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0.3 Management Personnel

- a. The management personnel listed here under Chapter 0.3 are nominated post holders that are required to fill out CAAM Form 4 and be approved by the Civil Aviation Authority of Malaysia (CAAM).

0.3.1 Accountable Manager (AM)

- a. The Accountable Manager has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with CAAM regulations. The duties and responsibilities associated with this post are stated in Para 0.3.5.1 and currently held by Mr. Shamsul Kamar bin Samsudin.

0.3.2 Continuing Airworthiness Management Manager (Camm)

- a. The duties and responsibilities associated with the post of Continuing Airworthiness Management Manager are held by nominated person as stated in para 0.3.5.2, in support of the Accountable Manager. The Camm of GAM-CAMO is currently held by Mrs. Zaty Nadhira binti Mohamed Zuhari
- b. The post holder for continuing airworthiness is responsible for determining what maintenance is required, when it must be performed and by whom and to what standard, in order to ensure the continuous airworthiness of the aircraft being managed.

0.3.3 Quality Assurance Manager (QAM)

- a. The duties and responsibilities associated with this post are currently assumed by Mr. Omar Bin Ahmad in support of the Accountable Manager.
- b. The Quality Assurance Manager is responsible for establishing a quality monitoring program which addresses all of the areas of GAM-CAMO contracted maintenance support, monitoring all sub-contracted activities and monitoring the compliance with CAAM Part M.

0.3.4 Airworthiness Review Staff (ARS)

- a. The duties and responsibilities of Airworthiness Review Staff are as stated in Part 4.
- b. List of Airworthiness Review Staff (ARS) are as stated in Chapter 5.2 of this CAME.

0.3.5 Deputy Continuing Airworthiness Management Manager (Deputy Camm)

- a. The Deputy Camm, when accepted by CAAM, holds a CAAM Form 4 to ensure the CAMO remain in compliance during the absence of Camm for a considerable length.
- b. The duties and responsibilities of Deputy Camm are as stated in para. 0.3.6.x and currently held by Mr Amin Bin Abdullah.

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0.3.6 Duties and Responsibilities

0.3.6.1. Accountable Manager (AM)

- a. In order to run the organisation in a manner that meets the requirements of the Customers and CAAM requirements as applicable, the Accountable Manager has the overall responsibility, including financial, for running the organisation with delegated responsibility for all personnel.
 - i. He is responsible for ensuring that all continuing airworthiness activities can be financed and carried out to the required standards.
 - ii. Responsibility for ensuring that the organisation has sufficient financial and personnel resources for the extent of the actual undertaking.
 - iii. Responsibility for the continuous information to the Management regarding planned and offered services or other changes that affects the Company's activity.
 - iv. Responsibility for ensuring that any charges are paid as prescribed.
 - v. Ensuring the necessary qualified staff with appropriate training.
 - vi. Review the quality system from time to time.
 - vii. To take over the duties and responsibilities of Continuing Airworthiness Management Manager (Camm) and Quality Assurance Manager (QAM) in the event of his/her absence.

0.3.6.2. Continuing Airworthiness Management Manager (Camm)

- a. 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. He will act to ensure that GAM-CAMO responsibilities in the following areas can be met.
 - i. Establishment and development of maintenance programmes for the aircraft managed by GAM-CAMO as required by the customer or CAAM.
 - ii. Preparation and presentation of maintenance programmes to the CAAM for approval.
 - iii. Manage the approval of modifications and repairs.
 - iv. Ensuring modifications and repairs (changes) are carried out to an approved standard.
 - v. Ensuring all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with the CAAM requirement.
 - vi. Ensuring all applicable airworthiness directives and operational directives with a continued airworthiness impact, are applied.

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- vii. Ensuring all known defects is rectified.
- viii. Ensuring coordination of scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts and component inspections to ensure work is carried out properly.
- ix. Ensure the management of all continuing airworthiness records.
- x. Ensuring the mass and balance statement reflects the current status of the aircraft.
- xi. Ensure non-mandatory modification embodiment policy, where appropriate.
- xii. Liaison to the Operator and AMO pertaining the airworthiness issues.
- xiii. Ensure the Certificate of Airworthiness for each aircraft operated by the company remains valid in respect of;
 - a. the airworthiness of the aircraft,
 - b. the expiry date specified on the Certificate of Airworthiness,
 - c. any other condition specified in the Certificate;
- xiv. The amendment and control of the Continuing Airworthiness Management Exposition.

0.3.6.3. Quality Assurance Manager

- a. The Quality Assurance Manager is responsible for the following functions:
 - i. He has direct access to the Accountable Manager in the event that reported non-compliance or discrepancy is not adequately attended by the relevant parties or disagreement over a discrepancy reported.
 - ii. Compliance with Part M requirement.
 - iii. Establishing a Quality Monitoring Programme which addresses all of the areas of GAM's contracted maintenance support (if applicable).
 - iv. Monitoring all sub-contracted activities.
 - v. To review the training needs and to schedule the training as necessary.
 - vi. To ensure the currency of staff's training.
 - vii. Ensuring that the Quality System required by Part M is effective in its application and follow up actions required to address findings are completed. Further details are provided in Part 2 of this CAME.
 - viii. 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

0.3.6.4. Airworthiness Review Staff

- a. The duties and responsibilities of ARS as stated in Part 4.

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0.3.6.5. Deputy Continuing Airworthiness Management Manager

- a. The Deputy CAMM are responsible to assist CAMM as per para. 0.3.6.2

0.3.7 Manpower Resources and Training Policy

0.3.7.1. Manpower Resources

- a. 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.
- b. 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.
- c. Manpower Resources and Management Tool as stated in Part 5 of this CAME (Chapter 5.9 Manpower Resources and Management Tool)

0.3.7.2. Training Policy

- a. 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.
- b. A schedule of required and recommended training is maintained by the Quality Department of Continuing Airworthiness Management. The competency of staff performing the continuing airworthiness activities are also must be checked to ensure the procedures are properly followed. An oral or simulation test shall be performed as an assessment.
- c. Training records and authorisations are required to meet CAAM requirements and must be retained by the QAM. These records are stored in GAM-CAMO record keeping system.
- d. Whenever changes occur to the organisation such as procedures and aircraft types operated, then suitable continuation training will be provided, where necessary.
- e. The organisation will review training needs at intervals not exceeding two years or at more frequent intervals if, and when, significant changes occur to the organisation, procedures and aircraft types operated.
- f. The details of Training Requirement are referred as per CAMP Para 0.7
- g. The type of training that must be conducted by GAM-CAMO are:

0.5.5 DEPUTY CAM MANAGER

- a. The Deputy CAM Manager is responsible to assist CAM Manager with day-to-day activities as per CAME Part 0 para. 0.3.6.2.
- b. He/she will also be additionally assigned with the following tasks:
 - i. sentencing of Technical Instruction Compliance (TIC);
 - ii. preparation of CAMO fleet for yearly forecast on C of A, C of R and any other regulatory requirements with CAAM;
 - iii. monitoring of fees to CAAM for Permit to Fly issuance by GAM;
 - iv. planning and scheduling of aircraft surveillance audit by ARS; and
 - v. any other tasks deem fit by CAM Manager.