0.4	12	3	0	10 August 2022
	0.5	13	3	0	10 August 2022
	0.6	14 – 17	3	0	10 August 2022
	0.7	18 – 22	3	0	10 August 2022
<b>1</b>	1.1	1 – 6	3	0	10 August 2022

<b>The revised CAME had been internally reviewed for submission to CAAM for final approval</b>		<b>Approved by:</b>
<b>Prepared by:</b>	<b>Reviewed by:</b>	
<b>Continuing Airworthiness Management Manager</b>	<b>Quality Assurance Manager</b>	<b>Civil Aviation Authority of Malaysia</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>

CAME Part	CAME Chapter	Page No.	Issue No.	Revision	Date
<b>1</b>	1.2	7 – 10	3	0	10 August 2022
	1.3	11 – 14	3	0	10 August 2022
	1.4	15 – 17	3	0	10 August 2022
	1.5	18 – 19	3	0	10 August 2022
	1.6	20 – 23	3	0	10 August 2022
	1.7	24 – 26	3	0	10 August 2022
	1.8	27 – 30	3	0	10 August 2022
	1.9	31	3	0	10 August 2022
	1.10	32 - 36	3	0	10 August 2022
	1.11	37 – 38	3	0	10 August 2022
	1.12	39 – 41	3	0	10 August 2022
	1.13	42 – 46	3	0	10 August 2022
	1.14	47 – 49	3	0	10 August 2022
	1.15	50 – 53	3	0	10 August 2022
	1.16	54 -55	3	0	10 August 2022
	1.17	56	3	0	10 August 2022
	1.18	57	3	0	10 August 2022
	<b>2</b>	2.1	1 – 5	3	0
2.2		6	3	0	10 August 2022
2.3		7	3	0	10 August 2022

<b>The revised CAME had been internally reviewed for submission to CAAM for final approval</b>		<b>Approved by:</b>
<b>Prepared by:</b>	<b>Reviewed by:</b>	
<b>Continuing Airworthiness Management Manager</b>	<b>Quality Assurance Manager</b>	<b>Civil Aviation Authority of Malaysia</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>



CAME Part	CAME Chapter	Page No.	Issue No.	Revision	Date
<b>2</b>	2.4	8	3	0	10 August 2022
	2.5	9	3	0	10 August 2022
	2.6	10	3	0	10 August 2022
	2.7	11	3	0	10 August 2022
	2.8	12 -13	3	0	10 August 2022
<b>3</b>	3.1	1 – 2	3	0	10 August 2022
	3.2	3	3	0	10 August 2022
	3.3	4	3	0	10 August 2022
<b>4</b>	4.1	1 – 4	3	0	10 August 2022
	4.2	5 – 6	3	0	10 August 2022
	4.3	7 – 8	3	0	10 August 2022
	4.4	9 – 13	3	0	10 August 2022
	4.5	14	3	0	10 August 2022
	4.6	15 – 16	3	0	10 August 2022
	4.7	17	3	0	10 August 2022
<b>4B</b>	4B.1	1 – 2	3	0	10 August 2022
	4B.2	3 – 10	3	0	10 August 2022
	4B.3	11 – 12	3	0	10 August 2022
	4B.4	13	3	0	10 August 2022
	4B.5	14	3	0	10 August 2022

**The revised CAME had been internally reviewed for submission to CAAM for final approval**

**Approved by:**

**Prepared by:**

**Reviewed by:**

**Continuing Airworthiness  
Management Manager**

**Quality Assurance  
Manager**

**Civil Aviation Authority of  
Malaysia**

**Date:**

**Date:**

**Date:**

CAME Part	CAME Chapter	Page No.	Issue No.	Revision	Date
<b>5</b>	5.1	1 – 22	3	0	10 August 2022
	5.2	23 – 24	3	0	10 August 2022
	5.3	25	3	0	10 August 2022
	5.4	26	3	0	10 August 2022
	5.5	27	3	0	10 August 2022
	5.6	28 – 29	3	0	10 August 2022
	5.7	30	3	0	10 August 2022
	5.8	31 – 37	3	0	10 August 2022
	5.9	38 – 51	3	0	10 August 2022

<b>The revised CAME had been internally reviewed for submission to CAAM for final approval</b>		<b>Approved By:</b>
<b>Prepared By:</b>	<b>Reviewed By:</b>	
<b>Continuing Airworthiness Management Manager</b>	<b>Quality Assurance Manager</b>	<b>Civil Aviation Authority of Malaysia</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>

## 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	01-Aug-16
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	<p>5. <u>Chapter 5.4 – List of Approved Maintenance Organisation Contracted</u> a. To add capability of AWM in the list of Maintenance Contractor</p> <p>6. <u>Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO</u> a. To update details of aircraft managed by GAM CAMO</p> <p>7. <u>Chapter 5.9 – Manpower Resources and Management Tool</u> a. To update Manpower Resources and Management Tool.</p>	15-Dec-17
1	3	25-Apr-18	<p>1. <u>Chapter 0.2.4 – Scope of Work</u> a. To include AW189 in GAM CAMO Scope of Work</p> <p>2. <u>Chapter 0.8 – Facilities</u> a. To add new location of GAM CAMO facility at UniKL MIAT</p> <p>3. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> a. To include additional approval for the ARS and new appointed ARS</p> <p>4. <u>Chapter 5.4 – List of Approved Maintenance Organisation Contracted</u> a. To add capability of AMO in the list of Maintenance Contractor</p> <p>5. <u>Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO</u> a. To update details of aircraft managed by GAM CAMO.</p> <p>6. <u>Chapter 5.9 – Manpower Resources and Management Tool</u> a. To update Manpower Resources and Management Tool.</p>	25-Apr-18
1	4	20-Sep-18	<p>1. <u>Chapter 1.12 – Flight Test Procedures</u> a. Amend Flight Test Procedures and to include Maintenance Flight Test</p> <p>2. <u>Part 4B – Permit to Fly Procedures (All pages)</u> a. To include Permit to Fly procedures</p> <p>3. <u>Chapter 5.1 – Sample Documents</u> a. To include form GAM/CAMO-022 Permit to Fly Approval</p>	20-Sep-18

ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
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-Nov-18
2	0	29-Apr-19	<p>1. <u>Cover Page</u></p> <p>a. Amend CAME reference from GAM/DCAM/CAME to GAM/CAAM/CAME</p> <p>2. <u>All pages (as applicable)</u></p> <p>a. Changes from DCAM to CAAM</p> <p>3. <u>Part 0 – General Organisation (All pages)</u></p> <p>a. Reformatting to include numbering list system (a, b, c) for each paragraph.</p>	29-Apr-19

ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
2	0	29-Apr-19	<ul style="list-style-type: none"> <li>4. <u>Chapter 0.2.4 – Scope of Work</u> <ul style="list-style-type: none"> <li>a. Include A119 aircraft type into GAM CAMO capability.</li> </ul> </li> <li>5. <u>Chapter 0.5 – Personnel Requirements</u> <ul style="list-style-type: none"> <li>a. Job description for CAMO supporting personnel refer to CAMP.</li> </ul> </li> <li>6. <u>Part 4B (All pages)</u> <ul style="list-style-type: none"> <li>a. Update Permit to Fly procedures</li> </ul> </li> </ul>	29-Apr-19
2	1	16-Aug-19	<ul style="list-style-type: none"> <li>1. <u>Chapter 5.1 – Sample Documents</u> <ul style="list-style-type: none"> <li>a. To extract some internal forms out and maintain those that require CAAM approval.</li> </ul> </li> <li>2. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> <ul style="list-style-type: none"> <li>a. Included Permit to Fly (PTF) approval for ARS and update names of ARS.</li> </ul> </li> <li>3. <u>Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO</u> <ul style="list-style-type: none"> <li>a. Included aircraft 9M-SAS belonging to His Royal Highness, Sultan of Pahang</li> </ul> </li> <li>4. <u>Chapter 5.10 – List of Approved Limited Scope of Maintenance Activities</u> <ul style="list-style-type: none"> <li>a. To reflect the list of scope of maintenance activities for the issuance of PTF in the second level, Continuing Airworthiness Management Procedure (CAMP).</li> </ul> </li> </ul>	16-Aug-19
2	2	24-Dec-19	<ul style="list-style-type: none"> <li>1. <u>Chapter 0.2.4 – Scope of Work</u> <ul style="list-style-type: none"> <li>a. Included aircraft type A109E to GAM scope of work and update AMP reference.</li> </ul> </li> <li>2. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> <ul style="list-style-type: none"> <li>a. To update ARS 01 approval for airworthiness review and permit to fly for type A109E</li> </ul> </li> <li>3. <u>Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO</u> <ul style="list-style-type: none"> <li>a. Updated list of aircraft managed under GAM CAMO</li> </ul> </li> <li>4. <u>Chapter 5.9 – Manpower Resources and Management Tool</u> <ul style="list-style-type: none"> <li>a. Updated manpower resources and include ARS function for PTF issuance in Manpower Resources and Management Tool</li> </ul> </li> </ul>	24-Dec-19

ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
2	3	15-Mar-20	<ol style="list-style-type: none"> <li>1. <u>Chapter 0.2.4 – Scope of Work</u> <ol style="list-style-type: none"> <li>a. Include aircraft type B300 to GAM scope of work and update AMP reference.</li> </ol> </li> <li>2. <u>Chapter 0.3.3 – Quality Assurance Manager</u> <ol style="list-style-type: none"> <li>a. Replacement of nominated post holder for Quality Assurance Manager (QAM)</li> </ol> </li> <li>3. <u>Chapter 0.3.5.1 – Accountable Manager (AM)</u> <ol style="list-style-type: none"> <li>a. Include duties and responsibilities of Accountable Manager (AM) as acting Quality Assurance Manager (QAM) in the event of his absence.</li> </ol> </li> <li>4. <u>Chapter 0.5 – Personnel Requirements</u> <ol style="list-style-type: none"> <li>a. Include diploma with level of experiences criteria for CAMO personnel requirements.</li> </ol> </li> <li>5. <u>Chapter 0.7.2 – CAMO Manuals Reference</u> <ol style="list-style-type: none"> <li>a. Rephrased description of CAMO manuals reference and include third level documents in description.</li> <li>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.</li> </ol> </li> <li>6. <u>Chapter 1.1.1.1 – The Journey Log Book Content</u> <ol style="list-style-type: none"> <li>a. Rephrase term of “Certificate of Release to Service” to “Maintenance Release Certificate”.</li> <li>b. Correction on policy for the submission for approval of AJL through CAAM not QAM.</li> <li>c. Rephrase term “Technical Log” to “Journey Log”.</li> </ol> </li> <li>7. <u>Chapter 1.2 – Aircraft (AMP)</u> <ol style="list-style-type: none"> <li>a. Correction title from “Programmes” to “Programme”</li> </ol> </li> <li>8. <u>Chapter 1.2.1 – General</u> <ol style="list-style-type: none"> <li>a. Typo correction from “Program” to “Programme”</li> </ol> </li> <li>9. <u>Chapter 1.3.2 – Records</u> <ol style="list-style-type: none"> <li>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.</li> </ol> </li> </ol>	15-Mar-20

ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
2	3	15-Mar-20	<p>10. <u>Chapter 1.4.1 – General</u> 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> 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> a. Remove policy on special repair instructions issued and approved by the OEM to be considered as data approved by CAAM</p> <p>13. <u>Chapter 1.7.3 – Deferred Defect Policy</u> a. Correction of abbreviation from CAM to CMM</p> <p>14. <u>Chapter 1.8 – In Service Difficulty Reporting (ISDR)</u> 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> 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> a. Correction of abbreviation from CAM to CMM</p> <p>17. <u>Chapter 1.12.1 – Flight Test Criteria</u> 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> a. Rephrase term from “Maintenance Check Flight Schedule (MCFS)” to “Maintenance Flight Test Schedule (MFTS)”</p>	15-Mar-20



ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
2	3	15-Mar-20	<p>19. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> 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> 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> a. Updated list of aircraft managed under GAM CAMO.</p> <p>22. <u>Chapter 5.9 – Manpower Resources and Management Tool</u> a. Updated manpower resources for inclusion of aircraft type B300 in Manpower Resources and Management Tool</p>	15-Mar-20
2	4	05-Oct-20	<p>1. <u>Cover Page</u> a. Inserted organisation name and company approval no. b. Updated CAME revision no and date</p> <p>2. <u>Abbreviation List</u> a. Corrected spelling to Aircraft Maintenance Programme</p> <p>3. <u>Chapter 0.2.4 – Scope of Work</u> a. Updated AMP reference</p> <p>4. <u>Chapter 1.1 – Aircraft Journey Log Utilisation and MEL Application</u> a. Revised and updated policy in accordance with CAAM requirements.</p> <p>5. <u>Chapter 1.3 – Time and Continuing Airworthiness Records: Responsibilities, Retention &amp; Access</u> a. Revised and updated policy in accordance with CAAM requirements.</p> <p>6. <u>Chapter 1.7.5 – In Service Difficulty Reporting (ISDR)</u> a. Inserted ISDR policy to Chapter 1.7 from Chapter 1.8</p> <p>7. <u>Chapter 1.8 – Engineering Activity</u> a. Inserted new policy on Engineering Activity</p>	05-Oct-20

ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
2	4	05-Oct-20	<p>8. <u>Chapter 1.13 – Planning Procedures</u> a. Revised and updated policy in accordance with CAAM requirements</p> <p>9. <u>Chapter 1.14 – Airworthiness Data Control</u> a. Inserted new policy on Airworthiness Data Control</p> <p>10. <u>Chapter 1.15 – Control of Personnel Competence</u> a. Inserted new policy on Control of Personnel Competence</p> <p>11. <u>Chapter 1.16 – Subcontracting Management Control Procedure</u> a. Inserted new policy on Subcontracting Management Control Procedure.</p> <p>12. <u>Part 3 – Contracted Maintenance (All pages)</u> a. Revised and updated policy on Part 3 Contracted Maintenance in accordance with CAAM requirements</p> <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>	05-Oct-20

ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
2	4	05-Oct-20	<p>20. <u>Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO</u></p> <p>a. Updated list of aircraft managed by GAM CAMO</p> <p>21. <u>Chapter 5.9 – Manpower Resources and Management Tool</u></p> <p>a. Updated Manpower Resources and Management Tool</p>	05-Oct-20
2	5	21-Dec-20	<p>1. <u>Chapter 0.2.2 – Relationship with Other Organisations</u></p> <p>a. Included GAM as a Part 21 approved design organisation</p> <p>2. <u>Chapter 0.2.4 – Scope of Work</u></p> <p>a. Include aircraft type R44 to GAM scope of work and update AMP reference</p> <p>3. <u>Chapter 0.4.2 – Continuing Airworthiness Management Organisation Chart</u></p> <p>a. Included Deputy Continuing Airworthiness Management Manager into the organisation chart.</p> <p>4. <u>Chapter 0.8 – Facilities</u></p> <p>a. Included additional location for GAM CAMO facilities at PGU</p> <p>5. <u>Chapter 1.1.1.1 – The Journey Log Content</u></p> <p>a. Added policy for fully utilising previously approved AJL prior using the newly approved AJL.</p> <p>6. <u>Chapter 5.2 – List of Airworthiness Review Staff</u></p> <p>a. Added ARS privilege and ARS 01 and ARS 03 approval for airworthiness review and permit to fly for type EC120</p> <p>b. Included approval for new appointed ARS for type R44</p> <p>7. <u>Chapter 5.4 – List of Approved Maintenance Organisation Contracted</u></p> <p>a. Updated aircraft type capability for contracted AMO for type R44</p> <p>8. <u>Chapter 5.8 – Details of Aircraft Managed by GAM CAMO</u></p> <p>a. Updated list of aircraft managed by GAM CAMO</p> <p>9. <u>Chapter 5.9 – Manpower Resources and Management Tools</u></p> <p>a. Updated Manpower Resources and Management Tools</p>	21-Dec-20



ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
2	6	01-Dec-21	<ol style="list-style-type: none"> <li>1. <u>Cover Page</u> <ol style="list-style-type: none"> <li>a. Updated CAME revision no and date</li> </ol> </li> <li>2. <u>Table of Content</u> <ol style="list-style-type: none"> <li>a. Updated Table of Content.</li> </ol> </li> <li>3. <u>IV. Distribution List</u> <ol style="list-style-type: none"> <li>a. Update distribution list with 2 copy of original (MASTER)</li> <li>b. Include GAMS portal as controlled holder of CAME.</li> </ol> </li> <li>4. <u>V. Abbreviation List</u> <ol style="list-style-type: none"> <li>a. Included CAD and CAGM in list.</li> </ol> </li> <li>5. <u>VI. CAAM Certificate of Approval</u> <ol style="list-style-type: none"> <li>a. Included GAM CAMO CAAM Certificate of Approval</li> </ol> </li> <li>6. <u>Chapter 0.2 – General Information</u> <ol style="list-style-type: none"> <li>a. 0.2.4 – Updated AMP reference.</li> <li>b. 0.2.4 – Updated privilege for Airworthiness Review and Permit to Fly EC120B.</li> </ol> </li> <li>7. <u>Chapter 1.1 – Aircraft Journey Log Utilisation and MEL Application</u> <ol style="list-style-type: none"> <li>a. 1.1.1.1- Update policy on AJL copies</li> <li>b. 1.1.2 – Included policy for the MEL review and amendment period.</li> </ol> </li> <li>8. <u>Chapter 1.2 – Aircraft Maintenance Programme (AMP)</u> <ol style="list-style-type: none"> <li>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.</li> <li>b. 1.2.3.2,1.2.3.3 – Submission of the AMP to CAAM changed from by operator to CAMO.</li> </ol> </li> <li>9. <u>Chapter 1.4 – Accomplishment and Control of Airworthiness Directives</u> <ol style="list-style-type: none"> <li>a. 1.4.1 – Remove policy on filing of hard copies of Airworthiness Directives in office cabinet.</li> <li>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.</li> <li>c. 1.4.2 – Remove policy on AD compliance requires operator’s decision.</li> <li>d. 1.4.3 – Include new policy on AD Control.</li> <li>e. 1.4.4 – Include new policy on AD Listing</li> </ol> </li> </ol>	15-Dec-21

ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
2	6	01-Dec-21	<p>10. <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> <p>b. .1.11.2 – Update policy as per CAD 6805.</p> <p>c. 1.11.4 – Update policy as per CAD 6805 and include reference to GAM MBP.</p> <p>d. 1.11.5 – Include new policy Mass and Balance Calculations.</p> <p>e. 1.11.6 – Include new policy Mass and Balance Records.</p> <p>13. <u>Chapter 1.12 – Flight Test Procedures</u></p> <p>a. Amend Notice 8305 to CAD 8305.</p> <p>14. <u>Chapter 1.16 – Subcontracting Management Control Procedure</u></p> <p>a. Amend Notice 6102 to CAD 6802.</p> <p>15. <u>Chapter 2.7 – Records Keeping</u></p> <p>a. Include new policy on record keeping system on Quality System.</p> <p>16. <u>Chapter 2.8 – Independent Audits of the Quality System</u></p> <p>a. Include new policy on independent audits of quality system.</p> <p>17. <u>Chapter 3.1 – Maintenance Contractor Selection Procedure</u></p> <p>a. Amend Notice 6101 , 6102, 6501 to CAD 6801, 6802 and 8601 respectively.</p> <p>18. <u>Chapter 3.3 – Quality Audit of Sub-contracted CAMO Tasks</u></p> <p>a. Include new policy on quality audits of sub-contracted CAMO tasks.</p>	15-Dec-21

ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
2	6	01-Dec-21	<p>19. <u>Chapter 4.1 – Airworthiness Review Staff</u></p> <p>a. Amend control form number GAM/CAMO-002 to GAM/C-002</p> <p>b. Amend control form number GAM/CAMO-003 to GAM/C-003</p> <p>c. Amend Notice 6102, 1101 to CAD 6802 and 1801 respectively.</p> <p>d. Amend Director General to CAAM.</p> <p>20. <u>Chapter 4.3 – Physical Survey</u></p> <p>a. Amend control form number GAM/CAMO-003 to GAM/C-003</p> <p>21. <u>Chapter 4.4 – Additional Procedures for Recommendations to CAAM for the Import of the Aircraft</u></p> <p>a. Amend Notice 8301 , to CAD 8301.</p> <p>22. <u>Chapter 4.5 – Airworthiness Review Report to CAAM for the Issuance or Renewal of Certificate of Airworthiness</u></p> <p>a. Amend control form number GAM/CAMO-002 to GAM/C-002.</p> <p>23. <u>Chapter 4.6 – Control of an ARR</u></p> <p>a. Include new policy on control of an ARR.</p> <p>24. <u>Chapter 4B.1 – Introduction</u></p> <p>a. Amend Notice 8305 to CAD 8305.</p> <p>25. <u>Chapter 4B.2 – Issuance of Permit to Fly under CAMO privilege</u></p> <p>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></p> <p>a. Amend Notice 8305 to CAD 8305.</p> <p>27. <u>Chapter 4B.4 – Conformity with Flight Condition and with Conditions</u></p> <p>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></p> <p>a. Amend Notice 8305 to CAD 8305.</p> <p>b. Amend control form number GAM/CAMO-022 to GAM/C-022.</p> <p>29. <u>Chapter 4B.7 – Permit to Fly Flowchart</u></p> <p>a. Amend control form number GAM/CAMO-022 to GAM/C-022.</p> <p>30. <u>Chapter 5.1 – Sample Documents</u></p> <p>a. Update form.</p>	15-Dec-21

ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
2	6	01-Dec-21	<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> <p>3. <u>Chapter 0.2 – General Information</u> 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</p> <p>4. <u>Chapter 0.5 – Notification Procedure to the Civil Aviation Authority of Malaysia</u> a. Remove Personnel Requirements and replaced with Notification Procedures to the CAAM as per CAAM CAME Checklist CAAM/AW/6802-03 260721.</p> <p>5. <u>Chapter 0.6 – Continuing Airworthiness Management Exposition Amendment Procedures</u> a. Update policy on CAME Amendment procedure based on CAAM CAME Checklist CAAM/AW/6802-03 260721.</p> <p>6. <u>Chapter 0.7 – Facilities</u> a. Update facility on the relocation area of GAM CAMO at CAMO HQ.</p> <p>7. <u>Chapter 4.1 – Airworthiness Review Staff</u> a. Include description on the responsibilities of ARS. b. Include procedure for ARS authorisation. a.</p>	18-Feb-2022

ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
2	7	14-Feb-22	<ul style="list-style-type: none"> <li>8. <u>Chapter 5.1 – Sample Documents</u> <ul style="list-style-type: none"> <li>a. Include AJL for R66</li> </ul> </li> <li>9. <u>Chapter 5.2 – List of Airworthiness Review Staff</u> <ul style="list-style-type: none"> <li>a. Update list and privilege of ARS</li> </ul> </li> <li>10. <u>Chapter 5.4 – List of Approved Maintenance Organisations Contracted</u> <ul style="list-style-type: none"> <li>b. Update list of capability for GAM AMO and contracted AMO</li> </ul> </li> <li>11. <u>Chapter 5.7 – Compliance Checklist</u> <ul style="list-style-type: none"> <li>a. Transfer matrix compliance of CAME to CAD 6801 and 6802 to Compliance Checklist ref. GAM/CAME/CC</li> </ul> </li> <li>12. <u>Chapter 5.8 – Details of Aircraft Managed by GAM CAMO</u> <ul style="list-style-type: none"> <li>a. Update list of aircraft managed by GAM CAMO.</li> </ul> </li> <li>13. <u>Chapter 5.9 – Manpower Resources and Management Tool</u> <ul style="list-style-type: none"> <li>a. Update manpower resources</li> </ul> </li> <li>14. <u>Chapter 5.10 – Details of Aircraft Managed by GAM CAMO</u> <ul style="list-style-type: none"> <li>a. Update list of approved limited scope of maintenance activities for R66</li> </ul> </li> </ul>	18-Feb-2022
3	0	10-Aug-22	<ul style="list-style-type: none"> <li>1. <u>Cover Page</u> <ul style="list-style-type: none"> <li>a. Update issue no., revision no. and revision date.</li> <li>b. Include email address.</li> </ul> </li> <li>2. <u>All pages</u> <ul style="list-style-type: none"> <li>a. Reformatting numbering system for each paragraph.</li> </ul> </li> <li>3. <u>I – Foreword</u> <ul style="list-style-type: none"> <li>a. Introduce Foreword as per CAAM CAME Checklist CAAM/AW/6802-03</li> </ul> </li> <li>4. <u>II – Table of Content</u> <ul style="list-style-type: none"> <li>a. Update chapter title and page number.</li> </ul> </li> <li>5. <u>III – List of Effective Pages</u> <ul style="list-style-type: none"> <li>a. Update page no, issue no. and date for all pages.</li> </ul> </li> <li>6. <u>V – Abbreviation List</u> <ul style="list-style-type: none"> <li>a. Include AJL, MBP, MBR, MCGS, PIREP, PMI, POI, QPM in the list.</li> </ul> </li> </ul>	



ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
3	0	10-Aug-22	<p>7. <u>0.2 – General Information and Scope of Work</u></p> <p>a. Update Chapter 0.2 as per CAAM CAME Checklist CAAM/AW/6802-03</p> <p>b. Include new privilege Subpart G and I approval for Cessna 172S, Cessna 208 and PC-6.</p> <p>8. <u>0.3 – Management Personnel</u></p> <p>a. Update Chapter 0.3 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>b. Introduce Table for list of nominated post holder.</p> <p>c. Introduce paragraph 0.3.4 – Continuing Airworthiness Coordination as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>d. Introduce form GAM/C-052 for Manpower Resources.</p> <p>e. Update table of training required for GAM CAMO</p> <p>9. <u>0.4 – Management Organisation Charts</u></p> <p>a. Include name of post holders in 0.4.2 CAMO Chart as required by CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>10. <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 &amp; Balance Programme and Mass &amp; Balance Procedure manuals.</p> <p>c. Update paragraph 0.6.6 – CAME Review to include participants for the review meeting.</p> <p>11. <u>0.7 – Facilities</u></p> <p>a. Update paragraph 0.7.6 for typo in Figure numbering reference.</p> <p>12. <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>13. <u>1.6 – Non-Mandatory Modification Embodiment Policy</u></p> <p>a. Introduce Chapter 1.6 – Non-Mandatory Modification Embodiment Policy as per CAAM CAME Checklist CAAM/AW/6802-03.</p>	

ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
3	0	10-Aug-22	<p>14. <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>15. <u>1.9 – Engineering Activity</u></p> <p>a. Update CAAM AN 78 reference to CAD 8106.</p> <p>16. <u>1.10 – Reliability Programmes</u></p> <p>a. Update Chapter 1.10 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>17. <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>18. <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>19. <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> <p>20. <u>1.18 – Safety Management System (CAT only)</u></p> <p>a. Include Chapter 1.18 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>21. <u>Part 2– Quality System</u></p> <p>a. Update Part 2 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>22. <u>Part 3– Contracted Maintenance</u></p> <p>a. Update Part 3 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>23. <u>Part 4– Airworthiness Review Procedures</u></p> <p>a. Update Part 3 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>24. <u>4.2 – Review of Aircraft Records</u></p> <p>a. Include procedure from CAGM 6802 para. 8.2.</p> <p>b. Include reference to CAMP 5.6.1 for further details.</p> <p>25. <u>4.3 – Physical Survey</u></p> <p>a. Include procedure from CAGM 6802 para. 8.3.</p> <p>b. Include reference to CAMP 5.6.2 for further details.</p>	

ISSUE NO	REV NO	DATE	DETAILS	EFFECTIVE DATE
3	0	10-Aug-22	<p>26. <u>4.4 – Additional Procedures for Recommendations to CAAM for the Import of Aircraft/Used Aircraft</u></p> <p>a. Update Chapter 4.4 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>27. <u>4.5 – Airworthiness Review Report</u></p> <p>a. Update Chapter 4.5 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>b. Include reference to CAMP Chapter 5.8 and 5.9.</p> <p>28. <u>4.7 – Airworthiness Review Records, Responsibilities, Retention and Access</u></p> <p>a. Update Chapter 4.7 as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>29. <u>Part 4B– Permit to Fly</u></p> <p>a. Update Part 4B as per CAAM CAME Checklist CAAM/AW/6802-03.</p> <p>30. <u>Part 5– Appendices</u></p> <p>a. Update Part 5 as per CAAM CAME Checklist CAAM/AW/6802-03.</p>	



**b. Indirect Approval Amendments**

ISSUE NO	REV NO	DATE	DETAILS	QAM APPROVAL	DATE



**V. Certificate of Approval**

CAAM/AMW/03-80  
010521



**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  
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.



**DATUK CAPT. CHESTER VOO BEE SOON**  
*for Civil Aviation Authority of Malaysia*



<b>Date of initial issue:</b>	15-Jun-2017
<b>Date of renewal:</b>	15-Jun-2022
<b>Date of revision:</b>	-
<b>Revision number:</b>	00

Page 1 of 3

## 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
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
MNPS	Minimum Navigation Performance Service
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



## **PART 0 GENERAL ORGANISATION**

### **0.1 Corporate Commitment by the Accountable Manager**

#### **GALAXY AEROSPACE (M) SDN. BHD.**

#### **CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION**

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

These procedures are by the undersigned and must 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.

It is accepted that these procedures do 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.

It is understood that the CAAM will approve this organisation whilst the CAAM is satisfied that the procedures are being followed. It is further understood that the CAAM reserves the right to suspend, vary or revoke the continuing airworthiness management approval of the organisation, as applicable, if the CAAM has evidence that procedures are not followed and the standards are not upheld.

I hereby confirm that the organisation will be given the necessary means to follow the rules and procedures established within these publications and that all charges are paid, as prescribed by the CAAM in respect of approved Part M Subpart G and I Continuing Airworthiness Management approval or contracts and procedures between GAM CAMO and the contracted operator.

**Dato' Shamsul Kamar Bin Samsudin**

Accountable Manager

Galaxy Aerospace (M) Sdn. Bhd.

Date:

## **0.2 General Information and Scope of Work**

### **0.2.1 Description of the Organisation**

0.2.1.1 GAM CAMO is structured under the management of the Accountable Manager. A Quality System is established which works independently and monitors all activities on the continuing airworthiness management system to ensure that it remains in conformity with the applicable Part M requirements. For the complete management structure refer to the organisation's management chart in Chapter 0.4 of this CAME.

0.2.1.2 GAM CAMO is an approved organisation performing Part M Subpart G and I privileges for aircraft as listed on the approval certificate.

### **0.2.2 Relationship with Other Organisation**

0.2.2.1 GAM CAMO currently operates independently and wholly owned by Galaxy Aerospace (M) Sdn. Bhd. (GAM).

0.2.2.2 GAM CAMO is approved by CAAM to perform mass and balance activities for aircraft scope as listed in GAM Mass and Balance Programme (MBP) Chapter 0.2.2.

0.2.2.3 GAM is also an independent Part 145 approved organisation performing contracted maintenance, repairs and overhaul activities and Part 21 approved design organisation.

0.2.2.4 GAM CAMO utilises GAM AMO as maintenance provider to meet the requirements of Part M and also supported by other CAAM Part 145 AMO to ensure that the aircraft managed are always within the controlled environment.

0.2.2.5 Details of the current maintenance contractors are listed in Chapter 5.4 of this CAME.

### **0.2.3 Scope of Work – Aircraft Managed**

0.2.3.1 GAM is authorised to carry out continuing airworthiness management, in addition to make recommendations for the airworthiness review report (ARR) to CAAM and issuance of Permit to Fly as listed on the approval certificate.

0.2.3.2 A detailed list of CAMO contract reference and the aircraft managed by GAM CAMO in accordance with CAAM Part M Subpart G and I are listed in CAME Chapter 5.7 – Details of Aircraft Managed by GAM CAMO.

## 0.2.4 List of Aircraft Maintenance Programme

0.2.4.1 GAM CAMO developed the Aircraft Maintenance Programme and approved by CAAM.

0.2.4.2 Refer CAME Chapter 5.6 for the list of approved Aircraft Maintenance Programme under GAM CAMO.

## 0.2.5 Type of Operation

0.2.5.1 GAM CAMO is orientated to manage aircraft from general aviation, pilot's training schools, and limited subcontracted continuing airworthiness management tasks for commercial hire and commercial operations.

## 0.2.6 Organisation's Scope of Work (Scope of Approval)

0.2.6.1 The capabilities of GAM CAMO Continuing Airworthiness Management are based on CAAM approval under CAD 6802 as per below:

Date Included	Aircraft Type	Continuing Airworthiness Management	Airworthiness Review	Permit to Fly
15 Jun 2017	AW139	✓	✓	✓
15 Jun 2017	EC120B	✓	✓	✓
15 Jun 2018	AS355F1	✓	-	-
15 Jun 2018	A109S	✓	-	-
15 Jun 2018	AW189	✓	✓	✓
15 Apr 2019	EC155B	✓	✓	✓
15 Jun 2019	EC155B1	✓	✓	✓
15 Apr 2019	AS365N2	✓	✓	✓
15 Apr 2019	Bell 429	✓	✓	✓
21 Oct 2019	A119	✓	-	-

<b>Date Included</b>	<b>Aircraft Type</b>	<b>Continuing Airworthiness Management</b>	<b>Airworthiness Review</b>	<b>Permit to Fly</b>
06 Jan 2020	A109E	✓	✓	✓
01 Apr 2020	B300	✓	✓	✓
04 Jan 2021	R44	✓	-	-
15 Jun 2022	R66	✓	✓	✓
15 Jun 2022	Cessna 172S	✓	-	-
15 Jun 2022	Cessna 208	✓	-	-
15 Jun 2022	PC-6	✓	-	-

DRAFT

### 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 0.3.7.4 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.



### 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 Management 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 Refer CAME Chapter 5.8 Manpower Resources and Management Tool Issue No. 2022-01 for the number of employees as of 10 August 2022. The manpower resources calculation shall be reviewed annually or whenever required.

0.3.9.1.4 Refer GAM/C-052 GAM CAMO Manpower Resources for 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 The following training shall be attended by the nominated persons:

NO	COURSE	POSITION				REMARKS	
		AM	QAM	CAMM	ARS	INITIAL	CONTINUATION
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

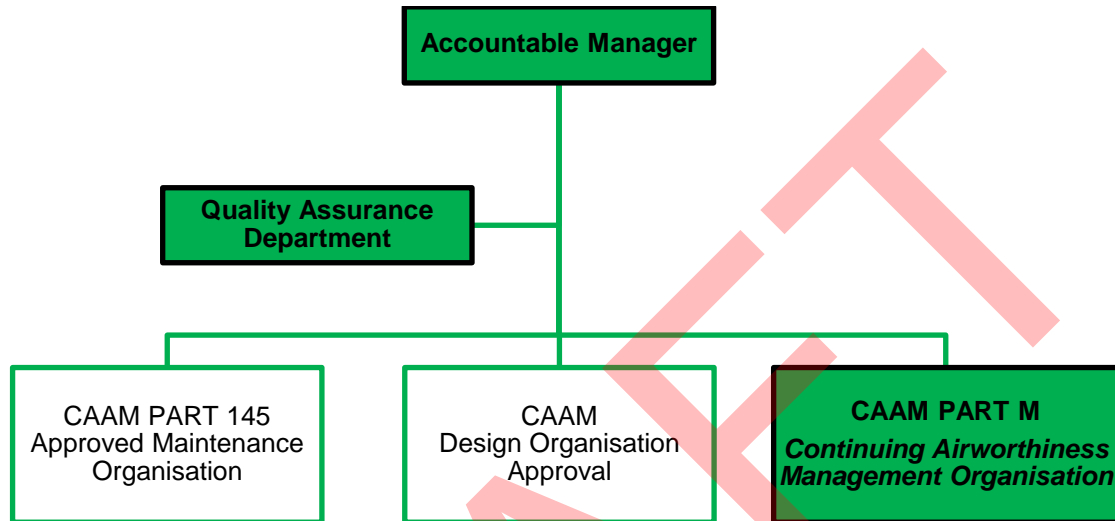
M - Mandatory      O - Optional

0.3.9.2.5 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.

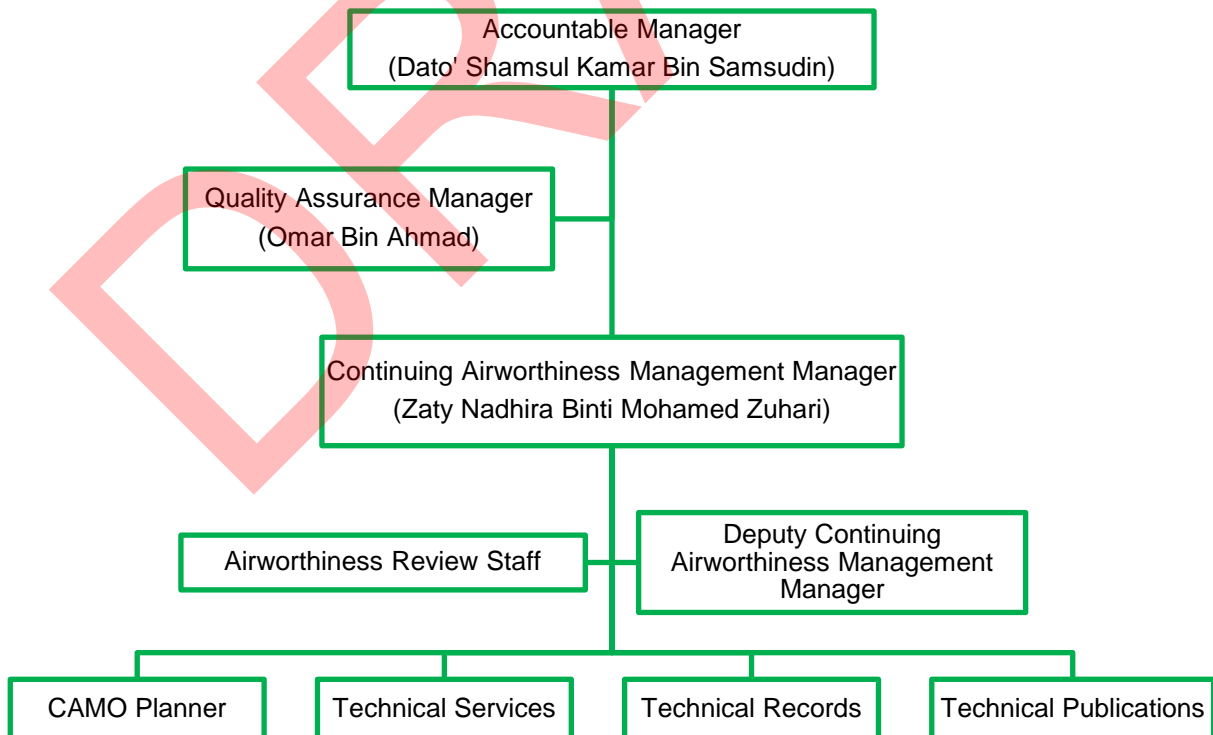
0.3.9.2.6 Refer CAMP Chapter 0.7 Training Requirement for further details.

## 0.4 Management Organisation Charts

### 0.4.1 General Organisation Chart



### 0.4.2 Continuing Airworthiness Management Organisation Chart





## 0.5 Notification Procedure to the CAAM

0.5.1 The following significant changes shall be notified to CAAM:

- a) Organisation name and location
- b) Organisation additional location
- c) The group of persons as specified in Chapter 0.3
- d) Operation, facilities, procedures, work scope, staff and technical arrangements, as far as they may affect the approval
- e) Changes of the contracted maintenance organisation

0.5.2 Any changes in GAM CAMO shall be notified to CAAM as soon as practicable either by the Accountable Manager or Quality Assurance Manager. This is to enable CAAM to determine continued compliance with CAAM Part M and to approve the changes prior to incorporation or make any necessary amendments.

0.5.3 All the changes must go through the Management of Change Procedure adopted by GAM CAMO which safety is emphasised as the utmost priority. Reference should be made to QAN 001- MOC policy.

0.5.4 Safety Department shall conduct risk assessment for any changes requiring prior approval and provide it to CAAM upon request.

0.5.5 Quality Department shall conduct internal pre-audit prior application to CAAM confirming that processes, facilities, documentation, and personnel subject to the application have been reviewed showing compliance with all applicable CAAM requirements. The relevant internal audit report(s) including the associated corrective actions shall be provided to CAAM.



## **0.6 CAME Amendment Procedure**

### **0.6.1 Amendments**

0.6.1.1 It is necessary to comply with any new or amended regulation published by the CAAM from time to time. New or amended procedures should not be in conflict with the regulation. Regulation changes as well as any relevant changes within the GAM CAMO that affect the approved CAME therefore call for an amendment thereof.

0.6.1.2 The QAM is responsible for the amendments of the exposition. The QAM shall monitor all applicable regulations and shall incorporate all changes which affect GAM CAMO.

0.6.1.3 The amendment of CAME are divided into two amendment procedures:

- a) Direct Amendments - Amendments that need prior approval from CAAM
- b) Indirect Amendments - Amendments not requiring prior approval from CAAM

0.6.1.4 The Revision numbering system is organized as follows: GAM/CAAM/CAME Issue number, Revision number (Direct) (Indirect, if applicable) where:

- a) Issue number: numeric numbering; increased for major changes in the CAME
- b) Revision number:
  - 1) Direct Amendment – numeric numbering; increased at every direct amendment; set to 0 at every increase of issue number.
  - 2) Indirect Amendment – alpha-numeric numbering; increased at every indirect amendment; reset at every increase of direct amendment number.

### **0.6.2 Direct Amendments**

0.6.2.1 Direct amendments shall be approved by CAAM.



0.6.2.2 The CAMM shall provide the amendment to QAM in order to monitor conformity with requirements and consistency to the procedures. All direct amendments of the CAME shall be submitted by QAM to CAAM for approval after internal acceptance.

### **0.6.3 Indirect Amendments**

0.6.3.1 All amendments not covered by paragraph below shall be considered as direct amendments.

0.6.3.2 The following changes in the exposition are considered as indirect amendment:

- a) Change of increasing manpower resources, except for management personnel requiring CAAM Form 4.
- b) Editorial changes.
- c) Changes of forms listed in Chapter 5.1.

0.6.3.3 The indirect amendment shall be proposed by the CAMM and sent to the QAM in order to monitor conformity with CAAM requirements and consistency with the procedures.

### **0.6.4 Amendments Procedures**

0.6.4.1 The proposed amendments to the CAME within the organisation shall be submitted to QAM via Management of Change (MOC) form GAM/QA-011.

0.6.4.2 The QAM will check of the amendment is in compliance with CAAM requirements.

0.6.4.3 Amended text passages must be marked with a vertical line at the left side of the page and highlighting the revised portion of the text.

0.6.4.4 The revision and date of the appropriate pages and in the List of Effective Pages (LOEP) has to be changed

0.6.4.5 For direct amendments, CAMM and QAM shall signed the LOEP once reviewed and finalised as internal approval prior submission to CAAM. Once approved by the CAAM, the revision must be added to the exposition by replacing the old pages.

0.6.4.6 For indirect amendments, QAM shall signed on the QAM Approval column of the Indirect Amendments under the Amendment Record page of the CAME. Once approved, the indirect amendments pages shall be issued on blue coloured pages and QAM shall notify CAAM in writing of the amendment.

0.6.4.7 The effective date of the revision is stated on the respective column of the Record of Revision table. The revision pages must be distributed to the recipients according to the distribution list.

0.6.4.8 The staffs must be advised about the changes.

## **0.6.5 CAMO Manuals Reference**

0.6.5.1 GAM CAMO documents comprise of first, second and third level documents as follows:

a) First Level Document

- 1) Continuing Airworthiness Management Exposition (CAME) ref. GAM/CAAM/CAME
- 2) Mass and Balance Programme (MBP) ref. GAM/CAAM/MBP

b) Second Level Document

- 1) Continuing Airworthiness Management Procedures (CAMP) ref. GAM/CAMO/CAMP
- 2) Mass and Balance Procedure ref. GAM/CAMO/MBP
- 3) Quality Procedure Manual (QPM)

c) Third Level Document

- 1) Continuing Airworthiness Notice (CAN)
- 2) Quality Assurance Notice (QAN)

0.6.5.2 The CAME procedures are further detailed in the second level document, Continuing Airworthiness Management Procedures (CAMP) and Quality Procedure Manual (QPM). The CAMP and QPM are





approved by QAM after he has verified that they are not contradicting to the CAME.

## **0.6.6 CAME Review**

- 0.6.6.1 The CAME shall be subject to periodic review, not exceeding one year, and amended as necessary to ensure that the CAME remain relevant, appropriated for the organisation, and comply with any amendment of the applicable CAAM regulations.
- 0.6.6.2 The participants for the CAME review shall consist of at least the following:
- a) CAMM or his/her delegate
  - b) QAM or his/her delegate
  - c) Airworthiness Review Staff representative
- 0.6.6.3 The review meeting shall be documented and any required amendments to the CAME arising from the meeting shall be included. The amended CAME shall be submitted to QAM via MOC.



## 0.7 Facilities

0.7.1 Main operation of CAMO is based at Galaxy Aerospace Malaysia registered corporate office:

Lot 11-14, Helicopter Centre,  
Malaysia International Aerospace Centre,  
Sultan Abdul Aziz Shah Airport,  
47200 Subang, Selangor.

0.7.2 The facility for CAMO consists of individual office room for Accountable Manager, CAM Manager and QA Manager, a workplace station for Technical Record, Technical Publication, CAMO Planner, Technical Services and Airworthiness Review Staff personnel and equipped with typical office supplies such as printer, stationery, whiteboard and etc.

0.7.3 The aircraft records are all kept securely in a vault room. The vault room is secured with locked doors and contains mobile compactor storage system which are securely locked with a key controlled by the appointed Technical Record for any access to the records.

0.7.4 Additional location for CAMO office, primarily for Royal Malaysia Police fleet, is located at:

Pangkalan Semenanjung,  
Pasukan Gerakan Udara PDRM,  
47200 Subang, Selangor.

0.7.5 The facility for CAMO at PGU consists of an office and workplace station for Technical Record and CAMO Planner, and equipped with typical office supplies such as printer, stationery, whiteboard and etc. The aircraft records are stored in locked cabinet with controlled and restricted access.

0.7.6 Refer Figure 1 – 6 for map location and layout of the facility.

Issue No.	<b>3</b>
Revision No.	<b>0</b>

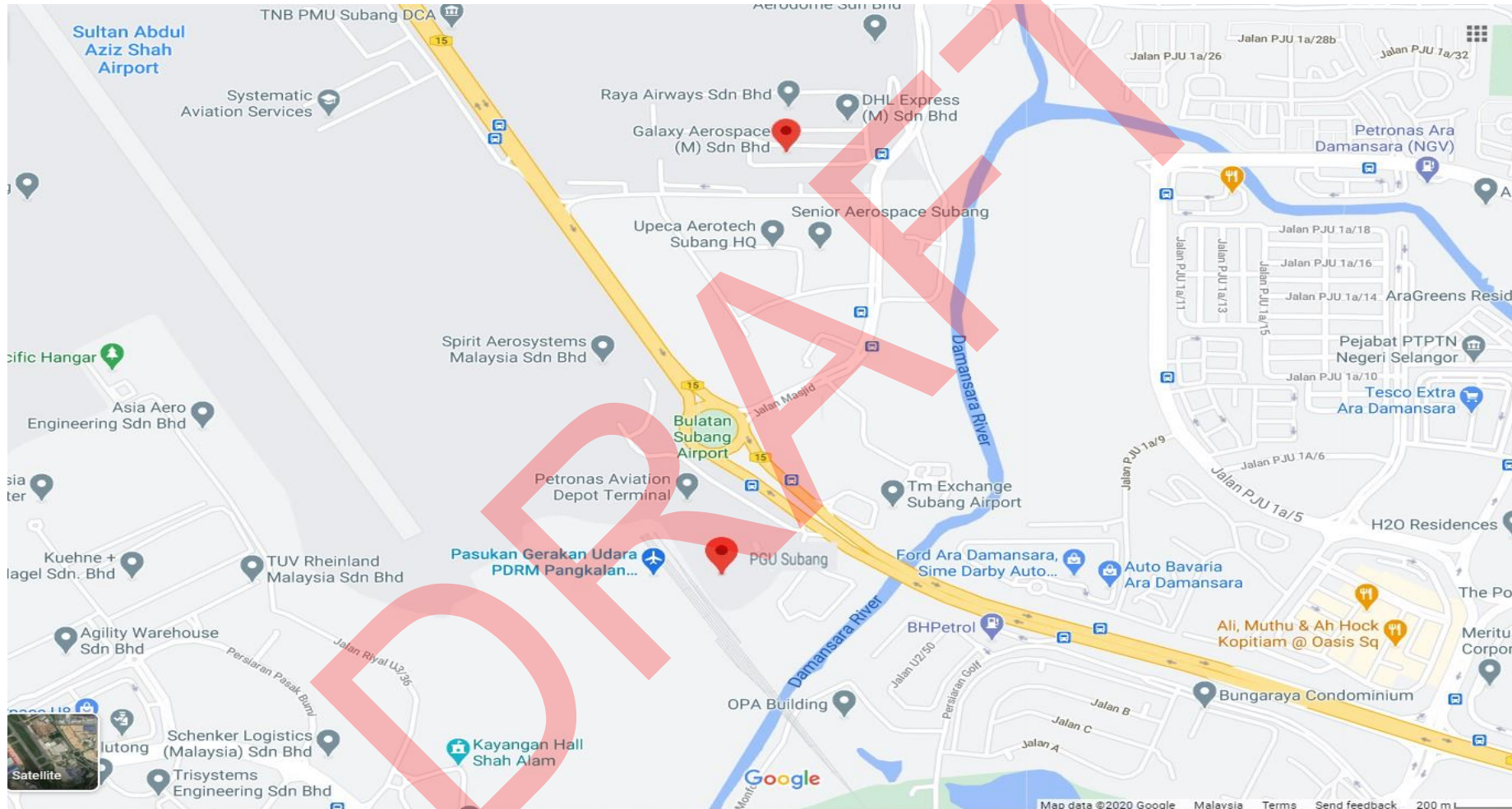


Figure 1 Facility Location (Galaxy Aerospace (M) Sdn. Bhd. Operation Centre (CAMO HQ) & PGU Subang (CAMO PGU Fleet))

Issue No.	3
Revision No.	0



Figure 2 Facility Layout (CAMO HQ)

Issue No.	3
Revision No.	0



Figure 3 Facility Layout (GAM CAMO PGU Office)

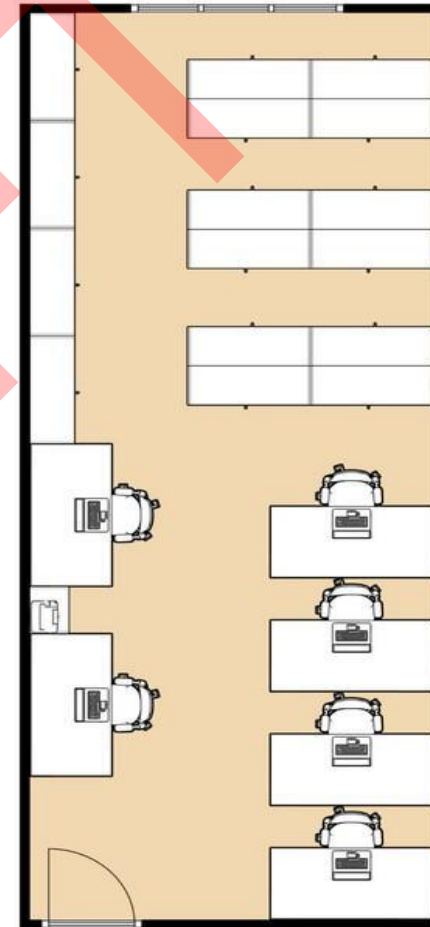
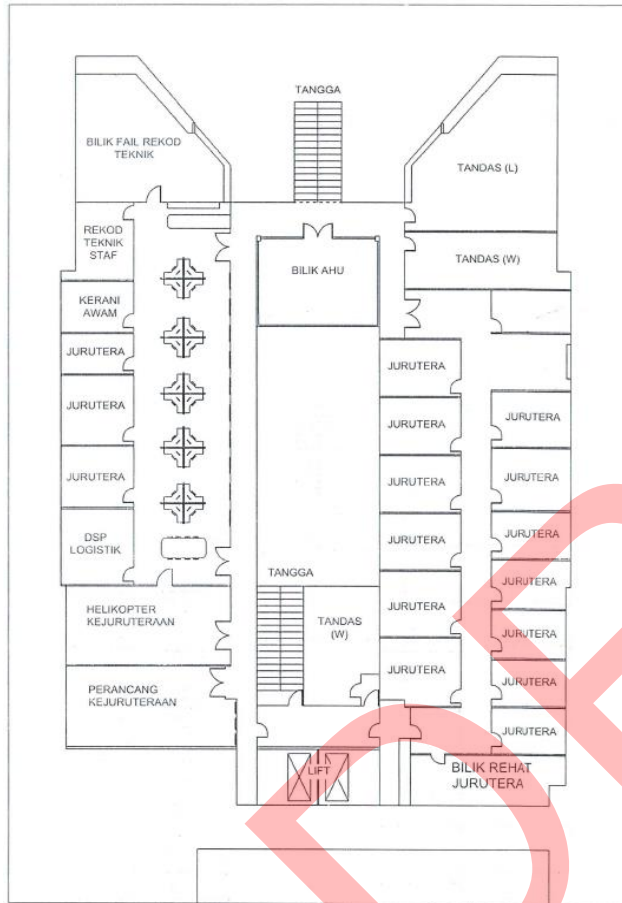


Figure 4 Facility Layout (GAM CAMO PGU Office)



PELAN ARAS 1 SEBELAH KIRI

Figure 5 Facility Layout (GAM CAMO PGU Office 2)



Figure 6 Facility Layout (GAM CAMO PGU Office 2)



## **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.



- 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).



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 Deferred Defect Sheet.

- 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. 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.

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

1.2.2.3.4 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.

1.2.2.3.5 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.

1.2.2.3.6 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 1.2.2.3.5 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 Keeping continuing airworthiness records in a form acceptable to the CAAM normally means in paper form or on a computer database or a combination of both methods. Records stored in microfilm or optical disc form are also acceptable. 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://www.faa.gov/regulations\\_policies/airworthiness\\_directives/](https://www.faa.gov/regulations_policies/airworthiness_directives/)

c) TCCA:

[https://wwwapps.tc.gc.ca/Saf-Sec-Sur/2/cawis-swimn/AD\\_h.aspx](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.



## **1.5 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 the owner/operator, the contracted AMO and the QAM.

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.





Issue No.	<b>3</b>
Revision No.	<b>0</b>

### **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.

DRAFT



## **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



Issue No.	<b>3</b>
Revision No.	<b>0</b>

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.

DRAFT



## **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 may be transmitted electronically, to mor.airworthiness@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.



Issue No.	<b>3</b>
Revision No.	<b>0</b>

## **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.

DRAFT



## **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.



## 1.11 Pre-flight Inspections

1.11.1 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 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.

- 1.11.3 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.
- 1.11.4 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.
- 1.11.5 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.
- 1.11.6 The personnel performing pre-flight inspection shall receive appropriate training for the relevant task. The records of training shall be kept by QAM.
- 1.11.7 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



- 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.



Issue No.	<b>3</b>
Revision No.	<b>0</b>

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 GM 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.

### **1.14.3 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.



#### 1.14.4 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.



Issue No.	<b>3</b>
Revision No.	<b>0</b>

## **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.

**DRAFT**



Issue No.	<b>3</b>
Revision No.	<b>0</b>

**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.

DRAFT



## **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 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



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:



Issue No.	<b>3</b>
Revision No.	<b>0</b>

- 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.



## 2.2 Monitoring of Continuing Airworthiness Management Activities

2.2.1 The Audit Plan includes an assessment of the Continuing Airworthiness Management activities against the procedures defined in the CAME and in particular the ability of the CAMM's ability to discharge their responsibilities effectively with respect to Part M.

2.2.2 All procedures of continuing airworthiness shall be audited annually and recorded in the Audit Report form (GAM/Q-009) and Audit Check List form (GAM/Q-008A) Audit procedures and remedial action procedures are the same as Chapter 2.1.3 and 2.1.4 of this CAME.

DRAFT



Issue No.	3
Revision No.	0

## 2.3 Monitoring Compliance on the Effectiveness of the Maintenance Programme

2.3.1 The Audit Plan as carried out by the Quality Assurance Manager includes a review of the effectiveness of the Aircraft Maintenance Programme. This review will critically analyse the findings and actions taken as a result of Chapter 1.5 of this CAME.

DRAFT



Issue No.	<b>3</b>
Revision No.	<b>0</b>

## **2.4 Monitoring that All Maintenance is Carried Out by an Appropriate Maintenance Organisation**

2.4.1 The Annual Audit Plan includes verification that the contracted maintenance organisation's approval is relevant to the maintenance being performed on the aircraft managed by GAM CAMO.

2.4.2 Any feedback information from any contracted organisation on any actual or contemplated amendments to the maintenance contracts for aircraft, engines or components to ensure that the maintenance system remains valid and to anticipate any necessary change in the maintenance agreements should be reviewed and the contracts amended accordingly.



Issue No.	3
Revision No.	0

**2.5 Monitoring that all Contracted Maintenance is Carried Out in Accordance with the Contract, including Sub-contractors used by the Maintenance Contractor**

2.5.1 The Audit Programme shall include a review of all maintenance provided to GAM CAMO by the contracted AMO, including sub-contractors. This review will assess all of the contracted maintenance is carried out in accordance with the Maintenance Contract.

2.5.2 It shall also ensure that the system allows all the personnel involved in the contract (including the contractors and their subcontractors) to familiarise themselves with its terms and that, for any contract amendment, the relevant information is distributed in the organisation and to the contractor.

DRAFT





## 2.6 Quality Audit Personnel

2.6.1 The quality management is exclusively subordinate to the AM. The QAM works independently and must not be directly involved in the activity he/she has been asked to audit. The QAM is responsible for ensuring that the Quality Programme is properly established, implemented and maintained.

2.6.2 The QAM must have:

- a) direct access to the AM; and
- b) have access to all parts of GAM CAMO.

2.6.3 The QAM has the full authority and support from GAM CAMO to perform her/his duty within the system.

2.6.4 The QAM may delegate audits to additional auditors and/or an audit team if he/she deems it necessary. He also establishes the audit and inspection schedule to be completed during a specific calendar period according to the present situation.

2.6.5 The nominated auditor shall be trained in a manner to fulfil the required knowledge as required to perform quality system tasks. The minimum training required to be attended by the nominated auditor shall be as per QPM 2.8 Quality Audit Personnel.

2.6.6 The nominated auditor shall be assessed to ensure adequate knowledge and competence of the quality audit personnel to perform the allocated tasks effectively including monitor compliance with CAMO and Part-M identifying non-compliance in an effective and timely manner so that the organisation may remain in compliance with Part-M.

2.6.7 The independence of quality audit personnel shall be established when GAM CAMO uses skilled personnel working within another department than that of Quality.

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

2.6.9 Refer QPM 2.8 Quality Audit Personnel for further details.



## 2.7 Records Keeping

- 2.7.1 All records of activities carried out in Part 2 of this CAME shall be retained for at least three (3) years.
- 2.7.2 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.
- 2.7.3 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.
- 2.7.4 Refer QPM 2.13 Quality Assurance Record Keeping.



## 2.8 Independent Audits of the Quality System

- 2.8.1 An essential element of the quality system is the independent audit.
- 2.8.2 The independent audit is an objective process of routine sample checks of all aspects of the CAMO ability to carry out continuing airworthiness management to the required standards. It includes some product sampling as this is the end result of the process.
- 2.8.3 The independent audit represents an objective overview of the complete continuing airworthiness management related activities. It is intended to complement the objectives of airworthiness review requirement and to be satisfied that all aircraft managed by the organisation remain airworthy.
- 2.8.4 The independent audit should ensure that all aspects of CAD 6802 compliance are checked annually, including all the sub-contracted activities, and may be carried out as a complete single exercise or subdivided over the annual period in accordance with a scheduled plan. The independent audit does not require each procedure to be checked against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been checked every year without resultant findings. Where findings have been identified, the particular procedure should be rechecked against other product lines until the findings have been rectified after which the independent audit procedure may revert back to the annual interval for the particular procedure. Provided that there are no safety related findings, the audit time periods specified in CAD 6802 may be increased by up to 100% subject to agreement by CAAM.
- 2.8.5 Where GAM CAMO has more than one approved location, the quality system should integrate these into the system and include a plan to audit each location every year.
- 2.8.6 A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.
- 2.8.7 The independence of the audit should be established by always ensuring that audits are carried out by personnel not responsible for the function, procedure or products being checked.



Issue No.	<b>3</b>
Revision No.	<b>0</b>

2.8.8 QA shall establish a quality plan acceptable to CAAM to show when and how often the activities as required by CAD 6802 will be audited.

DRAFT



## **PART 3 CONTRACTED MAINTENANCE**

### **3.1 Maintenance contractor selection procedure**

3.1.1 Part Three (3) of the CAME describes the contracted maintenance arrangements between GAM CAMO and an approved Part 145 Organization, on behalf of the Operators. It includes details of arrangements, together with the division of responsibility for these arrangements, between Operators and Part 145 Organization or other Maintenance Contractor together with copies of the Maintenance Contracts in force for Base and Line Support, as appropriate.

3.1.2 This activity should be carried out in agreement with the aircraft owner.

3.1.3 When GAM CAMO is not a maintenance organisation approved in accordance with CAD 8601, GAM CAMO shall in consultation with the owner (or in the case of lease, with the lessee), establish a written maintenance contract with a maintenance organisation approved in accordance with CAD 8601 including:

- a) Detailing the functions specified under CAD 6801;
- b) ensuring that all maintenance is ultimately carried out by a maintenance organisation approved in accordance with CAD 8601; and
- c) defining the support of the quality functions described in 2.1.2.3 of this CAME

3.1.4 Notwithstanding with paragraph 3.1.3 of this CAME, the contract should be in the form of individual work orders addressed to the maintenance organisation approved in accordance with CAD 8601 in the case of:

- a) an aircraft requiring unscheduled line maintenance; or
- b) component maintenance.

3.1.5 Before any contract is signed with a maintenance organisation, the CAMM will verify through quality audit defined in CAME Chapter 2.4 and 2.5 that:

- a) The maintenance organisation is appropriately approved and has the necessary qualified manpower, facilities, tooling, technical

documentation etc. This verification to take into account any engine, propeller, or component maintenance capability that may be required (though this may be available through sub-contract to other suitably AMO);

- b) It will be confirmed that the AMO has adequate capacity to undertake the proposed maintenance support; and
- c) The draft Maintenance Contract will be reviewed and agreed by both parties with a view to ensuring that each has the ability to discharge their responsibilities with respect to Part-M.

3.1.6 The following shall be considered when developing the maintenance contract:

- a) The process to implement the different elements described in Appendix 1 to CAD6801;
- b) Responsibilities, task and interaction with the maintenance organisation and with the owner/operator;
- c) The work order to ensure that the applicable elements of certification of maintenance are considered; and
- d) Describe when necessary, the use of work order for unscheduled line maintenance and component maintenance as per CAD 8601 and CAD 8602.

3.1.7 The contract shall be comprehensive and that it has no gaps or unclear area. Everyone involved in the contract (both CAMO and AMO) agrees with the terms of the contract and fully understands their responsibilities. The functional responsibilities of all parties are clearly identified in the contract.

3.1.8 CAGM 6802 Appendix 3 Contracted Maintenance may be adapted to a maintenance contract that applies to aircraft base maintenance, aircraft line maintenance, and engine maintenance. Aircraft maintenance also includes the maintenance of the engines and APU while they are installed on the aircraft.

3.1.9 Refer CAME Chapter 5.4 for the list of contracted AMO for GAM CAMO fleet.



### 3.2 Product Audit of Aircraft

- 3.2.1 The purpose of a product audit of aircraft is to ensure that all required continuing airworthiness tasks are performed on the aircraft and shall form part of the Quality Programme stated in CAME Chapter 2.1.3.
- 3.2.2 In no way may a product audit of an aircraft be confused with a periodic airworthiness review carried out by ARS or CAAM. Product audit of aircraft are tools to have a feedback on the quality level of the organisation to the management staff. Findings of product audit of aircraft do not affect the Certificate of Airworthiness but are submitted to the CAMM for closure.
- 3.2.3 Product audit of aircraft are performed by the QAM or by quality audit personnel according to Chapter 2.6 of this CAME with the assistance of a person having an appropriate maintenance licence for the aircraft type.
- 3.2.4 The performance of product audit of aircraft will include:
- Inspections if all approved procedures are complied with.
  - Inspection if all maintenance was carried out in accordance with the approved AMP and maintenance contract.
  - Inspection if all maintenance was performed according to standard practices.
  - Inspection if the requirements of Part-M are complied with.
- 3.2.5 All findings of the audit are recorded and forwarded to CAMM for further management. The finding shall be closed within the time frame as stated in CAME Chapter 2.1.4.



Issue No.	3
Revision No.	0

### 3.3 Quality Audit of Sub-contracted CAMO Tasks

3.3.1 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.

DRAFT





## **PART 4 AIRWORTHINESS REVIEW PROCEDURES**

### **4.1 Airworthiness Review Staff**

4.1.1 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. He / She will issue airworthiness review reports and recommendations to the CAAM as appropriate.

4.1.2 The ARS shall be independent from the airworthiness management process or with overall authority on the airworthiness management process of complete aircraft.

4.1.3 Independence from the airworthiness management process may be achieved, among other ways, by:

- a) Being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their management. For example, performing airworthiness reviews on a specific model line, while being involved in the airworthiness management of a different model line.
- b) GAM CAMO organisations may nominate maintenance personnel from GAM AMO organisation as airworthiness review staff, as long as they are not involved in the airworthiness management of the aircraft. These personnel should not have been involved in the release to service of that particular aircraft (other than maintenance tasks performed during the physical survey of the aircraft or performed as a result of findings discovered during such physical survey) to avoid possible conflict of interests.
- c) Nominating as airworthiness review staff personnel from the quality department of the CAMO with the agreement from the CAAM.

4.1.4 To be approved to carry out airworthiness reviews, GAM CAMO shall have appropriately qualified airworthiness review staff to issue Airworthiness Review Report.

4.1.5 For the purpose of conducting airworthiness review for Group A aircraft as defined in CAD 6802, the airworthiness review staff shall have acquired:

- a) at least five years' experience in continuing airworthiness;
- b) an appropriate license issued in accordance with CAD 1801 or relevant engineering degree acceptable to CAAM;
- c) formal aeronautical maintenance training, and
- d) a position within the approved organisation with appropriate responsibilities.

4.1.6 The requirements laid down in paragraph 4.1.5 b) above should be replaced by 5 years of experience in continuing airworthiness as an addition to the requirement under paragraph 4.1.5 a) above.

4.1.7 For the purpose of conducting airworthiness review for other aircraft not specified under paragraph 4.1.5 above, the airworthiness review staff shall have acquired:

- a) at least three years' experience in continuing airworthiness;
- b) an appropriate licence issued in accordance with CAD 1801 or relevant engineering degree acceptable to the CAAM;
- c) appropriate aeronautical maintenance training; and
- d) a position within the approved organisation with appropriate responsibilities.

4.1.8 The requirements laid down in paragraph 4.1.7 b) above may be replaced by 4 years of experience in continuing airworthiness as an addition to the requirement under paragraph 4.1.7 a) above.

4.1.9 Airworthiness Review Staff nominated by GAM CAMO can only be issued an authorisation by QAM when formally approved as an authorised signatory by CAAM after satisfactory completion of assessment and airworthiness review under supervision. Application form CAAM/AW/0105-01 shall be used for the initial approval accompanied with prescribed fee. Refer to QPM 2.4 for Issuance of Personnel Authorisation.

4.1.10 The formal acceptance by CAAM of Airworthiness Review Staff is granted through the corresponding Approved Signatory Certificate.

- 4.1.11 If the airworthiness review is performed under the supervision of existing airworthiness review staff, evidence should be provided to CAAM together with CAAM Form CAAM/AW/0105-01. If satisfied, CAAM will issue the formal acceptance through Approved Signatory Certificate.
- 4.1.12 Once the airworthiness review staff has been accepted by CAAM, the inclusion of their name in CAME Chapter 5.2 constitutes the formal authorisation by the organisation.
- 4.1.13 The acceptance of the Airworthiness Review Staff is subjected to renewal annually. GAM CAMO shall ensure that the ARS authorisation is continuously monitored.
- 4.1.14 The renewal application shall be made by using CAAM/AW/0105-02, 7 days prior the expiry of authorisation validity. Any submission of renewal after 14 days from the date of expiry will cancel the Approved Signatory Certificate.
- 4.1.15 For continued validity of ARS as an authorised signatory, GAM CAMO shall ensure:
- a) an application for renewal shall be made by using form CAAM/AW/0105-02 accompanied with prescribed fee, and
  - b) summary of records for item in paragraph 4.1.16 below.
- 4.1.16 In order to keep the validity of the Airworthiness Review Staff authorisation, the Airworthiness Review Staff should have either:
- a) been involved in continuing airworthiness management activities for at least six months in every two-year period; or
  - b) conducted at least one airworthiness review in the last twelve-month period.
- 4.1.17 In order to restore the validity of the authorisation, the ARS should conduct a satisfactory level of airworthiness review under the supervision of CAAM or, if accepted by CAAM, under the supervision of another currently valid authorised airworthiness review staff of GAM CAMO in accordance with an approved procedure in the CAME.



4.1.18 GAM CAMO shall maintain a record of all airworthiness review staff. The minimum content of the airworthiness review staff record should be:

- a) Name,
- b) Date of Birth,
- c) Basic Education,
- d) Experience,
- e) Aeronautical Degree and/or licence in accordance with CAD 1801,
- f) Initial Training received,
- g) Type of Training received,
- h) Continuation Training received,
- i) Experience in continuing airworthiness and within the organisation,
- j) Responsibilities of current role in the organisation,
- k) Copy of the authorisation and a copy of authorised signatory issued by CAAM

4.1.19 This record shall be retained until three (3) years after the airworthiness review staff have left GAM CAMO.



## 4.2 Review of Aircraft Records

4.2.1 For the purpose of fulfilling the requirements for the airworthiness review of an aircraft referred to CAD 6801, GAM CAMO shall carry out a full documentation review of the aircraft records in order to be satisfied that:

- a) airframe, engine and propeller flying hours and associated flight cycles have been properly recorded;
- b) the flight manual is applicable to the aircraft configuration and reflects the latest revision status;
- c) all the maintenance due on the aircraft according to the approved maintenance programme has been carried;
- d) all known defects have been corrected or, when applicable, carried forward in a controlled manner;
- e) all applicable airworthiness directives have been applied and properly registered;
- f) all modifications and repairs applied to the aircraft have been registered and are approved in accordance with CAAM specified requirements;
- g) all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit;
- h) all maintenance has been released in accordance with CAD 6802;
- i) the current mass and balance statement reflects the configuration of the aircraft and is valid;
- j) the aircraft complies with the latest revision of its type design; and
- k) if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft.

4.2.2 A full documentation review is a check of at least the following categories of documents:

- a) registration papers
- b) aircraft continuing airworthiness record system
- c) aircraft journey log system
- d) list of deferred defects, minimum equipment list and configuration deviation list if applicable
- e) aircraft flight manual including aircraft configuration
- f) aircraft maintenance programme
- g) maintenance data
- h) relevant work packages
- i) AD status
- j) modification and SB status
- k) modification and repair approval sheets
- l) list of service life-limited component
- m) relevant CAAM Form 1 or equivalent
- n) mass and balance report and equipment list
- o) aircraft, engine and propeller TC Data Sheets
- p) the technical aspect of operational requirements within the operational specifications are met

4.2.3 As a minimum, sample check within each document category should be carried out. A checklist in the Airworthiness Review Report Form shall be used to confirm that the above has been reviewed and found in compliance with Part M

4.2.4 The authorised ARS shall have unrestricted access to all aircraft records for the airworthiness review

4.2.5 Refer CAMP Chapter 5.6.1 for further details.



### 4.3 Physical Survey

4.3.1 GAM CAMO ARS shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to the aircraft type being surveyed shall be assisted by such qualified personnel.

4.3.2 The airworthiness review staff shall ensure that during physical survey of the aircraft:

- a) all required markings and placards are properly installed;
- b) the aircraft complies with its approved flight manual;
- c) the aircraft configuration complies with the approved documentation;
- d) all defect has been addressed according to CAD 6801; and
- e) no inconsistencies can be found between the aircraft and the documentation review of records specified in paragraph 4.2 of this CAME.

4.3.3 The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening etc.). In this case, after the airworthiness review a release to service should be issued in accordance with CAD 6801 (CAAM Part M).

4.3.4 When the airworthiness review staff are not appropriately qualified to CAD 1801 in order to release such maintenance, paragraph 4.3.1 above requires them to be assisted by such qualified personnel. However, the function of such approval holder (AML) is limited to perform and release the maintenance actions requested by the airworthiness review staff, it not being their function to perform the physical survey of the aircraft. As stated in paragraph 4.3.1 above, the airworthiness review staff shall carry out the physical survey of the aircraft, and this survey includes the verification that no inconsistencies found between the aircraft and the review of documented records.

4.3.5 This means that the airworthiness review staff who are going to sign the airworthiness review report or the recommendation should be the



one performing both the documented review and the physical survey of the aircraft, it not being the intent of the rule to delegate the survey to approval holder (AML) personnel who are not airworthiness review staff. Furthermore, the provision of paragraph 9.1.4 of CAD 6802 allowing a 90 days anticipation for the physical survey provides enough flexibility to ensure that the airworthiness review staff are present.

- 4.3.6 The physical survey may include verifications to be carried out during flight.
- 4.3.7 To ensure compliance the physical survey may include relevant sample checks of items. A checklist in the Physical Survey Report Form shall be used to confirm that the above has been reviewed and found in compliance with Part M.
- 4.3.8 The ARS shall produce a Physical Survey Report that confirms the physical survey has been carried out and found satisfactory.
- 4.3.9 Refer CAMP Chapter 5.6.2 for further details.





#### **4.4 Additional Procedures for Recommendations to CAAM for the Import of Aircraft/Used Aircraft**

##### **4.4.1 General**

4.4.1.1 In general when an aircraft is to be imported into Malaysia register, GAM CAMO shall ensure that the application is established with the involved authorities. CAAM Import Requirement must be informed to the manufacturer or former owner of the aircraft.

4.4.1.2 There are 3 categories for importing an aircraft onto the Malaysian Register:

- a) New foreign constructed aircraft type for which CAAM Type Validation Letter had been issued
- b) New foreign constructed aircraft type for which CAAM Type Validation Letter had not been issued
- c) Used aircraft.

4.4.1.3 Recommendation can only be made when all findings are closed, and the aircraft is considered airworthy by complying with the relevant requirements.

##### **4.4.2 New Foreign Constructed Aircraft Type For Which CAAM Type Validation Letter Had Been Issued**

4.4.2.1 In addition to the review procedure stated in Chapter 4.2 and 4.3 of this CAME, the following items shall also be subject to review:

- a) holds a valid certificate of registration issued under the MCAR or in the case of lease, the applicant is stipulated on the registration document or detailed in the leasing contract;
- b) comply with the identification plate and markings requirements as specified in CAD 7;
- c) the flight manual for that aircraft is compatible with the aircraft configuration;



- d) comply with all applicable airworthiness directives issued by CAAM and certifying authority of the State of Design of the aircraft, engine and propeller.
- e) comply with all applicable requirements issued by CAAM including CADs and Circulars;
- f) evidence on the appointment of organisation managing the: -
  - 1) continuing airworthiness; and
  - 2) maintenance of its aircraft and component;
- g) a maintenance programme for that aircraft has been approved by CAAM and all maintenance that may be required to align with the approved maintenance programme are performed;
- h) submission weight and balance report together with equipment list and weight schedule for that aircraft has been approved by CAAM or any organisation approved by CAAM under regulation 31 of MCAR 2016;
- i) submission latest aircraft damage chart or dent and buckle chart;
- j) the assigned Mode S code, as applicable, has been installed;
- k) a production test flight report or any flight test attestation report which is issued by the manufacturer is satisfactory;
- l) a statement of attestation by the manufacturer for the Flight Data Recorder and Cockpit Voice Recorder is satisfactory; and
- m) a certificate of airworthiness for export has been submitted to CAAM not more than sixty days from the date of its issue, unless otherwise agreed.

#### **4.4.3 New Foreign Constructed Aircraft Type For Which CAAM Type Validation Letter Had Not Been Issued.**

- 4.4.3.1 For foreign constructed aircraft type, for which the CAAM Certificate of Airworthiness has not previously been issued, the issuance of CAAM Type Acceptance/Validation is a pre-requisite for the issue of a CAAM Certificate of Airworthiness.



4.4.3.2 CAAM shall conduct technical assessment or design investigation taking into account the product design, construction, modification standard and original certifications basis, to establish that a level of airworthiness equivalent to that provided by CAAM airworthiness standards has been met. Compliance with design related operational requirements will also be investigated.

4.4.3.3 In addition to the review procedure stated in Chapter 4.2 and 4.3 of this CAME, the following items shall also be subject to review:

- a) holds a valid certificate of registration issued under the MCAR or in the case of lease, the applicant is stipulated on the registration document or detailed in the leasing contract;
- b) comply with the identification plate and markings requirements as specified in CAD 7;
- c) the flight manual for that aircraft is compatible with the aircraft configuration;
- d) comply with all applicable airworthiness directives issued by CAAM and certifying authority of the State of Design of the aircraft, engine and propeller.
- e) comply with all applicable requirements issued by CAAM including CADs and Circulars;
- f) evidence on the appointment of organisation managing the: -
  - 1) continuing airworthiness; and
  - 2) maintenance of its aircraft and component;
- g) a maintenance programme for that aircraft has been approved by CAAM and all maintenance that may be required to align with the approved maintenance programme are performed;
- h) submission weight and balance report together with equipment list and weight schedule for that aircraft has been approved by CAAM or any organisation approved by CAAM under regulation 31 of MCAR 2016;
- i) submission latest aircraft damage chart or dent and buckle chart;



- j) the assigned Mode S code, as applicable, has been installed;
- k) a production test flight report or any flight test attestation report which is issued by the manufacturer is satisfactory;
- l) a statement of attestation by the manufacturer for the Flight Data Recorder and Cockpit Voice Recorder is satisfactory; and
- m) a certificate of airworthiness for export has been submitted to CAAM not more than sixty days from the date of its issue, unless otherwise agreed.

#### **4.4.4 Used Aircraft**

- 4.4.4.1 For import of used aircraft, GAM CAMO is required to provide a comprehensive report declaring the technical status of the aircraft (including all modifications, alterations, design changes and repairs) and to certify that the airworthiness and design standard of a particular aircraft conforms to a standard approved by CAAM, for the issuance of a Certificate of Airworthiness, for that aircraft type, or, differs in a defined manner from that approved standard.
- 4.4.4.2 The report regarding the condition of an aircraft shall reflect the information detailed in the CAD 8301 and include a declaration that, apart from any exceptions stated, compliance with the approved standard has been established.
- 4.4.4.3 The records of technical investigations performed shall be such as to provide proper correlation with the aircraft technical records and an adequate record of the basis and substantiation of the report and Certificates of Design Conformity issued. An example of the format of such report shall be referred to CAD 8301 Appendix 1.
- 4.4.4.4 In addition to the review procedure stated in Chapter 4.2 and 4.3 of this CAME, the following items shall also be subject to review:
  - a) holds a valid certificate of registration issued under the MCAR or in the case of lease, the applicant is stipulated on the registration document or detailed in the leasing contract;
  - b) comply with the identification plate and markings requirements as specified in CAD 7;



- c) the flight manual for that aircraft is compatible with the aircraft configuration;
- d) comply with all applicable airworthiness directives issued by CAAM and certifying authority of the State of Design of the aircraft, engine and propeller.
- e) comply with all applicable requirements issued by CAAM including CADs and Circulars;
- f) evidence on the appointment of organisation managing the: -
  - 1) continuing airworthiness; and
  - 2) maintenance of its aircraft and component;
- g) a maintenance programme for that aircraft has been approved by CAAM and all maintenance that may be required to align with the approved maintenance programme are performed;
- h) submission weight and balance report together with equipment list and weight schedule for that aircraft has been approved by CAAM or any organisation approved by CAAM under regulation 31 of MCAR 2016;
- i) submission latest aircraft damage chart or dent and buckle chart;
- j) the assigned Mode S code, as applicable, has been installed;
- k) a flight test report is satisfactory;
- l) the Flight Data Recorder and Cockpit Voice Recorder data readout is satisfactory;
- m) a used aircraft report is acceptable to;and
- n) a certificate of airworthiness for export has been submitted to CAAM not more than sixty days from the date of its issue, unless otherwise agreed.



## 4.5 Airworthiness Review Report

4.5.1 Airworthiness Review Report (Form No. GAM/C-002 latest revision) is required for the recommendation to CAAM for the issuance and renewal of Certificate of Airworthiness (C of A) of aircraft.

4.5.2 A copy of an airworthiness review report issued for an aircraft shall be sent to CAAM together with the application for the issuance or renewal of the certificate of airworthiness in accordance with CAD 8301.

4.5.3 The recommendation sent to CAAM shall contain at least the items mentioned below:

- a) Organisation details
- b) Aircraft, engines, and APUs details,
- c) Maintenance record
- d) State of design directives or alert information status
- e) Modification records
- f) Aircraft physical inspection
- g) Records of discrepancies / findings
- h) Closure of findings
- i) Recommendation statement

4.5.4 Recommendation can only be made when all findings are closed, and the aircraft is considered airworthy by complying with the relevant requirements.

4.5.5 Refer CAMP Chapter 5.8 and 5.9 for further details.

## 4.6 Control of ARR

- 4.6.1 The airworthiness review should be performed up to a maximum of 90 days prior to the expiry of the certificate of airworthiness, without loss of continuity of the airworthiness review pattern, to allow the physical survey of the aircraft to take place during a maintenance check. Otherwise, the new expiry date of the certificate of airworthiness will be a year from the date of the submission of a satisfactory airworthiness review report.
- 4.6.2 An airworthiness review report shall only be issued, by airworthiness review staff approved under Regulation 33 of MCAR and appropriately authorised in accordance with paragraph 5.1.10 of CAD 6802, if such airworthiness review staff is satisfied that the airworthiness review has been properly carried out and there is no non-compliance which is known to endanger flight safety.
- 4.6.3 The issuance of the airworthiness review report (ARR) by the airworthiness review staff only certifies that the aircraft is considered airworthy in relation to the scope of the airworthiness review performed and the fact that the airworthiness review staff are not aware of instances of non-compliance which endanger flight safety. Furthermore, it only certifies that the aircraft is considered airworthy at the time of the review.
- 4.6.4 A copy of any airworthiness review report issued for an aircraft shall be sent to CAAM together with the application for the issuance or renewal of the certificate of airworthiness in accordance with CAD 8301.
- 4.6.5 Copy of airworthiness review staff certificate shall be attached together with airworthiness review report for prove of validity ARS.
- 4.6.6 Copy of latest aircraft damage chart or dent and buckle chart shall be submitted together with the airworthiness review report as per CAD 8301.
- 4.6.7 Copy of latest weight and balance report together with equipment list and weight schedule for that aircraft has been approved by CAAM or any organisation approved by CAAM under Regulation 31 of MCAR as per CAD 8301.
- 4.6.8 Airworthiness review tasks shall not be sub-contracted.



Issue No.	<b>3</b>
Revision No.	<b>0</b>

- 4.6.9 In the event the outcome of the airworthiness review is inconclusive, CAAM shall be informed by the CAMO as soon as practicable within 72 hours from the moment the CAMO identifies the condition to which the review relates. The airworthiness review report shall not be issued until all findings have been closed.

DRAFT





## **4.7 Airworthiness Review Records, Responsibilities, Retention and Access**

- 4.7.1 GAM CAMO shall retain a copy of each airworthiness review report together with all supporting document listed in Part 4 of this CAME until two (2) years after the aircraft has been permanently withdrawn from service.
- 4.7.2 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.
- 4.7.3 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.
- 4.7.4 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.
- 4.7.5 Refer CAMP Chapter 5.12 for further details.



## **PART 4B PERMIT TO FLY**

### **4B.1 Conformity with Approved Flight Conditions**

4B.1.1 Permit to fly is classified as follows:

a) Permit to fly with Flight Conditions – Applicable for aircraft with temporary loss of airworthiness in which Certificate of Airworthiness of the aircraft ceased to be in force due to the following:

- 1) maintenance is not performed in accordance with approved programmes;
- 2) operation beyond the applicable operating limits;
- 3) an Airworthiness Directive has not been complied with;
- 4) showing compliance with regulations or certification requirements;
- 5) certain equipment outside the approved Minimum Equipment List (MEL) is unserviceable; or
- 6) when the aircraft has sustained damage beyond the applicable limits.

b) Permit to fly with conditions – Applicable for any other aircraft due to the following:

- 1) a Certificate of Airworthiness has not been issued or is not appropriate; or
- 2) performing Maintenance Check Flight

4B.1.2 An application for the approval of the Flight Conditions shall be made to CAAM using application form CAAM/AW/8305-02.

4B.1.3 Notwithstanding paragraph 4B.1.2 above, the Flight Conditions which is not related to the safety of the design may be approved by a design organisation approved under Regulation 21 of the MCAR 2016 that has been granted such privilege.

4B.1.4 The application for approval of Flight Conditions shall include:



- a) any condition or restriction necessary for safe operation of the aircraft, including:
  - 1) the conditions or restrictions on itineraries or airspace, or both, required for the flight(s);
  - 2) any conditions or restrictions on the flight crew in regard to the flight test qualifications and the nature of the flight test(s);
  - 3) any conditions or restrictions regarding carriage of persons other than flight crew;
  - 4) the operating limitations, specific procedures or technical conditions to be met;
  - 5) the specific flight test programme (if applicable); and
  - 6) the specific continuing airworthiness arrangements including maintenance instructions and regime under which they will be performed;
- b) the substantiation that aircraft is capable of safe flight under the conditions or restrictions of paragraph 4.4(a) of CAD 8305;
- c) the configuration(s) of the aircraft at the time the application for the Flight Conditions is submitted; and
- d) the method used for the control of the aircraft configuration, in order to remain within the established conditions.

4B.1.5 Pursuant to Regulation 29(4) of the MCAR 2016, a permit to fly shall cease to be in force if any conditions of the permit are not complied with. The conditions of the permit are specified in the Flight Conditions, or any other documents as specified on the permit.



## **4B.2 Issue of Permit To Fly Under CAMO Privilege**

4B.2.1 GAM CAMO has been granted the privilege to issue permit to fly with conditions stated in paragraph 4B.1.1 b) of this CAME for aircraft managed under GAM CAMO listed in CAME Chapter 5.7 and maintenance activities stipulated in CAME Chapter 5.9.

4B.2.2 Under Paragraph 10.1.3 of CAD 6802, the nominated ARS after being approved by CAAM to issue PTF shall be authorised by QAM to issue PTF in accordance with this approved procedure.

4B.2.3 The privilege to issue PTF will remain as long as GAM CAMO Approval remains valid.

4B.2.4 In any case when PTF privilege is revoked or due to non-availability of ARS, the PTF request shall be submitted to CAAM in accordance with the procedures stipulated in CAD 8305.

4B.2.5 There are 3 types of PTF issuance covered under this procedure:

a) PTF with Flight Condition

1) PTF with Flight Conditions shall be issued by CAAM once the CAAM is satisfied that the GAM CAMO has fulfilled the following requirements:

- i) submission of an application form CAAM/AW/8305-01 and accompanied by the prescribed fee; and
- ii) the associated Flight Conditions has been approved.

2) Application for the approval of Flight Conditions shall be made in accordance with Airworthiness CAD 8305 Paragraph 4.0, application form CAAM/AW/8305-02.

b) PTF with condition for C of A has not been issued

1) New aircraft

- i) Flight test is not required. A satisfactory production flight test is acceptable.

ii) PTF is not required unless it involves any maintenance activities that required maintenance check flight in accordance with TC Holder approved data.

2) Used aircraft

i) PTF is required when it involves any maintenance activities that required maintenance check flight in accordance with TC Holder approved data. The PTF shall be issued by GAM CAMO authorised ARS.

ii) Upon satisfactory completion of maintenance check flight (if required), the airworthiness flight test shall be carried out in accordance with AFTS approved by CAAM. The PTF shall be issued by GAM CAMO authorised ARS.

c) PTF with condition for Maintenance Flight Test:

1) PTF is required for any maintenance activities stipulated in CAME Chapter 5.9 and maintenance flight test required by the aircraft maintenance manual or any other maintenance data issued by the design approval holder.

2) The PTF shall be issued by GAM CAMO authorised ARS.

4B.2.6 ARS shall assign the PTF reference number to process the PTF application and identify if the requested PTF is for PTF with Flight Conditions or PTF with conditions.

4B.2.7 The nominated ARS shall raise a PTF form GAM/C-022 with the assigned PTF reference number and send to the appointed LAE.

4B.2.8 PTF form shall consists of:

- a) Section A: PTF Application
- b) Section B: PTF Certificate
- c) Section C: PTF Aircrew Briefing

4B.2.9 A new PTF request shall be submitted to ARS for the following conditions:



- a) Additional maintenance task requiring PTF (Initial maintenance task to be included in the new PTF application form)
- b) Issued PTF has expired

4B.2.10 There shall be only one PTF issued for an aircraft at any one time. In the event of a new PTF issued, it shall supersede the previous one. This will be annotated in the front page of the PTF form by ARS.

4B.2.11 For any variation or renewal of PTF issued by CAAM, an application for the variation or renewal of PTF shall be made to CAAM using form CAAM/AW/8305-01 and accompanied by the prescribed fee.

4B.2.12 For PTF issuance with:

- a) Flight Conditions, refer to Figure 7;
- b) Condition for C of A has not been issued, refer to Figure 8;
- c) Condition for maintenance check flight, refer to Figure 9.

4B.2.13 Refer CAMP Chapter 5.11 for further details.

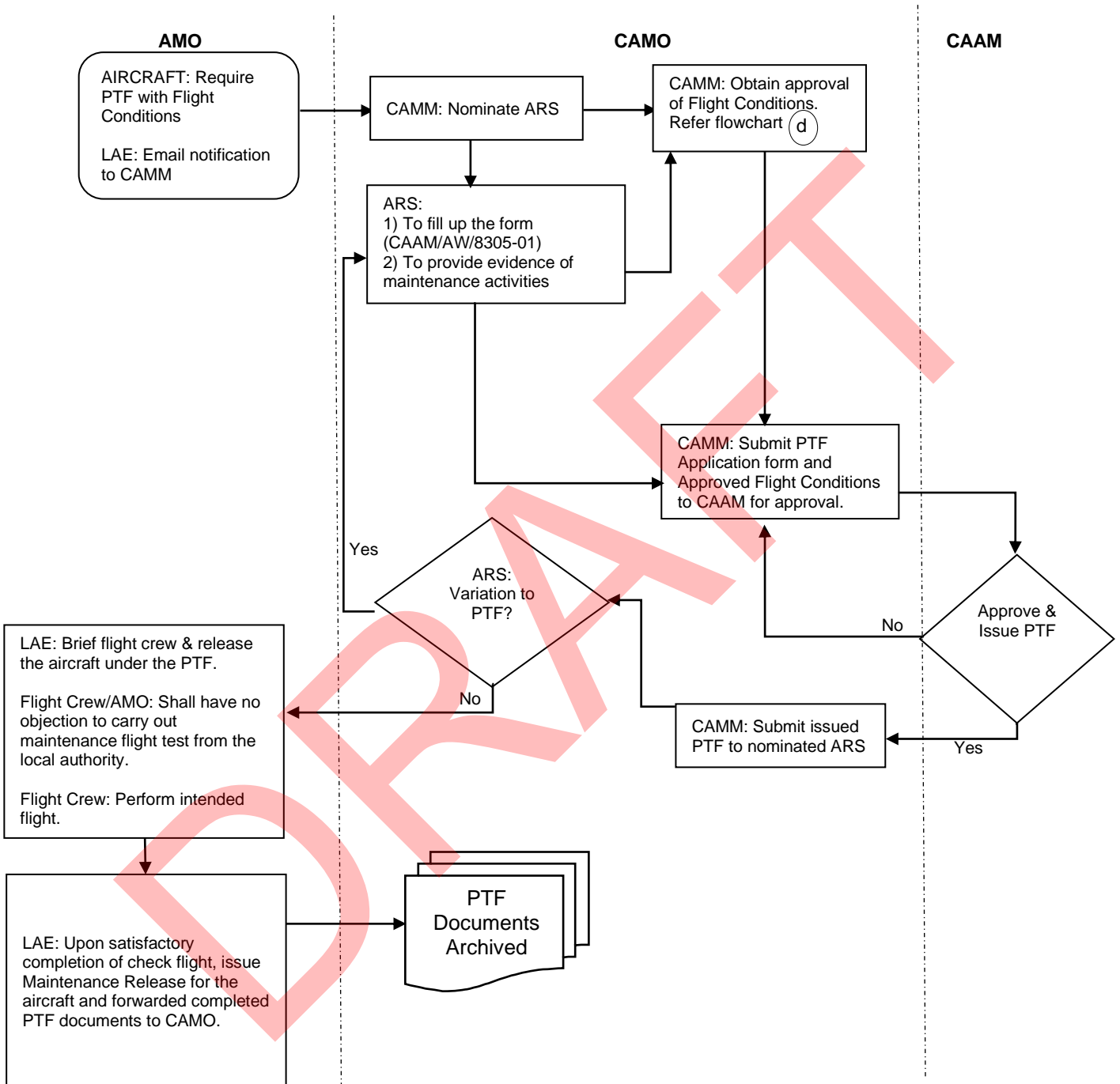


Figure 7 Flowchart for PTF issuance with Flight Conditions

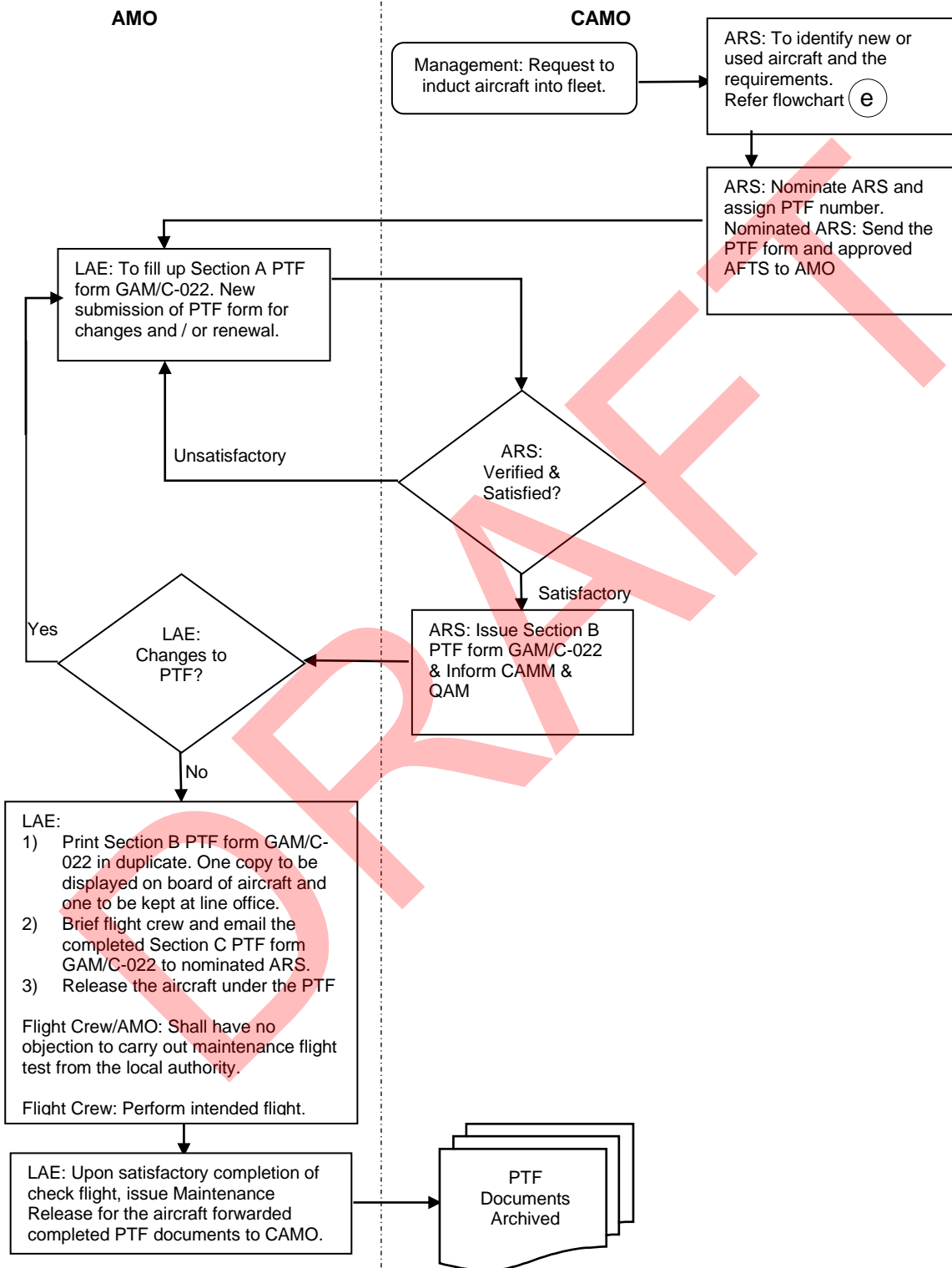


Figure 8 Flowchart for PTF issuance with conditions for C of A has not been issued





Issue No.	3
Revision No.	0

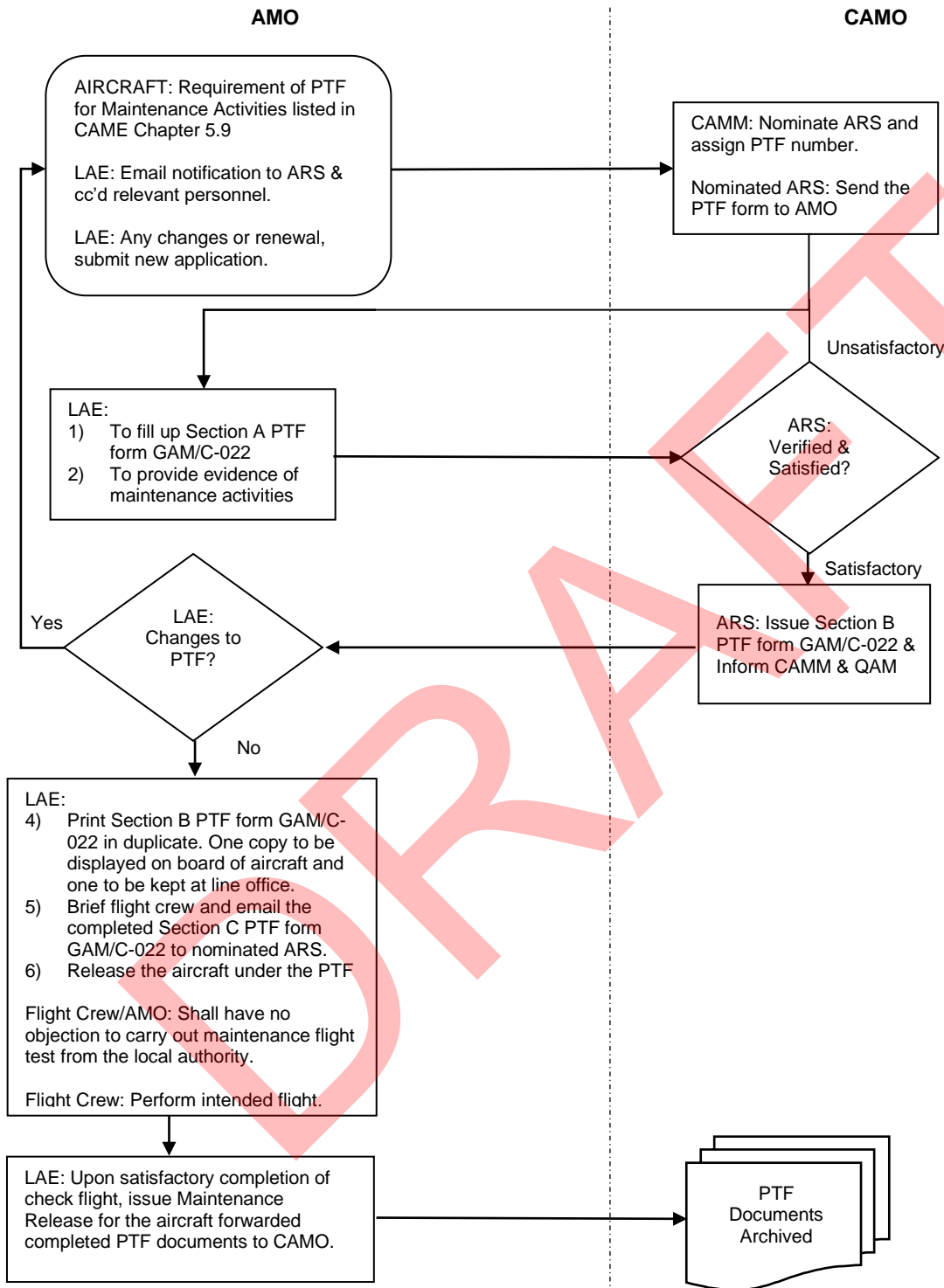


Figure 9 Flowchart for PTF issuance with conditions for Maintenance Flight Test



Issue No.	3
Revision No.	0

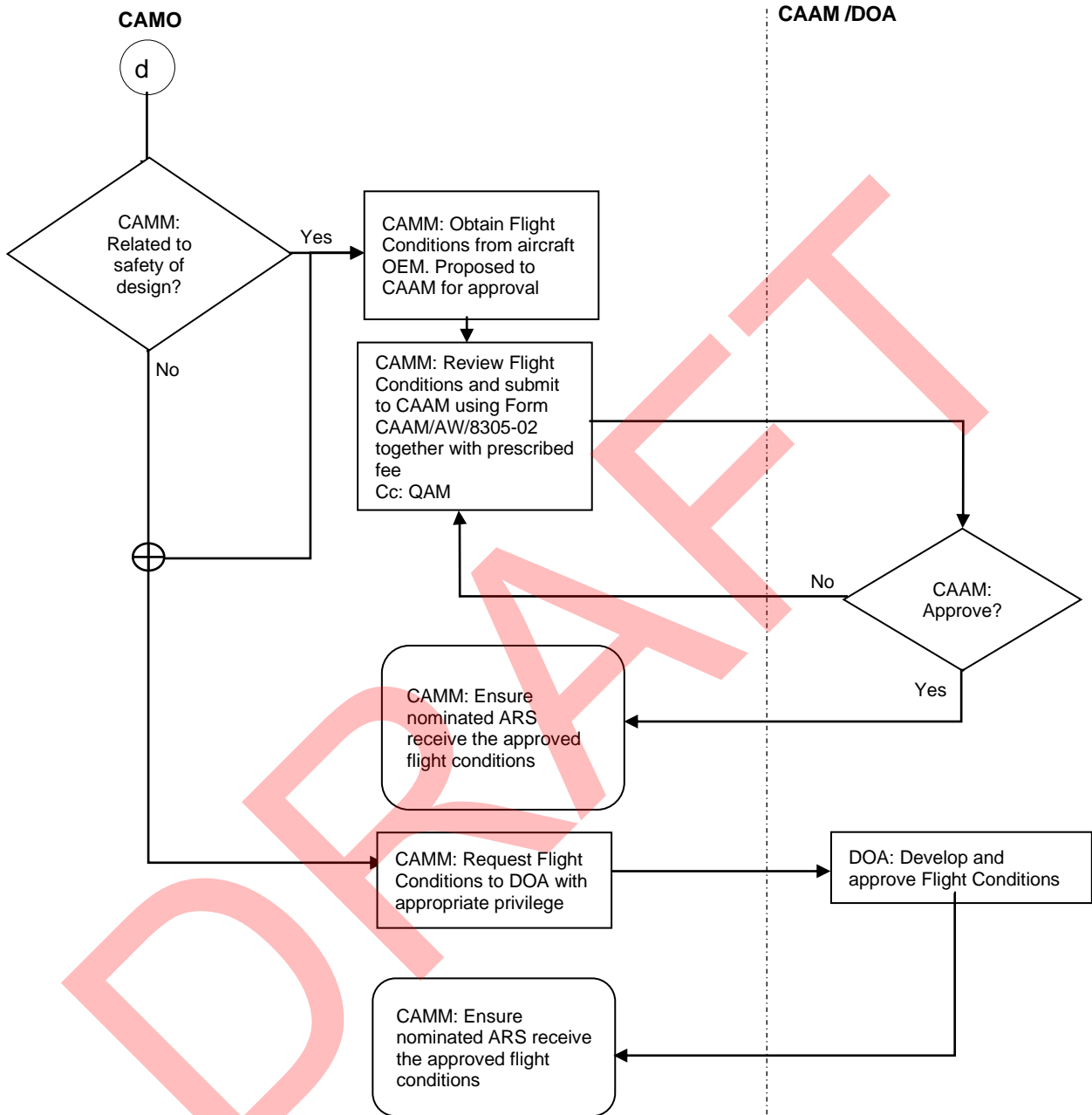


Figure 10 Flowchart (d) for Approval of Flight Conditions



Issue No.	<b>3</b>
Revision No.	<b>0</b>

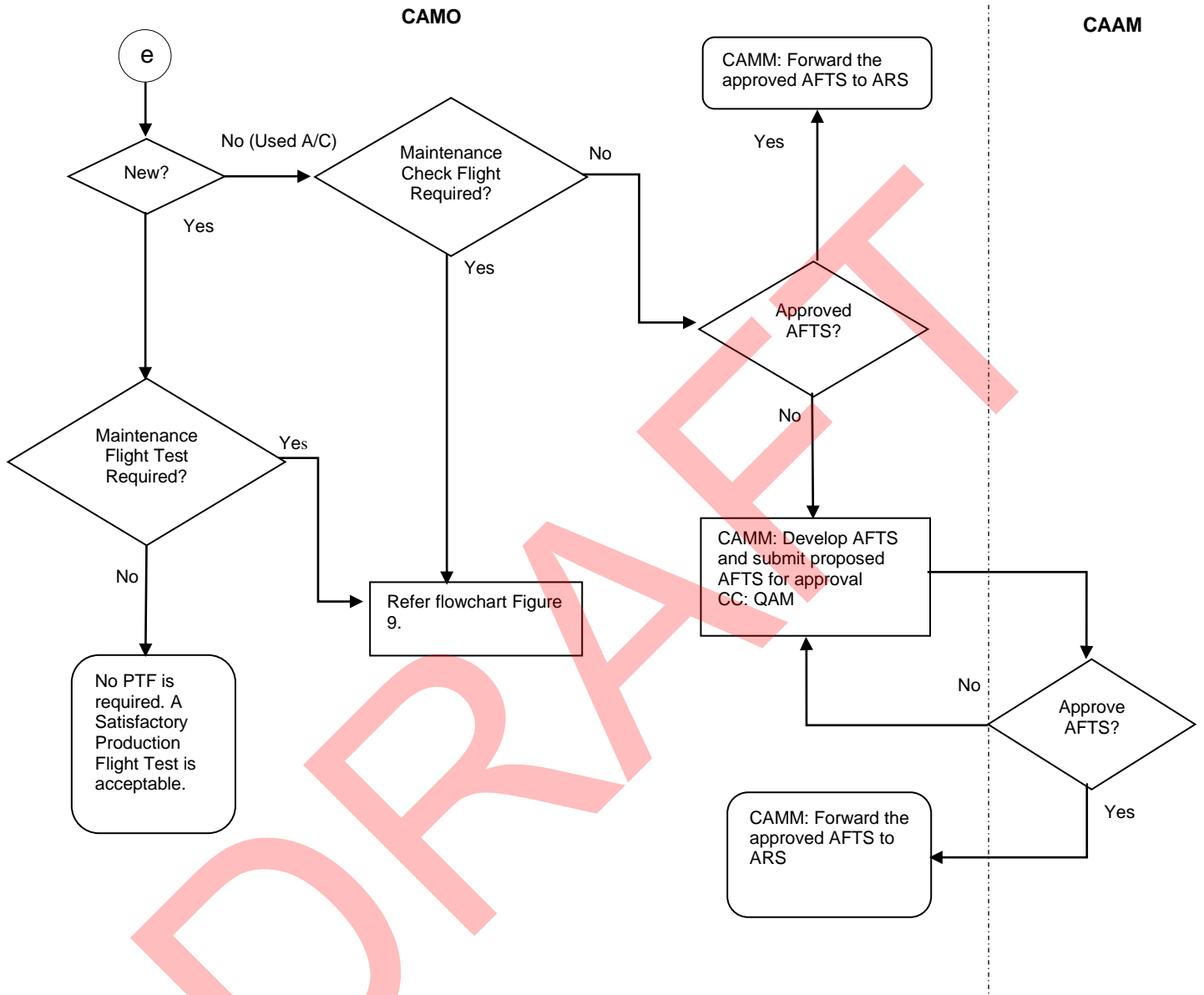


Figure 11 Flowchart (e) for identification of new or used aircraft, and the requirements



### 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:



Issue No.	<b>3</b>
Revision No.	<b>0</b>

- a) Any appropriate qualification held;
- b) List of PTF issued;
- 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.



Issue No.	<b>3</b>
Revision No.	<b>0</b>

#### **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.

**DRAFT**



## **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 1 (06/22)]
- b) Physical Survey Report [GAM/C-003 Rev 0 (12/21)]
- c) Aircraft Journey Log AW139 (GAM/CAMO-008/AW139 REV 3)
- d) Aircraft Journey Log AW189 (GAM/CAMO-008/AW189 REV 1)
- e) Aircraft Journey Log General (GAM/CAMO-008/GEN REV 1)
- f) Aircraft Journey Log B300 (GAM/CAMO-008/B300 REV 0)
- g) Aircraft Journey Log Helang Flying Academy (GAM/CAMO-008/HELANG REV 0)
- h) Aircraft Journey Log A109E (GAM/CAMO-008/A109E REV 0)
- i) Aircraft Journey Log YTL Power Generation (YTL/AW139/001 REV 0)
- j) Aircraft Journey Log Royal Malaysia Police AW139 (PGU/CAMO-008/AW139 Rev 0)
- k) Aircraft Journey Log R66 (GAM/C-008/R66 Rev 0 (02/22))
- l) 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 1 (06/22))

		<p align="center"><b>AIRWORTHINESS REVIEW REPORT</b> GAM/ARR/REGYY/XX</p>	
<b>1. GENERAL INFORMATION</b>			
<b>1.1 CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION (CAMO)</b>			
a. ORGANISATION NAME	b. APPROVAL REFERENCE NUMBER	c. EXPIRY DATE	
<b>1.2 AIRWORTHINESS REVIEW REPORT FOR CERTIFICATE OF AIRWORTHINESS</b>			
a. Issuance	<input type="checkbox"/>	b. Renewal	<input type="checkbox"/>
c. Export	<input type="checkbox"/>	d. Others	<input type="checkbox"/>
e. Remarks:		<i>(Please specify below remarks)</i>	
<b>1.3 AIRWORTHINESS REVIEW PERIOD</b>			
a. From (Last Review) Date, Aircraft Hours/Cycles			
b. To Date, Aircraft Hours/Cycles			
<b>2. AIRCRAFT DETAILS</b>			
<b>2.1 AIRCRAFT</b>			
a. Aircraft Registration			
b. Type, Designation and Series			
c. Serial No.			
d. Current Flight Hours/Cycles			
<b>2.2 ENGINE</b>			
a. Engine Type			
b. Serial No			
c. Hours/Cycles			
<b>2.3 PROPELLER</b>			
a. Propeller			
b. Serial No			
c. Hours/Cycles			
Page 1 of 6		GAM/C-002 Rev 1 (06/22)	

 maintenance . repair . overhaul	<b>AIRWORTHINESS REVIEW REPORT</b> GAM/ARR/REG/YY/XX
--	---

<b>2.4 APU</b>	
a. APU Type	
b. Serial No	
c. Hours/Cycles	


<b>2.5 MAIN ROTOR BLADE</b>	
a. Main Rotor Blade Part No.	
b. Serial No.	
c. Hours/Cycles	


<b>2.6 TAIL ROTOR BLADE</b>	
a. Tail Rotor Blade Part No.	
b. Serial No.	
c. Hours/Cycles	

<b>3. AIRWORTHINESS REVIEW DETAILS</b>
--

<b>3.1 FLIGHT MANUAL / PILOTS HANDBOOK</b>	
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:	

<b>3.2 AIRCRAFT MAINTENANCE PROGRAMME</b>	
a. Maintenance Programme Approval Reference	
b. All scheduled maintenance required by the referenced programme has been carried out	YES <input type="checkbox"/> NO <input type="checkbox"/>
c. Remarks:	

	<b>AIRWORTHINESS REVIEW REPORT</b> GAM/ARR/REG/YY/XX
<b>3.3 DEFECTS</b>	
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:	
<b>3.4 AIRWORTHINESS DIRECTIVES</b>	
a. 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 BI – weekly/AD No./issue no./Date	
III. Engine State of Design Airworthiness Directives BI – weekly/AD No./issue no./Date	
IV. Propeller State of Design Airworthiness Directives BI – weekly/AD No./issue no./Date	
V. Equipment State of Design Airworthiness Directives BI – weekly/AD No./issue no./Date	
b. Remarks:	
<b>3.5 MODIFICATIONS AND REPAIRS</b>	
a. Confirm all modifications and repairs have been approved in accordance with DOA / CAAM	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. Remarks:	
<b>3.6 LIFE LIMITED COMPONENTS</b>	
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:	

		<p align="center"><b>AIRWORTHINESS REVIEW REPORT</b> GAM/ARR/REG/YY/XX</p>	
<b>3.7 AIRCRAFT MAINTENANCE</b>			
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:			
<b>3.8 MASS AND BALANCE STATEMENT</b>			
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			
c. Date aircraft was last weighed			
d. Remarks:			
<b>3.9 AIRCRAFT TYPE DESIGN</b>			
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:			
<b>3.10 NOISE CERTIFICATE</b>			
a. The Noise Certificate, if applicable, corresponds to the configuration of the aircraft		YES <input type="checkbox"/>	NO <input type="checkbox"/>
b. Remarks:			
<b>3.11 AIRCRAFT DOCUMENTATION</b>			
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"/>	



Issue No.	3
Revision No.	0

**Galaxy Aerospace**  
maintenance . repair . overhaul

**AIRWORTHINESS REVIEW REPORT**  
GAM/ARR/REGYY/XX

3.11 AIRCRAFT DOCUMENTATION			
iv. Noise Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
v. Technical/Journey Log (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
vi. Airframe Logbook(s)	<input type="checkbox"/>	<input type="checkbox"/>	
vii. Engine Logbook(s)	<input type="checkbox"/>	<input type="checkbox"/>	
viii. Propeller Logbook(s)	<input type="checkbox"/>	<input type="checkbox"/>	
ix. Modification Record Book	<input type="checkbox"/>	<input type="checkbox"/>	
x. MEL	<input type="checkbox"/>	<input type="checkbox"/>	
xi. Flight Test Report	<input type="checkbox"/>	<input type="checkbox"/>	
xii. Dent and Buckle Chart	<input type="checkbox"/>	<input type="checkbox"/>	

b. Remarks:

---

4. PHYSICAL SURVEY OF AIRCRAFT		
a. Survey Report Reference No (Copy of survey report to the attached to this airworthiness review report)		
b. Date and locations where survey undertaken		
c. All known defects and problems found during the survey have been approximately addressed		YES <input type="checkbox"/>
		NO <input type="checkbox"/>

5. AIRWORTHINESS REVIEW FINDINGS		
Note: All findings must be closed or clarified before a recommendation can be made		
NO	FINDING / DEFECT	REFERENCE / RECTIFICATION

Issue No.	3
Revision No.	0

 <small>maintenance . repair . overhaul</small>	<b>AIRWORTHINESS REVIEW REPORT</b> <b>GAM/ARR/REG/YY/XX</b>
---	--

**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.*



5.1.4 Physical Survey Report (GAM/C-003 Rev 1)

	<b>PHYSICAL SURVEY REPORT</b>	
<b>Survey Report Number</b>	.....	
<b>Aircraft Registration / Serial Number</b>	..... / .....	
<b>Date of Survey</b>	.....	
<b>Place of Survey</b>	.....	
<b>Areas of the Aircraft that were surveyed and resultant findings</b>		
<b>Area</b>	<b>Finding/Defect</b>	<b>Rectification/Action</b>

## PHYSICAL SURVEY REPORT

DETAILS OF PHYSICAL SURVEY	✓ or x				
<ul style="list-style-type: none"> <li>All required markings and placards are installed.</li> </ul> <ol style="list-style-type: none"> <li>Check that the required markings and placards are installed on the aircraft, especially the emergency exit markings instructions and passenger information signs and placards.</li> <li>Check that all installed placards are readable.</li> <li>Check the Flight Manual versus the instruments.</li> <li>Check registration markings, including State of Registry fireproof nameplate.</li> <li>Check engine and aircraft data plates.</li> </ol> <p>Check</p> <ul style="list-style-type: none"> <li>door means of opening</li> <li>each compartment's weight/load limitation/placards stating limitation on contents,</li> <li>passenger information signs, including no smoking signs, emergency exit marking,</li> <li>Compass card,</li> <li>cockpit placards and instrument markings,</li> <li>fuelling markings,</li> <li>towing limit markings,</li> <li>inflate tyres with nitrogen,</li> <li>static markings.</li> </ul>					
<ul style="list-style-type: none"> <li>Aircraft complies with its approved Flight Manual.</li> </ul> <ol style="list-style-type: none"> <li>Check that the Aircraft Flight Manual (AFM) is               <ol style="list-style-type: none"> <li>current</li> <li>applicable to the aircraft registration / MSN,</li> <li>that the aircraft conforms to the current amendment of the RFM,</li> <li>reflects the latest revision status as published by the Type Certificate holder.</li> </ol> <table border="1" data-bbox="255 1332 1236 1444"> <tr> <td>AFM No:</td> <td></td> </tr> <tr> <td>Amendment No:</td> <td>Date of Amendment :</td> </tr> </table> </li> <li>Check the conformity of the Flight Manual (FM), with aircraft configuration.               <p>Check:</p> <ul style="list-style-type: none"> <li>Supplement to FM;</li> <li>the impact of modification status on noise and weight &amp; balance;</li> <li>FM limitations.</li> </ul> </li> </ol>	AFM No:		Amendment No:	Date of Amendment :	
AFM No:					
Amendment No:	Date of Amendment :				
<ul style="list-style-type: none"> <li>Aircraft Configuration complies with the approved documentation (including radio/navigation equipment capable of transmission)</li> </ul> <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"> <li>Original Certificate of Registration</li> <li>Original Check C of A, modification/aircraft identification.</li> <li>Check that noise certificate corresponds to aircraft configuration.</li> <li>Certified true copy of the Air Operator Certificate (AOC), if applicable.</li> </ol>					



## 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"> <li>No evident defect currently exists on the aircraft and not addressed in accordance with CAD 6801 paragraph 4.3</li> </ul>	
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"> <li>No inconsistencies exist between the aircraft and the aircraft records as per the review details.</li> </ul> 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.	0

5.1.5 Aircraft Journey Log AW139 (GAM/CAMO-008/AW139 REV 3)

CLIENT/OPERATOR		BASE				AIRCRAFT TYPE				AIRCRAFT REGISTRATION				AIRCRAFT SERIAL NUMBER				 <b>AIRCRAFT JOURNEY LOG</b> (FORM NO: GAM/CAMO-008/AW139 REV. 3) PAGE SERIAL NO: <b>000001</b>		
DATE		PREVIOUS BMRC				NEXT CALENDAR INSP				NEXT HOURS INSP				MEASURING UNITS						
REF DATE						INSP DUE				INSP DUE				FUEL OIL						
FLT. NO.	FUEL UPLIFT		FUEL DEPART		FUEL TOTAL		OIL UPLIFT			AIRWORTHINESS CHECK				PILOT 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	TAKE OFF	LANDING	TOTAL FLT HOUR	LDG	ENGINE HOUR		ENGINE CYCLE	LOAD CYCLE	HOIST LIFT	HOIST HOUR				
FLT. NO.	OPS MTOW > 6400KG		33 < WS < 45 KTS		45 < WS < 60 KTS		CAT. A	TOTAL THIS PAGE	TOTAL BEFORE FLIGHT	TOTAL CARRY FORWARD										
	HOURS	LDG	START	STOP	START	STOP														
NO.	RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND						PILOT / ENGINEER		TIME	NO.	RECTIFICATION(S) TAKEN				MR SIGN**	AUTH	DATE			
							SIGN	AUTH												
**MAINTENANCE RELEASE (MR) STATEMENT		THE WORK RECORDED ABOVE HAS BEEN CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE MCAR FOR THE TIME BEING IN FORCE AND IN THAT RESPECT THE AIRCRAFT/EQUIPMENT IS CONSIDERED FIT FOR RELEASE TO SERVICE.								AIRWORTHINESS CHECK HAS BEEN CARRIED OUT I.A.W APPLICABLE APPROVED MAINTENANCE PROGRAMME.										

Issue No.	3
Revision No.	0


5.1.6 Aircraft Journey Log AW189 (GAM/CAMO-008/AW189 REV 1)

CLIENT/OPERATOR		AIRCRAFT TYPE			AIRCRAFT REGISTRATION			AIRCRAFT SERIAL NUMBER			BASE			ENGINE TYPE		APU TYPE		DATE			 APPROVAL NO: CAMO/2016/03 AIRCRAFT JOURNEY LOG (FORM NO: GAM/CAMO-008/AW189 REV 1) PAGE SERIAL NO: <b>000001</b>		
		AW189												GE CT7-2E1		SAFRAN POWER UNITS e-APU 60							
PREVIOUS BMRC					NEXT CALENDAR INSP					NEXT HOURS INSP					MEASURING UNITS								
REF					INSP					INSP					FUEL								
DATE					DUE					DUE					OIL								
FLT. NO.	FUEL UPLIFT			FUEL DEPART			FUEL TOTAL			OIL UPLIFT			PRE FLIGHT/ TURN AROUND			PILOT ACCEPTANCE							
	LH	RH	AUX	LH	RH	AUX	DEPART	ARRIVAL	ENG 1	ENG 2	APU	GEARBOX	SIGN**	AUTH	TIME	SIGN	AUTH	TIME					
FLT. NO.	PILOT		CO-PILOT		FROM	TO	TIME		LANDING	ENGINE HOUR		ENGINE CYCLE		APU OPERATION		LOAD CYCLE	HOIST						
							TAKE OFF	LANDING		TOTAL FLT	ENG 1	ENG 2	ENG 1	ENG 2	HOUR		CYCLE	HOURS	CYCLE				
FLT. NO.	OPS MTOW > 8300KG			<div style="text-align: center;"> <p>TOTAL THIS PAGE</p> <p>TOTAL BEFORE FLIGHT</p> <p>TOTAL CARRY FORWARD</p> </div>																			
	HOURS		LDG																				
NO.	RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND							PILOT / ENGINEER		TIME	NO.	RECTIFICATION(S) TAKEN					MR SIGN**	AUTH	DATE				
								SIGN	AUTH														
**MAINTENANCE RELEASE (MR) STATEMENT		THE WORK RECORDED ABOVE HAS BEEN CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE M CAR FOR THE TIME BEING IN FORCE AND IN THAT RESPECT THE AIRCRAFT/EQUIPMENT IS CONSIDERED FIT FOR RELEASE TO SERVICE.								DAILY CHECK HAS BEEN CARRIED OUT I.A.W. APPLICABLE APPROVED MAINTENANCE PROGRAMME.													

**Continuing Airworthiness Management Exposition  
(CAME)**

Issue No.	<b>3</b>
Revision No.	<b>0</b>

**5.1.7 Aircraft Journey Log General (GAM/CAMO-008/GEN REV 1)**

CLIENT/OPERATOR				AIRCRAFT TYPE				AIRCRAFT REGISTRATION				DATE								
BASE				ENGINE TYPE				AIRCRAFT SERIAL NUMBER				MEASURING UNITS								
PREVIOUS BMRC				NEXT CALENDAR INSP				NEXT HOURS INSP				 maintenance . repair . overhaul APPROVAL NO: CAMO/2016/03 AIRCRAFT JOURNEY LOG (FORM NO: GAMCAMO-008/GEN REV 1) PAGE SERIAL NO: <span style="color: red; font-weight: bold;">00001</span>								
REF				INSP				INSP								INSP				
DATE				DUE				DUE				DUE								
FLT. NO.	FUEL UPLIFT		FUEL DEPART		FUEL TOTAL		ENG OIL UPLIFT		GEARBOX OIL UPLIFT		HYD OIL UPLIFT		MAINT. PRE FLIGHT / TURN AROUND			PILOT PRE-FLIGHT / TURN AROUND				
	LH	RH	LH	RH	DEPART	ARRIVAL	ENG 1	ENG 2	MAIN	TAIL	ENG 1	ENG 2	SIGN	AUTH	TIME	SIGN	AUTH	TIME		
FLT. NO.	PILOT	CO-PILOT	FROM	TO	TIME					LANDING	ENGINE HOURS		ENGINE 1 CYCLE		ENGINE 2 CYCLE		APPLICABLE PARAMETERS			
					START	TAKE OFF	LDG	S/DOWN	TOTAL FLT		ENG 1	ENG 2	Nf	Ng	Nf	Ng	INT. CONT.	MAX. CONT.	START CYCLE	LOAD CYCLE
FLIGHT AND GROUND RUN TEST/ REPORT	REF	RESULT	SIGN	AUTH	TOTAL THIS PAGE															
					TOTAL BEFORE FLIGHT															
					TOTAL CARRY FORWARD															
FLIGHT NO.	ITEM	RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND						PILOT / ENGINEER		TIME	FLIGHT NO. / ITEM		RECTIFICATION(S) TAKEN				MR SIGN**	AUTH	DATE	
								SIGN	AUTH											
**MR STATEMENT		THE WORK RECORDED ABOVE HAS BEEN CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE MCAR FOR THE TIME BEING IN FORCE AND IN THAT RESPECT THE AIRCRAFT/EQUIPMENT IS CONSIDERED FIT FOR RELEASE TO SERVICE.								DAILY CHECK HAS BEEN CARRIED OUT I.A.W APPLICABLE APPROVED MAINTENANCE PROGRAM.										

Issue No.	3
Revision No.	0



5.1.8 Aircraft Journey Log B300 (GAM/CAMO-008/B300 REV 0)

CLIENT/OPERATOR		AIRCRAFT TYPE		AIRCRAFT REG.		AIRCRAFT SN		BASE		DATE		DAILY INSPECTION					
ROYAL MALAYSIAN POLICE AIR OPERATION UNIT		B300 SUPER KING AIR 350										NAME					
PREVIOUS BMRC				NEXT CALENDAR INSP				NEXT HOURS INSP				MEASURING UNITS		AUTH			
REF		INSP		INSP		FUEL		LBS		SIGN							
DATE		DUE		DUE		OIL		QT		TIME							
FLT. NO.	PRE-FLIGHT CHECKS			PILOT	CO-PILOT	OBSERVER	FROM	TO	TIME			LANDING	ENGINE HOURS		ENGINE CYCLE		
	SIGN	AUTH	TIME						TAKEOFF	LANDING	TOTAL		ENG 1	ENG 2	ENG 1	ENG 2	
TOTAL FLIGHT HOURS IN THIS PAGE																	
TOTAL BEFORE FLIGHT																	
TOTAL CARRY FORWARD																	
FLT. NO.	FUEL REMAINING				FUEL UPLIFT				FUEL TOTAL				OIL UPLIFT				
	LH	RH	AUX LH	AUX RH	LH	RH	AUX LH	AUX RH	LH	RH	AUX LH	AUX RH	ENG 1 LH	ENG 1 RH	ENG 2 LH	ENG 2 RH	
NO.	RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND					PILOT / ENGINEER		TIME	NO.	RECTIFICATION(S) TAKEN				MR SIGN**	AUTH	DATE	TIME
						SIGN	AUTH										
**MAINTENANCE RELEASE (MR)		THE WORK RECORDED ABOVE HAS BEEN CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE MCAR FOR THE TIME BEING IN FORCE AND IN THAT RESPECT THE AIRCRAFT/EQUIPMENT IS CONSIDERED FIT FOR RELEASE TO SERVICE.															


**Continuing Airworthiness Management Exposition  
(CAME)**

Issue No.	<b>3</b>
Revision No.	<b>0</b>

**5.1.9 Aircraft Journey Log Helang Flying Academy (GAM/CAMO-008/HELANG REV 0)**

CLIENT/OPERATOR 		AIRCRAFT TYPE		AIRCRAFT REGISTRATION		AIRCRAFT SERIAL NUMBER		BASE		 APPROVAL NO: CAMO/2016/03 AIRCRAFT JOURNEY LOG (FORM NO: GAM/CAMO-008/HELANG REV 0)																											
CAAM ATO.FTO PREVIOUS BMRC		ENGINE TYPE		DEFERRED DEFECT NEXT DUE		DATE		MEASURING UNITS																													
								FUEL LBS/KG OIL QT/LITRE																													
				NEXT CALENDAR INSP		NEXT HOURS INSP																															
REF				INSP				INSP																													
DATE				DUE				DUE																													
FLT. NO.	FUEL		FUEL TOTAL		ENGINE OIL		PRE FLIGHT / TURN AROUND		PILOT ACCEPTANCE		COMMANDER	CO-PILOT / STUDENT	<table border="1"> <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																																				
	REMAINING	UPLIFT	DEPART	ARRIVAL	UPLIFT	STATUS	SIGN	AUTH.	TIME	SIGN	AUTH.	TIME																									
FLT. NO.	FROM	TO	TOTAL FLIGHT TIME		TOTAL FLIGHT TIME		OPERATING TIME (VEMD)	LANDING	VEMD FLIGHT	ENGINE HOURS	N1/NG CYC.	N2/NF CYC.																									
			START	T/OFF	LDG	S/DOWN																															
AFTER LAST FLIGHT INSPECTION			TOTAL THIS PAGE		TOTAL BEFORE FLIGHT		TOTAL CARRY FORWARD																														
UPLIFT (Qt.)	ENG.	HYD.	MGB	TGB																																	
SIGN:			APPROVAL:		DATE:																																
*AFTER LAST FLIGHT INSPECTION CARRIED OUT I.A.W. APPROVED MAINTENANCE PROGRAMME																																					
FLIGHT NO.	ITEM	RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND				PILOT / ENGINEER SIGN AUTH		TIME	FLIGHT NO. ITEM		RECTIFICATION(S) TAKEN		MR SIGN*	AUTH	DATE																						
*MR STATEMENT	THE WORK RECORDED ABOVE HAS BEEN CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE MCAR FOR THE TIME BEING IN FORCE AND IN THAT RESPECT THE AIRCRAFT/EQUIPMENT IS CONSIDERED FIT FOR RELEASE TO SERVICE.																																				

5.1.10 Aircraft Journey Log A109E (GAM/CAMO-008/A109E REV 0)

CLIENT/OPERATOR				AIRCRAFT TYPE				AIRCRAFT REGISTRATION				DATE				 maintenance . repair . overhaul APPROVAL NO: CAMO/2016/03 AIRCRAFT JOURNEY LOG (FORM NO: GAM/CAMO-008/A109E REV 0) PAGE SERIAL NO: <b>000001</b>			
BASE				ENGINE TYPE				AIRCRAFT SERIAL NUMBER				MEASURING UNITS							
												FUEL OIL      KG QT OIL            QT							
PREVIOUS BMRC				NEXT CALENDAR INSP				NEXT HOURS INSP											
REF				INSP				INSP											
DATE				DUE				DUE											
FLT. NO.	FUEL UPLIFT		FUEL DEPART		FUEL TOTAL		ENG OIL UPLIFT		GEARBOX OIL UPLIFT		HYD OIL UPLIFT		MAINT. PRE FLIGHT INSPECTION			PILOT PRE-FLIGHT / TURN AROUND			
	LH	RH	LH	RH	DEPART	ARRIVAL	ENG 1	ENG 2	MAIN	TAIL	ENG 1	ENG 2	SIGN	AUTH	TIME	SIGN	AUTH	TIME	
FLT. NO.	PILOT	CO-PILOT	FROM	TO	TIME		LANDING		ENGINE HOURS		ENG CYCLE		CARGO HOOK		HOIST				
					TAKE OFF	LDG	TOTAL FLT		ENG 1	ENG 2	ENG 1	ENG 2	HOURS	CYCLE	HOURS	CYCLE			
					TOTAL THIS PAGE														
					TOTAL BEFORE FLIGHT														
					TOTAL CARRY FORWARD														
FLIGHT NO.		ITEM		RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND				PILOT / ENGINEER		TIME	FLIGHT		RECTIFICATION(S) TAKEN				MR SIGN**	AUTH	DATE
								SIGN	AUTH		NO.	ITEM							

5.1.11 Aircraft Journey Log YTL Power Generation (YTL/AW139/001 REV 0)

<b>AIRCRAFT JOURNEY LOG</b>											AIRCRAFT JOURNEY LOG (FORM NO: YTL/AW139/001 REV 0) PAGE SERIAL NO.:									
DATE				ACFT TYPE		S / NO.		REGN		MTOW > 6400KG										
SECTOR NO.	PRE-FLT	FUEL UPLIFT	FUEL ON BOARD	FUEL		PILOT	FROM	TO	TIME		NO. OF LANDING	ENGINE TIME		ENGINE START CYCLE		CAT. A TRAINING	HOURS	LDG		
1	2	3	4	STARTUP	S/DOWN				TAKE OFF	LANDING		ENG 1	ENG 2	ENG 1	ENG 2					
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
AIRWORTHINESS CHECK			SECTOR NO.	33 < WS < 45 KTS		45 < WS < 60 KTS		TOTAL THIS PAGE					AFTER LAST FLIGHT (LAE/TYPE RATED PILOT)							
SIGN				START	STOP	START	STOP	CARRIED FORWARD					SIGN							
AUTH			4	TOTAL							AUTH									
DATE			5	AMOUNT OIL / LUBRICATION UPLIFT (QT) AND STATUS - TICK IF SATISFACTORY													DATE			
TIME			6	COMPONENT				ENG NO.1	ENG NO.2	MGB	IGB	TGB	HYD							
			7	AMOUNT / STATUS											TIME					
			8	REMARKS																
PREVIOUS MRC			NEXT CALENDAR INSPECTION				NEXT HOURS INSPECTION				**MAINTENANCE RELEASE (MR) STATEMENT									
REF			INSP		**THE WORK RECORDED BELOW HAS BEEN CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE MALAYSIAN CIVIL AVIATION REGULATIONS FOR THE TIME BEING IN FORCE, AND IN THAT RESPECT, THE AIRCRAFT / EQUIPMENT IS CONSIDERED FIT FOR RELEASE TO SERVICE															
DATE			DUE																	
NO.	RECORD OF DEFECT(S), ENTER 'NIL' IF NO DEFECT FOUND						PILOT / LAE SIGN	AUTH	NO	RECTIFICATION(S) TAKEN				MR SIGN**	AUTH	DATE				


YTL HANGAR, SULTAN ABDUL AZIZ SHAH AIRPORT, 47200 SUBANG SELANGOR D.E TEL/FAX: +603-78464006, EMAIL: flightops@islandair.com.my,



**Continuing Airworthiness Management Exposition  
(CAME)**

Issue No.	3
Revision No.	0


5.1.12 Aircraft Journey Log Royal Malaysia Police AW139 (PGU/CAMO-008/AW139 Rev 0)


CLIENT/OPERATOR ROYAL MALAYSIA POLICE AIR OPERATION FORCE		AIRCRAFT TYPE AW139				BASE		AIRCRAFT REGISTRATION			AIRCRAFT SERIAL NUMBER		 AIRCRAFT JOURNEY LOG FORM NO : PGU/CAMO-008/AW139 REV. 0 PAGE SERIAL NO:				
DATE		PREVIOUS BMRC		NEXT CALENDAR INSP		NEXT HOURS INSP		MEASURING UNITS									
REF DATE		INSP DUE		INSP DUE		FUEL OIL		KG QT									
FLT. NO.	FUEL UPLIFT		FUEL DEPART		FUEL TOTAL		OIL UPLIFT		AIRWORTHINESS CHECK			PILOT 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	TOTAL BEFORE FLIGHT	TOTAL CARRY FORWARD							
	HOURS	LDG	START	STOP	START	STOP											
NO.	RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND						PILOT / ENGINEER		TIME	NO.	RECTIFICATION(S) TAKEN			MR SIGN**	AUTH	DATE	
	SIGN		AUTH														
** MAINTENANCE RELEASE (MR) STATEMENT		THE WORK RECORDED ABOVE HAS BEEN CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE MCAR FOR THE TIME BEING IN FORCE AND IN THAT RESPECT THE AIRCRAFT/EQUIPMENT IS CONSIDERED FIT FOR RELEASE TO SERVICE.							AIRWORTHINESS CHECK HAS BEEN CARRIED OUT I.A.W APPLICABLE APPROVED MAINTENANCE PROGRAMME.								


5.1.13 Aircraft Journey Log R66 (GAM/C-008/R66 Rev 0 (02/22))

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								
REF		INSP				INSP								
DATE		DUE				DUE								
FLT. NO.	FUEL		FUEL TOTAL		ENGINE OIL		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			
TOTAL THIS PAGE														
TOTAL BEFORE FLIGHT														
TOTAL CARRY FORWARD														
FLIGHT NO.	ITEM	RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND				PILOT / ENGINEER		TIME	FLIGHT		RECTIFICATION(S) TAKEN	MR SIGN**	AUTH	DATE
						SIGN	AUTH		NO.	ITEM				
**MR STATEMENT	THE WORK RECORDED ABOVE HAS BEEN CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE M CAR FOR THE TIME BEING IN FORCE AND IN THAT RESPECT THE AIRCRAFT/EQUIPMENT IS CONSIDERED FIT FOR RELEASE TO								POST-FLIGHT INSPECTIONS HAVE BEEN CARRIED OUT I.A.W APPROVED MAINTENANCE PROGRAMME.					

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

		<b>PERMIT TO FLY (PTF) FORM</b>			
<b>PERMIT TO FLY NO.</b> <small>*FOR A.R.S USE ONLY</small>		THIS PTF SUPERSEDES (IF ANY):			
<b>SECTION A: PTF APPLICATION</b>					
<b>TYPE OF PERMIT TO FLY</b>	<input type="checkbox"/> <b>PTF WITH CONDITIONS FOR MAINTENANCE CHECK FLIGHT</b>		<input type="checkbox"/> <b>PTF WITH CONDITIONS FOR CERTIFICATE OF AIRWORTHINESS HAS NOT BEEN ISSUED</b>		
<b>A/C TYPE</b>	<b>A/C REGISTRATION</b>	<b>A/C SERIAL NUMBER</b>	<b>LOCATION</b>		
<b>REASON FOR PERMIT TO FLY</b>					
<b>WORKPACK/ WORKORDER REFERENCES NO.</b>					
<b>ROUTE OF FLIGHT</b>					
<b>FLIGHT CREW DETAILS (PROVIDE LICENSE COPY)</b>					
	<b>NAME</b>	<b>LICENSE NO.</b>	<b>DESIGNATION</b>		
1.					
2.					
3.					
<b>MAINTENANCE DECLARATION</b>					
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					
<b>REMARKS:</b>					
<b>LICENSE AIRCRAFT ENGINEER (LAE) NAME</b>		<b>SIGNATURE AND AUTHORISATION STAMP</b>		<b>DATE</b>	

		<h3>PERMIT TO FLY (PTF) FORM</h3>	
<b>PERMIT TO FLY NO.</b> <small>*FOR A.R.S USE ONLY</small>		<b>THIS PTF SUPERSEDES (IF ANY):</b>	
<b>SECTION B: PTF CERTIFICATE</b>			
<b>AIRCRAFT REGISTRATION</b>	<b>AIRCRAFT TYPE</b>	<b>AIRCRAFT SERIAL NUMBER</b>	
<p>The aircraft identified above shall be operated in accordance with the flight conditions prescribed below:-</p> <ol style="list-style-type: none"> <li>a. Aircraft shall not fly for the purpose of commercial air transport operations.</li> <li>b. Aircraft shall only fly within Malaysian airspace.</li> <li>c. No flight over congested or densely populated areas, except for take-off and landing.</li> <li>d. Only minimum flight crew and required technical personnel on board.</li> <li>e. Flight crew must have the appropriate license and must be familiar with aircraft configuration and special operational procedures required under these flight conditions.</li> <li>f. Flight shall be conducted in daylight under Visual Flight Rules (VFR) conditions.</li> <li>g. Aircraft shall be maintained in accordance with specific continuing airworthiness arrangement including maintenance instructions and regime under which they will be performed.</li> <li>h. The aircraft maintenance program and related manuals remain applicable.</li> <li>i. The basic Flight Manual and the relevant Supplements remain applicable.</li> <li>j. The Permit to Fly and associated conditions shall be carried on board and displayed in the aircraft in accordance with CAD 8305.</li> <li>k. Additional conditions, restrictions and operating limitations refer to: .....</li> </ol>			
<p>This Permit to Fly is valid for the period from _____ to _____</p>			
<b>Approved by Airworthiness Review Staff:</b>			
<b>Name :</b>		<b>Sign :</b>	
<b>Date :</b>		<b>Stamp :</b>	

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

**SECTION C: PTF AIRCREW BRIEFING**

<p><b>1. BRIEFING BY LAE</b></p> <p>THE AIRCRAFT COMMANDER HAS BEEN BRIEFED ON THE CONDITIONS, RESTRICTIONS AND OPERATING LIMITATIONS ASSOCIATED WITH THE PTF, PRIOR TO THE FLIGHT.</p>	<p><b>2. ACKNOWLEDGMENT BY AIRCRAFT FLIGHT CREW</b></p> <p>I HAVE BEEN BRIEFED BY THE LAE ASSIGNED ON THE CONDITIONS, RESTRICTIONS AND OPERATING LIMITATIONS ASSOCIATED WITH THE PTF.</p>
---	---

NO.	NAME (L.A.E)	SIGNATURE AND AUTHORISATION	DATE	NAME (PILOT AND CO-PILOT)		SIGNATURE AND AUTHORISATION	DATE
				1.	2.		
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	-	-	-	-	-	-
13.	R44	-	-	-	-	-	-	-	-
14.	R66	-	-	-	-	X	X	X	X
15.	Cessna 172S	-	-	-	-	-	-	-	-
16.	Cessna 208	-	-	-	-	-	-	-	-
17.	PC-6	-	-	-	-	-	-	-	-

No	Aircraft Type	Mohamad Khair Shaiful Alam		Reserved		Reserved		Reserved	
		(ARS 07)		(ARS 08)		(ARS 09)		(ARS 10)	
		AR	PTF	AR	PTF	AR	PTF	AR	PTF
1.	AW139	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-
13.	R44	-	-	-	-	-	-	-	-

No	Aircraft Type	Mohamad Khair Shaiful Alam		Reserved		Reserved		Reserved	
		(ARS 07)		(ARS 08)		(ARS 09)		(ARS 10)	
		AR	PTF	AR	PTF	AR	PTF	AR	PTF
14.	R66	-	-	-	-	-	-	-	-
15.	Cessna 172S	-	-	-	-	-	-	-	-
16.	Cessna 208	-	-	-	-	-	-	-	-
17.	PC-6	-	-	-	-	-	-	-	-

**Legends:**

X – Approval for the aircraft type



Issue No.	<b>3</b>
Revision No.	<b>0</b>

### **5.3 List of of Sub-contractors**

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

**DRAFT**



## 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	
			R44	
R66				

### 5.4.2 Contracted AMO

No.	Organization's Name & Address	CAAM Approval No.	Capability	Scope	Maintenance Contract Ref.
1.	Mycopter Aviation Services Sdn. Bhd. Lot 10, Helicopter Centre, Malaysia International Aerospace Centre, Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor Darul Ehsan..	AMO/2017/21	EC120B	Line and Base Maintenance	MYCAS/HFA/ 2018-06/MX



Issue No.	<b>3</b>
Revision No.	<b>0</b>

**5.5 Copy of contracts for sub-contracted work**

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

DRAFT

**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		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	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.	HFA/CAMO/AMP/EC120B		EC120B	9M-HFA (1487)
7.	GASSB/CAMO/AMP/EC120B	9M-GAS (1089)		Gading Air Services Sdn. Bhd.
8.	JBPM/CAMO/AMP/AW189	AW189	9M-BOE (49045) 9M-BOF (49053)	Jabatan Bomba &

NO	AMP REFERENCE	AC TYPE	AC REG. & S/N	OPERATOR
				Penyelamat Malaysia
9.	GASSB/CAMO/AMP/EC155B	EC155B	9M-DSJ (6583)	Gading Air Services 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) 9M-PTC (FL-598) 9M-PTD (FL-680) 9M-PTE (FL-683)	Polis Diraja Malaysia
12.	JAG/CAMO/AMP/R66	R66	9M-BGG (0723) 9M-JAG (1153)	Jag Helicopters Sdn. Bhd.

## 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	AW 139	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	
17.		AW189	9M – BOE	49045	JBPM/RT/06/K/01/2017
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.	Gading Kasturi Sdn Bhd	EC120B	9M – GGB	1275	-
23.	Helang Flying Academy Sdn Bhd	EC120B	9M – HFA	1487	GAM/HFA/CAMO/9M-HFA/2022-07
24.	Jag Helicopters Sdn. Bhd.	R66	9M-BGG	0723	GAM/JAG/CAMO/2021-03
25.			9M-JAG	1153	GAM/JAGSB/CAMO/2022-08

## 5.8 Manpower Resources and Management Tool

Galaxy Aerospace maintenance . repair . overhaul		MANPOWER RESOURCES & MANAGEMENT TOOL			ISSUE NO	2022-01
					REV DATE	10-Aug-22
<b>1 GAM-CAMO FLEET</b>						
YEAR	AC TYPE	QUANTITY	REMARKS			
2016	AW139	2	9M-PMB, 9M-PMC			
	EC120B	1	9M-GGB			
2017	A119	1	9M-PBH (TERMINATED)			
	A109S	1	9M-BFT (TERMINATED)			
	AW139	1	9M-BFU (TERMINATED)			
2018	AW139	1	9M-YPG (TERMINATED)			
	AW139	2	9M-YTL, 9M-PMA			
	AW189	2	9M-BOE, 9M-BOF			
2019	AW139	4	9M-PMD, 9M-PME, 9M-BOC, 9M-BOD			
	A109E	1	9M-BOB			
	BELL429	1	9M-PEC (TERMINATED)			
	EC155B	1	9M-DSJ			
2020	B300	5	9M-PTA, 9M-PTB, 9M-PTC, 9M-PTD, 9M-PTE			
	AW139	1	9M-PMF			
	EC120B	1	9M-HFA			
	R44	1	9M-AMA (TERMINATED)			
2021	AW139	2	9M-JPM, 9M-SAAS			
	EC120B	1	9M-GAS			
2022	R66	2	9M-BGG, 9M-JAG			
TOTAL AIRCRAFT		-	25			
AC/YEAR		-	4			
AC TYPE/YEAR		2	-			
<b>2 MANPOWER</b>						
AVAILABILITY						
	HOURS /DAY	HOURS /WEEK	HOURS /YEAR			
<b>MANAGEMENT</b>						
ACCOUNTABLE MANAGER	3	15	576			
CAMM	8	40	1508			
DEPUTY CAMM	8	40	1508			
QAM	4	20	754			
			4346			
<b>QUALITY ASSURANCE</b>						
FADHIL	4	20	754	REQUIRED HOURS	1684	
AMIRA	4	20	754	REMAINING HOURS	2840	
YUSOFF	4	20	754	STATUS	SATISFACTORY	
IZZUDIN	8	40	1508			
FATIN AYU (PROTÉGÉ)	4	20	754			
			4524			

<b>AIRWORTHINESS REVIEW STAFF</b>					
ISMAIL SULAIMAN	4	20	754	REQUIRED HOURS	5168
AZILLAH	4	20	754	REMAINING HOURS	864
SYAFIQ	8	40	1508	STATUS	<b>SATISFACTORY</b>
SAFARIN	8	40	1508		
KHAIR	8	40	1508		
			<u>6032</u>		
<b>TECHNICAL SERVICE</b>					
YASIR	8	40	1508	REQUIRED HOURS	8758
IZZAD	8	40	1508	REMAINING HOURS	290
AKMAL	8	40	1508	STATUS	<b>SATISFACTORY</b>
AMIRUL (PROTÉGÉ)	8	40	1508		
ZUHAIKHAH (PROTÉGÉ)	8	40	1508		
ASFEENA (PROTÉGÉ)	8	40	1508		
			<u>9048</u>		
<b>MAINT PLANNER</b>					
AZLIZAN	8	40	1508	REQUIRED HOURS	12018
ZUL	8	40	1508	REMAINING HOURS	46
IHSAN	8	40	1508	STATUS	<b>SATISFACTORY</b>
HAFFIZ	8	40	1508		
THAVA	8	40	1508		
HUSNA	8	40	1508		
AMIN (PROTÉGÉ)	8	40	1508		
HUSNINA (PROTÉGÉ)	8	40	1508		
			<u>12064</u>		
<b>TECHNICAL RECORD</b>					
SHAHEERA	8	40	1508	REQUIRED HOURS	8710
YASMIN	8	40	1508	REMAINING HOURS	962
AMANI	8	40	1508	STATUS	<b>SATISFACTORY</b>
HANIS	8	40	1508		
NABILLA	8	40	1508		
FAZUAN (PROTÉGÉ)	8	40	1508		
FATNIN (PROTÉGÉ)	4	20	624		
			<u>9672</u>		
<b>PUBLICATION</b>					
HARLINA	8	40	1508	REQUIRED HOURS	4730
DEANNA	8	40	1508	REMAINING HOURS	418
AQILAH (P)	8	40	1508	STATUS	<b>SATISFACTORY</b>
FATNIN (PROTÉGÉ)	4	20	624		
			<u>5148</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			25		400	
	Annual audit of contracted AMO	16			2		32	AMO: GAM MYCOPTER,
	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	
	Approved Signatory personal file	4			35		140	
GENERAL	Meeting (External)	4	4			16	192	
	Meeting (Internal)	4	4			16	192	
	Training - Continuous	8			4		32	
	Attend	8			5		40	
<b>TOTAL</b>							<b>1684</b>	

**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			25		2000	
	Aircraft physical survey for ARR	40			25		1000	
	ARR	40			25		1000	
	Permit to Fly Issuance	24			31		744	
	Surveillance	8			25		200	
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	CAAMAUDIT
<b>TOTAL</b>							<b>5168</b>	



C. 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			800		1600	
	AMP Development	80			4		354	
	AMP Revision	40			15		600	
	MEL Development	80			4		354	
	MEL Revision	40			15		600	
	AFTS Development	40			2		63	
	MFTS Development	40			2		63	
	Reliability Report	24			28		672	12 (external/operator) - Monthly report 12+4 (Internal) - Monthly + Quarterly
	Mod Record Book	40			25		1000	
	Technical Query	4	10			40	480	
	Aircraft Damage Report	4	10			40	480	
	HUMS	2	30			60	720	
	Supplement Applicability (New)	16				25	400	
	Modification Assessment	16				2	32	
	Repair Assessment	16				5	80	
	Technical Notes	16				2	32	Average 2 TN/year
	Weighing Activities	16				6.25	100	24 Aircraft / 4 year
Used Aircraft Report	160				1	160	1 month per document	
Predelivery Inspection Report	80				1	80	2 weeks per document	
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	232	CAMO - 2/MONTH MRB - 1/MONTH AMP - 15/YEAR MEL - 7/YEAR
<b>TOTAL</b>							<b>8758</b>	

D. CAMO PLANNING DEPARTMENT								
SECTION	ASK (JOB DESCRIPTION)	MHR/TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR/YEAR	REMARKS
<b>CAMO PLANNING</b>	Aircraft Register	1			4		4	
	Set Up Aircraft Configuration Module	160			2		251	
	Aircraft induction bridging to AERONET	80			4		354	
	Monitor AERONET	4		25		100	1200	
	Maintenance Forecast	4		25		100	1200	
	Liaison with operator	4		25		100	1200	
	TIC implementation	1		25		25	300	
	Update AD/SB in AERONET	1		25		25	300	
	Planning Aircraft downtime	4		25		100	1200	
	AMO Coordination	4		25		100	1200	
	Initiate spare request for AD/SB implementation	2		25		50	600	
	Work Order	2				300	600	
	Monitor WO completion	2				300	600	
	Workpack review and acceptance	4				300	1200	
	Update AERONET Tech Log Module	1	30			30	360	
	Update AERONET Aircraft Module	2				300	600	
Forward the completed work order to Technical	1				300	300		
<b>GENERAL</b>	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
<b>TOTAL</b>							<b>12018</b>	

E. TECHNICAL RECORD DEPARTMENT								
SECTION	ASK (JOB DESCRIPTION)	MHR/TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR/YEAR	REMARKS
TECHNICAL RECORD	Retrieve AJL	1	30			30	360	
	Review AJL	1	30			30	360	
	AJL Discrepancy correction	1	30			30	360	
	Transfer AJL data to logbook	1	30			30	360	
	Scan AJL	1	30			30	360	
	AJL filing	1	30			30	360	
	Aircraft logbook identification	1				25	25	
	Update all log book	5			25		125	1500
	Update component log card	2			25		50	600
	Update MRB	4			25		100	1200
	Update AD Compliance to CAAM	1			24		24	288
	Update Certificate Files	1				25		25
	Scan Work package	4				300		1200
	Work package Filing	2				300		600
	Record access	1				25		25
	Storage Facilities Labelling	1				50		50
	Facilities Inspection	1	2				2	24
	Update Record Inventory	1			25		25	300
Update backup harddisk	1			25		25	300	
Scan all records - Aircraft Induction	40				4		177	
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 RECORD - 1/MONTH
	Attend Internal/External Request	4			9		36	AC INDUCTION DOC ACCEPTANCE
<b>TOTAL</b>							<b>8710</b>	

F. 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	Purchase and renew publication subscription	2			30		60	
	Subscribe email notification	1			30		30	
	Publication Register	1			800		800	
	Raise TIC	1			800		800	
	External Publication Distribution	1			800		800	
	Upload into server and controlled computer	1			800		800	
	Make copies of publication for controlled holder	4			50		200	
	Internal Publication Distribution	2			50		100	
	Filing of signed Document Acceptance Statement form	1			400		400	
	Update Publication Master List	2	14			28	336	
	Update backup harddisk	1	14			14	168	
GENERAL	Training -GEN FAM	24			3		72	GENFAM (3 days) x 4 per year
	Training - Continuous Meeting (Internal)	8			4		32	
	Attend Internal/External	4	2			8	96	CAMO - 2/MONTH PUB - 1/MONTH
		4			9		36	AC INDUCTION DOC ACCEPTANCE
						<b>TOTAL</b>	<b>4730</b>	

## 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.		Main rotor blade - Other procedures to protect surfaces 39-A-62-11-01-00A-259A-B	-
4.		Balance weight pocket cover (main rotor blade) - Replacement (remove and install a new item) 39-A-62-11-01-06A-921A-A	-
5.		Top conical ring - Install procedure 39-A-62-21-05-00A-720A-A	-
6.		Main rotor head - Install procedure 39-A-62-22-00-00A-720A-A	If equipped with optional K0160, K0161, K0162 configuration
7.		Lag damper - Install procedure 39-A-62-22-02-00A-720A-A	If lag damper is replaced
8.		Pitch control lever - Install procedure 39-A-62-22-03-00A-720A-A	-
9.		Flapping limiter - Install procedure 39-A-62-22-04-00A-720A-A	If flapping limiter is replaced
10.		Flapping limiter support - Install procedure 39-A-62-22-05-00A-720A-A	-
11.		Droop stop bracket - Install procedure	If droop stop bracket is replaced

No	Maintenance Flight Test (MFT)	Maintenance Task	Condition
12.		39-A-62-22-06-00A-720A-A Anti-rotation block - Install procedure	If replaced the anti-rotation block with a new item
13.		39-A-62-22-07-00A-720A-A Tension link and elastomeric bearing assembly - Install procedure	-
14.		39-A-62-22-08-00A-720A-A Tension link - Install procedure	If new elastomeric bearing is installed
15.		39-A-62-22-09-00A-720A-B Elastomeric bearing - Install procedure	If new elastomeric bearing is installed
16.		39-A-62-22-10-00A-720A-B Droop stop pin – Adjust	-
17.		39-A-62-22-12-00A-271A-A Scissors attachment flange - Install procedure	-
18.		39-A-62-22-15-00A-720A-A Sliding ring – Replacement	If new pitch link is installed
19.		39-A-62-22-17-00A-920A-B Pitch link - Install procedure	-
20.	Tail rotor - Blade track and balance check 39-A-18-10-02-00A-37CA-A	39-A-62-31-01-00A-720A-A Tail rotor blade assembly - Install procedure	If perform maintenance operations on the tail rotor blade after removal from helicopter
21.	OR	39-A-64-11-01-00A-720A-A Blade damper attachment - Install procedure	If new blade damper attachment is installed
22.	39-A-18-10-03-00A-37CA-A	39-A-64-11-02-00A-720A-A Elastomeric bearing - Install procedure	If new elastomeric bearing is installed
23.	(IF A/C EQUIPPED WITH HUMS)	39-A-64-11-03-00A-720A-B Lag damper - Install procedure	If lag damper is replaced
24.	MFTS Reference: GAM/CAMO/AW139/M	39-A-64-21-02-00A-720A-A Top conical ring - Install procedure	If new top conical ring is installed
25.	FTS/RTB	39-A-64-21-03-00A-720A-A Slip ring drive - Install procedure	-
26.		39-B-64-21-04-00A-720A-A Pitch link - Install procedure	If new pitch link is

No	Maintenance Flight Test (MFT)	Maintenance Task	Condition
27.		39-A-64-31-01-00A-720A-A	installed
		Scissors - Install procedure 39-A-64-31-02-00A-720A-A	If new scissors is installed
28.		Sliding control assembly - Install procedure 39-A-64-31-04-00A-720A-A	If new sliding control assembly is installed
		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.		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.		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	Main rotor blade - Install procedure 89-A-62-11-01-00A-720A-A	-
2.		Top conical ring - install procedure 89-A-62-21-03-00A-720A-A	-
3.	MFTS Reference: GAM/CAMO/AW189/M	Lag damper - Install procedure 89-A-62-22-03-00A-720A-A	If lag damper is replaced

No	Maintenance Flight Test (MFT)	Maintenance Task	Condition	
4.	FTS/RTB	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  MFTS Reference: GAM/CAMO/AW189/M FTS/RTB	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
13.			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		If scissor is replaced	



No	Maintenance Flight Test (MFT)	Maintenance Task	Condition
19.		89-A-64-31-02-00A-720A-A Spider and slider assembly - Install procedure 89-A-64-31-04-00A-720A-A	-

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.		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	-
5.		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")

No	Maintenance Flight Test (MFT)	Maintenance Task	Condition
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.		Removal /Installation - Main Rotor Blades AMM 62-11-00,4-1	If installed new or repaired blade, or after interchanged two blades
2.		Assembly - Main Rotor Hub, AMM 62-21-00,4-2	If replaced a main rotor hub or one of its components
3.	Checks and Corrections for Horizontal (Y) and Vertical (Z) Vibrations - Main Rotor AMM 62-00-00,5-1	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.	Flight Test Schedule FLM Section 8.3	Fault finding by vibration analysis AMM 05-50-00,6-13	
9.		Fault finding by vibration analysis with STEADYControl © adjustment equipment AMM 05-50-00,6-14	

No	Maintenance Flight Test (MFT)	Maintenance Task	Condition
10.		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	
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"> <li>1. If Lift Computer Or Lift Transducer Is Replaced, or</li> <li>2. If The Stall Warning System Has Failed In Any Manner Or The Stall Warning Margin Has Changed Without Explanation, or</li> <li>3. In Order To Set A Specific Margin,</li> </ol>
8.	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	

No	Maintenance Flight Test (MFT)	Maintenance Task	Condition
9.		Flight Control System - Rigging and Trim Procedures - F. Ground Adjustable Trim Tab AMM 27-00-00-2	
10.	Power Lever Sense Switch - Adjustment/Test AMM 32-60-09-5	Power Lever Sense Switch - Adjustment/Test AMM 32-60-09-5	
11.	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 Maintenance Activities that requires Maintenance Flight Test

No	Maintenance Flight Test (MFT)	Maintenance Task	Condition
1.	Special Instruction for Reassembling and Flight Testing R44 series helicopter after crating for export AMM 1.700  MFTS Reference: GAM/CAMO/R44/MFT S/MM1.700	Special Instruction for Reassembling and Flight Testing R44 series helicopter after crating for export AMM 1.700	
2.		Collective travel rigging AMM 10.122	
3.		Main Rotor Blade Installation AMM 9.112	
4.	Track and Balance AMM 10.200	Repair of Main Rotor Blade AMM 9.140	
5.	MFTS Reference: GAM/CAMO/R44/MFT S/RTB.	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	Utility Float Main Landing Gear Installation AMM 5.520	

No	Maintenance Flight Test (MFT)	Maintenance Task	Condition
	MFTS Reference: GAM/CAMO/R44/MFT S/RTB..		
9.	Flight Check AMM 2.220	Flight Check for 100-Hour / Annual Inspection AMM 2.200	
10.		12 years Inspection AMM 2.600	
11.	Functional Flight Test of Longitudinal Cyclic Trim Elastic Cords AMM 8.130	Longitudinal Cyclic Trim Elastic Cord AMM 8.130	

5.9.9 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	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	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	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	If replaced one or more pitch change

No	Maintenance Flight Test (MFT)	Maintenance Task	Condition
		Change Rod AMM 62-26-01-061	rods
7.		Removal / Installation – MGB / MRH Assembly AMM 63-00-00-061A.	If a component or MRH assembly is replaced
8.	Compensation - Primary Reference System (In Flight) AMM 34-23-00-821	Removal / Installation - Magnetometer AMM 34-23-02-06	
9.	(Refer FLM Section 8.3)	Removal / Installation - AHRS Removable Memory Module AMM 34-23-04-061	Do the compensation during the exchange of a new memory module
10.		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.	Flight Test Schedule FLM Section 8.3	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	

No	Maintenance Flight Test (MFT)	Maintenance Task	Condition
		Controls AMM 67-10-00-821	
17.		Adjustment - Low Pitch Stop AMM 67-13-01-82	
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	

5.9.10 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	If mixed an

No	Maintenance Flight Test (MFT)	Maintenance Task	Condition
		bearings - Removal/Installation 62-21-49	elastomeric bearing made by "Paulstra" with those made by "Lord" (or "vice versa")
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

5.9.11 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.		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)	MAIN ROTOR AUTOROTATION RPM Adjustment (DMC-429-A-18-10-00-07A-271A-A)	
6.	MAIN ROTOR 4/REV VIBRATION Measuring and	MAIN ROTOR 4/REV VIBRATION Measuring and Reducing	to minimize the main rotor 4/rev vibration in the



No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
	Reducing Vibration Levels (DMC-429-A-18-10-00-02A-372A-A)	Vibration Levels (DMC-429-A-18-10-00-02A-372A-A)	cabin
7.	MAIN ROTOR 4/REV VIBRATION Frahm Tuning Procedures (DMC-429-A-18-10-00-03A-372A-A)	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)	

5.9.12 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	Assembly Instructions for R66 Helicopter Crated for Export AMM 1-80	
2.	Flight Check AMM 5-43	Assembly Instructions for R66 Helicopter Crated for Export AMM 1-80	
3.	MFTS Reference: GAM/CAMO/R66/MFTS/MM5-40	Operation Checks for 100-Hour / Annual Inspection AMM 5-40	
4.		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	

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
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 OMM 72-00-00-700-803	Do the vibration test OMM 72-00-00-750-013	
17.	MFTS Reference: GAM/CAMO/R66/MFTS/MM72-803	400 Hour Inspection OMM 05-21-00-800-801 TABLE 602 Item 18	