

**CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION
MINUTES OF MEETING**

Meeting Subject: CAME Review Meeting	Meeting No.	GAM/CAMO/21/015
	Date	10 June 2021
	Time	9:30 am
	Venue	Jade Room

Attendees:

No.	Name	Company / Position
1.	Zaty Nadhira binti Mohamed Zuhari	CAMM
2.	'Amir bin Abdullah	Deputy CAMM
3.	Omar bin Ahmad	QAM
4.		

Absences:

No.	Name	Company / Position
1.		
2.		
3.		
4.		

No.	Agenda/Matters Discussed	Action By	Remarks
1	Opening Remarks		
1.1	Greeting and Introduction by CAMM	For Info	
2	GAM/CAAM/CAME Issue 2 Revision 5		
2.1	<u>Cover page</u> a. To update CAME revision no and date	CAMM	
2.2	<u>I. Table of Content</u> a. To update table of content	CAMM	
2.3	<u>IV. Distribution List</u> a. To update distribution list with 2 copies of original (MASTER) b. To include GAMS portal as controlled holders of CAME	CAMM	
2.4	<u>V. Abbreviation List</u> a. To include CAD and CAGM in list	CAMM	

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2.5	<u>VI. CAAM Certificate of Approval</u> a. To include GAM CAMO CAAM Certificate of Approval	CAMM	
2.6	<u>Chapter 0.2 – General Information</u> a. 0.2.4 – to update AMP reference b. 0.2.4 – to update privilege for Airworthiness Review and Permit to Fly EC120B	CAMM	
2.7	<u>Chapter 1.1 – Aircraft Journey Log Utilisation and MEL Application</u> a. 1.1.1.1 – to update policy on AJL copies b. 1.1.2 – to include policy for the MEL review and amendment period	CAMM	
2.8	<u>Chapter 1.2 – Aircraft Maintenance Programme (AMP)</u> a. 1.2.1 – to update policy on the periodically review of the AMP minimum annually from initial issue date or from the revision date, as applicable b. 1.2.3.2, 1.2.3.3 – to change submission of AMP to CAAM from by operator to CAMO	CAMM	
2.9	<u>Chapter 1.4 – Accomplishment and Control of Airworthiness Directives</u> a. 1.4.1 – to remove policy on filing of hard copies of Airworthiness Directives in office cabinet. b. 1.4.1 – to include policy for monthly reporting to CAAM for AD compliance issued by CAAM or State of Design as per CAD 6801. c. 1.4.2 – to remove policy on AD compliance requires operator's decision. d. 1.4.3 – to include new policy on AD Control. e. 1.4.4 – to include new policy on AD Listing.	CAMM	
2.10	<u>Chapter 1.6 – Repair Modification Standards</u> a. 1.6.5 – to remove policy on Conformity Inspection and to introduce policy Assessment as per CAD 8109/8110 b. 1.6.6 – to include new policy on Recording of Modification as per CAD 8109/8110	CAMM	
2.11	<u>Chapter 1.7 – Defect Reports</u> a. 1.7.5 – to remove policy on In Service Difficulty Reporting (ISDR) and to include new policy Mandatory Occurrence Reporting – Airworthiness Aspect.	CAMM	
2.12	<u>Chapter 1.11 – Aircraft Weighing</u> a. 1.11.1 – to update policy as per CAD 6805 and include reference to GAM MBP. b. 1.11.2 – to update policy as per CAD 6805. c. 1.11.4 – to update policy as per CAD 6805 and include reference to GAM MBP. d. 1.11.5 – to include new policy Mass and Balance Calculations e. 1.11.6 – to include new policy Mass and Balance Records	CAMM	
2.13	<u>Chapter 1.12 – Flight Test Procedures</u> a. to amend Notice 8305 to CAD 8305	CAMM	
2.14	<u>Chapter 1.16 – Subcontracting Management Control Procedure</u> a. To amend Notice 6102 to CAD 6802.	CAMM	
2.15	<u>Chapter 2.7 – Record Keeping</u> a. to include new policy on record keeping system on Quality System.	CAMM	


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2.16	<u>Chapter 2.8 – Independent Audits of the Quality System</u> a. To include new policy on independent audits of quality system.	CAMM	
2.17	<u>Chapter 3.1 – Maintenance Contractor Selection Procedure</u> a. To amend Notice 6101, 6102, 6501 to CAD 6801, 6802, and 8601 respectively.	CAMM	
2.18	<u>Chapter 3.3 – Quality Audit of Sub-contracted CAMO Tasks</u> a. To include new policy on quality audits of sub-contracted CAMO tasks.	CAMM	
2.19	<u>Chapter 4.1 – Airworthiness Review Staff</u> a. to amend control form number GAM/CAMO-002 to GAM/C-002. b. to amend control form number GAM/CAMO-003 to GAM/C-003. c. To amend Notice 6102, 1101 to CAD 6802 and 1801 respectively. d. To amend Director General to CAAM.	CAMM	
2.20	<u>Chapter 4.3 – Physical Survey</u> a. To amend control form number GAM/CAMo-003 to GAM/C-003.	CAMM	
2.21	<u>Chapter 4.4 Additional Procedures for Recommendations to CAAM for the Import of Aircraft</u> a. To amend Notice 8301 to CAD 8301.	CAMM	
2.22	<u>Chapter 4.5 – Airworthiness Review Report to CAAM for the Issuance or Renewal of Certificate of Airworthiness</u> a. To amend control form number GAM/CAMO-002 to GAM/C-002.	CAMM	
2.23	<u>Chapter 4.6 – Control of an ARR</u> a. To include new policy on control of an ARR.	CAMM	
2.24	<u>Chapter 4B.1 – Introduction</u> a. To amend Notice 8305 to CAD 8305.	CAMM	
2.25	<u>Chapter 4B.2 – Issuance of Permit to Fly under CAMO Privilege</u> a. To amend Notice 6102 and 8305 to CAD 6802 and 8305 respectively.	CAMM	
2.26	<u>Chapter 4B.3 – Conformity with Flight Condition and with Conditions</u> a. To amend Notice 8305 to CAD 8305.	CAMM	
2.27	<u>Chapter 4B.4 – ARS Assessment for PTF Issuance</u> a. To amend Notice 6101, 6102 and 8305 to CAD 6801, 6802 and 8305 respectively.	CAMM	
2.28	<u>Chapter 4B.5 – Procedure</u> a. To amend Notice 8305 to CAD 8305. b. To amend control form number GAM/CAMO-022 to GAM/C-022.	CAMM	
2.29	<u>Chapter 4B.7 – Permit to Fly Flowchart</u> a. To amend control form number GAM/CAMO-022 to GAM/C-022.	CAMM	
2.30	<u>Chapter 5.1 – Sample of Documents</u> a. to update form.	CAMM	

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No.	Agenda/Matters Discussed	Action By	Remarks
2.31	<u>Chapter 5.2 – List of Airworthiness Review Staff</u> a. To update list of ARS.	CAMM	
2.32	<u>Chapter 5.8 – Details of Aircraft Managed by GAM-CAMO</u> a. To update list of aircraft managed by GAM-CAMO.	CAMM	
2.33	<u>Chapter 5.9 – Manpower Resources and Management Tool</u> a. To update manpower resources.	CAMM	
2.34	<u>Chapter 5.10 – List of Approved Limited Scope of Maintenance Activities</u> a. To include list of approved limited scope of maintenance activities.	CAMM	
3	Closing		
3.1	Meeting adjourned at 11.45 am	Nil	For information

Prepared by	Amir Bin Abdullah
Signature	
Date	11 Jun 2021

Verified by	Zaty Nadhira Binti Mohamed Zuhari
Signature	
Date	11 Jun 2021