	MANPOWER RESOURCES & MANAGEMENT TOOL	[1]ISSUE NO	
Galaxy Aerospace Airworthiness Expert		[2]REV DATE	

1. GAM CAMO FLEET

[3]YEAR	[4]AC TYPE	[5]QTY	[6]REMARKS
[7]TOTAL AIRCRAFT			
[8]AC/YEAR			
[9]AC TYPE/YEAR			

[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WITHDRAWN - AIRCRAFT THAT ARE WITHDRAWN FROM SERVICE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

	[10]HOURS /DAY	[11]HOURS /WEEK	[12]HOURS /YEAR	
[13]MANAGEMENT				
AM				
CAMM				
DCAMM				
QAM			[14]0	

[15]QUALITY ASSURANCE				
				[17]REQUIRED HOURS
				[18]REMAINING HOURS
			[16]0	[19]STATUS

[20]AIRWORTHINESS REVIEW STAFF				
				[17]REQUIRED HOURS
				[18]REMAINING HOURS
			[21]0	[19]STATUS

[22]WEIGHING ENGINEER				
				[17]REQUIRED HOURS
				[18]REMAINING HOURS
			[23]0	[19]STATUS

[24]TECHNICAL SERVICE

	[17]REQUIRED HOURS
	[18]REMAINING HOURS
	[19]STATUS
[25]0	

[26]CAMO PLANNER

	[17]REQUIRED HOURS
	[18]REMAINING HOURS
	[19]STATUS
[27]0	

[28]TECHNICAL RECORD

	[17]REQUIRED HOURS
	[18]REMAINING HOURS
	[19]STATUS
[29]0	

[30]TECHNICAL PUBLICATION

	[17]REQUIRED HOURS
	[18]REMAINING HOURS
	[19]STATUS
[31]0	

3.   CONTINUING AIRWORTHINESS MANAGEMENT ACTIVITIES

A. QUALITY ASSURANCE SECTION

[32]SECTION	[33]TASK (JOB DESCRIPTION)	[34]MHR /TASK	[35]NO/MTH	[36]AC/MTH	[37]NO OR AC/YEAR	[38]TOTAL MHR /MONTH	[39]TOTAL MHR /YEAR	[40]REMARKS
QA	Establish Annual Audit Plan							
	Internal audit for CAMO							
	Annual audit of contracted AMO							
	Audit report and NCR issuance							
	Review of amendment of CAME							
	Review of issuance /amendment of AMP & MEL							

	Liaison with authorities							
	Certifying Staff personal file							
GENERAL	Meeting (External)							
	Meeting (Internal)							
	Training - Continuous							
	Attend Internal/External Request							
						⁴¹TOTAL	**0**	

B. AIRWORTHINESS REVIEW STAFF SECTION

³²SECTION	³³TASK (JOB DESCRIPTION)	³⁴MHR /TASK	³⁵NO/MTH	³⁶AC/MTH	³⁷NO OR AC/YEAR	³⁸TOTAL MHR /MONTH	³⁹TOTAL MHR /YEAR	⁴⁰REMARKS
ARS	Documentation Review for ARR							
	Aircraft physical survey for ARR							
	ARR							
	Permit to Fly Issuance							
	Surveillance							
GENERAL	Meeting (Internal)							
	Training - CAT C							
	Training - Continuous							
	Attend Internal/External Request							
						⁴¹TOTAL	**0**	

C. WEIGHING ENGINEER SECTION

³²SECTION	³³TASK (JOB DESCRIPTION)	³⁴MHR /TASK	³⁵NO/MTH	³⁶AC/MTH	³⁷NO OR AC/YEAR	³⁸TOTAL MHR /MONTH	³⁹TOTAL MHR /YEAR	⁴⁰REMARKS
MBR & MCGS SIGNATORY	Perform aircraft weighing with AMO							
	Prepare Mass and Balance Report							
	Issue Mass and Balance Report							
GENERAL	Training - Continuous							

[41]TOTAL **0**

D. TECHNICAL SERVICE SECTION

[32]SECTION	[33]TASK (JOB DESCRIPTION)	[34]MHR /TASK	[35]NO/MTH	[36]AC/MTH	[37]NO OR AC/YEAR	[38]TOTAL MHR /MONTH	[39]TOTAL MHR /YEAR	[40]REMARKS
TECHNICAL SERVICE	TIC Sentencing							
	AMP Development							
	AMP Revision							
	MEL Development							
	MEL Revision							
	AFTS Development							
	MFTS Development							
	Reliability Report							
	Mod Record Book							
	Technical Query							
	Aircraft Damage Report							
	HUMS							
	Supplement Applicability (New)							
	Modification Assessment							
	Repair Assessment							
	Technical Notes							
	Weighing Activities							
	Used Aircraft Report							
	Supplement Applicability							
	Dent and Buckle Chart							
	Predelivery Inspection Report							
GENERAL	Training -GEN FAM							
	Training - Continuous							
	Aircraft Visit							
	Meeting (External)							
	Meeting (Internal)							

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⁴¹TOTAL **0**

E. CAMO PLANNING SECTION

³²SECTION	³³TASK (JOB DESCRIPTION)	³⁴MHR /TASK	³⁵NO/MTH	³⁶AC/MTH	³⁷NO OR AC/YEAR	³⁸TOTAL MHR /MONTH	³⁹TOTAL MHR /YEAR	⁴⁰REMARKS
CAMO PLANNING	Aircraft Register							
	Set Up Aircraft Configuration Module							
	Aircraft induction bridging to AERONET							
	Monitor AERONET							
	Maintenance Forecast							
	Liaison with operator							
	TIC implementation							
	Update AD/SB in AERONET							
	Planning Aircraft downtime							
	AMO Coordination							
	Initiate spare request for AD/SB implementation							
	Work Order Issuance							
	Workpack review and acceptance							
	Workpack discrepancies correction							
	AJL review and acceptance							
	AJL discrepancy correction							
	Update AERONET Tech Log Module							
	Update AERONET Aircraft Module							
	NTC							
GENERAL	Training -GEN FAM							

	Training - Continuous							
	Meeting (External)							
	Meeting (Internal)							
	Attend Internal/External Request							
						⁴¹TOTAL	**0**	

F. TECHNICAL RECORD SECTION

³²SECTION	³³TASK (JOB DESCRIPTION)	³⁴MHR /TASK	³⁵NO/MTH	³⁶AC/MTH	³⁷NO OR AC/YEAR	³⁸TOTAL MHR /MONTH	³⁹TOTAL MHR /YEAR	⁴⁰REMARKS
TECHNICAL RECORD	Transfer AJL data to logbook							
	Scan AJL							
	AJL filing							
	All logbook identification							
	Update aircraft log book							
	Update engine log book							
	Update prop log book							
	Update APU log book							
	Update component log card							
	Update MRB							
	Update AD Compliance to CAAM							
	Update Certificate Files							
	Scan Work package							
	Work package Filing							
	Record access control							
	Storage Facilities Labelling							
	Facilities Inspection							
	Update Record Inventory							
	Update backup harddisk							

	Scan all records - Aircraft Induction							
GENERAL	Training -GEN FAM							
	Training - Continuous							
	Meeting (Internal)							
	Attend Internal/External Request							
						⁴¹**TOTAL**	**0**	

G. TECHNICAL PUBLICATION SECTION

³²SECTION	³³TASK (JOB DESCRIPTION)	³⁴MHR /TASK	³⁵NO/MTH	³⁶AC/MTH	³⁷NO OR AC/YEAR	³⁸TOTAL MHR /MONTH	³⁹TOTAL MHR /YEAR	⁴⁰REMARKS
TECHNICAL PUBLICATION	Publication Purchase, Renewal, Subscription							
	Publication Register							
	Raise TIC							
	External Publication Distribution							
	Upload into server and controlled computer							
	Make copies of publication for controlled holder							
	Internal Publication Distribution							
	Filing of signed Document Acceptance Statement form							
	Update Publication Master List							
	Update backup harddisk							
	Publication Control and Access							
	Filight Manual Amendment							
	Supplement Applicability							

GENERAL	Training -GEN FAM							
	Training - Continuous							
	Meeting (Internal)							
	Attend Internal/External Request							

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⁴¹**TOTAL**   **0**

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NO	ITEM	INSTRUCTIONS
1.	**GAM-CAMO FLEET**	
1.	ISSUE NO.	Enter the issue number of the Manpower Resource and Management Tools with format XXXX-YY where: XXXX = YEAR YY = REVISION NO
2.	REV. DATE	Enter the revision date of the Manpower Resources and Management Tools
3.	YEAR	Enter the year when an aircraft inducted into GAM CAMO
4.	AC TYPE	Enter the aircraft type inducted into GAM CAMO Note: NO. - number of new aircraft type induction to GAM CAMO in sequence
5.	QTY	Enter the quantity of aircraft inducted into GAM CAMO
6.	REMARKS	Enter the registration number of aircraft inducted into GAM CAMO and/or status of the aircraft in GAM CAMO Note: Withdrawn - aircraft that are withdrawn from service Terminated - aircraft that have terminated CAMO service with GAM
7.	TOTAL AIRCRAFT	Enter the total number of aircraft currently managed by GAM CAMO
8.	AC/YEAR	Enter the average number of aircraft inducted into GAM CAMO every year
9.	AC TYPE/YEAR	Enter the average number of aircraft type inducted into GAM CAMO every year
10.	HOURS/DAY	Enter the manhours available per day for each personnel listed
11.	HOURS/WEEK	Enter the manhours available per week for each personnel listed
12.	HOURS/YEAR	Enter the manhours available per year for each personnel listed based on manpower calculation in CAMP Note: [52 (weeks/year) x 5 (days/weeks) x 8 (hours/day)] – [14 (Annual Leaves/year) x 8 (hours/day)] – [7 (Medical Leave/year (50% utilisation) x 8 (hours/day)] – [18 (Public Holiday/year) x 8 (hours/day)] – [260 (unproductive hours/year) = 1508 hours/year
2.	**MANPOWER**	
13.	MANAGEMENT	Enter the name or position of CAMO Management personnel
14.	TOTAL	Enter the total man hours available for CAMO Management personnel
15.	QUALITY ASSURANCE	Enter the name of Quality Assurance Personnel
16.	TOTAL	Enter the total manhours available for Quality Assurance Personnel
17.	REQUIRED HOURS	Enter the required manhours based on continuing airworthiness management activities
18.	REMAINING HOURS	Enter the remaining manhours from the current manpower available to required manhours for continuing airworthiness management activities
19.	STATUS	Enter the status of current manhours available. Enter SATISFACTORY if the remaining hours is sufficient or UNSATISFACTORY if the remaining manhours is insufficient
20.	AIRWORTHINESS REVIEW STAFF	Enter the name of Airworthiness Review Staff
21.	TOTAL	Enter the total manhours available for Airworthiness Review Staff

NO	ITEM	INSTRUCTIONS
22.	WEIGHING ENGINEER	Enter the name of Weighing Engineer
23.	TOTAL	Enter the total manhours available for Weighing Engineer
24.	TECHNICAL SERVICE	Enter the name of Technical Service Personnel
25.	TOTAL	Enter the total manhours available for Technical Service Personnel
26.	CAMO PLANNER	Enter the name of CAMO Planner Personnel
27.	TOTAL	Enter the total manhours available for CAMO Planner Personnel
28.	TECHNICAL RECORD	Enter the name of Technical Record Personnel
29.	TOTAL	Enter the total manhours available for Technical Record Personnel
30.	TECHNICAL PUBLICATION	Enter the name of Technical Publication Personnel
31.	TOTAL	Enter the total manhours available for Technical Publication Personnel
3.	**CONTINUING AIRWORTHINESS MANAGEMENT ACTIVITIES**	
32.	SECTION	Enter the Section within GAM CAMO
33.	TASK (JOB DESCRIPTION)	Enter the Task or Job Description for the Section
34.	MHR/TASK	Enter the manhours required for the tasks.
35.	NO/MTH	Enter the number of tasks performed per month. Fill the table cell with shading if not applicable
36.	AC/MTH	Enter the number of aircraft related to the task performed per month. Fill the table cell with shading if not applicable.
37.	NO OR AC/YEAR	Enter the total number of tasks performed or total number of aircraft related to the task performed per year. Fill the table cell with shading if not applicable
38.	TOTAL MHR/MONTH	Enter the total manhours required per month for each task. Fill the table cell with shading if not applicable
39.	TOTAL MHR/YEAR	Enter the total manhours required per year for each task. Fill the table cell with shading if not applicable
40.	REMARK	Enter any remarks that need to be highlighted for the total manhours' calculation.
41.	TOTAL	Enter the total manhours required per year for the Section