

Report No.	IAR-2018/040
Area / Scope	GAM-CAMO
Date of audit	8th November 2018

A AUDIT DETAILS	
1.	Copy to 1. Continuing Airworthiness Manager
2.	Purpose The objective of the audit is to qualify GAM-CAMO new office relocation in compliance with CAAM NOTICE 6101 and NOTICE 6102
3.	Reference 1. GAM/CAAM/CAME 2. NOTICE 6102
4.	Auditor 1. Muhammad Syafiq bin Kamil
B AUDIT SUMMARY	
1.	<p>An internal audit of Galaxy Aerospace (M) Sdn Bhd for Continuing Airworthiness Management Organisation (GAM-CAMO) was performed on 8th November 2018 at Galaxy Aerospace (M) Sdn Bhd New HQ office located at Helicopter Centre Ex-Customs Building, from 9.00am until 12.00pm.</p> <p>The GAM QA auditor consist of Muhammad Syafiq Kamil. The audit was conducted simultaneously with SMS department, comprise of Safety Manager, Mr. Nizam Jaafar as an auditor. The GAM auditee's consist of Deputy CAMO Manager (D-CAM), Mrs. Zaty Nadhira, and Technical Publication and Records (TPRD) Mrs. Aishah.</p> <p>The internal audit was mainly to evaluate GAM-CAMO new headquarter office at Helicopter Centre prior to changes on CAME upon submission to CAAM. The application was raised through Management of Change (MOC) by D-CAM (Ref. 1). The CAMO facility currently provide office for technical records and publication control, D-CAM office associated with technical services, airworthiness review staffs (ARS), and planning section.</p> <p>Audit was performed as per checklist prepared (Ref. 6). The audit methodology are through sampling of documents, interview with key personnel and observation at the work place. Reference was made based on CAME Part 0.6 and 0.8 to justify the qualification of GAM-CAMO to perform airworthiness tasks at the new facility.</p> <p>Reference Documents:</p> <ol style="list-style-type: none"> 1. Management of Change on Relocation of CAMO office, GAM/MOC/2018/029 2. AW189 IETP, 16th Issue, Rev. 28/09/2018 3. Publication Master Listing, GAM/CAMO-023 for A109S, A119, AW139, AW189. 4. Aircraft Maintenance Programme AW189, JPBM/CAMO/AMP/AW189 date 28/09/2018 5. User Listing date 20/09/2018 6. CAMO Facility Audit Checklist, 08112018-01 date 08/11/2018 7. CAMO Office Layout Plan (attached). 8. Leonardo Helicopter technical subscription details 9. Pratt and Whitney Canada technical subscription details 10. GE Engine technical subscription details 11. Aeronet subscription list 12. Continuing Airworthiness Management Exposition (CAME) Issue 1, Rev. 3 <p>A. CAMO OFFICE</p> <ol style="list-style-type: none"> i. CAMO office has acceptable prescribed area for airworthiness office work, meetings and technical publication library for record keeping. ii. Office layout proposed has not assigned with appropriate section for CAMO department (Ref. 7). iii. Printer and internet connection found satisfactory. iv. Dedicated vault room for records and publication found properly locked and secured from unauthorised entry.



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B. TECHNICAL LIBRARY & RECORDS

- i. Records and publication shall be kept in a manner that prevent them from loss, concealment, alteration, destruction and unauthorised disclosure.
- ii. One PC registered as GAM/IT_ASSET/H001 was place in the office dedicated for Electronic Technical library by TRPD. All Technical publication installed to the PC found up to date to the latest revision (Ref. 2) as prescribed in the publication master list (Ref. 3).
- iii. Documentation and filing in the library found properly distinguished per aircraft registration, and up-to-date. However, it was found that no proper labelling in the library.
- iv. The library loan record book has been established, but not yet implemented within GAM-CAMO.
- v. Archive procedure has not yet established. Archive procedure shall consist of procedures on documentation, data entry, loan registration, retention and disposal.
- vi. GAM-CAMO has not yet establish proper backup server system for retention of records. Current practice of using premium Google Drive account as a cloud backup shall not be an acceptable method due to its vulnerability, security, traceability and authenticity of document keeping.

C. QUALITY & SAFETY

- i. No Important Notice Board provided with safety and quality notices, publication master list and general notices by GAM-CAMO.
- ii. No Health and safety equipment (HSE) such as fire extinguisher, first aid kit, or other equipment associated in the office during the audit. NCR raised.
- iii. Office found satisfactory condition in terms of cleanliness, and working area.
- iv. Library vault access key limited to TRPD personnel only. However, the room also associated with GAM-DOA and GAM-145 records, thus staffs other than TRPD also hold key to the room.
- v. Library room shall be emphasized with fireproof door and wall to prevent destruction of records due to unconditional incident.

2. Findings / observation

Major issue:

No major issue was found during the audit

Minor finding:

1. It was found that no Health and safety equipment (HSE) such as fire extinguisher, first aid kit, or other equipment associated in the office during the audit. Refer NCR-001.

Observation:

1. It was found that no archive procedure established consist of procedures on documentation, data entry, loan registration, transferring, retention and disposal. This procedure is essential under 2nd level document to ensure proper management of all documentation and records.
2. It was found that no proper electronic data backup system established for retention of records. Current practice of using premium Google Drive account as a cloud backup shall not be an acceptable method due to its vulnerability, security, traceability and authenticity of document keeping.
3. It was found that no Important Notice Board provided with safety and quality notices, publication master list and general notices by GAM-CAMO.


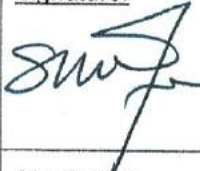
3. Conclusion

GAM-CAMO has complied with all necessary requirements to change address of office location to new GAM HQ office. Observation recorded shall be furnished prior to submission of amendments to CAAM.



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4.	Prepared by
	<p><u>Signature:</u>  MUHAMMAD SYAFIQ BIN KAMIL Quality Assurance Inspector Galaxy Aerospace (M) Sdn Bhd (1040262-D)</p> <p><u>Date:</u> 08/11/2018</p>
5.	Approved by
	<p><u>Signature:</u>  SALMAN BIN ABU ZARIM Quality Assurance Manager Galaxy Aerospace (M) Sdn Bhd (1040262-D)</p> <p><u>Date:</u> 09/11/2018</p>
6.	Distribution
	<input checked="" type="checkbox"/> Accountable Manager Date: <input type="checkbox"/> Others Date:

CAMO WORKSPACE



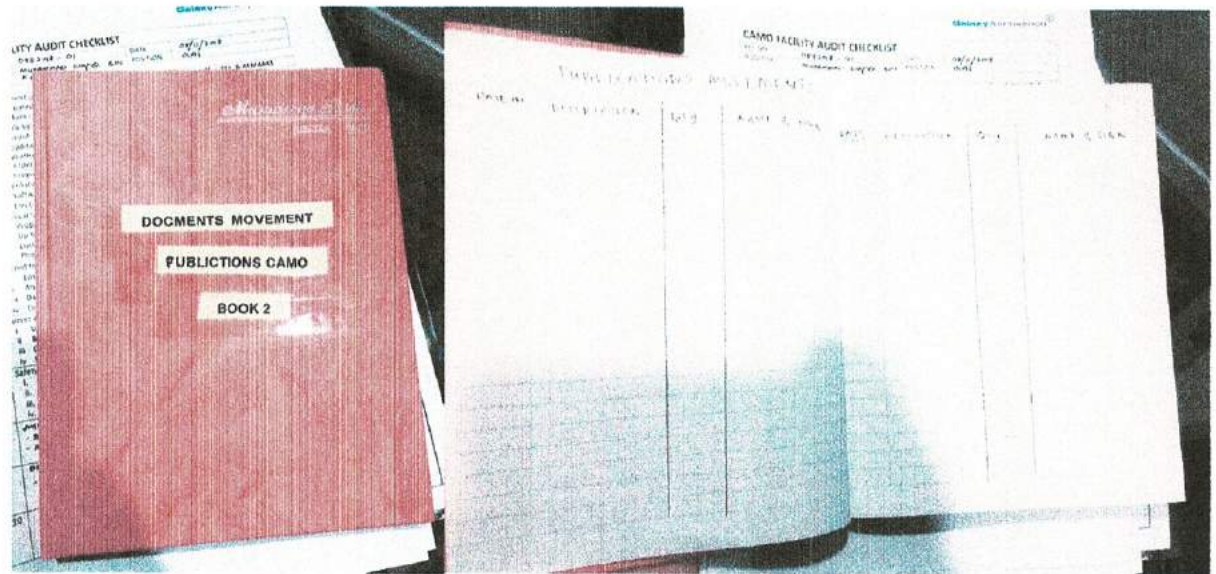
VAULT LIBRARY



PRINTER



PUBLICATION LOAN RECORD BOOK





User Options Show Group SEARCH Full Name

	User Full Name	Username	Email	Phone	Company	Groups	
	Aeronet	sar01	saroni@module.net.nz	021 796 449	GAD NG GROUP	Groups (3)	
	Continuing Airworthiness Manager	CAMO	enquiry@galaxy.aerospacemy	+603-7887 0426	GALAXY AEROSPACE (M) SDN BHD	Groups (11)	
	Management	mg1GAM	sam@galaxy.aerospacemy	03-7887 0526	GALAXY AEROSPACE (M) SDN BHD	Groups (9)	
	Production Planning (AMO)	PP-AMO	syafui@galaxy.aerospacemy	+603 7887 0426	GALAXY AEROSPACE (M) SDN BHD	Groups (11)	
	Quality Assurance	QA-GAM	salman@galaxy.aerospacemy	+603-7887 0426	GALAXY AEROSPACE (M) SDN BHD	Groups (2)	
	Rest API access	restap	systems@module.net.nz	+64 9 377 6309	GALAXY AEROSPACE (M) SDN BHD	Groups (0)	
	Safety Dept	safetyGAM	nizami@galaxy.aerospacemy	03-7887 0426	GALAXY AEROSPACE (M) SDN BHD	Groups (11)	
	Sales Galaxy Aerospace	salesGAM	sales@galaxy.aerospacemy; finance@galaxy.aerospacemy	+603-7887 0426	GALAXY AEROSPACE (M) SDN BHD	Groups (3)	
	Store	storeGAM	ahmadshafiq@galaxy.aerospacemy; amir@galaxy.aerospacemy	03-7887 0426	GALAXY AEROSPACE (M) SDN BHD	Groups (9)	
	Support	support	helpdesk@module.net.nz	123-4567	GAD NG GROUP	Groups (2)	
	System Administrator	adminGG	sarah@gading.com.my	+603 5152 5226	GAD NG GROUP	Groups (11)	
	Technical Planning (CAMO)	TP-CAMO	aishah@galaxy.aerospacemy	+603-7887 0426	GALAXY AEROSPACE (M) SDN BHD	Groups (3)	
	Technical Service	tsGAM	00521@galaxy.aerospacemy	03-7887 0426	GALAXY AEROSPACE (M) SDN BHD	Groups (7)	