

CAMO MAN HOUR PLANNING



1 GAM-CAMO FLEET

YEAR	AC TYPE	QUANTITY	REMARKS
2016	AW139	2	9M-PMB, 9M-PMC
	EC120B	1	9M-GGB
2017	A119	1	9M-PBH (TERMINATED)
	A109S	1	9M-BFT (TERMINATED)
	AW139	1	9M-BFU (TERMINATED)
2018	AW139	3	9M-YPG, 9M-YTL, 9M-PMA
	AW189	2	9M-BOE, 9M-BOF
2019	AW139	4	9M-PMD, 9M-PME, 9M-BOC, 9M-BOD
	A109E	1	9M-BOB
	BELL429	1	9M-PEC (TERMINATED)
	EC155B	1	9M-SAS
2020	B300	5	9M-PTA, 9M-PTB, 9M-PTC, 9M-PTD, 9M-PTE
	AW139	1	9M-PMF
	EC120B	1	9M-HFA
	R44	1	9M-AMA (TERMINATED)
2021	AW139	2	9M-JPM, 9M-SAAS
	EC120B	1	9M-GAS
2022	R66	1	9M-BGG
TOTAL AIRCRAFT	-	25	
AC/YEAR	-	4	
AC TYPE/YEAR	2	-	

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					
FADHIL	8	40	1508	REQUIRED HOURS	1692
ADAM	4	20	468	REMAINING HOURS	2260
AMIRA ZAKARIA	8	40	1508	STATUS	SATISFACTORY
YUSOFF	4	20	468		
			<u>3952</u>		
AIRWORTHINESS REVIEW STAFF					
ISMAIL SULAIMAN	4	20	468	REQUIRED HOURS	5088
AZILLAH	4	20	468	REMAINING HOURS	840
ROSLINA	4	20	468	STATUS	SATISFACTORY
SYAFIQ	8	40	1508		
SAFARIN	8	40	1508		
KHAIR	8	40	1508		
			<u>5928</u>		
TECHNICAL SERVICE					
NIZAM	8	40	1508	REQUIRED HOURS	26192
FARHANA	8	40	1508	REMAINING HOURS	-556
MUZRIM	8	40	1508	STATUS	UNSATISFACTORY
YUS	8	40	1508		
YASIR	8	40	1508		
FATINI	8	40	1508		
AKMAL	8	40	1508		
EZHAN	8	40	1508		
AMIRUL	8	40	1508		
SHARIL	8	40	1508		
AIZAT	8	40	1508		
ARIFFIN	8	40	1508		
FHARIDATUL	8	40	1508		
SYEIKH ASYRAFF	8	40	1508		
QAYYUM	8	40	1508		
YASMIN (P)	8	40	1508		
HILMI(P)	8	40	1508		
			<u>25636</u>		
MAINT PLANNER					
AZLIZAN	4	20	468	REQUIRED HOURS	11975
AISHAH	4	20	468	REMAINING HOURS	1025
IHSAN	8	40	1508	STATUS	SATISFACTORY
FAHMI	8	40	1508		
KHALIS	8	40	1508		
FIKRI	8	40	1508		
AIMAN SYAZWAN (P)	8	40	1508		
KHAIRIL AZRIE (P)	8	40	1508		
FADHLIR RAHMAN (P)	8	40	1508		
VACANT	8	40	1508		
			<u>13000</u>		
TECHNICAL RECORD					
HAFFIZ	4	20	468	REQUIRED HOURS	12902
ZUL	8	40	1508	REMAINING HOURS	1138
SHAHEERA	8	40	1508	STATUS	SATISFACTORY
YASMIN	8	40	1508		
AMANI	8	40	1508		
HUSNA	8	40	1508		
HANIS	8	40	1508		
FAZUAN (P)	8	40	1508		
VACANT	8	40	1508		
VACANT	8	40	1508		
			<u>14040</u>		
PUBLICATION					
NABILA	8	40	1508	REQUIRED HOURS	5274
HARLINA	8	40	1508	REMAINING HOURS	758
DEANNA (P)	8	40	1508	STATUS	SATISFACTORY
VACANT	8	40	1508		
			<u>6032</u>		

3 CONTINUING AIRWORTHINESS MANAGEMENT ACTIVITIES

A. QUALITY ASSURANCE DEPARTMENT

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 CAMO	16			25		400	
	Annual audit of contracted AMO	16			4		64	AMO: GAM, SAS, MYCOPTER, LLA
	Audit report and NCR issuance	8			41		328	
	Review of amendment of CAME	8			5		40	
	Review of issuance /amendment of AMP & MEL	8			33		264	
	Liaison with authorities	2			10		20	
Record & Update Staff personal file	4			35		140		
GENERAL	Meeting (External)	4	4			16	192	
	Meeting (Internal)	4	4			16	192	
	Training - Continuous	8			1		8	
	Attend Internal/External Request	8			5		40	
TOTAL							1692	

B. AIRWORTHINESS REVIEW STAFF DEPARTMENT

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	80			25		2000	
	Aircraft physical survey for ARR	40			25		1000	
	ARR	40			25		1000	
	Permit to Fly Issuance	24			31		744	
	Surveillance	8			25		200	
GENERAL	Meeting (Internal)	4	2			8	96	CAMO - 2/MONTH
	Training - Continuous	8			3		24	
	Attend Internal/External Request	8			3		24	CAAM AUDIT
TOTAL							5088	

C. TECHNICAL SERVICE DEPARTMENT

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	
	Preelivery 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		
	Audit Review-CAAM	8	2			16	192		
	Technical Instruction	16			1		16	yearly	
	AEO	Audit Review-DGTA	16	2			16	192	
		Technical Study	16	1		1	16	192	yearly
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		
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)	
	Training - Continuous	8			4		32		
	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						26192			

E. CAMO PLANNING DEPARTMENT

SECTION	TASK (JOB DESCRIPTION)	MHR/TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR/YEAR	REMARKS
CAMO PLANNING	Register aircraft induction to CAMO in AERONET	1			4		4	
	Set up aircraft inspection / component / AD / SB template in AERONET	160			2		251	
	Aircraft induction bridging to AERONET	80			4		343	
	Monitor each aircraft SMI, AD, SB, DD, etc via AERONET daily	4		25		100	1200	
	Transfer AJL data (hours and cycles, deferred defect) to AERONET system in	1	30			30	360	
	Issue aircraft maintenance forecast and daily status to operator	4		25		100	1200	
	Liaise with operator for aircraft operational requirement	4		25		100	1200	
	Technical Instruction Compliance implementation and update AERONET system for AD, SB etc.	2		25		50	0	
	Plan, not limited to, aircraft scheduled maintenance, AD, SB, modifications, components (LLP, OTL, OH) inspection and rectification of defects	4		25		100	1200	
	Liaise with AMO to ensure the performance of maintenance activities above are properly coordinated	4		25		100	1200	
	Initiate request for spares required for implementation of AD and SB to AMO	2		25		50	600	
	Issuance of Work Order/Workpack to AMO	4			300		1200	
	Monitor each WO issued completed within scheduled time	2			300		600	
	Review and acceptance of completed work order from AMO	4			300		1200	
	Update AERONET upon maintenance completion	2			300		600	
Forward the completed work order to Technical Record.	1			300		300		
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		12	AJL BRIEFING, OEM LIASON, ETC
TOTAL							11975	

F. TECHNICAL RECORD DEPARTMENT

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	25		500	6000		
	AJL reviewed to ensure properly filled and	1	30			30	360		
	Liason with AMO/Flt Ops for AJL discrepancy	1	30			30	360		
	Record total hours and cycles based on AJL in the Airframe and Engine Logbook	1		30		30	360		
	Scan AJL and store in Gdrive	1	30			30	360		
	Filing AJL by registration and archived	1	30			30	360		
	Received and review completed work order from CAMO Planner	2				300	600		
	Ensure that the aircraft logbook are identified with the aircraft type and registration mark.	1				25	25		
	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	4			25		100	1200	
	Record and update related component maintenance in the component log card	2			25		50	600	
	Record and update related AD /SB/ Modification in the Modification Record Book (MRB) for summary status of AD, SB, modification, repairs etc.	4			25		100	1200	
	Update and maintain record of aircraft certificates files for C of R, C of A, radio license, weight and balance report, etc.	1				25	25	25	
Scan and ensure all continuing airworthiness records of aircraft (work order, AJL, LBE, MRB, Log Card etc.) are available and backup in the GDrive.	4			25		100	1200		
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							12902		

G. TECHNICAL PUBLICATION DEPARTMENT

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	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		