

for certifications to be recorded on their own maintenance document, Workpack Control GAM/CAMO-004 shall still be issued with details referring to the customer's maintenance documents where certification was made.

In this case, a copy of maintenance document where certification was made must be extended to GAM-CAMO which shall be kept by Technical Records Section, together with a copy of Workpack Control for the job concerned. Maintenance Planning Section shall compile all the required jobs to be carried out and issue a Workpack Control for the Aircraft Work Package.

Workpack Control shall be issued on form bearing a reference number issued by CAM which is derived from Workpack Register List. A typical Workpack Registration Number is as follows:

WP-XXX-YY-001

XXX : Aircraft Registration Number
YY : Year
001 : Workpack Running Number

Individual task in the Aircraft Workpack shall then be issued with individual worksheet on form GAM/CAMO-005; attached to the Workpack Control to form Aircraft Workpack. Each attaching worksheet GAM/CAMO-005 shall bear reference number running from the Workpack Control reference number. ie:

Workpack Control Ref : WP-XXX-YY-001
1st Attaching Worksheet : 001-001
2nd Attaching Worksheet : 001-002

As a means of control, individual attaching Worksheet GAM/CAMO-005 to the Workpack Control GAM/CAMO-004 shall be referred to on the Workpack Control sheet by stating Worksheet reference number and description of task.

The Aircraft Work Package is then compiled and shall comprised of and not limited to:

Workpack Control : GAM/CAMO-004
Worksheet : GAM/CAMO-005
Maintenance Release Certificate : GAM/CAMO-006

The Aircraft Work Package is then handed to Part 145 AMO to proceed with the maintenance works.

1.16.2.2 Completion of Maintenance Document by Maintenance Section

The Part 145 AMO responsible for the job shall check the Aircraft Work Package received is complete for the task to be carried out. The person shall hold the final responsibility of the task and the person may add or strike out any pre-printed statement in the Aircraft Work Package as deemed necessary to comply to the requirements of MCAR, CAAM AN No. 12 and Company Procedures.

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|---|--|--------------------|
|  | Continuing Airworthiness Notice (CAN) | |
| | CAN No. / Rev No. | CAN 01 / R0 |
| | Date | 27-May-2020 |

To : GAM CAMO personnel, GAM internal and contracted AMO personnel
CC : GAM Accountability Manager, GAM Quality Assurance Manager
From : Continuing Airworthiness Management (CAM) Manager
Subject : Fill-in Instructions for CAMO Internal Forms

1. REFERENCE

- a. GAM Continuing Airworthiness Management Exposition (CAME) GAM/CAAM/CAME Issue 2 Revision 3 Date 15 March 2020 or later approved revisions
- b. GAM Continuing Airworthiness Management Procedure (CAMP) GAM/CAMO/CAMP Issue 1 Revision 0 Date 29 April 2019 or later approved revisions

2. APPLICABILITY

GAM CAMO Internal Forms

3. INTRODUCTION

Internal forms issued by CAMO are listed in CAME Part 5.1 (CAAM approved forms) and CAMP Part 6.1 (internally approved forms). The forms are controlled by reference number "GAM/CAMO-XXX", whereby XXX is the running number. Any revision to the form will be annotated at the end by "RY" whereby Y is the revision number.

This notice is raised to introduce the instruction to fill these form, which can now be refer to the respective form number with an "r" i.e. "GAM/CAMO-XXXi / GAM/CAMO-XXXRYi". The instructions for each form are still in progress and will be released from time to time with the revisions to this notice.

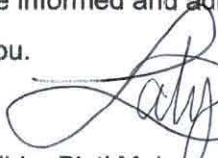

4. REQUIREMENT

- a. The instructions for the forms listed below are available for reference:

| NO | FORM | FORM INSTRUCTION |
|----|------------------|------------------|
| 1. | Workpack Control | GAM/CAMO-004i |
| 2. | Worksheet | GAM/CAMO-005i |
| 3. | Part Report | GAM/CAMO-012i |

Kindly be informed and adhered to the requirement.

Thank you.

Zaty Nadhira Binti Mohamed Zuhari
 CAM Manager
zaty@galaxy aerospace.my

- | | |
|------------------------|--|
| 1. CLIENT/OWNER | - State the aircraft client/owner. |
| 2. AIRCRAFT TYPE | - State the aircraft type. |
| 3. REGISTRATION | - State the aircraft registration number with prefix. |
| 4. BASE/FACILITY | - State the base/facility which aircraft located. |
| 5. DATE IN | - State the date of start maintenance. |
| 6. OUT | - State the date of completed maintenance. |
| 7. AIRCRAFT SERIAL NO | - State the aircraft serial no. |
| 8. #1 ENGINE SERIAL NO | - State the #1 engine serial no. |
| 9. #2 ENGINE SERIAL NO | - State the #2 engine serial no. |
| 10. AIRCRAFT HOURS | State the aircraft hours in hours-minutes at - maintenance completion and after flight test, if required by inspection, as applicable. |
| 11. #1 ENGINE HOURS | State the #1 engine hours in hours-minutes at - maintenance completion and after flight test, if required by inspection, as applicable. |
| 12. #2 ENGINE HOURS | State the #2 engine hours in hours-minutes at - maintenance completion and after flight test, if required by inspection, as applicable. |
| 13. AIRCRAFT LDG/CYCLE | State the aircraft landing/cycle at maintenance - completion and after flight test, if required by inspection, as applicable. |
| 14. #1 ENGINE NG/N1 | State the #1 engine NG/N1 cycle at maintenance - completion and after flight test, if required by inspection, as applicable. |
| 15. #2 ENGINE NG/N1 | State the #2 engine NG/N1 cycle at maintenance - completion and after flight test, if required by inspection, as applicable. |
| 16. #1 ENGINE NF/N2 | State the #1 engine NF/N2 cycle at maintenance - completion and after flight test, if required by inspection, as applicable. |
| 17. #2 ENGINE NF/N2 | State the #2 engine NF/N2 cycle at maintenance - completion and after flight test, if required by inspection, as applicable. |

INSTRUCTIONS FOR COMPLETING FOR GAM/CAMO-004 – WORKPACK

- State the workpack no. with format WP-REG-YY-XXX;
18. WORKPACK NO – REG = aircraft registration excluding prefix;
YY = year;
XXX = workpack running number.
19. WORK/INSP/DESC – State the name of inspection for single task and "schedule inspection" for multiple task.
20. AERONET JOB NO – Assigned job no. running by AERONET.
21. LBE REF NO – State the LBE ref. number of the inspection.
22. SHEET – State the page number of workpack.
23. OF – State the total page number of workpack.
24. REASON FOR RAISING – State the inspection and compliance requirement reference (AMP, IETP, EMM etc.).
25. RAISED BY AND DATE – State the name and date at which inspection is raised by whom and when.
26. OTHER REQUIREMENTS / INFORMATION – State any additional requirements/information pertaining to the inspection.
27. NO – State sequence number of inspections.
28. INSPECTION / WORK – State the inspection required.
- State the worksheet no. with format WP-REG-YY-XXX-ZZZ:
29. WORKSHEET REF – REG = aircraft registration excluding prefix;
YY = year;
XXX = workpack running number;
ZZZ = worksheet running number.
30. NAME – State the name of every personnel involved with inspection listed in (28).
– Note: The Master Signature Schedule does not reflect by row of the listed inspection on the left (28).
31. TECH/INITIAL – Initial by all personnel involved.
32. SIGNATURE – Signature by all personnel involved.

INSTRUCTIONS FOR COMPLETING FOR GAM/CAMO-004 – WORKPACK

- 33. APP / STAMP
 - Approval no./stamp by the authorised certifying staff.
For non-certifying staff, to dash (-).
- 34. NAME
 - Name of authorised certifying staff who release the aircraft.
- 35. FIRM
 - State the firm of authorised Approved Maintenance Organisation (AMO).
- 36. SIGN & APPROVAL
 - Signature and approval no./stamp of the authorised certifying staff.
- 37. DATE
 - State the date of workpack completion.
- 38. NAME
 - Name of authorised personnel who accept the workpack.
- 39. FIRM
 - State "GAM".
Note: GAM (CAMO) is the owner of the form.
- 40. SIGN & APPROVAL
 - Signature and approval no./stamp of the authorised personnel.
- 41. DATE
 - State the date of workpack acceptance.

| | | | | | |
|---|------------|-------|-----------------------------------|---------|---|
| CLIENT/OWNER: ¹ AIRCRAFT TYPE: ² REGISTRATION: ³ BASE/FACILITY: ⁴ DATE IN: ⁵ OUT: ⁶ | SERIAL NO. | HOURS | LDG/CYCLE | | WORKSHEET NO.: ¹⁸ WORK/INSP/DESC: ¹⁹ WORKPACK REF: ²⁰ LBE REF NO.: ²¹ SHEET: ²² OF ²³ |
| | AIRCRAFT | 7 | 10 | 13 | |
| | #1 ENGINE: | 8 | 11 | 14 | 16 |
| | #2 ENGINE: | 9 | 12 | 15 | 17 |
| | | | | NG / N1 | NF / N2 |
| Reason for raising: ²⁴ | | | Raised by and date: ²⁵ | | Other requirements/information: ²⁶ |

| Item ²⁷ | Description ²⁸ | Technician ²⁹ | * Eng. CRS ³⁰ | Date ³¹ |
|--------------------|---------------------------|--------------------------|--------------------------|--------------------|
| | | | | |
| | | | | |

³²*The work recorded above has been carried out in accordance with the requirements of the Malaysian Civil Aviation Regulation for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

³³*The work recorded above has been carried out in accordance with the requirements of the _____ for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

TICK [v] WHERE APPLICABLE

| | | | | | | | | | | | | | | | | | |
|--------------------------|-------------|----------------|------------|-------------|------------|----------------------|------------------|-------------------|--------------|---------------|-------------|-------------------|-----------------|--------------------|----------|-------------------|-----------------|
| PARTS LABELED & RETURNED | C.D. RAISED | DUPLICATE INSP | GROUND RUN | FLIGHT TEST | TORQUE CHK | ADDITIONAL WORKSHEET | MONITORED DEFECT | PLANNING FORECAST | DIARY UPDATE | STATUS UPDATE | D.D. STATUS | AIRCRAFT LOG BOOK | ENGINE LOG BOOK | PROPELLER LOG BOOK | LOG CARD | OEM/COMP LOG CARD | MDD RECORD BOOK |
| 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 |

INSTRUCTIONS FOR COMPLETING FOR GAM/CAMO-005 – WORKSHEET

- | | |
|------------------------|---|
| 1. CLIENT/OWNER | – State the aircraft client/owner. |
| 2. AIRCRAFT TYPE | – State the aircraft type. |
| 3. REGISTRATION | – State the aircraft registration number with prefix. |
| 4. BASE/FACILITY | – State the base/facility which aircraft located. |
| 5. DATE IN | – State the date of start maintenance. |
| 6. OUT | – State the date of completed maintenance. |
| 7. AIRCRAFT SERIAL NO | – State the aircraft serial no. |
| 8. #1 ENGINE SERIAL NO | – State the #1 engine serial no. |
| 9. #2 ENGINE SERIAL NO | – State the #2 engine serial no. |
| 10. AIRCRAFT HOURS | – State the aircraft hours in hours-minutes at maintenance completion. |
| 11. #1 ENGINE HOURS | – State the #1 engine hours in hours-minutes at maintenance completion. |
| 12. #2 ENGINE HOURS | – State the #2 engine hours in hours-minutes at maintenance completion. |
| 13. AIRCRAFT LDG/CYCLE | – State the aircraft landing/cycle at maintenance completion. |
| 14. #1 ENGINE NG/N1 | – State the #1 engine NG/N1 cycle at maintenance completion. |
| 15. #2 ENGINE NG/N1 | – State the #2 engine NG/N1 cycle at maintenance completion. |
| 16. #1 ENGINE NF/N2 | – State the #1 engine NF/N2 cycle at maintenance completion. |
| 17. #2 ENGINE NF/N2 | – State the #2 engine NF/N2 cycle at maintenance completion. |
| 18. WORKSHEET NO | <p>– State the worksheet no. with format WP-REG-YY-XXX-ZZZ:</p> <p>REG = aircraft registration excluding prefix;</p> <p>YY = year;</p> <p>XXX = workpack running number;</p> <p>ZZZ = worksheet running number.</p> |

19. WORK/INSP/DESC – State the inspection task.
State the workpack no. with format WP-REG-YY-XXX;
20. WORKPACK REF NO – REG = aircraft registration excluding prefix;
YY = year;
XXX = workpack running number.
21. LBE REF NO – State the AJL number of the inspection.
22. SHEET – State the page number of worksheets.
23. OF – State the total page number of worksheet.
24. REASON FOR RAISING – State the inspection and compliance requirement reference (AMP, IETP, EMM etc.).
25. RAISED BY AND DATE – State the name and date at which inspection is raised by whom and when.
26. OTHER REQUIREMENTS / INFORMATION – State any additional requirements/information pertaining to the inspection.
27. ITEM – State the sequence no. of inspection/task.

INSTRUCTIONS FOR COMPLETING FOR GAM/CAMO-005 – WORKSHEET

State the following:

- a) Inspection title
- b) Inspection description
- c) Inspection reference
- d) Remarks*

*Note:

- Inspection completed satisfactory to remark “Carried out and found satisfactory” or “Found satisfactory”
- Inspection requiring ground run / flight test to remark “Carried out. Refer [AJL page or workpack] for [engine ground run or flight test], as applicable.
- Inspection not applicable require to state reason (“Not applicable due to [reason]”)
- Record value/readings in the column/attachment if required by the inspection procedure in the maintenance manuals.
- Inspection found defect to state workpack reference if rectify in another workpack.
- State “Refer attachment” if available for the inspection. All attachment shall be signed, stamp, dated and include inspection item and worksheet reference.
- Short form allowed only as listed abbreviations in the respective AMP if available

28. DESCRIPTION

–

29. TECHNICIAN

–

30. ENG. CRS

–

31. DATE

–

32. MCAR CRS Statement

–

33. Other Authority CRS Statement

–

34. PARTS LABELED & RETURNED

–

35. D.D. RAISED

–

Signed the column upon inspection completion.
Require LAE to sign also if performed him/herself.
To “–” only for not applicable inspection or duplicate inspection.

Signed and stamp upon completed inspection verification by the respective LAE.

State the date of inspection task completed.

Tick for 9M registered aircraft.

Tick for other than 9M registered aircraft and filled the Authority/Regulation in force.

Stamp if applicable to the inspection and complied.

Stamp if applicable to the inspection and complied.

INSTRUCTIONS FOR COMPLETING FOR GAM/CAMO-005 – WORKSHEET

- | | |
|-----------------------------|---|
| 36. DUPLICATE INSP. | - Stamp if applicable to the inspection and complied. |
| 37. GROUND RUN | - Stamp if applicable to the inspection and complied. |
| 38. FLIGHT TEST | - Stamp if applicable to the inspection and complied. |
| 39. TORQUE CHK | - Stamp if applicable to the inspection and complied. |
| 40. ADDITIONAL WORKSHEET | - Stamp if applicable to the inspection and complied. |
| 41. MONITORED DEFECT | - Stamp if applicable to the inspection and complied. |
| 42. PLANNING FORECAST | - Stamp if applicable to the inspection and complied. |
| 43. DIARY UPDATE | - Stamp if applicable to the inspection and complied. |
| 44. STATUS UPDATE | - Stamp if applicable to the inspection and complied. |
| 45. D.D. STATUS | - Stamp if applicable to the inspection and complied. |
| 46. AIRCRAFT LOG BOOK | - Stamp if applicable to the inspection and complied. |
| 47. ENGINE LOG BOOK | - Stamp if applicable to the inspection and complied. |
| 48. PROPELLER LOG BOOK | - Stamp if applicable to the inspection and complied. |
| 49. LOG CARD | - Stamp if applicable to the inspection and complied. |
| 50. OEM/COMP LOG CARD | - Stamp if applicable to the inspection and complied. |
| 51. MOD RECORD BOOK | - Stamp if applicable to the inspection and complied. |

INSTRUCTIONS FOR COMPLETING FORM GAM/CAMO-012 – PART REPORT

- | | |
|------------------------|---|
| 1. CLIENT/OWNER | – State the aircraft client/owner. |
| 2. AIRCRAFT TYPE | – State the aircraft type. |
| 3. REGISTRATION | – State the aircraft registration number with prefix. |
| 4. BASE/FACILITY | – State the base/facility which aircraft located. |
| 5. DATE IN | – State the date of start maintenance. |
| 6. OUT | – State the date of completed maintenance. |
| 7. AIRCRAFT SERIAL NO | – State the aircraft serial no. |
| 8. #1 ENGINE SERIAL NO | – State the #1 engine serial no. |
| 9. #2 ENGINE SERIAL NO | – State the #2 engine serial no. |
| 10. AIRCRAFT HOURS | – State the aircraft hours in hours-minutes at maintenance completion. |
| 11. #1 ENGINE HOURS | – State the #1 engine hours in hours-minutes at maintenance completion. |
| 12. #2 ENGINE HOURS | – State the #2 engine hours in hours-minutes at maintenance completion. |
| 13. AIRCRAFT LDG/CYCLE | – State the aircraft landing/cycle at maintenance completion. |
| 14. #1 ENGINE NG/N1 | – State the #1 engine NG/N1 cycle at maintenance completion. |
| 15. #2 ENGINE NG/N1 | – State the #2 engine NG/N1 cycle at maintenance completion. |
| 16. #1 ENGINE NF/N2 | – State the #1 engine NF/N2 cycle at maintenance completion. |
| 17. #2 ENGINE NF/N2 | – State the #2 engine NF/N2 cycle at maintenance completion. |
| 18. WORKSHEET NO | <p>– State the worksheet no. with format WP-REG-YY-XXX-ZZZ:</p> <p>REG = aircraft registration excluding prefix;</p> <p>YY = year;</p> <p>XXX = workpack running number;</p> <p>ZZZ = worksheet running number.</p> |

INSTRUCTIONS FOR COMPLETING FORM GAM/CAMO-012 – PART REPORT

- | | |
|--|---|
| 19. WORK/INSP/DESC | <ul style="list-style-type: none"> - State the inspection task. State the workpack no. with format WP-REG-YY-XXX; |
| 20. WORKPACK REF NO | <ul style="list-style-type: none"> - REG = aircraft registration excluding prefix; YY = year; XXX = workpack running number. |
| 21. LBE REF NO | <ul style="list-style-type: none"> - State the AJL number of the inspection. |
| 22. SHEET | <ul style="list-style-type: none"> - State the page number of worksheets. |
| 23. OF | <ul style="list-style-type: none"> - State the total page number of worksheets. |
| 24. REASON FOR RAISING | <ul style="list-style-type: none"> - State the inspection and compliance requirement reference (AMP, IETP, EMM etc.). |
| 25. RAISED BY AND DATE | <ul style="list-style-type: none"> - State the name and date at which inspection is raised by whom and when. |
| 26. OTHER REQUIREMENTS / INFORMATION | <ul style="list-style-type: none"> - State any additional requirements/information pertaining to the inspection. |
| 27. ITEM | <ul style="list-style-type: none"> - State the sequence no. of parts replaced. |
| 28. PART NO. | <ul style="list-style-type: none"> - State the part number. |
| 29. DESCRIPTION | <ul style="list-style-type: none"> - State the description of part. |
| 30. SERIAL NUMBER OFF | <ul style="list-style-type: none"> - State the serial no. of part removed. |
| 31. SERIAL NUMBER ON | <ul style="list-style-type: none"> - State the serial no of part installed. |
| 32. QTY | <ul style="list-style-type: none"> - State the quantity of parts replaced. |
| 33. POSITION | <ul style="list-style-type: none"> - State the position of the parts replaced (LH, RH, FWD AFT etc.). |
| 34. REASON | <ul style="list-style-type: none"> - State the reason for part replacement (BROKEN, WEAR, LEAK etc.). |
| 35. LIFED ITEM INFORMATION TSN/TSO/DUE/TIMEX | <ul style="list-style-type: none"> - State the available airworthiness limitation of the part. To dash (-) if nil. |
| 36. RELEASE REFERENCE | <ul style="list-style-type: none"> - State the component release document. Column shall not be left blank without release reference for installed parts. |

INSTRUCTIONS FOR COMPLETING FORM GAM/CAMO-012 – PART REPORT

- | | |
|-----------------------------------|--|
| 37. NAME | – State the name of authorized certifying staff. |
| 38. FIRM | – State the firm of authorised AMO. |
| 39. SIGN & APPROVAL | – Signature and approval stamp/no. of the authorized certifying staff. |
| 40. DATE | – State the date of part replacement. |
| 41. MCAR CRS Statement | – Tick for 9M registered aircraft. |
| 42. Other Authority CRS Statement | – Tick for other than 9M registered aircraft and filled the Authority/Regulation in force. |
| 43. PARTS LABELED & RETURNED | – Stamp if applicable to the inspection and complied. |
| 44. D.D. RAISED | – Stamp if applicable to the inspection and complied. |
| 45. DUPLICATE INSP. | – Stamp if applicable to the inspection and complied. |
| 46. GROUND RUN | – Stamp if applicable to the inspection and complied. |
| 47. FLIGHT TEST | – Stamp if applicable to the inspection and complied. |
| 48. TORQUE CHK | – Stamp if applicable to the inspection and complied. |
| 49. ADDITIONAL WORKSHEET | – Stamp if applicable to the inspection and complied. |
| 50. MONITORED DEFECT | – Stamp if applicable to the inspection and complied. |
| 51. PLANNING FORECAST | – Stamp if applicable to the inspection and complied. |
| 52. DIARY UPDATE | – Stamp if applicable to the inspection and complied. |
| 53. STATUS UPDATE | – Stamp if applicable to the inspection and complied. |
| 54. D.D. STATUS | – Stamp if applicable to the inspection and complied. |
| 55. AIRCRAFT LOG BOOK | – Stamp if applicable to the inspection and complied. |
| 56. ENGINE LOG BOOK | – Stamp if applicable to the inspection and complied. |
| 57. PROPELLER LOG BOOK | – Stamp if applicable to the inspection and complied. |
| 58. LOG CARD | – Stamp if applicable to the inspection and complied. |
| 59. OEM/COMP LOG CARD | – Stamp if applicable to the inspection and complied. |

INSTRUCTIONS FOR COMPLETING FORM GAM/CAMO-012 – PART REPORT

60. MOD RECORD BOOK – Stamp if applicable to the inspection and complied.