

To : GAM CAMO Technical Record Personnel
CC : GAM Accountable Manager, GAM Quality Assurance Manager
From : Continuing Airworthiness Management (CAM) Manager
Subject : Aircraft Certificate File

1. REFERENCE

- a. GAM/CAAM/CAME [Issue 3 Revision 2](#) or later approved revision.
- b. GAM/CAMO/CAMP Issue 2 [Revision 2](#) or later approved revision.

2. APPLICABILITY

- a. All aircraft managed by GAM CAMO

3. INTRODUCTION

- a. Technical Record are responsible to ensure that Aircraft Certificate File is required to be carried on board in accordance with CAMP Chapter 2.5.4.
- b. This notice is revised to introduce [additional procedures](#) to ensure compliance with the above requirements for aircraft certificate file.
- c. The compliance to this procedure shall be effective [immediately](#) and shall be integrated into the upcoming revision of CAMP.

4. REQUIREMENT

- a. Technical Record personnel shall raise form GAM/C-058 Rev 0 (10/23) for each aircraft to ensure that all certificates and documents as listed in CAMP [Chapter 2.5.4](#) are carried on board and [updated](#) to the latest issuance or revision.
- b. Any certificates or documents that are not applicable to aircraft shall be stated in the remark [column](#) accordingly.
- c. [All superseded certificates and documents shall be removed from the aircraft accordingly.](#)

Kindly be informed and adhere to the requirement.



Zaty Nadhira Binti Mohamed Zuhari
Continuing Airworthiness Management Manager

AIRCRAFT CERTIFICATE FILE
(DOCUMENTS TO BE CARRIED ON BOARD)

AIRCRAFT REGISTRATION ¹ _____
AIRCRAFT S/N ² _____

NO.	DESCRIPTION	³ DOC. REF.	⁴ REMARKS
1.	CERTIFICATE OF REGISTRATION (C of R)		
2.	CERTIFICATE OF AIRWORTHINESS (C of A)		
3.	APPARATUS ASSIGNMENT (AIRCRAFT RADIO STATION LICENSE)		
4.	INSURANCE CERTIFICATE		
5.	NOISE CERTIFICATE		
6.	BASE MAINTENANCE RELEASE CERTIFICATE (BMRC)		
7.	DAILY / PRE-FLIGHT INSPECTION CHECKLIST		
8.	AIRCRAFT DEFERRED DEFECT RECORD GAM/CAMO-013		
9.	DENT AND BUCKLE CHART GAM/C-043 REV 0 (11/21)		
10.	NOTICE TO CREW AND MAINTENANCE ENGINEER GAM/C-041 REV 0 (11/21)		

NO.	ITEM	INSTRUCTION
1.	AIRCRAFT REGISTRATION	Fill up the aircraft registration
2.	AIRCRAFT S/N	Fill up the aircraft serial number
3.	DOC. REF.	Fill up the certificate / document reference number, if applicable. To fill '-' if no certificate / document reference available or if certificate / document not applicable to aircraft.
4.	REMARKS	Fill up any additional information required to know e.g., expiry date. Fill 'N/A' if certificate / document not applicable for aircraft.