

To : GAM CAMO Personnel and Contracted AMO Personnel
CC : GAM Accountable Manager, GAM Quality Assurance Manager, GAM Engineering Manager
From : Continuing Airworthiness Management (CAM) Manager
Subject : Work Order Issuance and Tools Report Form

1. REFERENCE

- a. GAM/CAAM/CAME Issue 2 Revision 7 Date 14 February 2022 or later approved revision.
- b. GAM/CAMO/CAMP Issue 2 Revision 0 Date 17 February 2022 or later approved revision.

2. APPLICABILITY

- a. All aircraft managed by GAM CAMO

3. INTRODUCTION

- a. During CAAM Aircraft Continuing Airworthiness Monitoring Audit, CAAM has raised an observation finding that details of the calibrated tools/equipment used in performing the task were not recorded.
- b. This notice is raised to introduce the upcoming additional procedures required to ensure compliance with the above requirement by CAAM and introduce Tools Report form (GAM/C-053 Rev 0 (08/22)) for the recording of tools used and its calibration data during the maintenance.
- c. The compliance to these procedures shall be effective 15 August 2022 and shall be integrated into the upcoming revision of CAMP.

4. REQUIREMENT

- a. All work orders are issued by CAMO Planning for maintenance inspections required to the contracted Part 145 Organisation.
- b. The maintenance paperwork is issued either by GAM CAMO or the contracted Part 145 organisation based on the stipulated contract.
- c. For paperwork issued by GAM CAMO, a Workpack form (GAM/C-004) together with the Worksheet form (GAM/C-005) are used (if required).
- d. All Work Sheet must be accompanied with the necessary reference data for the accomplishment of the maintenance task. For other associated approved data such as AD, SB, ICA's, and etc., it shall be printed and attached together with the Work Sheet.
- e. For complex maintenance tasks (e.g. task that require other components to be removed and reinstalled to access the main component to perform maintenance), CAMO Planner

shall transcribe each task onto the Work Sheet and subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task.

- f. Parts Report (GAM/C-012) is required for any replacement of components that had been performed during the maintenance.
- g. Tools Report (GAM/C-053) is required for the recording of tools used and its calibration data during the maintenance.
- h. A column for independent inspection is required to be included in the Work Sheet for control system components that are disturbed during maintenance as defined in CAGM 8601.
- i. A sample of the Tools Report form (GAM/C-053) and Instruction for Completing Tools Report form (GAM/C-053i) is attached together with this CAN.

Kindly be informed and adhere to the requirement.

Zaty Nadhira Binti Mohamed Zuhari
 Continuing Airworthiness Management Manager

NO	ITEM	INSTRUCTIONS
1.	AIRCRAFT SERIAL NO	Enter the aircraft serial number.
2.	AIRCRAFT TYPE	Enter the aircraft type.
3.	AIRCRAFT REG	Enter the aircraft registration number with prefix.
4.	WORK PACK NO	Enter the workpack no. with format AC REG – XXXX, where: AC REG: Aircraft registration marks XXXX: AERONET generated number For UMC, Enter Not Applicable.
5.	DESC	Enter the inspection description in brief.
6.	PAGE	Enter the page number of Tools Report.
7.	DESCRIPTION	Enter the description of calibrated tools used.
8.	PART NO.	Enter the part number calibrated tools used.
9.	SERIAL NUMBER	Enter the serial number of calibrated tools used.
10.	WORKSHEET REF NO. / ITEM NO.	Enter the worksheet running number and item number in the related worksheet where the calibrated tools was used.
11.	CALIBRATION DUE DATE	Enter the calibrated tools calibration due date