

Report No.	IAR-2020/049
Area / Scope	GAM-CAMO
Date of audit	1 st Dec 2020

A AUDIT DETAILS

1.	Copy to	1. Continuing Airworthiness Managing Manager (CAMM)
2.	Purpose	The objective of this audit is to perform compliance check on Galaxy Aerospace (M) Sdn. Bhd. - Continuing Airworthiness Management Office (GAM - CAMO) on the additional of CAMO capability for aircraft Robinson Helicopter Company, Model R44.
3.	Reference	<ol style="list-style-type: none"> 1. GAM/CAAM/CAME issue 2 revision 4, dated 05th October 2020 2. Airworthiness Notice 6101 3. Airworthiness Notice 6102
4.	Auditor	<ol style="list-style-type: none"> 1. Mohamad Khair Bin Shaiful Alam 2. Luqman Hakim Bin Mohd Aroff

B AUDIT SUMMARY

1. This audit was performed on 1st December 2020, at Galaxy Aerospace (M) Sdn Bhd – Continuing Airworthiness Management Office (GAM – CAMO) main headquarters located at Sultan Abdul Aziz Shah Airport area, in Subang, Selangor.

Auditor consists of Quality Assurance Inspector, Mohamad Khair Bin Shaiful Alam, and Quality Assurance Officer, Luqman Hakim Bin Mohd Aroff. Auditee team consists of Deputy Continuing Airworthiness Management Manager (CAMM), Amir Bin Abdullah, Technical Planner Officer, Muhd Khairul Fahmi Bin Zahid, Technical Publication Officer, Nur Nabilla Binti Mohd Hasnan and Technical Record Executive, Nur Yasmin Fathiah Binti Noryazid.

The internal audit was mainly to evaluate GAM - CAMO functions on Aircraft Model R44 by Robinson Helicopter Company. The audit was performed in response to the raised Management of Change (MOC) by Deputy CAMM for managing continuing airworthiness of aircrafts operated by Layang Layang Flying Academy Sdn. Bhd.

Audit was performed as per checklist prepared, MOC Checklist (GAM/Q-011A) and CAMO Audit Checklist (GAM/CAMO-009). Audit methodology is through documentation review, interview with key personnel and observation at the workplace.

Reference document related:

- Malaysian Civil Aviation Regulation 2016, P.U. (A) 97, Dated 14 April 2016
- Civil Aviation Authority of Malaysia, Airworthiness Notices 6101, Issue 2, Dated 18 July 2019.
- Civil Aviation Authority of Malaysia, Airworthiness Notices 6102, Issue 2, Dated 18 July 2019.
- Continuing Airworthiness Management Exposition (CAME). Reference: GAM/CAAM/CAME, Issue 2, Revision 4, Dated 05 Oct 2020.
- Continuing Airworthiness Management Procedure (CAMP). Reference: GAM/CAMO/CAMP, Issue 1, Revision 1, Dated 10 June 2020.
- Maintenance data OEM Portal.
- Airworthiness Directive on FAA Portal.
- Management of Change, GAM/MOC/20/0030
- CAMO Audit Checklist, GAM/CAMO-009

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1.1 GENERAL

Refer table below for details of the aircraft to be include under GAM-CAMO.

No.	Aircraft Type	Aircraft Reg.	Serial Number
1	Aircraft Model R44 by Robinson Helicopter Company	9M-AMA	30073

Draft CAME was prepared which include the aircraft Robinson R44. Draft CAME was amended on Part 0.2, 5.2, and 5.9. Once approved by Civil Aviation Authority of Malaysia (CAAM), Robinson R44 will be include in CAME Issue 2, Revision 5.

1.2 FACILITY

GAM CAMO office for Robinson R44 aircraft will be located at GAM CAMO headquarters. All Aircraft documentation will be stored in GAM CAMO library, under custodian of Technical Record.

In term of working space, lighting, and cleanliness it is found satisfactory to accommodate CAMO personnel to perform their task.

Other facilities such as printer & laptop/computer are available and found enough to support CAMO personnel for performing their function. Internet service are available, and connection speed are sufficient for performing CAMO activity.

1.3 MAINTENANCE DATA

The maintenance publications for Robinson R44 aircraft can be access online by OEM portal without charges. Refer table below for detail.

No.	Descriptions	Source
1	Robinson Helicopter Company, R44 <ul style="list-style-type: none"> • Maintenance Manual • Pilot Operating Handbook • Illustrated Part Catalog • Service Bulletins • Service Letters • EASA OSD 	Robinson Helicopter Company Website: https://robinsonheli.com/
2	Lycoming Engine O-540-F1B5 <ul style="list-style-type: none"> • Operator's Manual • Parts Catalog • Reference Documents • Service Bulletins • Service Instructions • Service Letters 	Lycoming Website: https://www.lycoming.com/contact/knowledge-base/publications

Publication master listing for aircraft R44, form number GAM/CAMO-023 was up to date during the audit to show the latest controlled publication distribute by Technical Publications.

Aircraft Maintenance Programme (AMP) currently being developed and pending for reviewed with operator before pursuing for approval with CAAM.

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Sampled on Continuing Airworthiness Management System (Aeronet), it shows all data such as Maintenance Inspection, Airworthiness Directive & Service Bulletin already incorporated into the system up to latest data given by the operators.

1.4 MANPOWER / PERSONNEL

Manpower resources and management tools for CAMO staff section, ARS personnel section and QA personnel section show positive indication after inclusion of all additional aircraft to be manage under GAM CAMO. Table below show for key personnel responsible to manage this aircraft.

NO.	PERSONNEL	FUNCTION
1	ZATY NADHIRA BINTI MOHAMED ZUHARI	Continuing Airworthiness Manager
2	MUHD KHAIRUL FAHMI BIN ZAHID	Technical Planning Officer
3	NUR NABILLA BINTI MOHD HASNAN	Technical Publication Officer
4	NUR YASMIN FATHIAH BINTI NORAZID	Technical Record Executive

Refer table below for nominated ARS for Robinson R44. All ARS currently pending for authorisation by CAAM.

NO.	PERSONNEL	REMARKS
1	ROSLINA BINTI MOHD SOBRI	Approved as ARS for R44 in previous company
2	HAIREE BIN MAT	Pending for General Familiarisation training
3	SYAFIQ BIN ISMAIL	Pending for ARS assessment by CAAM

Aircraft General Familiarisation for CAMO personnel on Robinson R44 will be schedule in December 2020 or January 2021.

2. Findings / observation

Observation

- CAMO staff responsible to manage Robinson R44 aircraft does not have any general familiarisation training on the said aircraft type.



Minor Finding

- Aircraft Maintenance Programme (AMP) for Robinson R44 operate by Layang Layang Flying Academy Sdn. Bhd. is not available.
- There is no Approved Signatory, Airworthiness Review Staff (ARS) for aircraft type Robinson R44.

Major Finding

- No finding found.

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3.	Conclusion
	In the nutshell, overall audit was found to be satisfactory. Respective auditee shall respond to all findings by providing appropriate justification within period of time.
4.	Prepared by
	<p><u>Signature:</u>  MOHAMAD KHAIR SHAIFUL ALAM Quality Assurance Inspector Galaxy Aerospace (M) Sdn. Bhd (1040262-D)</p> <p><u>Date:</u> 3/12/2020</p>
5.	Approved by
	<p><u>Signature:</u>  OMAR BIN AHMAD Quality Assurance Manager Galaxy Aerospace (M) Sdn. Bhd (1040262-D)</p> <p><u>Date:</u> 3/12/2020</p>
6.	Distribution
	<input type="checkbox"/> Managing Director Date: <input type="checkbox"/> Others Date:

Part I – FINDING SECTION

3. COMPANY: GALAXY AEROSPACE (M) SDN. BHD.

4. AUDIT DATE: 1st December 2020

5. LOCATION: GAM - HQ

6. AREA/SECTION: CAMO

7. AUDIT TYPE: INTERNAL /-SURVEILLANCE

8. REFERENCE:

CAAM Notices 6102, Issue 2, Paragraph 11.2(d)
GAM CAME, Issue 2, Revision 4, Part 1.2

9. LEVEL OF FINDING:

- Level 1 – Require immediate actions
 Level 2 – Rectify within 14 days
 Level 3 – Rectify within 3 months

10. DETAILS OF NON-COMPLIANCE:

As per Notice 6102, "For every aircraft managed, the CAMO shall ensure that all maintenance is carried out in accordance with the approved maintenance programme.." and according to GAM CAME, paragraph 1.2, "to assure that all operated aircraft are maintained in accordance with a maintenance programme approved by the CAAM"

During audit, Aircraft Maintenance Programme (AMP) for Robinson R44 operate by Layang Layang Flying Academy Sdn. Bhd. is not available.

a. Signature



b. Name of Auditor

MOHAMAD KHAIR SHAIFUL ALAM
Quality Assurance Inspector
Galaxy Aerospace (M) Sdn. Bhd
(1040262-D)

c. Date

3/12/2020

d. Signature



e. Name of Auditee

ZATY NADHIRA BINTI MOHAMED ZUHARI
Continuing Airworthiness Management Manager
Galaxy Aerospace (M) Sdn Bhd
(1040262-D)

f. Date

3/12/2020

Part II – ROOT CAUSE (S) / CORRECTIVE & PREVENTIVE ACTION(S)

11. ROOT CAUSE(S):

- No/Insufficient manpower
 No/Insufficient Tooling/Equipment
 Facility
 No/Inadequate Maintenance Data
 No/Lack of Training
 No/Inadequate procedure
 No/Incomplete Records
 Others (Specify): -

NEW AIRCRAFT.

12. CORRECTIVE ACTION(S):

INITIAL OF AMP HAS BEEN DRAFTED AND SCHEDULE TO REVIEW WITH OPERATOR ON 4/12/2020, PRIOR SUBMISSION TO CAAM FOR APPROVAL.

Target accomplishment date: 4/12/2020



NON-COMPLIANCE REQUEST

1. AUDIT REPORT NO	IAR-2020/049
2. NCR NO.	1

13. PREVENTIVE ACTION(S):

TO ENSURE AMP AVAILABLE OR SUBMITTED TO
CAAM ^{FOR} APPROVAL PRIOR INTERNAL AUDIT.

Target accomplishment date: 04/12/2020

Auditee / Head of Dept (Name & Signature) **ZATY NADHIRA BINTI MOHAMED ZUHARI**
Continuing Airworthiness Management Manager
Galaxy Aerospace (M) Sdn Bhd
(1040262-D)

Reply Date: 04/12/2020

14. NCR REVIEW:

The proposed corrective/preventive actions: **ACCEPTABLE** **NOT ACCEPTABLE** New NCR raised with Rev No:

If not acceptable, state reason for rejecting the corrective action:

MOHAMAD KHAIR SHAIFUL ALAM
Quality Assurance Inspector
Galaxy Aerospace (M) Sdn. Bhd
(1040262-D)

Auditor (Name & Signature):

Review Date: 7/12/2020

15. NCR FOLLOW-UP

Remarks: to follow-up on Amp progress.

MOHAMAD KHAIR SHAIFUL ALAM
Quality Assurance Inspector
Galaxy Aerospace (M) Sdn. Bhd
(1040262-D)

Auditor (Name & Signature):

Follow-up Date: 11/12/2020

16. NCR CLOSURE

Remarks:

NCR Status: CLOSED OPEN

Quality Assurance Manager (Name & Signature):

Closure Date:



NON-COMPLIANCE REQUEST

1. AUDIT REPORT NO	IAR-2020/049
2. NCR NO.	2


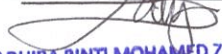
Part I – FINDING SECTION

3. COMPANY: GALAXY AEROSPACE (M) SDN. BHD.	4. AUDIT DATE: 1 st December 2020
5. LOCATION: GAM - HQ	6. AREA/SECTION: CAMO
7. AUDIT TYPE: INTERNAL / SURVEILLANCE	

8. REFERENCE: CAAM Notice 6102, Issue 2, Paragraph 10.2 GAM CAME, Issue 2, Revision 4, Part 4	9. LEVEL OF FINDING: <input type="checkbox"/> Level 1 – Require immediate actions <input checked="" type="checkbox"/> Level 2 – Rectify within 14 days <input type="checkbox"/> Level 3 – Rectify within 3 months
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10. DETAILS OF NON-COMPLIANCE:
As per Notice 6102, Paragraph 10.2 & GAM CAME Part 4, Airworthiness Review Staff nominated by the CAMO can only be issued an authorisation by the CAMO when formally approved as an approved signatory by the Authority.

Nominated ARS, Ms. Roslina Binti Mohd Sobri, Mr. Hairee Bin Mat & Mr. Syafiq bin Ismail currently still pending for authorisation by Civil Aviation Authority of Malaysia.

a. Signature b. Name of Auditor c. Date	 MOHAMAD KHAIR SHAIFUL ALAM Quality Assurance Inspector Galaxy Aerospace (M) Sdn. Bhd 3 / 12 / 2020 (1090262-D)	d. Signature e. Name of Auditee f. Date	 ZATY NADHIRA BINTI MOHAMED ZUHARI Continuing Airworthiness Management Manager Galaxy Aerospace (M) Sdn Bhd 03/12/2020 (1090262-D)
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Part II – ROOT CAUSE (S) / CORRECTIVE & PREVENTIVE ACTION(S)

11. ROOT CAUSE(S):
- | | |
|--|--|
| <input checked="" type="checkbox"/> No/Insufficient manpower | <input type="checkbox"/> No/Lack of Training |
| <input type="checkbox"/> No/Insufficient Tooling/Equipment | <input type="checkbox"/> No/Inadequate procedure |
| <input type="checkbox"/> Facility | <input type="checkbox"/> No/Incomplete Records |
| <input type="checkbox"/> No/Inadequate Maintenance Data | <input type="checkbox"/> Others (Specify): - |

12. CORRECTIVE ACTION(S):
NOMINATED PERSONNEL AS APPROVED SIGNATORY (ARS) FOR R44 WILL BE SUBMITTED TO CAAM FOR APPROVAL DUE CURRENT ARS AVAILABLE ARE NOT RATED FOR R44.

Target accomplishment date: 11/12/2020



NON-COMPLIANCE REQUEST

1. AUDIT REPORT NO	IAR-2020/049
2. NCR NO.	2

13. PREVENTIVE ACTION(S):

TO SUBMIT NOMINATED ARS TO CAAM PRIOR
INTERNAL AUDIT.

Target accomplishment date: 4/12/2020

Auditee / Head of Dept (Name & Signature): **ZATY NADHIRA BINTI MOHAMED ZUHARI**
Continuing Airworthiness Management Manager
Galaxy Aerospace (M) Sdn Bhd
(1040262-D)

Reply Date: 04/12/2020

14. NCR REVIEW:

The proposed corrective/preventive actions: **ACCEPTABLE** **NOT ACCEPTABLE** New NCR raised with Rev No:

If not acceptable, state reason for rejecting the corrective action:

MOHAMAD KHAIR SHAIFUL ALAM
Quality Assurance Inspector
Galaxy Aerospace (M) Sdn. Bhd
(1040262-D)

Auditor (Name & Signature):

Review Date: 7/11/2020

15. NCR FOLLOW-UP

Remarks: follow-up on ARS submission

MOHAMAD KHAIR SHAIFUL ALAM
Quality Assurance Inspector
Galaxy Aerospace (M) Sdn. Bhd
(1040262-D)

Auditor (Name & Signature):

Follow-up Date: 11/12/2020

16. NCR CLOSURE

Remarks:

NCR Status: CLOSED OPEN

Quality Assurance Manager (Name & Signature):

Closure Date:

Ref. No. : GAM/QA/20/137

10th December 2020

DIRECTOR AIRWORTHINESS SECTOR,
CIVIL AVIATION AUTHORITY OF MALAYSIA
Level 1, D5, Parcel D, Aras 1-4, Blok Podium, No. 27,
Persiaran Perdana, Presint 4,
Pusat Pentadbiran Kerajaan Persekutuan
62618 PUTRAJAYA.
Attn.: Mr. Ahmad Ferdouce Pasha bin Ahmad Anwar



Dear Sir,

RECOMMENDATION LETTER FOR NOMINATION OF ROSLINA BINTI MOHD SOBRI AS AN APPROVED SIGNATORY, AIRWORTHINESS REVIEW STAFF (ARS)

With regards to above mentioned subject, I would like to recommend Roslina Binti Mohd Sobri as an approved signatory, Airworthiness Review Staff for aircraft listed below:

- a) Textron Aviation Inc. Model 172
 - b) Textron Aviation Inc. Model 208
 - c) Robinson Helicopter Company, Model R44
2. She has fulfilled the requirement as stated in the CAME part 4.1.1 – Training, qualification, experience, and procedure.
3. As such, please find the following enclosed documents to support the application:
- a) Duly filled CAAM form CAAM/AW/0105-01
 - b) Copy of DCAM Part-66 Aircraft Maintenance Engineer's Licence
 - c) Copy of Training Certificate
 - d) GAM/Q-051 Rev. 1, Airworthiness Review Staff Assessment Checklist
 - e) Experience/ CV
 - f) Appointed Letter as Airworthiness Review Staff by Galaxy Aerospace (M) Sdn. Bhd.
 - g) Payment of RM375, Receipt No: HSBC 48205WP01715

Thank you for your assistance and should any further information be required, please do not hesitate to contact me or our CAMO manager.

Thank You.

Best Regards,
for and on behalf of
GALAXY AEROSPACE (M) SDN BHD



OMAR BIN AHMAD
QUALITY ASSURANCE MANAGER
omar@galaxyaerospace.my