

#### 0.5.4 CAMO PLANNER

- a. CAMO Planner personnel is to ensure all aircraft maintenance planning is in place and is responsible for the following functions:
- i. gather and consolidate maintenance and inspection requirement for a maintenance or workshop work, as per approved maintenance programme requirement;
  - ii. gather and advise customer of any additional requirement especially Airworthiness Directives or Service Bulletins;
  - iii. Update and Monitor all Scheduled Maintenance Inspection including AD and SB in CAMS.
  - iv. raise Work Pack for any maintenance required;
  - v. register the Workpack and Worksheets raised;
  - vi. prepare Workpack and associated Worksheets and consult Part 145 AMO to verify scope and content of the Workpack;
  - vii. coordinate with Part 145 AMO for aircraft maintenance downtime or period needed to complete a particular maintenance or workshop task;
  - viii. prepare Maintenance Forecast and distribute to CAM Manager, Part 145 AMO and Operator for planning purposes.
  - ix. ensure all parts used on aircraft or a workshop task are recorded in the worksheet;
  - x. to assist Part 145 AMO organising all outstanding parts for a maintenance or workshop task
  - xi. to compile, check and acceptance of all completed Workpack and Worksheets are accounted for, completed and duly signed. For Scheduled Inspections, ensure the Maintenance Release Certificate raised and duly signed;
  - xii. Any other tasks deem fit by CAM Manager.

#### 0.5.5 DEPUTY CAMM

- a. The Deputy CAM Manager is responsible to assist CAM Manager with day-to-day activities as per CAME Part 0 para. 0.3.5.2.
- b. He/she will also be additionally assigned with the following tasks: