

**CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION
MINUTES OF MEETING**

Meeting Subject: MBP Review Meeting	Meeting No.	GAM/CAMO/22/011
	Date	23 May 2022
	Time	9:30 am
	Venue	Emerald Room

Attendees:

No.	Name	Company / Position
1.	Zaty Nadhira binti Mohamed Zuhari	CAMM
2.	'Amir bin Abdullah	Deputy CAMM
3.	Mohd Arifin bin Md Matar	WE
4.	Amira binti Zakaria	QAI
5.	Muhammad Izzudin bin Iberahim	QAI

Absences:

No.	Name	Company / Position
1.		
2.		
3.		
4.		

No.	Agenda/Matters Discussed	Action By	Remarks
1	Opening Remarks		
1.1	Greeting and Introduction by CAMM	For Info	
2	GAM/CAAM/MBP Issue 2 Revision 0		
2.1	<u>All pages</u> a. Reformatting in accordance with CAAM Checklist for Mass and Balance Programme Document (MBPD) CAAM/AW/6805-02	CAAM	
2.2	<u>Cover page</u> a. Updated MBP issue no and date	CAMM	
2.3	<u>I. Foreword</u> a. Chapter added as per CAAM Checklist	CAMM	

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No.	Agenda/Matters Discussed	Action By	Remarks
2.4	<u>II. Table of Content</u> a. Updated table of content as per CAAM Checklist	CAMM	
2.5	<u>III. List of Effective Pages</u> a. LOEP breakdown by MBP Chapter and Subchapter	CAMM	
2.6	<u>IV. Record of Revision</u> a. Added effective date b. Added indirect amendment	CAMM	
2.7	<u>V. Distribution List</u> a. Added location	CAMM	
2.8	<u>VI. Abbreviation & Definitions</u> a. Combined Abbreviation & Definition	CAMM	
2.9	<u>Part 0.1 – Corporate Commitment by the AM</u> a. Amended title Binding Statement to Corporate Commitment by the AM as per CAAM Checklist	CAMM	
2.10	<u>Part 0.2 – General Information and Scope</u> a. Updated as per CAAM Checklist b. 0.2.2 – Amended Perform Aircraft Weighing to Aircraft Mass and Balance Control c. 0.2.2 – CEC Form (GAM/Q-066) to verify d. 0.2.4.4 – typo error MRB	CAMM	
2.11	<u>Part 0.3 – Notification Procedure to the CAAM Regarding Changes to the MBP</u> a. Updated as per CAAM Checklist	CAMM	
2.12	<u>Part 0.4 – MBP Amendment Procedures</u> a. Updated as per CAAM Checklist b. Included Direct and Indirect Amendment	CAMM	
2.13	<u>Part 0.5 – Periodic review of MBP</u> a. Updated as per CAAM Checklist b. To add his/her delegate for MBP review participants	CAMM	
2.14	<u>Part 0.6 – CAMO Surveillance and Audit of MBP Approval under CAMO Quality System</u> a. Updated as per CAAM Checklist	CAMM	
2.15	<u>Part 0.7 – List of Second Level Documents to the MBP</u> a. Updated as per CAAM Checklist	CAMM	
2.16	<u>Part 0.8 – List of Third Level Document to the MBP</u> a. Updated as per CAAM Checklist b. Changes to Form Name	CAMM	
2.17	<u>Part 1.1 – Aircraft Weighing Requirement</u> a. Updated as per CAD and CAAM Checklist	CAMM	
2.18	<u>Part 1.2 – Aircraft Reweighing Interval</u> a. Updated as per CAAM Checklist	CAMM	
2.19	<u>Part 1.3 – Aircraft Weighing AMO</u> a. Updated as per CAAM Checklist	CAMM	
2.20	<u>Part 1.4 – Aircraft Weighing Supervisors</u> a. Updated as per CAAM Checklist	CAMM	
2.21	<u>Part 1.5 – Aircraft Weighing Equipment and its Control</u> a. Updated as per CAAM Checklist	CAMM	


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No.	Agenda/Matters Discussed	Action By	Remarks
2.22	<u>Part 1.6 – Aircraft Weighing Calibration Policy</u> a. Updated as per CAAM Checklist b. To include how WE verify calibration accuracy	CAMM	
2.23	<u>Part 1.7 – Aircraft Weighing Procedures for Different Type of Aircraft Managed</u> a. Updated as per CAAM Checklist	CAMM	
2.24	<u>Part 1.8 – Precautions and Good Practices of Aircraft Weighing</u> a. Updated as per CAAM Checklist b. To add additional requirement if performed not in a fully closed building	CAMM	
2.25	<u>Part 1.9 – Requirement for Independent Weighing Determination</u> a. Updated as per CAAM Checklist b. To verify on the margin with OEM	CAMM	
2.26	<u>Part 2.1 – Procedures for Issuance / Variance and Certification of MBR for the Aircraft</u> a. Updated as per CAAM Checklist b. Added statement MBR is contained in Section 2 of (GAM/C-037)	CAMM	
2.27	<u>Part 2.2 – Qualification of MBR Signatory</u> a. Updated as per CAAM Checklist	CAMM	
2.28	<u>Part 2.3 – Procedures for Approving MBR Signatory</u> a. Updated as per CAAM Checklist	CAMM	
2.29	<u>Part 2.4 – List of MBR Signatory and Their Capability According to Aircraft Type</u> a. Updated as per CAAM Checklist	CAMM	
2.30	<u>Part 2.5 – Procedures to Manage Certification of MBR Outsourced to Contracted CAMO</u> a. Updated as per CAAM Checklist	CAMM	
2.31	<u>Part 2.6 – Procedures to Manage Request for Certification of MBR Received from Other CAMO</u> a. Updated as per CAAM Checklist	CAMM	
2.32	<u>Part 2.7 – MBR Record</u> a. Updated as per CAAM Checklist	CAMM	
2.33	<u>Part 3.1 – Procedures for Issuance / Variance and Certification of MCGS for the Aircraft</u> a. Updated as per CAAM Checklist b. Added statement MCGS is contained in Section 1 of (GAM/C-037)	CAMM	
2.34	<u>Part 3.2 – Qualification of MCGS Signatory</u> a. Updated as per CAAM Checklist	CAMM	
2.35	<u>Part 3.3 – Procedures for Approving MCGS Signatory</u> a. Updated as per CAAM Checklist	CAMM	
2.36	<u>Part 3.4 – List of MCGS Signatory and Their Capability According to Aircraft Type</u> a. Updated as per CAAM Checklist	CAMM	
2.37	<u>Part 3.5 – Procedures to Manage Certification of MCGS Outsourced to Contracted CAMO</u> a. Updated as per CAAM Checklist	CAMM	

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2.38	<u>Part 3.6 – Procedures to Manage Request for Certification of MCGS Received from Other CAMO</u> a. Updated as per CAAM Checklist	CAMM	
2.39	<u>Part 3.7 – MCGS Record</u> a. Updated as per CAAM Checklist	CAMM	
2.40	<u>Part 4 – Loading Schedule</u> a. All reserved	CAMM	
2.41	<u>Part 5.1 – Procedures to Update and Maintain a Current and Continuous Record of the Mass and CG of the Operated Aircraft Including Updating of MBR and MCGS</u> a. Updated as per CAAM Checklist	CAMM	
2.42	<u>Part 6 – On-Board Mass and Balance System</u> a. All reserved	CAMM	
2.43	<u>Part 7 – Operational Mass Values</u> a. All reserved	CAMM	
2.44	<u>Part 8 – Passenger Weighing Survey Plan and the Statistical Analysis Method</u> a. All reserved	CAMM	
2.45	<u>Part 9 – Operator’s Mass and Balance Control Reporting System</u> a. All reserved	CAMM	
2.46	<u>Part 10 – Computerised Mass and Balance Control System</u> a. All reserved	CAMM	
3	Closing		
3.1	Meeting adjourned at 11.30 am	Nil	For information

Prepared by	AMIR BIN ABDULLAH
Signature	
Date	24 May 2022

Verified by	ZATY NADHIRA BINTI MOHAMED ZUHARI
Signature	
Date	24 May 2022