

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO	2024-05
REV DATE	TBA

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	AW139	1	9M-PMC (WITHDRAWN)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	AW189	1	9M-BOF (WITHDRAWN)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-PTF, 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
TOTAL AIRCRAFT	-	30	
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WITHDRAWN - AIRCRAFT THAT ARE WITHDRAWN FROM SERVICE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					
FADHIL	4	20	754	REQUIRED HOURS	966
AMIRA	4	20	754	REMAINING HOURS	2050
SHAHEERA	4	20	754	STATUS	SATISFACTORY
BOKHARI (PGU)	4	20	754		
			3016		

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO	2024-05
REV DATE	TBA

AIRWORTHINESS REVIEW STAFF

ISMAIL	2	10	377	REQUIRED HOURS	5960
AZILLAH	2	10	377	REMAINING HOURS	2334
SYAFIQ	8	40	1508	STATUS	SATISFACTORY
SAFARIN	8	40	1508		
KHAIR	8	40	1508		
AZLIZAN	8	40	1508		
HAZWAN	8	40	1508		
			<u>8294</u>		

WEIGHING ENGINEER

ISMAIL	2	10	377	REQUIRED HOURS	592
ARIFFIN	2	10	377	REMAINING HOURS	539
IHSAN	2	10	377	STATUS	SATISFACTORY
			<u>1131</u>		

TECHNICAL SERVICE

AMANI	8	40	1508	REQUIRED HOURS	8872
ZUL	8	40	1508	REMAINING HOURS	176
ADDINIE	8	40	1508	STATUS	SATISFACTORY
HAZIM	8	40	1508		
FARIS (PROTÉGÉ)	8	40	1508		
SYED (PROTÉGÉ)	8	40	1508		
			<u>9048</u>		

CAMO PLANNER

THAVA	8	40	1508	REQUIRED HOURS	16447
HUSNINA	8	40	1508	REMAINING HOURS	141
HALIMI	8	40	1508	STATUS	SATISFACTORY
NABIL	8	40	1508		
SAFUAN	8	40	1508		
BADREEN (PROTÉGÉ)	8	40	1508		
SYUHANA (PROTÉGÉ)	8	40	1508		
ANWAR (PGU)	8	40	1508		
RIZAL (PGU)	8	40	1508		
AZREEF (PROTÉGÉ)	8	40	1508		
NORAINI (PROTÉGÉ)	8	40	1508		
			<u>16588</u>		

TECHNICAL RECORD

NABILLA	8	40	1508	REQUIRED HOURS	12634
HARLINA	8	40	1508	REMAINING HOURS	938
AMMAR	8	40	1508	STATUS	SATISFACTORY
SYAHIRAH	8	40	1508		
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		
			<u>13572</u>		

TECHNICAL PUBLICATION

DEANNA	4	20	754	REQUIRED HOURS	6468
AFIQ	8	40	1508	REMAINING HOURS	318
AFIQAH (PROTÉGÉ)	8	40	1508	STATUS	SATISFACTORY
AQILAH (PROTÉGÉ)	8	40	1508		
RIDZUAN (PGU)	8	40	1508		
			<u>6786</u>		

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-05

REV DATE

TBA

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
QA	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
	Internal audit for CAMO (product)	16			13		208	1. PGU B300 2. YTL AW139 3. EC155B 4. AW189 5. PGU AW139 6. JPM AW139 7. JBPM AW139 8. PGU 208 9. PGU 172S 10. JBPM A109E 11. SAAS AW139 12. URSB EC155 13. KHT AS350B3
	Annual audit of contracted AMO	16			1		16	AMO: GAM
	Audit report and NCR issuance	8			22		176	
	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							966	

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO	2024-05
REV DATE	TBA

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			30		2400	
	Aircraft physical survey for ARR	40			30		1200	
	ARR Issuance	40			30		1200	
	Permit to Fly Issuance	24			35		840	Average 35 PTF/year
	Surveillance	8			15		120	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							5960	

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	

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-05

REV DATE

TBA

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. KHT - AS350B3	
	MEL Development	80			5		400	Average 5 AC/year	
	MEL Review & Amendment	40			7		280	1.PGU-AW139 2.PGU-B300 3.BOMBA-A109E 4.BOMBA-AW139 5.BOMBA-AW189 6. YTLPG - AW139 7. GASB-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			30		120		
	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			30		120		
Dent and Buckle Chart (New)	8			5		40			
Dent and Buckle Chart (Update)	4			30		120			
Training -GEN FAM	24			2		48	GENFAM (3 days) x 2 type per year		
Training - Continuous	8			4		32	HF, AIR LEG, CAME, CAMP		
Aircraft Visit	4	8				32	384		

**MANPOWER RESOURCES &
MANAGEMENT TOOL**

ISSUE NO

2024-05

REV DATE

TBA

GENERAL	Meeting (External)	4	3			12	144	BOMBA - 1/MONTH POLIS 2/MONTH
	Meeting (Internal)	4	3		25	12	244	CAMO - 2/MONTH MRB - 1/MONTH AMP- 17/YEAR MEL - 5/YEAR
TOTAL							8872	

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-05

REV DATE

TBA

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		30		60	720	
	Update AERONET for AMP Amendment	4			13		52	13 AMP
	Maintenance Forecast	2		30		60	720	
	Liaison with operator	2		30		60	720	
	TIC implementation	1			1000		1000	
	Update AD/SB in AERONET	1		30		30	360	
	AMO Coordination	4		30		120	1440	
	Initiate spare request for AD/SB implementation	1		30		30	360	
	Work Package Issuance	1				3000	3000	Average 100 WO/year/AC
	Workpack review and acceptance	0.5				3000	1500	Average 100 WO/year/AC
	Workpack discrepancies correction	0.5				3000	1500	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				3000	3000	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							16447	

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-05

REV DATE

TBA

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
TECHNICAL RECORD	AJL Review and acceptance from CAMO Planner	1	30			30	360	
	Transfer AJL data to logbook	1	30			30	360	Average 30 AJL/month
	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	1			3100		3100	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		29		29	348	Excluding 9M-GAS due to GAM as subcontracted CAMO
	Update MRB (AD, SB)	2		29		58	696	
	Update AD Compliance to CMM	2				1	24	
	Update Certificate Files	2			29		58	
	Scan Work package & filing	1			3000		3000	
	Record access control	1	5			5	60	Average 5 times / month
	Facilities Inspection	2	2			4	48	2 facilities
	Update Record Inventory	1		29		29	348	
	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							12634	

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO	2024-05
REV DATE	TBA

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	456	17 type + 1 internal + 1 ICA
	Update backup harddisk	2	5				10	120	Weekly update
	Publication Control and Access	1	10				10	120	Average 10 times / month
	Flight Manual Amendment	4				30		120	
	Supplement Applicability	1				30		30	
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 etc	
TOTAL							6468		

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

	HOURS /DAY	AVAILABILITY			
		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	4	20	754	REQUIRED HOURS	678
			754	REMAINING HOURS	76
				STATUS	SATISFACTORY
TECHNICAL SERVICE					
HAMIZAH	8	40	1508	REQUIRED HOURS	2690
NURIN (PROTÉGÉ)	8	40	1508	REMAINING HOURS	326
			3016	STATUS	SATISFACTORY
CAMO PLANNER					
NAJIHAH	8	40	1508	REQUIRED HOURS	4032
FIRDAUS (PROTÉGÉ)	8	40	1508	REMAINING HOURS	492
MIZA (PROTÉGÉ)	8	40	1508	STATUS	SATISFACTORY
			4524		
TECHNICAL RECORD					
FAKHRUL	8	40	1508	REQUIRED HOURS	2644
ATHIRAH (PROTÉGÉ)	8	40	1508	REMAINING HOURS	373
			3016	STATUS	SATISFACTORY
TECHNICAL PUBLICATION					
DEANNA	4	20	754	REQUIRED HOURS	1517
SUHAILAH	8	40	1508	REMAINING HOURS	745
			2262	STATUS	SATISFACTORY

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-05

REV DATE

TBA

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
QA	Establish Annual Audit Plan	4			1		4	
	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	2			5		10	
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 OEM,etc - 4/YEAR
	Meeting (Internal)	4	3			12	144	CAMO - 2/MONTH MRB - 1/MONTH
TOTAL							2690	

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-05

REV DATE

TBA

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	
	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/TYPE 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	

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-05

REV DATE

TBA

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 SAO	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	

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-05

REV DATE

TBA

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
TECHNICAL PUBLICATION	Publication Purchase, Renewal, Subscription	2			10		20	Average 10 Pub/year
	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	