

To : Authorised License Aircraft Engineer (LAE) of Contracted Part 145 Organisation
CC : GAM Accountability Manager, GAM Quality Assurance Manager
From : Continuing Airworthiness Management Manager, GAM
Subject : **UNSCHEDULED MAINTENANCE CHECK (UMC) WORKSHEET FOR AIRCRAFT OIL SERVICING**

1. REFERENCE

- a. Continuing Airworthiness Management Procedures (CAMP) Issue 1 Rev 2 dated 24 Dec 2020 or later approved revisions.

2. APPLICABILITY

- a. All aircraft managed by GAM-CAMO

3. INTRODUCTION

- a. An occurrence had been reported by pilot on no. 2 engine oil cap locking flap found lifted during turn-around inspection. During the inspection by the pilot, traces of oil were found on the tail boom surface and tail rotor section. Further investigation found out that the traces of oil were seeping around the no. 2 engine oil cap which were improperly secured.
- b. This notice is raised to implement the requirement of a worksheet whenever aircraft oil servicing (engine, main gearbox (MGB), tail gearbox (TGB), etc.) had been replenished or such systems had been disturbed to ensure awareness on completing the task appropriately.

4. REQUIREMENT

- a. The authorised LAE shall raise Unscheduled Maintenance Check (UMC) worksheet form ref. GAM/CAMO-005 (attached) each time the engine oil, transmission oil, etc. had been replenished for servicing or whenever such oil cap had been disturbed.
- b. Upon completion of the above task and the oil cap had been properly secured, the UMC worksheet shall be signed and verified by the authorised LAE.
- c. The completed paperwork shall be forwarded to CAMO for archive and records.

Please be advised and adhere to the requirement.

Zaty Nadhira Binti Mohamed Zuhari
Continuing Airworthiness Management Manager

CLIENT/OWNER:		SERIAL NO.	HOURS	LDG/CYCLE	WORKSHEET NO: UMC-
AIRCRAFT TYPE:	AIRCRAFT				WORK/INSP/DESC:
REGISTRATION:	#1 ENGINE:				WORKPACK REF: N/A
BASE/FACILITY:	#2 ENGINE:				LBE REF NO.:
DATE IN: OUT:				NG / N1 NF / N2	SHEET: OF

Reason for raising:	Raised by and date:	Other requirements/information: NOT APPLICABLE
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Item	Description	Technician	* Eng. CRS	Date
	<p>THE DUPLICATE INSPECTION FOR TASK _____ FOR CORRECT INSTALLATION, PROPER INSTALLATION AND SECURITY OF ATTACHMENT CARRIED OUT IN ACCORDANCE WITH THE DCAM AIRWORTHINESS NOTICES NO 51.</p> <p>1 Inspection: SIGNATURE: _____ APP. NO: _____ DATE: _____</p> <p>2 Inspection: SIGNATURE: _____ APP. NO: _____ DATE: _____</p>			

*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.

*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 ✓ WHERE APPLICABLE

PARTS LABELED & RETURNED	D.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	MOD RECORD BOOK
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