



**PART 4 AIRWORTHINESS REVIEW PROCEDURES**

- a. This section describes the working procedures for the airworthiness review according to CAAM Part M. The purpose of the airworthiness review is to verify that the continuing airworthiness records of the aircraft is controlled and maintained periodically by issuance of the Airworthiness Review Report (GAM/CAMO-002) and Physical Survey Report (GAM/CAMO-003); issued by the ARS who is authorised by the CAMO after nominated as an approved signatory to CAAM.

**4.1 Airworthiness Review Staff**

**4.1.1 Training, qualification, experience and procedure**

- a. To carry out airworthiness reviews, GAM-CAMO shall have appropriate airworthiness review staff to issue Airworthiness Review Report.
- b. For Group A aircraft as defined in AN 6102, the airworthiness review staff shall have acquired:
  - i. at least five years' experience in continuing airworthiness activities;
  - ii. an appropriate license issued in accordance with Notice 1101 or relevant engineering degree acceptable to the Authority;
  - iii. formal aeronautical maintenance training, and
  - iv. a position within the approved organisation with appropriate responsibilities.
- c. The requirements laid down in paragraph 4.1.1.b.ii above may be replaced by 5 years of experience in continuing airworthiness as an addition to the requirement under paragraph 4.1.1.b.i above.
- d. For other aircraft not specified under paragraph 4.1 b. above, the airworthiness review staff shall have acquired:
  - i. at least three years' experience in continuing airworthiness activities; and
  - ii. an appropriate licence issued in accordance with Notice 1101 or relevant engineering degree acceptable to the Authority;
  - iii. appropriate aeronautical maintenance training; and
  - iv. a position within the approved organisation with appropriate responsibilities.
- e. The requirements laid down in paragraph 4.1.1.d.ii above may be replaced by 4 years of experience in continuing airworthiness as an addition to the requirement under paragraph 4.1.1.d.i above.
- f. Airworthiness Review Staff nominated by GAM-CAMO can only be issued an authorisation by the approved GAM-CAMO when formally accepted by the CAAM.



- a. The Airworthiness Review Staff must:
- i. involved in continuing airworthiness management activities for at least six months in every two-year period;
  - ii. conducted at least one airworthiness review in the last twelve-month period; or
  - iii. conducted a satisfactory level of airworthiness review under the supervision of the Director General or, if accepted by the Director General, under the supervision of another currently valid authorised airworthiness review staff of the concerned CAMO in accordance with an approved procedure in the CAME.

#### 4.1.2 Records

- a. GAM-CAMO shall maintain a record of all airworthiness review staff in each personal file. The minimum content of the records is listed below:
- i. Personal data
  - ii. Basic Education,
  - iii. Experience,
  - iv. Aeronautical Degree and/or Part-66 qualification and/or nationally-recognised maintenance personnel qualification,
  - v. Initial Training received.
  - vi. Type of Training received,
  - vii. Continuation Training received,
  - viii. Experience in continuing airworthiness and within the organisation,
  - ix. Responsibilities of current role in the organisation,
  - x. Copy of the authorisation.
- b. This record shall be retained until two (2) years after the airworthiness review staff have left the organisation. Personal details are kept in the respective personal file.



#### 4.2 Review of Aircraft Records

- a. To satisfy the requirement for an airworthiness review of aircraft, a full documented review of the aircraft records are carried out by GAM-CAMO in order to be satisfied that:
- i. airframe, engine and propeller flying hours and associated flight cycles have been properly recorded,
  - ii. the flight manual is applicable to the aircraft configuration and reflects the latest revision status,
  - iii. all the maintenance due on the aircraft according to the approved aircraft maintenance programme has been carried out,
  - iv. all known defects have been corrected or, when applicable, carried forward in a controlled manner,
  - v. all applicable airworthiness directives have been applied and properly registered,
  - vi. all modifications and repairs applied to the aircraft have been registered and are approved according to DOA,
  - vii. all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit,
  - viii. all maintenance has been released in accordance with this Part,
  - ix. the current mass and balance statement reflects the configuration of the aircraft and is valid,
  - x. the aircraft complies with the latest revision of its type design approved by the Agency,
  - xi. if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft.



#### 4.3 Physical Survey

- a. GAM-CAMO Airworthiness Review Staff (ARS) shall carry out a physical survey of the aircraft by using Physical Survey Report form (*GAM/CAMO-003*). Nevertheless, the review staff who is signing the Airworthiness Review Report shall carry out both the document review and the aircraft physical survey. For this survey, airworthiness review staff who is not appropriately qualified to the aircraft type being surveyed shall be assisted by such qualified personnel.
- b. The physical survey may be performed up to 90 days before the C of A expiration date or prior to submission of C of A Issuance or Renewal Application. The review can take place during a maintenance check. The review of aircraft records and the physical survey will be carried out together which need to be completed within 2 weeks.
- c. Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:
  - i. all required markings and placards are properly installed, and
  - ii. the aircraft complies with its approved flight manual, and
  - iii. the aircraft configuration complies with the approved documentation, and
  - iv. no evident defect can be found that has not been addressed
  - v. no inconsistencies can be found between the aircraft and the documented review of records.
- d. In addition to the tasks required above some checks have to be performed also:
  - i. inspection of the general condition of the aircraft including a detailed outside check according to AFM,
  - ii. inspection of the inside of the aircraft, paying attention to critical areas,
  - iii. inspection of the equipment
  - iv. engine runs,
  - v. flight test report and verification
  - vi. compliance report.
- e. For any findings recorded during the inspection shall be acknowledged by the CAMM. The CAMM need to liaise with the contracted AMO to rectify the findings prior recommendation can be made to the CAAM for C of A issuance/renewal.



- 4.4 **Additional Procedures for Recommendations to CAAM for the import of the Aircraft**
- a. In general when an aircraft is to be imported into Malaysia register, the continuing airworthiness organisation shall ensure that the application is established with the involved authorities. CAAM Import Requirement must be informed to the manufacturer or former owner of the aircraft.
  - b. For foreign constructed aircraft type, for which the CAAM Certificate of Airworthiness has not previously been issued, the issuance of CAAM Type Acceptance/Validation is a pre-requisite for the issue of a CAAM Certificate of Airworthiness.
  - c. GAM-CAMO is required to provide a comprehensive report declaring the technical status of the aircraft (including all modifications, alterations, design changes and repairs) and to certify that the airworthiness and design standard of a particular aircraft conforms to a standard approved by the CAAM, for the issue of a Certificate of Airworthiness.
  - d. The aircraft report regarding the condition of an aircraft shall reflect the information detailed in the Airworthiness Notice 8301 and include a declaration that, apart from any exceptions stated, compliance with the approved standard has been established. Adequate technical record must be provided as substantiation of the report.



- 4.5 **Airworthiness Review Report to CAAM for the issuance or Renewal of Certificate of Airworthiness**
- a. Airworthiness Review Report (*Form No. GAM/CAMO-002*) shall only be issued by an approved Airworthiness Review Staff (ARS), when he or she satisfied that the airworthiness review has been properly carried out and there is no non-compliance which is known to endanger flight safety.
- b. A copy of both physical review and document review check lists stated above should be sent to CAAM together with C of A Application (issuance or renewal). This should also include a finding statement with the rectification of findings if necessary.
- c. The recommendation sent to CAAM should contain at least the items mentioned below:
- i. General information,
  - ii. Aircraft information,
  - iii. Documents accompanying the recommendation,
  - iv. Aircraft status,
  - v. Aircraft survey,
  - vi. Findings, and Statement.
- d. The statement should confirm that the aircraft in its current configuration complies with the following:
- i. airworthiness directives up to the latest published issue, and
  - ii. type certificate datasheet, and
  - iii. aircraft maintenance programme, and
  - iv. component service life limitations, and
  - v. the valid weight and centre of gravity schedule reflecting the current configuration of the aircraft, and
  - vi. all modifications and repairs, and
  - vii. the current flight manual including supplements, and
  - viii. operational requirements.
- e. In the event the outcome of the airworthiness review is inconclusive, CAAM shall be informed by GAM-CAMO as soon as practicable within 72 hours from the moment GAM-CAMO identifies the condition to which the review relates. The airworthiness review report shall not be issued until all findings have been closed.



4.6 Issuance of Certificate of Airworthiness

- a. Based on the Airworthiness Review Report, CAAM will issue or renew the Certificate of Airworthiness, for the maximum validity period of one year. All entries made shall be clear and accurate. When it is necessary to correct an entry, the correction should be signed and dated by the ARS.
- b. The Certificate of Airworthiness valid for one year if the aircraft is within a controlled environment and it is verified that:
  - i. the continuing airworthiness of the aircraft or any component fitted to the aircraft does meet the requirements of Part-M,
  - ii. the aircraft does remain in conformity with the type design approved by the authority;
  - iii. the aircraft has been operated within the limitations of the approved flight manual or the airworthiness certificate,
  - iv. the aircraft has not been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness;
  - v. a modification or repair has been approved in accordance with approved data.
- c. The above-mentioned requirements shall be documented.
- d. The Certificate of Airworthiness becomes invalid as specified in the MCAR 2016 Regulation 27, but not limited to:
  - i. change of CAMO
  - ii. the airworthiness certificate is suspended or revoked;
  - iii. the aircraft is not on the Malaysia register;
  - iv. the type certificate under which the airworthiness certificate was issued is suspended or revoked.
- e. An aircraft must not fly if the Certificate of Airworthiness is invalid. Certificate of Airworthiness shall not be recommended for renewal or issuance if GAM-CAMO is aware or has reason to believe that the aircraft is un-airworthy.
- f. If the Certificate of Airworthiness is invalid, GAM-CAMO with the privileges granted by CAAM may issue a Permit to Fly before the flight test is allowed to take place as specified in the MCAR Regulation 29.



- 4.7 **Airworthiness Review Records, Responsibilities, Retention and Access**
- a. Each aircraft under the responsibility of GAM-CAMO has its own review records filed and containing all respective documents:
    - i. Copy of C of A,
    - ii. Airworthiness Review Reports,
    - iii. Supporting documents used for the application.
  - b. The CAMM is responsible that the airworthiness review records are stored and kept. Retention takes place in accordance with subpart 1.3 of this CAME.
  - c. A copy of all the records is retained for two (2) years after the aircraft has been permanently withdrawn from service.