



Audit Report

Report No.	IAR-2020/009
Area / Scope	GAM-CAMO
Date of audit	24/01/2020

A		AUDIT DETAILS
1.	Copy to	CAMO Manager
2.	Purpose	The objective of the internal audit is to check compliance of GAM-CAMO to add rating on CAMO capability for aircraft type Beechcraft King Air B300.
3.	Reference	1. MCAR 2016
		2. CAAM AN6101
		3. CAAM AN6102
		4. GAM CAME Issue 2 Amendment 1
4.	Auditor	1. Mohamad Khair Bin Shaiful Alam
		2. Salman Bin Abu Zarim
B		AUDIT SUMMARY
1.	<p>An internal audit of Galaxy Aerospace (M) Sdn Bhd for Continuing Airworthiness Management Organisation (CAMO) was performed on 24th January 2020 at Head Quarters office, located at Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre Sultan Abdul Aziz Shah Airport, 47200, Subang, Selangor. Audit started at 10:00 in the morning and ended at 12:30 in the afternoon.</p> <p>This audit carried out to follow up an initial audit on CAMO capabilities on additional rating (Beechcraft King Air B300), report number IAR-2019/049, dated on 24th September 2019.</p> <p>The GAM QA auditor consist of Mohamad Khair Bin Shaiful Alam (QAI) and Salman Bin Abu Zarim (QAM). The GAM auditees consist of CAMO Manager, Zaty Nadhira Binti Mohamed Zuhari, Technical Record Officer, Zulkarnean Bin Ibrahim, Technical Publication Officer, Nur Nabilla Binti Mohd Hasnan and Technical Planning Executive, Siti Aishah Binti Mansor.</p> <p>Audit was performed as per checklist prepared, MOC Checklist (GAM/Q-033) and Audit Checklist (GAM/CAMO-009). Audit methodology are through documents review, interview with key personnel, and observation at the work place. Reference was made to the CAAM Malaysia Civil Aviation Regulations and Airworthiness Notices for compliance.</p> <p>Reference Documents:</p> <ol style="list-style-type: none"> 1. Management of Change, GAM/MOC/19/0021 2. MOC checklist form, GAM/Q-033 3. Audit Checklist form, GAM/Q-009 4. Publication Master Listing, GAM/CAMO-023, Latest dated 22/01/2020 5. Draft Continuing Airworthiness Management Exposition, Ref.: GAM/CAAM/CAME, Issue 2, Revision 3. 6. Application for CAMO Approval form to Add variation CAAM/AW/6102-1 7. Certificate of Approval, CAAM Approval no. CAMO/2016/03 8. Tender Bidding Documents, Tender No. KDN/PL 35/2019-PT 9. Airworthiness Review Staff Compliance Checklist. Doc. Reference GAM/DCAM/CAME 	

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A. GENERAL

- i. The application form CAAM/AW/6102-1 is available. The form has been filled and ready to submit by CAMO Manager for add variation. – **Found satisfactory.**
- ii. Draft CAME was prepared which include the aircraft Beechcraft King Air B300. Draft CAME was amended on Part 0.2, 5.2, and 5.9. Once approved by CAAM, Beechcraft King Air B300 will be include in CAME Issue 2, Revision 3. – **Found satisfactory**
- iii. The purpose of add variation aircraft Beechcraft King Air B300 is to bid tender from Kementerian Dalam Negeri (KDN) belongs to Pasukan Gerakan Udara (PGU). The tender form (Reference no. 9) is shown and available. – **Found satisfactory**
- iv. Approved Aircraft Maintenance Programme (AMP) for Beechcraft King Air B300 available. Reference No.: RMPAU/KA300/08/01, Issue 3, Revision 1, dated 20 June 2018. Current AMP does not specify GAM's Line and Base Maintenance approved location and requires review due to new issue on Airworthiness Limitation Chapter on Airframe Maintenance Manual. – **NCR No. 1 Raised.**

B. MAINTENANCE DATA AND PUBLICATION

- i. Publication Master Listing, GAM/CAMO-023, dated 22/01/2020 shows all publication related to the aircraft. The maintenance publication for Beechcraft King Air B300 was checked. It was found out that the publication is currently updated to the latest revision. – **Found satisfactory**
- ii. The publication currently is controlled and kept in form of soft copy (online access required).
- iii. Maintenance Record such as Aircraft Journey Log, Engine Log Book, Airframe Log Book, Modification Book, and Component Log Card for the aircraft being applied is not available. Based on feedback from auditee, all the data and records will be obtained by Galaxy Aerospace (M) Sdn. Bhd. once the contract is sign and finalise. The maintenance record and data will be transferred to GAM CAMO from existing CAMO.

C. MANPOWER / PERSONNEL

- i. Manpower Resources on CAMO staff section show positive indication due to additional 2 new staff. Both personnel will be joining GAM-CAMO on 3rd February 2019.

Name	Experience
NOR SHAHEERA IDAYU BT MUSTAFA	10 Years in Aviation Industry from Systematic Aviation Services
AINAA ANIYAH BT SHAMSUDDIN	10 Years in Aviation Industry from Weststar Aviation Services

- ii. Manpower Resources on Quality assurance section show positive indication. Currently QA department consist of 5 auditor including QA Manager.
- iii. 5 personnel were nominated as ARS for this aircraft type. ARS compliance checklist was raised to evaluate capability each individual. (Reference no. 9).



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Name	Staff Number
Hairee Bin Mat	8103
Ismail Bin Sulaiman	8051
Azillah Bin Matap	8054
Mohamad Syafiq Bin Ismail	Joining in March
Amran Shah Bin Masnon	Joining in March

D. FACILITIES

- i. GAM CAMO office found satisfactory in term of working space, lighting and cleanliness to accommodate current CAMO personnel to perform their tasking.
- ii. As per MOC raised, maintenance record storage area / room found not sufficient to accommodate the records for numbers of aircraft. Current storage area is full with other aircraft records / files. – **NCR No. 2 Raised.**
- iii. Internet connection in GAM CAMO office is found sufficient enough due to upgrade router recently.
- iv. 1 Printer is available to be used in CAMO area. 4 printers on other department can be easily access by camo personnel.

E. TOOLS AND EQUIPMENT

- i. N/A

2. Findings / observation

Observation:

No Observation.

Findings:

Minor:

- 1) Approved Aircraft Maintenance Programme (AMP) for Beechcraft King Air B300 available. Reference No.: RMPAU/KA300/08/01, Issue 3, Revision 1, dated 20 June 2018. Current AMP does not specify GAM's Line and Base Maintenance approved location and requires review due to new issue on Airworthiness Limitation Chapter on Airframe Maintenance Manual. – **Ref: CAAM AN6102 Para 11.2(a)**
- 2) Maintenance record storage area / room found not sufficient to accommodate the records for numbers of aircraft. Current storage area is full with other aircraft records / files. – **Ref: CAAM AN6102 Para 17.0.**



Major:

No major findings.



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3.	<p>Conclusion</p> <p>GAM CAMO is qualified for additional of aircraft Beechcraft King Air B300 in CAMO Scope of Work provided that all findings are cleared and verified by Quality Assurance Department (QAD) prior submission to CAAM.</p>
4.	<p>Prepared by</p> <p><u>Signature:</u>  <u>Date:</u> 24/1/2020</p> <p>MOHAMAD KHAI</p>
5.	<p>Approved by</p> <p><u>Signature:</u>  <u>Date:</u> 24/1/2020</p> <p>SALMAN BIN ABU ZARIM Quality Assurance Manager Galaxy Aerospace (M) Sdn Bhd (1040762-D)</p>
6.	<p>Distribution</p> <p><input checked="" type="checkbox"/> Accountable Manager Date:</p> <p><input type="checkbox"/> Others Date:</p>



Non Compliance Request

Audit reference:

IAR-2020/009

NCR No.

1

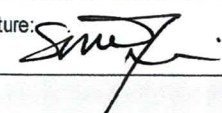
INTERNAL AUDIT / SURVEILLANCE FINDINGS

Part I – FINDING SECTION

COMPANY: Galaxy Aerospace (M) Sdn. Bhd.	PERIOD: 1 Days
LOCATION: GAM CAMO Office	AREA: GAM-CAMO
TYPE: AUDIT SURVEILLANCE	
REFERENCE: CAAM AN6102 Para 11.2(a), CAME Para 1.2	LEVEL OF FINDING: <ul style="list-style-type: none"> <input type="checkbox"/> Level 1 – Require immediate actions <input checked="" type="checkbox"/> Level 2 – Rectify within 30 days <input type="checkbox"/> Level 3 – Rectify within 3 months

FINDING:

Approved Aircraft Maintenance Programme (AMP) for Beechcraft King Air B300 available. Reference No.: RMPAU/KA300/08/01, Issue 3, Revision 1, dated 20 June 2018. Current AMP does not specify GAM's Line and Base Maintenance approved location and requires review due to new issue on Airworthiness Limitation Chapter on Airframe Maintenance Manual.

Auditor: Salmen Abu Zaim	Date: 24/11/2020	Signature: 
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Part II – CORRECTIVE ACTIONS

CURRENT APPROVED AMP REF. RMPAU/KA300/08/01 ISSUE 3 REV 1 DATED 20 JUNE 2018 HAS BEEN REVIEWED AND FOUND TO BE NOT ^{IN} COMPLIANCE WITH CURRENT MANUAL REVISION.

GAM AMP REF. RMPAGF/CAMO/AMP/B300 ISSUE 1 REV 0 DATED 12 JANUARY 2020 HAS BEEN PREPARED AND TO REVIEW WITH OPERATOR ONCE ^{CAMO} CONTRACT ESTABLISHED.

Auditee: ZATY NADHIRA BINTI MOHAMED ZUHARI Continuing Airworthiness Management Manager Galaxy Aerospace (M) Sdn Bhd (1060262-D)	Date: 28/01/2020	Signature: 
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Part III – STATUS (The corrective actions have been reviewed, verified and found to be:)

Status: Pending. QA dept. to be notify once finalised.

Verified by Auditor: Salmen Abu Zaim	Date: 28/01/2020	Signature: 
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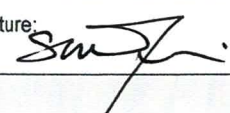
INTERNAL AUDIT / SURVEILLANCE FINDINGS

Part I – FINDING SECTION

COMPANY: Galaxy Aerospace (M) Sdn. Bhd.	PERIOD:	1 Days
LOCATION: GAM CAMO Office	AREA: GAM-CAMO	
TYPE: AUDIT SURVEILLANCE		
REFERENCE: CAAM AN6102 Para 17.0 & CAME Para 1.3.2	LEVEL OF FINDING:	<input type="checkbox"/> Level 1 – Require immediate actions <input checked="" type="checkbox"/> Level 2 – Rectify within 30 days <input type="checkbox"/> Level 3 – Rectify within 3 months

FINDING:

As per reference above, it was found that maintenance record storage area / room found not sufficient to accommodate the records for expand numbers of aircraft. Current storage area is full with other aircraft records / files.

Auditor	Salman Abu Zaim	Date: 24/11/2020	Signature: 
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Part II – CORRECTIVE ACTIONS

RECORDS HAVE BEEN REARRANGED AND FOR RECORDS MORE THAN 1 YEAR HAVE BEEN ARCHIVED. # SUFFICIENT SPACE HAS BEEN ALLOCATED FOR INCOMING B300 FLEET (5 AIRCRAFT) AND LABELLED.

Auditee	ZATY NADHIRA BINTI MOHAMED ZUHARI Continuing Airworthiness Management Manager Galaxy Aerospace (M) Sdn Bhd	Date: 28/01/2020	Signature: 
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Part III – STATUS (The corrective actions have been reviewed, verified and found to be:)

Status: Physical check carried out. Found satis. Closed.

Verified by Auditor	Salman Abu Zaim	Date: 28/01/2020	Signature: 
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