

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO	2024-05
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A. CAMO/2016/03

1 GAM-CAMO FLEET

YEAR	AC TYPE	QTY	REMARKS
2016	¹ AW139	1	9M-PMB
	AW139	1	9M-PMC (WITHDRAWN)
	² EC120B	1	9M-GGB (TERMINATED)
2017	³ A119	1	9M-PBH (TERMINATED)
	⁴ A109S	1	9M-BFT (TERMINATED)
	AW139	1	9M-BFU (TERMINATED)
2018	AW139	1	9M-YPG (TERMINATED)
	AW139	2	9M-YTL, 9M-PMA
	⁵ AW189	1	9M-BOE
	AW189	1	9M-BOF (WITHDRAWN)
2019	AW139	4	9M-PMD, 9M-PME, 9M-BOC, 9M-BOD
	⁶ A109E	1	9M-BOB
	⁷ BELL429	1	9M-PEC (TERMINATED)
	⁸ EC155B	1	9M-DSJ
2020	⁹ B300	5	9M-PTA, 9M-PTB, 9M-PTC, 9M-PTD, 9M-PTE
	AW139	1	9M-PMF
	EC120B	1	9M-HFA (TERMINATED)
	¹⁰ R44 I	1	9M-AMA (TERMINATED)
2021	AW139	2	9M-JPM, 9M-SAAS
	EC120B	1	9M-GAS
2022	¹¹ R66	1	9M-BGG (TERMINATED)
		1	9M-JAG (TERMINATED)
	¹² R44 II	1	9M-DAK (TERMINATED)
	AW139	1	9M-BGH (TERMINATED)
	¹³ EC155B1	1	9M-KEL
2023	¹⁴ C208	5	9M-PSL, 9M-PSN, 9M-PSO, 9M-PSP, 9M-PSQ,
	¹⁵ C172S	3	9M-PST, 9M-PSU, 9M-PSR
2024	¹⁶ AS350B3	1	9M-LKE
	EC120B	1	9M-HFA
	¹⁷ AS365N3	1	9M-TSV
	EC155B	1	9M-AZM
TOTAL AIRCRAFT	-	32	
AC/YEAR	-	5	
AC TYPE/YEAR	2	-	

^{NO.} - NUMBER OF NEW AIRCRAFT TYPE INDUCTION TO GAM CAMO IN SEQUENCE

WITHDRAWN - AIRCRAFT THAT ARE WITHDRAWN FROM SERVICE

TERMINATED - AIRCRAFT THAT HAVE TERMINATED CAMO SERVICE WITH GAM

2 MANPOWER

	AVAILABILITY				
	HOURS /DAY	HOURS /WEEK	HOURS /YEAR		
MANAGEMENT					
ACCOUNTABLE MANAGER	3	15	566		
COO (ISMAIL)	3	15	566		
CAMM	4	20	754		
DEPUTY CAMM	8	40	1508		
QAM	4	20	754		
			4147		
QUALITY ASSURANCE					
IZZUDIN	8	40	1508	REQUIRED HOURS	1038
AMIRA	4	20	754	REMAINING HOURS	2732
FADHIL	4	20	754	STATUS	SATISFACTORY
BOKHARI (PGU)	4	20	754		
			3770		
AIRWORTHINESS REVIEW STAFF					
ISMAIL	3	15	566	REQUIRED HOURS	6288
AZILLAH	4	20	754	REMAINING HOURS	2572
SYAFIQ	8	40	1508	STATUS	SATISFACTORY
SAFARIN	8	40	1508		
KHAIR	8	40	1508		

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AZLIZAN	8	40	1508
HAZWAN	8	40	1508
			8860

WEIGHING ENGINEER					
ISMAIL	2	10	377	REQUIRED HOURS	592
ARIFFIN	2	10	377	REMAINING HOURS	539
IHSAN	2	10	377	STATUS	SATISFACTORY
			1131		

TECHNICAL SERVICE					
AMANI	8	40	1508	REQUIRED HOURS	8828
ZUL	8	40	1508	REMAINING HOURS	220
ADDINIE	8	40	1508	STATUS	SATISFACTORY
VACANT (STAFF)	8	40	1508		
HAZIM (PROTÉGÉ)	8	40	1508		
HANAFI (PGU)	4	20	754		
SHAHRIZAL (PGU)	4	20	754		
			9048		

CAMO PLANNER					
THAVA	8	40	1508	REQUIRED HOURS	17335
HUSNA	8	40	1508	REMAINING HOURS	761
HUSNINA	8	40	1508	STATUS	SATISFACTORY
HALIMI	8	40	1508		
BADREEN (PROTÉGÉ)	8	40	1508		
AIMAN (PROTÉGÉ)	8	40	1508		
ANWAR (PGU)	8	40	1508		
RIZAL (PGU)	8	40	1508		
SYUHANA (PROTÉGÉ)	8	40	1508		
NABIL (PROTEGE)	8	40	1508		
VACANT (STAFF)	8	40	1508		
VACANT (PROTÉGÉ)	8	40	1508		
			18096		

TECHNICAL RECORD					
NABILLA	8	40	1508	REQUIRED HOURS	11204
HARLINA	8	40	1508	REMAINING HOURS	860
AMMAR	8	40	1508	STATUS	SATISFACTORY
NURULHUDA (PGU)	8	40	1508		
HANNAH (PGU)	8	40	1508		
FAZILAH (PGU)	8	40	1508		
AMIRA (PROTÉGÉ)	8	40	1508		
KAMARUL (PROTÉGÉ)	8	40	1508		
			12064		

TECHNICAL PUBLICATION					
DEANNA	4	20	754	REQUIRED HOURS	6478
SYAHIRAH (PROTÉGÉ)	8	40	1508	REMAINING HOURS	308
AFIQ (PROTÉGÉ)	8	40	1508	STATUS	SATISFACTORY
VACANT (PROTÉGÉ)	8	40	1508		
RIDZUAN (PGU)	8	40	1508		
			6786		

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
	Establish Annual Audit Plan	4			1		4	
	Internal audit for CAMO (system)	16			8		128	1. Organisation 2. Technical Services 3. Technical Publication 4. Records 5. CAMO Planning 6. ARS 7. MBP 8. Quality Monitoring

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QA	Internal audit for CAMO (product)	16			16	256	1. PGU B300 2. YTL AW139 3. EC155B 4. AW189 5. PGU AW139 6. JPM AW139 7. JBPM AW139 8. PGU ICP (208, 172, PC6) 9. EC120B 10. JBPM A109E 11. SAAS AW139 12. URSB EC155 14. KHT AS350B3 15. WAS EC155 16. BA AS365N3
	Annual audit of contracted AMO	16			1	16	AMO: GAM
	Audit report and NCR issuance	8			25	200	
	Review of amendment of CAME	4			3	12	
	Review of issuance of AMP & MEL	4			10	40	
	Review of amendment of AMP & MEL	4			18	72	
	Liaison with authorities	2			10	20	
Personnel authorisation management	2			37	74	1. ARS - 7 2. PILOT - 30	
GENERAL	Meeting (External)	4	1		4	48	CAAM
	Meeting (Internal)	4	2		8	96	CAMO - 2/MONTH
	Training - Continuous	8			4	32	HF, AIR LEG, CAME, CAMP
	Attend Internal/External Request	8			5	40	
TOTAL						1038	

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			32		2560	
	Aircraft physical survey for ARR	40			32		1280	
	ARR Issuance	40			32		1280	
	Permit to Fly Issuance	24			35		840	Average 35 PTF/year
	Surveillance	8			16		128	50% of CAMO fleet
GENERAL	Meeting (Internal)	4	2			8	96	CAMO - 2/MONTH
	Training - CAT C	24			2		48	Average 2 AC Type / year
	Training - Continuous	8			4		32	HF, AIR LEG, CAME, CAMP
	Attend Internal/External Request	8			3		24	CAAM AUDIT
TOTAL						6288		

C. WEIGHING

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
MBR & MCGS SIGNATORY	Perform aircraft weighing	8			24		192	Average 24 AC/year
	Prepare Mass and Balance Report	8			24		192	Average 24 AC/year
	Issue Mass and Balance Report	8			24		192	Average 24 AC/year
GENERAL	Training - Continuous	8			2		16	
TOTAL						592		

D. 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	4			1000		4000		
	AMP Development	80			5		400	Average 5 AC/year	
	AMP Review & Amendment	40			13		520	1.PGU-AW139 2.PGU-B300 3.BOMBA-A109E 4.BOMBA-AW139 5.BOMBA-AW189 6.GASB-AW139 7.GASSB-EC155B 8.GASSB-EC120B 9.YTLPG-AW139 10. URM-EC155B1 11. PGU - 208 12. PGU - 172 13. LKH - AS350B3	
	MEL Development	80			5		400	Average 5 AC/year	
	MEL Review & Amendment	40			6		240	1.PGU-AW139 2.PGU-B300 3.BOMBA-A109E 4.BOMBA-AW139 5.BOMBA-AW189 6. YTLPG - AW139	
	AFTS Development	40			2		80	Average 2 AC type/year	
	MFTS Development	40			2		80	Average 2 AC type/year	
	AFTS Review	4			5		20	1. AW189 2. AW139 3. C208 4. R66 5. EC155B1	
	MFTS Review	4			7		28	1. A109E 2. AW139 3. AW189 4. A119 5. R44 6. BELL 429 7. R66	
	Reliability Report	40			17		680	Report 12 (Monthly), 4 (Quarterly), 1 (Yearly)	
	Mod Record Book development	40			5		200		
	Mod Record Book Update	4			32		128		
	Technical Query	4	10				40	480	
	HUMS	1	9				9	108	1. PGU AW139 6) 2. YTL AW139 (1) 3. JBPM AW189 (1) 4. GASB AW139 (1)
	Modification Assessment	16			2		32	Average 2/year	
	Repair Assessment	16			5		80	Average 2/year	
	Technical Notes	16			2		32	Average 2 TN/year	
	Used Aircraft Report	160			1		160	Average 1 AC / year	
	Supplement Applicability (New)	8			5		40		
	Supplement Applicability (Update)	4			32		128		
Dent and Buckle Chart (New)	8			5		40			
Dent and Buckle Chart (Update)	4			32		128			
Training -GEN FAM	24			2		48	GENFAM (3 days) x 2 type per year		

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GENERAL	Training - Continuous	8			4		32	HF, AIR LEG, CAME, CAMP	
	Aircraft Visit	4	8				32	384	
	Meeting (External)	4	3				12	144	BOMBA - 1/MONTH POLIS 2/MONTH
	Meeting (Internal)	4	3			18	12	216	CAMO - 2/MONTH MRB - 1/MONTH AMP- 13/YEAR MEL - 5/YEAR
TOTAL								8828	

E. CAMO PLANNING DEPARTMENT

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS	
CAMO PLANNING	Aircraft Register	1			5		5	Average 5 AC/year	
	Set Up Aircraft Configuration Module	160			2		320	Average 2 AC type/year	
	Aircraft induction bridging to AERONET	80			5		400	Average 5 AC/year	
	Monitor AERONET	2		32			64	768	
	Update AERONET for AMP Amendment	4			13			52	13 AMP
	Maintenance Forecast	2		32			64	768	
	Liaison with operator	2		32			64	768	
	TIC implementation	1			1000			1000	
	Update AD/SB in AERONET	1		32			32	384	
	AMO Coordination	4		32			128	1536	
	Initiate spare request for AD/SB implementation	1		32			32	384	
	Work Package Issuance	1				3200		3200	Average 100 WO/year/AC
	Workpack review and acceptance	0.5				3200		1600	Average 100 WO/year/AC
	Workpack discrepancies correction	0.5				3200		1600	Average 100 WO/year/AC
	AJL review and acceptance	0.5	30				15	180	Average 30 AJL/month
	AJL discrepancy correction	0.5	30				15	180	
	Update AERONET Tech Log Module	1	30				30	360	
Update AERONET Aircraft Module	1				3200		3200	Average 100 WO/year/AC	
NTC	1				10		10	Average 10 NTC/year	
GENERAL	Training -GEN FAM	24			2		48	GENFAM (3 days) x 2 a/c type per year	
	Training - Continuous	8			4		32	HF, CAME, CAMP, AIR LEG	
	Meeting (External)	4	7				28	336	BOMBA - 1/MONTH POLIS 2/MONTH YTLPG 2/MONTH UNITARA - 1/MONTH GADING - 1/MONTH
	Meeting (Internal)	4	4				16	192	CAMO - 2/MONTH AMO - 1/MONTH
	Attend Internal/External Request	4			3			12	AJL BRIEFING, OEM LIASON, ETC
TOTAL								17335	

F. TECHNICAL RECORD DEPARTMENT

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
	AJL Review and acceptance from CAMO Planner	0.5	30			15	180	
	Transfer AJL data to logbook	1	30			30	360	Average 30 AJL/month

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TECHNICAL RECORD	Scan AJL	1	30			30	360	Average 30 AJL/month
	AJL filing	1	30			30	360	Average 30 AJL/month
	All logbook identification	1			100		100	Aircraft + engine + Prop + APU
	Update aircraft log book	0.5			3100		1550	Average 100 WO/year/AC x 31 aircraft
	Update engine log book	0.5			5500		2750	Average 50 WO /year/eng x 55 engine
	Update prop log book	0.5			360		180	Average 20 WO /year/prop
	Update APU log book	0.5			20		10	Average 20 WO /year/APU
	Update component log card	1		31		31	372	Excluding 9M-GAS due to GAM as subcontracted CAMO
	Update MRB (AD, SB)	2		31		62	744	
	Update AD Compliance to CAMM	2				1	24	
	Update Certificate Files	2			31		62	
	Scan Work package & filing	1			3200		3200	
	Record access control	1	5			5	60	Average 5 times / month
	Facilities Inspection	2	2			4	48	2 facilities
	Update Record Inventory	1		31		31	372	
Update backup harddisk	2				5	60	Average 5 times / month	
Scan all records - Aircraft Induction	40			5		200	Average 5 AC/year	
GENERAL	Training -GEN FAM	24			2		48	GENFAM (3 days) x 2 AC type per year
	Training - Continuous	8			4		32	HF, CAME, CAMP, AIR LEG
	Meeting (Internal)	4	2			8	96	CAMO - 2/MONTH
	Attend Internal/External Request	4			9		36	AC INDUCTION DOC ACCEPTANCE
TOTAL							11204	

G. 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	Publication Purchase, Renewal, Subscription	2			30		60	Average 30 Pub/year
	Publication Register	1			1000		1000	Average 1000 Pub/year
	Raise TIC	1			1000		1000	Average 1000 TIC/year
	External Publication Distribution	1			950		950	Average 950 Pub/Year
	Upload into server and controlled computer	2			1000		2000	
	Make copies of publication for controlled holder	4			50		200	Average 50 Pub/Year
	Internal Publication Distribution	2			50		100	
	Filing of signed Document Acceptance Statement form	1			100		100	2 Document/Internal Pub
	Update Publication Master List	2	19				38	17 type + 1 internal + 1 ICA
	Update backup harddisk	2	5				10	Weekly update
	Publication Control and Access	1	10				10	Average 10 times / month
	Flight Manual Amendment	4				32		128
Supplement Applicability	1				32		32	
GENERAL	Training -GEN FAM	24			2		48	GENFAM (3 days) x 2 ac type per year
	Training - Continuous	8			4		32	HF, CAME, CAMP, AIR LEG
	Meeting (Internal)	4	2			8	96	CAMO - 2/MONTH



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	Attend Internal/External Request	4			9		36	AC INDUCTION DOC ACCEPTANCE etc
TOTAL							6478	

B. DGTA CAMO 01/2023

1 GAM-CAMO FLEET

YEAR	AC TYPE	QTY	REMARKS
2023	¹ AW139	2	M72-02, M72-03
	AW139	1	M72-01 (WITHDRAWN)
	² AS365N3	3	M70-01, M70-02, M70-03
TOTAL AIRCRAFT	-	5	
AC/YEAR	-	6	
AC TYPE/YEAR	2	-	

^{NO} - NUMBER OF NEW AIRCRAFT TYPE INDUCTION TO GAM CAMO IN SEQUENCE
 WITHDRAWN - AIRCRAFT THAT ARE WITHDRAWN FROM SERVICE
 TERMINATED - AIRCRAFT THAT HAVE TERMINATED CAMO SERVICE WITH GAM

2 MANPOWER

	AVAILABILITY				
	HOURS /DAY	HOURS /WEEK	HOURS /YEAR		
MANAGEMENT					
ACCOUNTABLE MANAGER	3	15	566		
CAM	4	20	754		
DEPUTY CAM	8	40	1508		
QM	4	20	754		
			3582		
QUALITY ASSURANCE					
FADHIL	8	40	1508	REQUIRED HOURS	678
			1508	REMAINING HOURS	830
			4524	STATUS	SATISFACTORY
TECHNICAL SERVICE					
AISHAH	8	40	1508	REQUIRED HOURS	2690
QAIYUM	8	40	1508	REMAINING HOURS	1834
NURIN (PROTÉGÉ)	8	40	1508	STATUS	SATISFACTORY
			4524		
CAMO PLANNER					
HAMIZAH	8	40	1508	REQUIRED HOURS	4032
NAJIHAH	8	40	1508	REMAINING HOURS	492
FADZLEE (PROTÉGÉ)	8	40	1508	STATUS	SATISFACTORY
			4524		
TECHNICAL RECORD					
FAKHRUL	8	40	1508	REQUIRED HOURS	2644
ATHIRAH (PROTÉGÉ)	8	40	1508	REMAINING HOURS	1881
FIRDAUS (PROTÉGÉ)	8	40	1508	STATUS	SATISFACTORY
			4524		
TECHNICAL PUBLICATION					
DEANNA	4	20	754	REQUIRED HOURS	1517
VACANT	8	40	1508	REMAINING HOURS	745
			2262	STATUS	SATISFACTORY

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
	Establish Annual Audit Plan	4			1		4	

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QA	Internal audit for CAMO	16			4		64	
	Annual audit of contracted AMO	16			2		32	AMO 03/2021 AMO 10/2023
	Audit report and NCR issuance	8			8		64	
	Review of amendment of CAME	8			2		16	
	Review of issuance /amendment of AMP & MEL	8			4		32	
	Liaison with authorities	2			5		10	
GENERAL	Meeting (External)	4	4			16	192	
	Meeting (Internal)	4	4			16	192	
	Training - Continuous	8			4		32	
	Attend Internal/External Request	8			5		40	
TOTAL							678	

B. 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			200		400	
	AMP Development	80			2		160	Average 2 Type AC/year
	AMP Revision	40			2		80	2 AMP
	MEL Development	80			2		160	Average 2 Type AC/year
	MEL Revision	40			2		80	2 MEL
	Reliability Report	24			28		672	12 (external/operator) - Monthly report 12+4 (Internal) - Monthly + Quarterly
	Mod Record Book	40			5		200	
	Technical Query	4	5			20	240	
	Aircraft Defect Report	4	2			8	96	
	Modification Assessment	16			2		32	Average 2/year
	Repair Assessment	16			2		32	Average 2/year
	Supplement Applicability (New)	8			5		40	
	Technical Notes	16			0		0	NIL NTC TO DATE
	Supplement Applicability ASIMP	24			5		120	
GENERAL	Training -GEN FAM	24			2		48	
	Training - Continuous	8			4		32	
	Aircraft Visit	4	2			8	96	
	Meeting (External)	4			12		48	APMM - 4/YEAR/TYPER AC
	Meeting (Internal)	4	3			12	144	CAMO - 2/MONTH MRB - 1/MONTH
TOTAL							2690	

C. CAMO PLANNING DEPARTMENT

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
CAMO PLANNING	Aircraft Register	1			0		0	N/A, DATABASE AVAILABLE
	Set Up Aircraft Configuration Module	160			0		0	N/A, DATABASE AVAILABLE
	Aircraft induction bridging to AERONET	40			0		0	N/A, DATABASE AVAILABLE
	Monitor AERONET	1		5		5	60	
	Maintenance Forecast	1		5		5	60	
	Liaison with operator	1		5		5	60	
	TIC implementation	1			200		200	
	Update AD/SB in AERONET	1		5		5	60	
	AMO Coordination	2		5		10	120	
	Initiate spare request for AD/SB implementation	1		5		5	60	

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	Work Order/Workpack Issuance	1			500		500	Average 100 WO/year/ac
	Workpack review and acceptance	1			500		500	Average 100 WO/year/ac
	Workpack discrepancies correction	1			500		500	Average 100 WO/year/ac
	ATL review and acceptance	1	30			30	360	Average 30 ATL/month
	ATL discrepancy correction	1	30			30	360	
	Update AERONET Tech Log Module	1	30			30	360	
	Update AERONET Aircraft Module	1			500		500	Average 100 WO/year/ac
	NTC	1			0		0	N/A
GENERAL	Training -GEN FAM	24			2		48	GENFAM (3 days) x 2 ac
	Training - Continuous	8			3		24	CAME, CAMP. HF
	Meeting (External)	4			12		48	APMM - 4/YEAR/TYPER AC OEM,etc - 4/YEAR
	Meeting (Internal)	4	4			16	192	CAMO - 2/MONTH AMO - 1/MONTH PLANNER - 1/MONTH
	Attend Internal/External Request	4			5		20	ATL BRIEFING, OEM LIASON, ETC
TOTAL							4032	

D. TECHNICAL RECORD DEPARTMENT

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
TECHNICAL RECORD	Transfer ATL data to logbook	0.5	30			15	180	Average 30 ATL/month
	Scan ATL	0.5	30			15	180	Average 30 ATL/month
	ATL filing	0.5	30			15	180	Average 30 ATL/month
	All logbook identification	1			18		18	Aircraft + engine
	Update aircraft log book	1			500		500	Average 100 WO/year/ac
	Update engine log book	1			500		500	Average 50 WO /year/eng x Average 2 eng/ac
	Update component log card	1		5		5	60	
	Update MRB	3		5		15	180	
	Update SB/AD Monthly Summary to DAR	0.5		5		2.5	30	
	Update Certificate Files	1			5		5	
	Scan Work package	0.5			500		250	
	Work package Filing	0.5			500		250	
	Record access control	0.5			5		2.5	
	Storage Facilities Labelling	1			20		20	No of shelves/ compartment
	Facilities Inspection	1	1			1	12	1 facility
	Update Record Inventory	1		5		5	60	
	Update backup harddisk	1		5		5	60	
Scan all records - Aircraft Induction	40				0	0	N/A, DATABASE AVAILABLE	
GENERAL	Training -GEN FAM	24			2		48	GENFAM (3 days) x 2 ac
	Training - Continuous	8			3		24	
	Meeting (Internal)	2	2			4	48	CAMO - 2/MONTH RECORD - 1/MONTH
	Attend Internal/External Request	4			9		36	DGTA, APMM etc.
TOTAL							2644	

E. TECHNICAL PUBLICATION DEPARTMENT

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
	Publication Purchase, Renewal, Subscription	2			10		20	Average 10 Pub/year

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-05

REV DATE

19-Aug-24

TECHNICAL PUBLICATION	Publication Register	1			200		200	Average 200 Pub/year
	Raise TIC	1			200		200	Average 200 TIC/year
	External Publication Distribution	1			200		200	Average 200 Pub/Year
	Upload into server and controlled computer	2			200		400	
	Make copies of publication for controlled holder	4			15		60	Average 15 Pub/Year
	Internal Publication Distribution	2			10		20	
	Filing of signed Document Acceptance Statement form	1			20		20	2 Document/Internal Pub
	Update Publication Master List	2	4			8	96	2 type + 1 internal + 1 ICA
	Update backup harddisk	1	4			4	48	2 type + 1 internal + 1 ICA
	Publication Control and Access	1			4		4	2 type + 1 internal + 1 ICA
	Filight Manual Amendment	4			5		20	
	Supplement Applicability	1			5		5	
GENERAL	Training -GEN FAM	24			2		48	GENFAM (3 days) x 2 ac
	Training - Continuous	8			4		32	
	Meeting (Internal)	4	3			12	144	CAMO - 2/MONTH PUB - 1/MONTH
TOTAL							1517	