

CAMO MAN HOUR PLANNING



1 GAM-CAMO FLEET

YEAR	AC TYPE	QUANTITY	REMARKS
2016	AW139	2	
	EC120B	1	
2017	A119	1	TERMINATED
	A109S	1	TERMINATED
	AW139	1	TERMINATED
2018	AW139	3	
	AW189	2	
2019	AW139	4	
	A109E	1	
	BELL429	1	
	EC155B	1	
2020	B300	5	
	AW139	1	
	EC120B	1	
	R44	1	
2021	AW139	1	
	AS355F2	5	
	AS355N	1	
	EC120B	1	
	R44	1	
	R66	1	
	C208	6	
	C172S	4	
PC-6	5		
TOTAL AIRCRAFT	-	48	
AC/YEAR	-	9	
AC TYPE/YEAR	3	-	

2 MANPOWER

	AVAILABILITY				
	HOURS/D AY	HOURS /WEEK	HOURS /YEAR		
MANAGEMENT					
ACCOUNTABLE MANAGER	3	15	218		
CAMM	8	40	1543		
DEPUTY CAMM	8	40	1543		
QAM	4	20	483		
			<u>3787</u>		
QUALITY ASSURANCE					
AMIRA	4	20	483	REQUIRED HOURS	2060
KHAIR	4	20	483	REMAINING HOURS	355
LUQMAN	4	20	483	STATUS	SATISFACTORY
HAKIM	4	20	483		
YUSOFF	4	20	483		
			<u>2415</u>		
AIRWORTHINESS REVIEW STAFF					
ISMAIL SULAIMAN	8	40	1543	REQUIRED HOURS	5472
HAIRIEE	8	40	1543	REMAINING HOURS	700
AZILLAH	8	40	1543	STATUS	SATISFACTORY
ROSLINA	8	40	1543		
			<u>6172</u>		
TECHNICAL SERVICE					
NIZAM	8	40	1543	REQUIRED HOURS	26160
FARHANA	8	40	1543	REMAINING HOURS	1614
MUZRIM	8	40	1543	STATUS	SATISFACTORY
YUS	8	40	1543		
YASIR	8	40	1543		
FATINI	8	40	1543		
AKMAL	8	40	1543		
ADI	8	40	1543		
IZAD	8	40	1543		
HASSAN	8	40	1543		
NIK	8	40	1543		
AMIRUL	8	40	1543		
SYIREEN	8	40	1543		
SHAHRIL	8	40	1543		
AIZAT	8	40	1543		
ARIFFIN	8	40	1543		
FARIDATUL	8	40	1543		
SYEIKH ASYRAFF	8	40	1543		
			<u>27774</u>		
MAINT PLANNER					
AZLIZAN	8	40	1543	REQUIRED HOURS	13773
AISHAH	8	40	1543	REMAINING HOURS	1657
IHSAN	8	40	1543	STATUS	SATISFACTORY
FAHMI	8	40	1543		
KHALIS	8	40	1543		
HAFFIZ	8	40	1543		
AIMAN FADLI (P)	8	40	1543		
THAVA (P)	8	40	1543		
VACANT (STAFF)	8	40	1543		
VACANT (PROTÉGÉ)	8	40	1543		
			<u>15430</u>		
TECHNICAL RECORD					
ZUL	8	40	1543	REQUIRED HOURS	14410
SHAHEERA	8	40	1543	REMAINING HOURS	1020
YASMIN	8	40	1543	STATUS	SATISFACTORY
AMANI	8	40	1543		
HUSNA	8	40	1543		
IZZATI (P)	8	40	1543		
ELLY (P)	8	40	1543		
VACANT (STAFF)	8	40	1543		
VACANT (PROTÉGÉ)	8	40	1543		
VACANT (PROTÉGÉ)	8	40	1543		
			<u>15430</u>		
PUBLICATION					
NABILA	8	40	1543	REQUIRED HOURS	5274
AIMAN (P)	8	40	1543	REMAINING HOURS	898
VACANT (STAFF)	8	40	1543	STATUS	SATISFACTORY
VACANT (PROTÉGÉ)	8	40	1543		
			<u>6172</u>		

3 CONTINUING AIRWORTHINESS MANAGEMENT ACTIVITIES

SECTION	TASK (JOB DESCRIPTION)	MHR/TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR/YEAR	REMARKS
QA	Establish Audit Plan	4			1		4	
	Internal audit for monitoring of Continuing Airworthiness Management activities compliance	16			48		768	
	Annual audit of contracted maintenance organisation	16			4		64	AMO: GAM, SAS, MYCOPTER, LLA
	Audit report and NCR issuance	8			41		328	
	Review of amendment of CAME for submission to CAAM	8			5		40	
	Review of issuance /amendment of AMP & MEL for submission to CAAM	8			33		264	
	Liaison with authorities	2			10		20	
GENERAL	Ensure all staff personnel file are recorded, updated and retained within the period specified as required	4			35		140	
	Meeting (External)	4	4			16	192	
	Meeting (Internal)	4	4			16	192	
	Training	8			1		8	
	Attend Internal/External Request	8			5		40	
TOTAL							2060	

SECTION	TASK (JOB DESCRIPTION)	MHR/TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR/YEAR	REMARKS
ARS	Documentation Review for ARR	160			23		3680	
	Aircraft physical survey for ARR	40			23		920	
	Permit to Fly Issuance	24			31		744	
GENERAL	Meeting (Internal)	4	2			8	96	CAMO - 2/MONTH
	Training	8			1		8	
	Attend Internal/External Request	8			3		24	CAAM AUDIT
TOTAL							5472	

SECTION	TASK (JOB DESCRIPTION)	MHR/TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR/YEAR	REMARKS	
TECHNICAL SERVICE	Technical Instruction Compliance -TIC - Publication	2	15			30	360		
	Technical Instruction Compliance-TIC- ADSB	4	2			8	96		
	Aircraft Maintenance Program (New)	80			15		1200	4 weeks per document Operator:	
	Aircraft Maintenance Program (Revise)	40			15		600	2 weeks per document	
	Minimum Equipment List-MEL (New)	80			15		1200	4 weeks per document	
	Minimum Equipment List-MEL (Revise)	40			15		600	2 weeks per document	
	Reliability Report	24			28		672	12 (external/operator) -	
	Mod Record Book	40			23		920	Total CAMO aircraft=22	
	Technical Query	4	10			40	480		
	Aircraft Damage Report	4	10			40	480		
	HUMS	2	30			60	720		
	Engineering Order Approval Sheet (EOAS)	24	1			24	288		
	Supplement Applicability (New)	16			48		768		
	Audit Review-CAAM	16			1		16	yearly	
	Weighing Activities	16	1			16	192	1 day report + 1 day	
	Weighing Manual	16			1		16	yearly	
	Used Aircraft Report	160			1		160	1 month per document	
	Predelivery Inspection	80			1		80	2 weeks per document	
	DOA/AN78	Technical Study	16	2			32	384	
		MOD Classification	2	2			4	48	
Certification Plan		40	2			80	960		
Engineering Drawing- Compliance Checklist		40	2			80	960		
Engineering Drawing- MOD Document		16	2			32	384		
ICA		16	2			32	384		
Flight Manual		8	2			16	192		
GTP/GTR		24	2			48	576		
FTP/FTR		24	2			48	576		
Justification Report		40	2			80	960		
Justification Report		40	2			80	960		
Justification Report		40	2			80	960		
DRAS		24	2			48	576		
Declaration of Conformity		2	2			4	48		
Conformity		8	2			16	192		
Audit Review-CAAM		16			1		16	yearly	

AEO	Technical Instruction	8	2			16	192	
	Audit Review-DGTA	16			1		16	yearly
	Technical Study	16	1			16	192	
	Mod Classification	2	1			2	24	
	Certification Plan	40	1			40	480	
	Engineering Drawing	40	1			40	480	
	Compliance Checklist	16	1			16	192	
	AWD	20	1			20	240	
	MOD Document	16	1			16	192	
	ICA	16	1			16	192	
	FMS	8	1			8	96	
	GTP/GTR	24	1			24	288	
	FTP/FTR	24	1			24	288	
	Justification Report	40	1			40	480	
	Justification Report	40	1			40	480	
	DRAS	24	1			24	288	
	DC	2	1			2	24	
Conformity	8	1			8	96		
GENERAL	Training -GEN FAM	24			4		96	GENFAM (3 days) x 4 per
	Training- DOA	2	4			192	2304	DOA/CS (2 hours weekly)
	Aircraft Visit	4	8			32	384	
	Meeting (External)	4	8			32	384	BOMBA - 1/MONTH
	Meeting (Internal)	4	4			16	192	CAMO - 2/MONTH
	Attend Internal/External	4	4			16	192	Tools
TOTAL							26160	

SECTION	TASK (JOB DESCRIPTION)	MHR/TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR/YEAR	REMARKS
CAMO PLANNER	Register aircraft induction to CAMO in AERONET	1			9		9	
	Set up aircraft inspection / component / AD / SB template in AERONET	160			3		480	
	Aircraft induction bridging to AERONET	80			9		720	
	Monitor each aircraft SMI, AD, SB, DD, etc via AERONET daily	4		48		192	2304	
	Issue aircraft maintenance forecast and daily status to operator	2		48		96	1152	
	Liaise with operator for aircraft operational requirement	4		8		32	384	
	Technical Instruction Compliance implementation and update AERONET system for AD, SB etc.	2	25			50	600	
	Plan, not limited to, aircraft scheduled maintenance, AD, SB, modifications, components (LLP, OTL, OH) inspection and rectification of defects	4		48		192	2304	
	Liaise with AMO to ensure the performance of maintenance activities above are properly coordinated	4		48		192	2304	
	Initiate request for spares required for implementation of AD	2		48		96	1152	
Issuance of Work Order/Workpack to AMO	2				300		600	

	Monitor each WO issued completed within scheduled time	1			300		300	
	Review and acceptance of completed work order from AMO	2			300		600	
	Update AERONET upon maintenance completion	1			300		300	
	Forward the completed work order to Technical Record.	0.2			300		60	
GENERAL	Training -GEN FAM	24			3		72	GENFAM (3 days) x 3 per
	Meeting (External)	4	5			20	240	BOMBA - 1/MONTH
	Meeting (Internal)	4	4			16	192	CAMO - 2/MONTH
	Attend Internal/External Request	4			3			AJL BRIEFING, OEM LIASON, ETC

TOTAL 13773

SECTION	TASK (JOB DESCRIPTION)	MHR/TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR/YEAR	REMARKS	
TECHNICAL RECORD	Original AJL retrieved from aircraft.	1	20			20	240		
	AJL reviewed to ensure properly filled and closed	1	20			20	240		
	Liason with AMO/Fit Ops for AJL discrepancy	1	20			20	240		
	Transfer AJL data (hours and cycles, deferred defect) to AERONET system in Tech Log	1	20			20	240		
	Record total hours and cycles based on AJL in the Airframe and Engine Logbook	1			23		23	276	
	Scan AJL and store in Gdrive	1	20			20	240		
	Filing AJL by registration and archived	1	20			20	240		
	Received and review completed work order from CAMO Planner	2	237				474	5688	
	Update AERONET upon maintenance completion in Aircraft Module (Inspection,AD, SB, Components)	1	237				237	2844	

TECHNICAL RECORD	Ensure that the aircraft logbook are identified with the aircraft type and registration mark.	1			23		23	
	Record the maintenance in the appropriate log book (airframe, engine, APU, propeller) using form GAM/CAMO-014 Log Book Entry within 30 days after maintenance completion including but not limited to: a. Date maintenance carried out, Airframe hours and/or cycles during maintenance. Include Job No reference for each maintenance carried out. b. Date component installed and removed, aircraft Hours and/or Cycles during installation and removal, Part Number and Serial Number (On and Off). Include Job No reference for each component removed and installed. c. Certificate of Base d. AD/SB accomplishment summary. Include Job No reference for each SB and AD accomplished. e. Defect rectification summary. Include Job No reference for each Defect Rectification carried out. f. Modification summary. Include Job No reference for each Modification carried out.	4		23		92	1104	

TECHNICAL RECORD	Record and update related component maintenance in the component log card for: a. any installation/removal of components b. any maintenance	2		23		46	552	
	Record and update related AD/SB/Modification in the Modification Record Book (MRB) for summary status of AD	4		23		92	1104	
	Update and maintain record of aircraft certificates files for C of R, C of A, radio license, weight and balance	1			23		23	
	Scan and ensure all continuing airworthiness records of aircraft (work order, AJL, LBE, MRB, Log Card etc.) are available and backup in	4		23		92	1104	
GENERAL	Training -GEN FAM	24			3		72	GENFAM (3 days) x 4 per
	Meeting (Internal)	4	3			12	144	CAMO - 2/MONTH
	Attend Internal/External	4			9		36	AC INDUCTION DOC
TOTAL							14410	

SECTION	TASK (JOB DESCRIPTION)	MHR/TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR/YEAR	REMARKS
TECHNICAL PUBLICATION	Subscribe email notification for aircraft publication from OEM,	1			30		30	
	Register all publication upon receipt	1			800		800	
	Raise Technical Instruction Compliance (TIC) for all publication	1			800		800	
	Distribute publication to relevant parties operator, amo, camo etc.	1			800		800	
	Distribute TIC to Technical Service for	1			800		800	
	Make copies of publication for controlled holder	4			50		200	
	Distribute publication for controlled holder, 2 copies of Document Acceptance Statement form GAM/CAMO-016	2			50		100	
	Filing of signed Document Acceptance	1			400		400	
	Update Publication Master List at least monthly	2	14			28	336	
	Purchase and renew publication subscription	2			30		60	
Ensure publication updated for controlled holder including Gdrive as per Master List	4	14			56	672		
GENERAL	Training -GEN FAM	24			4		96	GENFAM (3 days) x 4 per
	Meeting (Internal)	4	3			12	144	CAMO - 2/MONTH
	Attend Internal/External Request	4			9		36	AC INDUCTION DOC ACCEPTANCE
TOTAL							5274	