CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

Organisation	:	GALAXY AEROSPACE (M) SDN BHD
Approval No	:	CAMO/2016/03
Address	:	Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre (MIAC), Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor Darul Ehsan
Tel No	:	+603 7734 7226
Fax No	:	+603 7734 7526
CAME Reference No	:	GAM/CAAM/CAME
Issue Number	:	Issue 2
Revision Number	:	Revision 6
Date of Issue	:	29 April 2019
Date of Revision	:	02 June 2021
Copy Number	:	GAM/CAME/01
Copy Holder	:	Civil Aviation Authority of Malaysia

I. TABLE OF CONTENT

PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

PART 2 QUALITY SYSTEM

PART 3 CONTRACTED MAINTENANCE

PART 4 AIRWORTHINESS REVIEW PROCEDURES

PART 4B PERMIT TO FLY PROCEDURES

PART 5 APPENDICES

II. LIST OF EFFECTIVE PAGES

CAME Part	CAME Chapter	Page No.	Issue No.	Revision	Date
0	0.1	1	2	0	29 April 2019
	0.2	2-3	2	6	02 June 2021
	0.3	4-8	2	3	15 March 2020
	0.4	9	2	5	21 December 2020
	0.5	10	2	6	02 June 2021
	0.6	11	2	0	29 April 2019
	0.7	12 – 13	2	6	02 June 2021
	0.8	14 – 18	2	5	21 December 2020
1	1.0	1 – 2	2	6	02 June 2021
	1.1	3 – 7	2	5	21 December 2020
	1.2	8 – 10	2	6	02 June 2021
	1.3	11 – 14	2	6	02 June 2021
	1.4	15 – 16	2	6	02 June 2021
	1.5	17 – 18	2	6	02 June 2021
	1.6	19 – 20	2	6	02 June 2021
	1.7	21 – 22	2	6	02 June 2021
	1.8	23	2	6	02 June 2021
	1.9	24	2	3	15 March 2020
	1.10	25	2	3	15 March 2020

Prepared By:	Reviewed By:	Approved By:
Continuing Airworthiness Management Manager	Quality Assurance Manager	Civil Aviation Authority of Malaysia
ZATY NADHIRA BINTI MOHAMED ZUHARI Continuing Airworthiness Management Manager Galaxy Aerospace (M) Sdn Bhd (1040262-D)	OMAR BIN AHMAD Quality Assurance Manager Galaxy Aerospace (M) Sdn. Bhd (1040262-D)	
Date: 21 JUN 2021	Date: 21 JUN 2021	Date:

CAME Part	CAME Chapter	Page No.	Issue No.	Revision	Date
1	1.11	26	2	3	15 March 2020
	1.12	27 – 29	2	6	02 June 2021
	1.13	30 – 32	2	4	05 October 2020
	1.14	33 – 35	2	6	02 June 2021
	1.15	36	2	4	05 October 2020
	1.16	37	2	6	02 June 2021
2	2.1	1 – 3	2	6	02 June 2021
	2.2	4	2	6	02 June 2021
	2.3	5	2	6	02 June 2021
	2.4	6	2	6	02 June 2021
	2.5	7	2	6	02 June 2021
	2.6	8	2	6	02 June 2021
	2.7	9	2	6	02 June 2021
3	3.0	1	2	4	05 October 2020
	3.1	2	2	6	02 June 2021
	3.2	3	2	6	02 June 2021
	3.3	4	2	6	02 June 2021
4	4.1	1 – 2	2	6	02 June 2021
	4.2	3	2	6	02 June 2021
	4.3	4	2	6	02 June 2021
	4.4	5	2	6	02 June 2021

Prepared By:	Reviewed By:	Approved By:
Continuing Airworthiness Management Manager	Quality Assurance Manager	Civil Aviation Authority of Malaysia
ZATY NADHIRA BINTI MOHAMED ZUHARI Continuing Airworthiness Management Manager Galaxy Aerospace (M) Sdn Bhd (1040262-D)	OMAR BIN AHMAD Quality Assurance Manager Galaxy Aerospace (M) Sdn. Bhd (1040262-D)	
Date: 21 JUN 2021	Date: 21 JUN 2021	Date:

CAME Part	CAME Chapter	Page No.	Issue No.	Revision	Date
4	4.5	6	2	6	02 June 2021
	4.6	7	2	6	02 June 2021
	4.7	8	2	4	05 October 2020
4B	4B.1	1	2	6	02 June 2021
	4B.2	2	2	6	02 June 2021
	4B.3	3 – 4	2	6	02 June 2021
	4B.4	5	2	6	02 June 2021
	4B.5	6 – 8	2	6	02 June 2021
	4B.6	9	2	6	02 June 2021
	4B.7	10 - 14	2	6	02 June 2021
5	5.1	1	2	6	02 June 2021
	5.2	2	2	6	02 June 2021
	5.3	3	2	0	29 April 2019
	5.4	4	2	6	02 June 2021
	5.5	5	2	0	29 April 2019
	5.6	6	2	0	29 April 2019
	5.7	7 – 26	2	6	02 June 2021
	5.8	27	2	6	02 June 2021
	5.9	29 – 39	2	6	02 June 2021
	5.10	40 – 49	2	6	02 June 2021

Prepared By:	Reviewed By:	Approved By:
Continuing Airworthiness Management Manager	Quality Assurance Manager	Civil Aviation Authority of Malaysia
ZATY NADHIRA BINTI MOHAMED ZUHARI Continuing Airworthiness Management Manager Galaxy Aerospace (M) Sdn Bhd (1040262-D)	OMAR BIN AHMAD Quality Assurance Manager Galaxy Aerospace (M) Sdn. Bhd (1040262-D)	
Date: 21 JUN 2021	Date: 21 JUN 2021	Date:

III. AMENDMENT RECORD

ISSUE NO	REVISION NO.	DATE	DETAILS
1	1	18-Jul-17	1. Chapter 0.2.4 – Scope of Work a. To include AS355 in GAM CAMO Scope of Work 2. Chapter 3.3 – Detailed List of Maintenance Contractors a. To include MYCAS in the list of Maintenance Contractor 3. Chapter 5.2 – List of Airworthiness Review Staff a. To include additional approval for the ARS 4. Chapter 5.4 – List of Approved Maintenance Organisation Contracted a. To include MYCAS in the list of Maintenance Contractor 5. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. To update details of aircraft managed by GAM CAMO. 6. Chapter 5.9 – Manpower Resources and Management Tool a. To update Manpower Resources and Management Tool.
1	2	15-Dec-17	1. Chapter 0.2.4 – Scope of Work a. To include A109S and A119 in GAM CAMO Scope of Work 2. Chapter 3.3 – Detailed List of Maintenance Contractors a. To refer Chapter 5.4 for List of Maintenance Contractor 3. Chapter 5.2 – List of Airworthiness Review Staff a. To include additional approval for the ARS 4. Chapter 5.2 – List of Airworthiness Review Staff a. To include additional approval for the ARS 5. Chapter 5.4 – List of Approved Maintenance Organisation Contracted a. To add capability of AWM in the list of Maintenance Contractor 6. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. To update details of aircraft managed by GAM CAMO. 7. Chapter 5.9 – Manpower Resources and Management Tool a. To update Manpower Resources and Management Tool.
1	3	25-Apr-18	1. Chapter 0.2.4 – Scope of Work a. To include AW189 in GAM CAMO Scope of Work 2. Chapter 0.8 – Facilities a. To add new location of GAM CAMO facility at UniKL MIAT 3. Chapter 5.2 – List of Airworthiness Review Staff a. To include additional approval for the ARS and new appointed ARS 4. Chapter 5.4 – List of Approved Maintenance Organisation Contracted a. To add capability of AMO in the list of Maintenance Contractor

ISSUE NO	REVISION NO.	DATE	DETAILS
1	3	25-Apr-18	5. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. To update details of aircraft managed by GAM CAMO. 6. Chapter 5.9 – Manpower Resources and Management Tool a. To update Manpower Resources and Management Tool.
1	4	20-Sep-2018	1. Chapter 1.12 – Flight Test Procedures a. Amend Flight Test Procedures and to include Maintenance Flight Test 2. Part 4B – Permit to Fly Procedures (All pages) a. To include Permit to Fly procedures 3. Chapter 5.1 – Sample Documents a. To include form GAM/CAMO-022 Permit to Fly Approval 4. Chapter 5.2 – List of Airworthiness Review Staff a. To include PTF privilege for ARS functions and update names of ARS 5. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. To update details of aircraft managed by GAM CAMO. 6. Chapter 5.9 – Manpower Resources and Management Tool a. To update Manpower Resources and Management Tool 7. Chapter 5.10 – List of Approved Limited Scope of Maintenance Activities a. To include list of maintenance activities that requires Permit to Fly
1	5	07-Nov-18	1. Chapter 0.8 – Facilities a. To update GAM CAMO facility location at Helicopter Centre, Malaysia International Aerospace Centre (MIAC) 2. Chapter 5.1 – Sample Documents a. To include new and revised form for GAM CAMO 3. Chapter 5.2 – List of Airworthiness Review Staff a. To include approval for the new appointed ARS 4. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. To update details of aircraft managed by GAM CAMO. 5. Chapter 5.9 – Manpower Resources and Management Tool a. To update Manpower Resources and Management Tool.
2	0	29-Apr-19	1. Cover Page a. Amend CAME reference from GAM/DCAM/CAME to GAM/CAAM/CAME 2. All pages (as applicable) a. Changes from DCAM to CAAM

ISSUE NO	REVISION NO.	DATE	DETAILS
2	0	29-Apr-19	3. Part 0 – General Organisation (All pages) a. Reformatting to include numbering list system (a, b, c) for each paragraph. 4. Chapter 0.2.4 – Scope of Work a. Include A119 aircraft type into GAM-CAMO capability. 5. Chapter 0.5 – Personnel Requirements a. Job description for CAMO supporting personnel refer to CAMP. 6. Part 4B (All pages) a. Update Permit to Fly procedures.
2	1	16-Aug-19	1. Chapter 5.1 – Sample Documents a. To extract some internal forms out and maintain those that require CAAM approval. 2. Chapter 5.2 – List of Airworthiness Review Staff a. Included Permit to Fly (PTF) approval for ARS and update names of ARS. 3. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. Included aircraft 9M-SAS belonging to His Royal Highness, Sultan of Pahang 4. Chapter 5.10 – List of Approved Limited Scope of Maintenance Activities a. To reflect the list of scope of maintenance activities for the issuance of PTF in the second level, Continuing Airworthiness Management Procedure (CAMP).
2	2	24-Dec-19	1. Chapter 0.2.4 – Scope of Work a. Included aircraft type A109E to GAM scope of work and update AMP reference. 2. Chapter 5.2 – List of Airworthiness Review Staff a. To update ARS 01 approval for airworthiness review and permit to fly for type A109E 3. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. Updated list of aircraft managed under GAM CAMO 4. Chapter 5.9 – Manpower Resources and Management Tool a. Updated manpower resources and include ARS function for PTF issuance in Manpower Resources and Management Tool

ISSUE NO	REVISION NO.	DATE	DETAILS
2	3	15-Mar-20	1. Chapter 0.2.4 – Scope of Work a. Include aircraft type B300 to GAM scope of work and update AMP reference. 2. Chapter 0.3.3 – Quality Assurance Manager a. Replacement of nominated post holder for Quality Assurance Manager (QAM) 3. Chapter 0.3.5.1 – Accountable Manager (AM) a. Include duties and responsibilities of Accountable Manager (AM) as acting Quality Assurance Manager (QAM) in the event of his absence. **4.** Chapter 0.5 – Personnel Requirements a. Include diploma with level of experiences criteria for CAMO personnel requirements. **5.** Chapter 0.7.2 – CAMO Manuals Reference a. Rephrased description of CAMO manuals reference and include third level documents in description. b. Remove Quality Assurance Notice (QAN) as third level for CAMO Manuals reference as QAN controlled separately by QA Department and not limited to CAME procedures only. **6.** Chapter 1.1.1.1 – The Journey Log Book Content a. Rephrase term of “Certificate of Release to Service” to “Maintenance Release Certificate”. b. Correction on policy for the submission for approval of AJL through CAAM not QAM. c. Rephrase term “Technical Log” to “Journey Log”. **7.** Chapter 1.2 – Aircraft (AMP) a. Correction title from “Programmes” to “Programme” **8.** Chapter 1.2.1 – General a. Typo correction from “Program” to “Programme” **9.** Chapter 1.3.2 – Records a. Correction on policy to retain records for a period not less than 12 months in case of aircraft permanently withdrawn from service instead for a period not less than 36 months after the aircraft or component has been released to service. **10.** Chapter 1.4.1 – General a. Remove form TIC no. GAM/CAMO-001 which is controlled under second level document. 11. Chapter 1.4.2 – Airworthiness Directives Decision a. Correction on policy to record the compliance of Airworthiness Directive in the aircraft airworthiness records (Log Books) by GAM CAMO instead of by the contracted approved maintenance organisation.

ISSUE NO	REVISION NO.	DATE	DETAILS
2	3	15-Mar-20	12. Chapter 1.3.2 – Records a. Correction on policy to retain records for a period not less than 12 months in case of aircraft permanently withdrawn from service instead for a period not less than 36 months after the aircraft or component has been released to service. 13. Chapter 1.4.1 – General a. Remove form TIC no. GAM/CAMO-001 which is controlled under second level document. 14. Chapter 1.4.2 – Airworthiness Directives Decision a. Correction on policy to record the compliance of Airworthiness Directive in the aircraft airworthiness records (Log Books) by GAM CAMO instead of by the contracted approved maintenance organisation. 15. Chapter 1.6.1 - Approvals a. Remove policy on special repair instructions issued and approved by the OEM to be considered as data approved by CAAM 16. Chapter 1.7.3 – Deferred Defect Policy a. Correction of abbreviation from CAM to CAMM 17. Chapter 1.8 – In Service Difficulty Reporting (ISDR) a. Updated policy from “Mandatory Occurrence Reporting” to “In Service Difficulty Reporting (ISDR)” as per requirement by CAAM. 18. Chapter 1.10 – Daily / Pre-Flight / Turnaround Inspections a. Detailed on only task in maintenance manual to be include in Aircraft Maintenance Programme and not flight manual 19. Chapter 1.11.1 – General a. Correction of abbreviation from CAM to CAMM 20. Chapter 1.12.1 – Flight Test Criteria a. Rephrase term from “”Maintenance Check Flight Schedule (MCFS)” to “Maintenance Flight Test Schedule (MFTS)” 21. Chapter 1.12.2.2 – Maintenance Flight Test Schedule a. Rephrase term from “”Maintenance Check Flight Schedule (MCFS)” to “Maintenance Flight Test Schedule (MFTS)” 22. Chapter 5.2 – List of Airworthiness Review Staff a. Added ARS privilege and ARS 02 approval for airworthiness review and permit to fly for type B300. 23. Chapter 5.4 – List of Approved Maintenance Organisations Contracted a. Updated aircraft type capability for contracted AMO for type A109E, B300 and EC155B.

ISSUE NO	REVISION NO.	DATE	DETAILS
2	3	15-Mar-20	24. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. Updated list of aircraft managed under GAM CAMO. 25. Chapter 1.10 – Daily / Pre-Flight / Turnaround Inspections a. Detailed on only task in maintenance manual to be include in Aircraft Maintenance Programme and not flight manual 26. Chapter 1.11.1 – General a. Correction of abbreviation from CAM to CAMM 27. Chapter 1.12.1 – Flight Test Criteria a. Rephrase term from “”Maintenance Check Flight Schedule (MCFS)” to “Maintenance Flight Test Schedule (MFTS)” 28. Chapter 1.12.2.2 – Maintenance Flight Test Schedule a. Rephrase term from “”Maintenance Check Flight Schedule (MCFS)” to “Maintenance Flight Test Schedule (MFTS)” 29. Chapter 5.2 – List of Airworthiness Review Staff a. Added ARS privilege and ARS 02 approval for airworthiness review and permit to fly for type B300. 30. Chapter 5.4 – List of Approved Maintenance Organisations Contracted a. Updated aircraft type capability for contracted AMO for type A109E, B300 and EC155B. 31. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. Updated list of aircraft managed under GAM CAMO. 32. Chapter 5.9 – Manpower Resources and Management Tool a. Updated manpower resources for inclusion of aircraft type B300 in Manpower Resources and Management Tool.
2	4	05-Oct-20	1. Cover Page a. Inserted organisation name and company approval no. b. Updated CAME revision no and date 2. Abbreviation List a. Corrected spelling to Aircraft Maintenance Programme 3. Chapter 0.2.4 – Scope of Work a. Updated AMP reference 4. Chapter 1.1 – Aircraft Journey Log Utilisation and MEL Application a. Revised and updated policy in accordance with CAAM requirements. 5. Chapter 1.3 – Time and Continuing Airworthiness Records: Responsibilities, Retention & Access a. Revised and updated policy in accordance with CAAM requirements. a.

ISSUE NO	REVISION NO.	DATE	DETAILS
2	4	05-Oct-20	6. Chapter 1.7.5 – In Service Difficulty Reporting (ISDR) a. Inserted ISDR policy to Chapter 1.7 from Chapter 1.8 7. Chapter 1.8 – Engineering Activity a. Inserted new policy on Engineering Activity 8. Chapter 1.13 – Planning Procedures **a.** Revised and updated policy in accordance with CAAM requirements 9. Chapter 1.14 – Airworthiness Data Control a. Inserted new policy on Airworthiness Data Control 10. Chapter 1.15 – Control of Personnel Competence a. Inserted new policy on Control of Personnel Competence 11. Chapter 1.16 – Subcontracting Management Control Procedure a. Inserted new policy on Subcontracting Management Control Procedure. 12. Part 3 – Contracted Maintenance (All pages) a. Revised and updated policy on Part 3 Contracted Maintenance in accordance with CAAM requirements 13. Part 4 – Airworthiness Review Procedures (All pages) a. Reformatting to include numbering list system (a, b, c) for each paragraph. 14. Chapter 4.1 – Airworthiness Review Staff a. Revised ARS qualification as per AN 6102 15. Chapter 4.3 – Physical Survey a. Revised physical survey period to be performed from 60 days to 90 days prior C of A expiry 16. Chapter 4.4 - Additional procedures for recommendations to CAAM for the import of the aircraft a. Corrected typo from CAAMM to CAAM b. Replace reference CAAM AN 2 to AN 8301 17. Chapter 5.1 – Sample Documents a. Updated controlled form 18. Chapter 5.2 – List of Airworthiness Review Staff a. Updated approval for Airworthiness Review Staff 19. Chapter 5.4 – List of Approved Maintenance Organisations Contracted b. Updated capability on contracted approved maintenance organisation 20. Chapter 5.8 – Details of Aircraft Managed by GAM - CAMO a. Updated list of aircraft managed by GAM CAMO

ISSUE NO	REVISION NO.	DATE	DETAILS
2	4	05-Oct-20	21. Chapter 5.1 – Sample Documents b. Updated controlled form 22. Chapter 5.2 – List of Airworthiness Review Staff c. Updated approval for Airworthiness Review Staff 23. Chapter 5.4 – List of Approved Maintenance Organisations Contracted d. Updated capability on contracted approved maintenance organisation 24. Chapter 5.8 – Details of Aircraft Managed by GAM - CAMO b. Updated list of aircraft managed by GAM CAMO 25. Chapter 5.9 – Manpower Resources and Management Tool a. Updated Manpower Resources and Management Tool
2	5	21-Dec-20	1. Chapter 0.2.2 – Relationship with Other Organisations a. Included GAM as a Part 21 approved design organisation 2. Chapter 0.2.4 – Scope of Work a. Include aircraft type R44 to GAM scope of work and update AMP reference 3. Chapter 0.4.2 – Continuing Airworthiness Management Organisation Chart a. Included Deputy Continuing Airworthiness Management Manager into the organisation chart. 4. Chapter 0.8 – Facilities a. Included additional location for GAM CAMO facilities at PGU **5.** Chapter 1.1.1.1 – The Journey Log Content a. Added policy for fully utilising previously approved AJL prior using the newly approved AJL. **6.** Chapter 5.2 – List of Airworthiness Review Staff a. Added ARS privilege and ARS 01 and ARS 03 approval for airworthiness review and permit to fly for type EC120 b. Included approval for new appointed ARS for type R44 **7.** Chapter 5.4 – List of Approved Maintenance Organisation Contracted a. Updated aircraft type capability for contracted AMO for type R44 **8.** Chapter 5.8 – Details of Aircraft Managed by GAM-CAMO a. Updated list of aircraft managed by GAM CAMO **9.** Chapter 5.9 – Manpower Resources and Management Tools a. Updated Manpower Resources and Management Tools

ISSUE NO	REVISION NO.	DATE	DETAILS
2	6	02-Jun-21	1. Cover Page a. Update revision no. and revision date. 2. I – Table of Content a. Update chapter title and page number. 3. II – List of Effective Pages a. Update page no, revision and date of affected pages. 4. IV – Distribution List a. Amend distribution procedure reference from Part 0.5 to CAMP Part 1.5 b. Include soft copy in GAMS portal as controlled copy. 5. V – Abbreviation List a. Include Civil Aviation Directive (CAD) in the list. 6. 0.2.4 Scope of Work a. Update AMP reference for RMPAOF's AW139 (9M-PMA – 9M-PMF) b. Include AMP reference for RMPAOF's AW139 (9M-JPM c. Update Airworthiness Review and Permit to Fly privilege for aircraft EC120B d. Update AMP reference for Helang's EC120B (9M-HFA) e. Added scope of approval for aircraft type R66, Cessna 208, Cessna 172 S and PC-6 for Part M Subpart G and Subpart I privilege (ARR & PTF). 7. 0.5 Personnel Requirement a. To include policy on the retention of qualification record for all personnel involved in continuing airworthiness activities. 8. 0.7 Continuing Airworthiness Management Exposition Amendment Procedures a. Include procedure to highlight the revised portion of text for amendment of CAME. 9. 1.0 Continuing Airworthiness Management Procedures a. To update policy on CAMO task as per CAD 6802. 10. 1.2.1 General a. To include policy on the periodically review of the AMP minimum annually from initial issue date or from the revision date, as applicable 11. 1.2.2 AMP content a. Include policy on information to be included in AMP as per CAD 6801.

ISSUE NO	REVISION NO.	DATE	DETAILS
2	6	02-Jun-21	12. 1.2.3.2 Responsibilities a. Submission of the AMP to CAAM changed from by operator to CAMO. 13. 1.2.3.3 AMP Amendments a. Submission of the AMP and the amendments for approval to CAAM changed from by operator to CAMO. 14. 1.2.4 Holders of the AMP a. To include CAMO's Quality Assurance Manager as holders of the AMP. 15. 1.3.5 Transfer of Continuing Airworthiness Records a. To include policy for retention of records continue to apply for the new owner of aircraft or CAMO. b. To change from CAMM to QAM as the person in charge for quarantine of aircraft records in case of aircraft accident / serious incident. 16. 1.4.1 General (Accomplishment and control of Airworthiness Directives) a. To remove policy on filing of hard copies of Airworthiness Directives in office cabinet. b. To include policy for monthly reporting to CAAM for AD compliance issued by CAAM or State of Design as per CAD 6801. 17. 1.4.2 Airworthiness Directives Decision a. To remove policy on AD compliance requires operator's decision 18. 1.5.1 General (Analysis of the Effectiveness of the Maintenance Programme) a. To include reference for CAME Part 1.2.1 periodic review. 19. 1.5.4 AMP Meetings a. To remove limitation for annual interval of AMP analysis as AMP is analysed periodically in conjunction with periodic AMP review. 20. 1.6 Repair and Modification Standards a. To update policy in accordance with CAD 8109 and 8110. 21. 1.7.2 Liaison with Manufacturers and Regulatory Authorities a. To correct grammar in the sentence. 22. 1.7.5 Mandatory Occurrence Reporting – Airworthiness Aspect a. To amend policy from ISDR to MOR Airworthiness Aspect as per CAD 6801.

ISSUE NO	REVISION NO.	DATE	DETAILS
2	6	02-Jun-21	23. 1.8 Engineering Activity a. To remove scope of approval for GAM DO and refer to Design Organisation Manual. b. To amend AN 78 to CAD 8106 24. 1.12.1 Flight Test Criteria) a. To amend AN 8305 to CAD 8305. 25. 1.12.2.2 Maintenance Flight Test Schedule (MFTS) a. To amend reference to CAME Part 5.10 for list of scope of maintenance activities 26. 1.14.1 Control of Information a. To amend policy for CAMO to ensure access to airworthiness data available for end user instead of providing computer. 27. 1.14.4 Maintenance Documentation a. To change policy for all forms controlled in second level manual, CAMP instead of QAM. b. To include transcription of maintenance task in the work cards by authorised AMO and not restricted to CAMO 28. 1.14.5 Awareness of Technical Publications, Instructions and Service Information by the Staff a. To amend abbreviation CHCSB to GAM. 29. 1.16 Subcontracting Management Control Procedure a. To amend references made to Notice 6102 to CAD 6802. 30. Part 2 Quality Systems a. Reformatting of all pages to include paragraph with numbering system 31. 2.1.1 Continuing Airworthiness Quality Policy a. Correction title from CAM to CAMM. b. Use abbreviation AM for Accountable Manager in sentence. 32. 2.1.2 Quality Programme a. To include policy in quality monitoring activities as per CAD 6802 33. 2.1.3 Quality Audit Procedure a. To remove QAM and AMO as recipients for audit report 34. 2.1.4 Quality Audit Remedial Action Procedure a. To update and include policy on audit remedial action procedure for internal audit and CAAM audit. 35. 2.6 Quality Audit Personnel a. To include reference to Quality Procedure Manual

ISSUE NO	REVISION NO.	DATE	DETAILS
2	6	02-Jun-21	36. 2.7 Records Keeping a. To include new policy on records keeping of audit activities. Previous Quality Audit of Aircraft policy moved to Part 3.2. 37. 3.1 Maintenance Contractor Selection Procedure a. To update reference from Notice 6101, 6102, 6501, 6502 to CAD 6801, 6802, 8601 and 8602 respectively. 38. 3.2 Quality Audit of Aircraft a. To update policy on quality audit of aircraft. 39. 3.3 Quality Audit of Sub-contracted Part M Tasks a. To include new policy on audit of subcontracted Part M tasks. 40. Part 4 Airworthiness Review Procedure a. To include statement “latest revision” to Airworthiness Review Report and Physical Survey Report form reference 41. 4.1.1 Training, Qualification, Experience and Procedure (ARS) a. To amend references made to Notice 6102, Notice 1101 to CAD 6802 and CAD 1801, respectively. b. To amend Authority to CAAM. c. To amend Director General to CAAM. d. To include policy for the renewal of ARS as an authorised signatory 42. 4.2 Review of Aircraft Records a. To removed statement “approved by the Agency” for aircraft complies with the latest revision of its type design. b. To include policy on the unrestricted access to aircraft records for ARS. 43. 4.3 Physical Survey a. To include statement “latest revision” to Physical Survey Report form reference. b. To update policy in accordance with CAD 6802. 44. 4.4 Additional Procedures for Recommendation to CAAM for the Import of the Aircraft a. To amend Notice 8301 to CAD 8301 45. 4.5 Airworthiness Review Report a. To include statement “latest revision” to Airworthiness Review Report form reference. b. To rewrite sentence on the purpose of ARR for C of A issuance / renewal. c. To include additional statement for known defects appropriately addressed.

ISSUE NO	REVISION NO.	DATE	DETAILS
2	6	02-Jun-21	46. 4.6 Control of an ARR a. To include new policy for the control of ARR as per CAD 6802 47. 4B Permit to Fly Procedures a. Reformatting of all pages to include paragraph with numbering system 48. 4B.1 Introduction a. To change from approved ARS to authorised ARS. b. To amend Notice 8305 to CAD 8305. 49. 4B.2 Issuance of Permit to Fly under CAMO privilege a. To amend Notice 8305 to CAD 8305. 50. 4B.3.1 Application for the approval of Flight Conditions a. To amend Notice 8305 to CAD 8305. 51. 4B.4 ARS assessment for PTF issuance a. To amend Notice 8305, 6101 and 6102 to CAD 8305, 6801 and 6802. b. To amend approved signatory letter to approved signatory certificate. 52. 4B.5 Procedure a. To amend Notice 8305 to CAD 8305. 53. 5.1 Sample Documents a. To update form revision no. and include new AJL form for Layang-Layang Flying Academy, A109E and YTL Power Generation. 54. 5.2 List of Airworthiness Review Staff a. To update aircraft type and names of approved signatory. 55. 5.4 List of Approve Maintenance Organisations Contracted a. To include R44 & R66 type rating for GAM AMO Approval. b. To include Layang-Layang Aerospace Sdn Bhd as contracted AMO 56. 5.7 Compliance Checklist a. To update compliance check list as per CAD 6801 and CAD 6802. 57. 5.8 Details of Aircraft Managed by GAM-CAMO a. To re-arrange list by operator and update aircraft. 58. 5.9 Manpower Resources and Management Tool a. To update manpower calculation. 59. 5.10 List of Approved Limited Scope of Maintenance Activities a. To include list of scope of maintenance activities for PTF issuance by authorised ARS.

IV. DISTRIBUTION LIST

a. This Continuing Airworthiness Management Exposition and any subsequent revision are distributed according to CAMP Part 1.5 to the following recipients. Controlled copy holders will receive future revisions and issues. Holder of the controlled copy will ensure that the copy is maintained up to date and is made available to the concerned staff/manager/executive of the department as and when required.

COPY NUMBER	HOLDER
GAM/CAME/MASTER	Technical Library GAM-CAMO
GAM/CAME/01	Civil Aviation Authority of Malaysia
GAM/CAME/02	Accountable Manager GAM-CAMO
GAM/CAME/03	Continuing Airworthiness Management Manager GAM-CAMO
GAM/CAME/04	Quality Assurance Manager GAM-CAMO
Soft Copy	Galaxy Aerospace Management System (GAMS) portal

b. Each holder of GAM CAME is personally responsible for the insertion of all revisions. All responsible persons shall have a thorough knowledge with the GAM CAME.

c. Copies are issued to any other agency other than reflected in distribution list or any personnel are considered as un-controlled. These manuals shall be current issue and revision. Un-controlled copy holder will not receive future revisions.

V. ABBREVIATIONS LIST

List all of the abbreviations used in the CAME

AC	Airworthiness Certificate
AD	Airworthiness Directive
ADD	Acceptable Deferred Defect
AFM	Aircraft Flight Manual
AM	Accountable Manager
AMC	Acceptable Means of Compliance
AMO	Approved Maintenance Organisation
AMP	Aircraft Maintenance Programme
AOC	Air Operator's Certificate
AOG	Aircraft on Ground
AOL	Aircraft Operating Limit
AR	Airworthiness Review
ARR	Airworthiness Review Report
ARS	Airworthiness Review Staff
AWOPS	All Weather Operations
C of A	Certificate of Airworthiness
CAAM	Civil Aviation Authority of Malaysia
CAD	Civil Aviation Directive
CAMM	Continuing Airworthiness Management Manager
CAME	Continuing Airworthiness Management Exposition
CAMO	Continuing Airworthiness Management Organisation
CAMP	Continuing Airworthiness Management Procedures
CAMS	Continuing Airworthiness Management System
CDL	Configuration Deviation List
CRS	Certificate of Release to Service
DOA	Design Organisation Approval
EASA	European Aviation Safety Agency
ELT	Emergency Locator Transmitter
FC	Functional Check
GAM	Galaxy Aerospace (M) Sdn Bhd
LLP	Life limited Parts
MEL	Minimum Equipment List
MM	Maintenance Manual
MNPS	Minimum Navigation Performance Service
MOE	Maintenance Organisation Exposition
MPD	Maintenance Planning Document

MRB	Maintenance Review Board
MRC	Maintenance Release Certificate
OEM	Original Equipment Manufacturer
PIC	Pilot in Command
PTF	Permit to Fly
QAM	Quality Assurance Manager
RTB	Rotor Track and Balance
SB	Service Bulletin
SL	Service Letter
SIL	Service Instruction Leaflet
SMI	Scheduled Maintenance Inspection
SRM	Structure Repair Manual
STC	Supplemental Type Certificate
STCH	Supplemental Type Certificate Holder
TC	Type Certificate
TCDS	Type Certificate Data Sheet
TCH	Type Certificate Holder

0.2 General Information

0.2.1 Description of the Organisation

a. GAM-CAMO is structured under the management of the Accountable Manager. For the complete management structure refer to the organisation's management chart in Chapter 0.4.

b. GAM-CAMO is an approved organisation performing Part M Subpart G and I privileges for commercial and non-commercial aircraft. GAM is authorised to carry out continuing airworthiness management, in addition to make recommendations for the airworthiness review report (ARR) to CAAM.

0.2.2 Relationship with Other Organisations

a. GAM-CAMO currently operates independently and wholly owned by Galaxy Aerospace (M) Sdn Bhd (GAM).

b. GAM is also an independent Part 145 approved organisation performing contracted maintenance, repairs and overhaul activities and Part 21 approved design organisation.

c. GAM-CAMO uses GAM-AMO as maintenance provider to meet the requirements of Part M and also supported by other CAAM Part 145 AMO to ensure that the aircraft managed are always within the controlled environment.

d. Details of the current maintenance contractors are listed in Part 5 of this CAME.

0.2.3 Aircraft Managed

a. Aircraft managed by GAM-CAMO in accordance with CAAM Part M Subpart G and I are listed in respective contract and is held by Continuing Airworthiness Management Manager (CAMM).

b. The list of aircraft controlled is as stated in Part 5 of this CAME (5.8 List of Aircraft Managed by GAM-CAMO)

0.2.4 Scope of Work

a. The capabilities of GAM-CAMO Continuing Airworthiness Management are based on CAAM approval under Part M Subpart G and I.

Aircraft Type	Airworthiness Management	Airworthiness Review	Permit to Fly	AMP
AW139	✓	✓	✓	RMPAOF/CAMO/AMP/AW139 YTLPG/CAMO/AMP/AW139 JBPM/CAMO/AMP/AW139 JPM/CAMO/AMP/AW139
EC120B	✓	✓	✓	HFA/CAMO/AMP/EC120B
AS355F1	✓	-	-	-
A109S	✓	-	-	GAM/CAMO/AMP/A109S
AW189	✓	✓	✓	JBPM/CAMO/AMP/AW189
EC155B	✓	✓	✓	HRHSOP/CAMO/AMP/EC155B
EC155B1	✓	✓	✓	GAM/CAMO/AMP/EC155B1
AS365N2	✓	✓	✓	GAM/CAMO/AMP/AS365N2
Bell 429	✓	✓	✓	GAM/CAMO/AMP/429
A119	✓	✓	✓	PBH/CAMO/AMP/A119
A109E	✓	✓	✓	JBPM/CAMO/AMP/A109E
B300	✓	✓	✓	RMPAOF/CAMO/AMP/B300
R44	✓	✓	✓	LLFA/CAMO/AMP/R44
R66	✓	✓	✓	JAG/CAMO/AMP/R66
CESSNA 208	✓	✓	✓	RMPAOF/CAMO/AMP/C208
CESSNA 172S	✓	✓	✓	RMPAOF/CAMO/AMP/C172S
PC-6	✓	✓	✓	RMPAOF/CAMO/AMP/PC6

0.5 Personnel requirements

a. The supporting personnel for the management of continuing airworthiness in GAM-CAMO shall at least have:

i. Practical experience and expertise in the application of aviation safety standards and safe operating practices;

ii. A comprehensive knowledge of relevant parts of operational requirements and procedures;

iii. Knowledge of quality systems;

iv. A relevant engineering degree or a diploma with experiences of more than 2 years within the continuing airworthiness environment or an aircraft maintenance qualification with additional education acceptable to CAAM.

v. Thorough knowledge with the organisation's continuing airworthiness management exposition;

vi. Knowledge of a relevant type(s) of the aircraft gained through a formalised training course;

vii. Knowledge of maintenance methods.

viii. Knowledge of applicable regulations.

b. The Job description for GAM-CAMO supporting personnel refer to Continuing Airworthiness Management Procedures (CAMP) Part 0, Para 0.5.

c. GAM-CAMO shall keep in record the qualification of all personnel above and including those listed in Part 0.3 that involved in continuing airworthiness management.

0.7 Continuing Airworthiness Management Exposition Amendment Procedures

a. The CAM Manager is responsible for reviewing the CAME and for preparing any amendments. All amendments will be submitted to CAAM for approval prior to their incorporation in the CAME. In any event, changes may require complying with the latest regulation. Amendments procedure as follows: -

i. The CAMM will check of the amendment is in compliance with Part-M.

ii. In case of amendments or changes of contents, the related page must be replaced.

iii. Amended text passages must be marked with a vertical line at the left side of the page and highlighting the revised portion of the text.

iv. The revision number and the date must be changed.

v. In the list of effective pages, the revision and date of the appropriate page has to be changed.

vi. Once approved by the CAAM, the revision must be added to the exposition by replacing the old pages.

vii. The revision pages must be distributed to the recipients according to the distribution list.

viii. Each revision must be entered and noted on the revision list by the holder of the CAME, showing the date of revision and the signature.

ix. The staffs must be advised about the changes.

x. Any changes must be submitted to CAAM and get CAAM approval.

b. CAMM is responsible for the amendment and approval application process with CAAM for any amendment of the CAME except for the amendment raised to correct typo graphical error, which can be approved by QAM.

0.7.1. CAME Review

a. CAME will be reviewed at intervals not exceeding 12 months or more frequently when significant changes occur which affect the content of the CAME.

0.7.2. CAMO Manuals Reference

a. The CAME procedures are further detailed in the second level document, Continuing Airworthiness Management Procedures (CAMP). The CAMP and all its revisions are approved by QAM after he has verified that they are not contradicting to the CAME. GAM CAMO documents comprise of first, second and third level documents:

i. First Level Document
Continuing Airworthiness Management Exposition (CAME).

ii. Second Level Document
Continuing Airworthiness Management Procedures (CAMP).

iii. Third Level Document
Continuing Airworthiness Notice (CAN).

PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

1.0. Continuing Airworthiness Management Procedures

a. The continuing airworthiness management procedures are the responsibilities of GAM-CAMO; to ensure compliance with the continuing airworthiness aspects of CAAM Part M. It ensures that:

i. Each aircraft is maintained in an airworthy condition.

ii. That the operational and emergency equipment necessary for flight is serviceable.

iii. The Certificate of Airworthiness (C of A) of each aircraft remains valid.

b. When GAM-CAMO is contracted to manage the continuing airworthiness of a customer aircraft, GAM is obliged to:

i. Have the aircraft's type in the scope of its approval.

ii. Develop a maintenance programme for the aircraft, including any reliability programme developed.

iii. Organise the approval of the aircraft's maintenance programme.

iv. Once it has been approved, give a copy of the aircraft's maintenance programme to the owner.

v. Organize a bridging inspection with the aircraft's prior maintenance programme.

vi. Organise for all maintenance to be carried out by an approved maintenance organisation.

vii. Organize for all applicable airworthiness directives to be applied.

viii. Organize for all defects discovered during scheduled maintenance or reported by the owner to be corrected by an approved maintenance organisation.

ix. Coordinate scheduled maintenance, the application of airworthiness directives, the replacement of life limited parts, and component inspection requirements.

x. Inform the owner each time the aircraft shall be brought to an approved maintenance organisation.

xi. Manage and archive all continuing airworthiness records including aircraft journey log.

xii. Ensure that the mass and balance statement reflect the current status of the aircraft.

xiii. Organize the approval of any modification to the aircraft in accordance with CAAM specified requirement before it is embodied.

xiv. Organize the approval of any repair to the aircraft in accordance with CAAM specified requirement before it is carried out

xv. Inform CAAM whenever the aircraft is not presented to the approved maintenance

organisation by the owner as requested by the approved organisation.

xvi. Inform CAAM whenever the present arrangement has not been respected.

xvii. ensure that the airworthiness review of the aircraft is carried out when necessary and ensure that the airworthiness review report and its recommendation is sent to CAAM;

xviii. report to CAAM for mandatory occurrence on airworthiness aspect in accordance with paragraph 2.2 of CAD 6801; and

xix. inform CAAM whenever the present contract is terminated by either party and return all continuing airworthiness records to the owner.

1.2. Aircraft Maintenance Programme (AMP)

1.2.1 AMP Content

a. The purpose of an Aircraft Maintenance Programme hereinafter called AMP is to provide maintenance planning instructions necessary for the safe operation of the aircraft. It is the responsibility of the operator or GAM-CAMO as applicable, to assure that all operated aircraft are maintained in accordance with a maintenance programme approved by the CAAM.

b. The AMP shall be periodically reviewed, minimum annually or more frequent when significant changes of the maintenance planning document which affect the content of the AMP and to be amended accordingly.

c. The latest AMP review shall be registered in each aircraft CAMS for follow up.

1.2.2 AMP Content

a. The AMP shall contain details including frequency, of all maintenance to be carried out including any specific tasks linked to specific operations and the requirement of CAAM.

b. The AMP is based upon the aircraft Manufacturers Maintenance Manual Chapter 4 Airworthiness Limitations and Chapter 5 Time Limits; to reflect in full the maintenance recommendations of the airframe, engine, propeller and equipment manufacturers.

c. The following information shall be included in the AMP for each aircraft type:

i. The requirements issued by CAAM;

ii. the requirements for continuing airworthiness

1. issued by the holders of the type-certificate, restricted type-certificate, supplemental type-certificate, major repair design approval, TSO authorisation or any other relevant approval; and

2. included in the document containing design data with acceptable methods, techniques and practices for carrying out and identifying standard changes or standard repairs, if applicable; and

iii. the requirements for non-safety related tasks as follows:

1. additional or alternative instructions, proposed by the CAMO, approved in accordance with paragraph 3.2 of CAD 6801; and

2. included in the document containing design data with acceptable methods, techniques and practices for carrying out and identifying standard changes or standard repairs, if applicable; and

iv. escalation of tasks interval shall be subject to sufficient reviews being carried out in accordance with paragraph 3.2.6 of CAD 6801.

1.2.3 AMP Development

1.2.3.1 AMP Sources

a. GAM-CAMO uses data from various sources such as, but not limited to;

i. Maintenance Planning Document (MPD)

ii. Maintenance Review Board (MRB)

iii. OEM Airworthiness Limitations & Inspection Requirements.

iv. Maintenance Manuals.

v. Maintenance requirements specified in AD's, SB's, SIL's, SL's, AOL, etc.

vi. Vendor instructions for continued airworthiness including installed optional equipment, STC's etc.

vii. Authority Requirements and results from operators AMP effectiveness analysis.

1.2.3.2 Responsibilities

a. The operator is responsible for development of the AMP and it's amendments for all operated aircraft.

b. If the development of an AMP or its amendments has been contracted to GAM-CAMO, the responsibility remains with the operator. The operator must check and verify the contents of AMP are complied with the approved manufacturer manuals before submission to CAAM.

c. The application and submission to CAAM shall be made by the CAMO.

1.2.3.3 AMP amendments

a. An AMP shall be amended, but not limited to;

i. When the MRB report, MPD or other requirements from the manufacturer has been revised,

ii. When required by applicable Authorities

iii. When required by AD´s or Service Bulletins.

iv. As required when recommended by manufacturer of aircraft engines and components.

v. Result of operator's reliability program and experiences

b. An amendment requiring approval cannot become effective until CAAM approval has been obtained. The CAMO is responsible for submission of an AMP and its amendments to the CAAM for approval.

c. To ensure the requirements are not missed, GAM-CAMO shall raise Temporary Revision

which must be approved by the operator and GAM QAM prior to be implemented and distributed to all holders.

d. The Temporary Revision shall be issued on yellow coloured papers and placed adjacent to the current page requiring temporary revision. These pages shall be removed upon incorporation of Amendment A or B of the concerned pages.

1.2.4 Holders of the AMP

a. A copy of the AMP will be kept by;

i. Operators

ii. CAAM Airworthiness Division.

iii. GAM's CAMO

iv. GAM's CAMO QAM

v. The contracted Maintenance Organisations.

1.3. Time and continuing airworthiness records, responsibilities, retention, access

a. GAM-CAMO Maintenance Planning and Technical Records section are responsible for continually updating the data system that tracks Aircraft Continuing Airworthiness Records.

1.3.1 Hours and cycles recording

a. Flight hours and cycles are recorded in the Journey Log and thus supplied to the CAMM. GAM-CAMO must be informed in regular intervals, depending on the utilisation, about the current running total flying hours and cycles of the aircraft by the owner/operator for planning the next maintenance event. This has also to be specified in the contract.

b. The aircraft type and registration mark, the date, together with total flight time and/ or flight cycles and/or landings, as appropriate, will be entered in the aircraft logbooks.

1.3.2 Continuing Airworthiness Records

a. The GAM-CAMO aircraft continuing airworthiness records consist of, as appropriate, an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards, for any service life limited components and an aircraft journey logbook (also known as aircraft technical log).

b. At the completion of any maintenance, the associated maintenance release will be entered in the appropriate logbook in the aircraft continuing airworthiness records. Each entry will be made as soon as practicable and within 30 days after the day of the maintenance action.

c. The aircraft logbook will be identified with the aircraft type and registration mark. The date together with the following information, as appropriate, will be entered in the appropriate logbooks:

   i. total flight time;

   ii. total flight cycles (as applicable);

   iii. total engine cycles (as applicable); and

   iv. total landings (as applicable)

d. The aircraft continuing airworthiness records will contain the current:

   i. status of airworthiness directives and measures mandated by the Authority in immediate reaction to a safety problem;

   ii. status of modification and repair;

   iii. status of compliance with maintenance programme;

   iv. status of service life-limited components;

   v. mass and balance report; and

vi. list of deferred maintenance.

e. In addition to the authorized release document CAAM Form 1 or equivalent document acceptable to Authority, the following information relevant to any component installed will be entered in the appropriate engine or propeller logbook, engine module or service life limited component log card:

i. identification of the component; and

ii. the type, serial number and registration, as appropriate, of the aircraft, engine, propeller, engine module or service life-limited component to which the particular component has been fitted, along with the reference to the installation and removal of the component; and

iii. the date together with the component's accumulated total flight time and/or flight cycles and/or landings and/or calendar time, as appropriate; and

iv. the current continuing airworthiness records applicable to the component

f. All entries made in the aircraft continuing airworthiness records must be clear and accurate. When it is necessary to correct an entry, the correction must be made with a single line strikethrough that clearly shows the original entry and an initial.

1.3.3 Preservation of Continuing Airworthiness Records

a. GAM-CAMO manages and archives all technical records for contracted aircraft. These documents are retained in a fire, theft, water and alteration protected environment throughout the validity of the contract. For back up, all the records are scanned and saved in a server or any means of electronic storage.

b. GAM-CAMO shall retain all continuing airworthiness records for the periods specified:

i. all detailed maintenance records in respect of the aircraft and any life-limited component fitted thereto, shall be kept at least 12 months after the aircraft or component has been permanently withdrawn from service;

ii. all detailed maintenance records in respect of the aircraft and any life-limited component fitted thereto, shall be kept until such time as the information contained therein is superseded by new information equivalent in scope and detail but not less than 36 months after the aircraft or component has been released to service or at least 12 months after the aircraft or component has been permanently withdrawn from service;

iii. the total time in service (hours, calendar time, cycles and landings) of the aircraft and all service life-limited components, shall be kept at least 12 months after the aircraft or component has been permanently withdrawn from service;

iv. the time in service (hours, calendar time, cycles and landings) as appropriate, since last scheduled maintenance of the component subjected to a service life limit, shall be kept at least until the component scheduled maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail;

v. the current status of compliance with maintenance programme such that compliance with the approved aircraft maintenance programme can be established, shall be kept at least until the aircraft or component scheduled maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail;

vi. the current status of compliance with airworthiness directives applicable to the aircraft and components, shall be kept at least 12 months after the aircraft or component has been permanently withdrawn from service; and

vii. details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, shall be kept at least 12 months after they have been permanently withdrawn from service.

c. Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by repair facilities and reference to records maintained by individual mechanics, etc. When these things have been done and the record is still incomplete, the owner/operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to the CAAM for acceptance. The CAAM may require the performance of additional maintenance if not satisfied with the reconstructed records

1.3.4 Access to Continuing Airworthiness Records

a. The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. The records shall be stored in a manner that ensures protection from damage, alteration and theft.

b. All computer hardware used to ensure data backup should be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.

c. CAMO will control the records as detailed in Part 1.3.2 of this CAME and present the records to the Authority upon request.

1.3.5 Transfer of Continuing Airworthiness Records

a. Once the contracts are expired or terminated, GAM-CAMO must transfer all records to the owner or operator of the aircraft. Documents transfer to the operator must be recorded and acknowledged by the recipient in any means of declaration. Notification to CAAM must be made within 14 days after the service is terminated or expired. The time periods prescribed for the retention of records shall continue to apply to the new owner of the aircraft or CAMO.

b. If GAM-CAMO ceases to hold the certificate of approval under regulation 31 of MCAR, all retained records shall be transferred to the owner or operator of the aircraft as stipulated in the contract.

c. In the event of sale of an aircraft, the owner is responsible to transfer the records to the new owner upon received of all documents from GAM-CAMO. All records will be made available by GAM-CAMO prior to transfer to the new owner.

d. Any aircraft leased to another operator, the lease agreement shall be stipulated the record keeping for particular aircraft.

e. In the event of an accident or serious incident, QAM will quarantine the records secure until requested by the CAAM.

1.4 Accomplishment and control of Airworthiness Directives

1.4.1 General

a. Any applicable airworthiness directive must be carried out within the requirements of that airworthiness directive.

b. Applicable AD's issued by the CAAM or any airworthiness directive issued by a state of design for an aircraft, or for an engine, propeller, part or appliance imported and installed on an aircraft registered in Malaysia, shall be complied.

c. GAM-CAMO performs the AD assessment, planning and follow-up for sub-contracted operators, or contracted aircraft.

d. All AD's that affect aircraft types or components on aircraft managed by GAM-CAMO, subjected to contract coverage, are listed in the CAMS computerised system.

e. The AD evaluation use the Technical Instruction Compliance form to evaluate the applicability of the AD and monitored the process flow until accomplishment. List of all AD evaluations must be registered and recorded.

f. GAM-CAMO is responsible for the accomplishment and control of Airworthiness Directives for contracted aircraft. CAMM is responsible for AD evaluation, accomplishment and control

g. GAM-CAMO shall update CAAM monthly for the compliance of any AD issued by CAAM or by the State of Design.

1.4.2 Airworthiness Directive Decision

a. All AD's shall be evaluated for general applicability to A/C or A/C components. The analysis may be performed by the operator or, as described in applicable contract, by GAM-CAMO.

b. GAM-CAMO shall evaluate all applicable AD's in accordance with this CAME. The evaluation shall be based on applicability (S/N, incorporated SB's, mod status, previous AD's, superseded AD, etc.). A copy of the evaluation must be sent to the operators for their acknowledgement.

c. GAM-CAMO is responsible to advise operators on implementation of applicable Airworthiness Directive after the analysis.

d. All AD's handled by GAM-CAMO are communicated to the Maintenance Organisation in the form of a WO except for Emergency AD's. Refer Part 1.4.3 for detail.

e. In a case where the operator failed to incorporate an AD which is clearly affecting the A/C or its component, this shall immediately be communicated with the operator. If the operator insists for not to incorporate the AD, GAM-CAMO has the right to immediately terminate its services and contract.

f. The method of compliance and when such compliance was achieved will be recorded in the aircraft airworthiness records (Log Books) by GAM-CAMO.

g. For AD's with repetitive inspection content then each and every inspection will be recorded on completion in the aircraft airworthiness records.

h. A Maintenance Release Certificate will be issued every time compliance with an AD is established. The CAMM is responsible for control of performing the AD. He will establish the applicable work orders. The CAMM also responsible for incorporation and documentation of performed AD's and to ensure that all applicable AD's will be performed in time as specified in the AD.

1.4.3 Emergency Airworthiness Directives

a. When an emergency AD has been issued that affect types of aircraft or components that are managed by GAM-CAMO, then shall GAM-CAMO immediately inform the Operator/Owner/Lessee about the Emergency AD and what type of actions that are necessary to take.

b. If the Operator/Owner/Lessee cannot be reached in due time, GAM-CAMO has the right to take necessary decisions. In order not to lose unnecessary time, an Emergency AD can be ordered by Phone or E-mail.

1.5 Analysis of the effectiveness of the maintenance programme

1.5.1 General

a. An operator or GAM-CAMO as applicable, should analyse the effectiveness of the maintenance program, with regard to spares, established defects, malfunctions and damage, analyse of component reliability, analyse of remarks, analyse of technical delays/cancellations, etc. and to amend the maintenance program accordingly. The analysis shall at a minimum be performed annually as a part of the periodic review stated in CAME Part 1.2.1.

1.5.2 Analysis

a. The following information is required, but not limited to, used as basis for analysis effectiveness of the maintenance programme:

i. Technical Remarks

ii. Aircraft reliability

iii. Engine Condition Trend Monitoring

iv. Rate of Component change/TBF

v. Findings during routine maintenance

vi. Unscheduled maintenance performed.

vii. Technical delays/cancellations analysis

1.5.3 Daily Analysis

a. The effectiveness of the AMP is analysed continuously by the engineering staff during the daily activities.

b. In addition to AMP meeting, all incoming data such as Technical remarks, component changes, engine health monitoring, engine/APU oil consumption, etc. continuously monitored during above described daily work.

1.5.4 AMP Meetings

a. The AMP is analysed during scheduled AMP Meetings. Participants;

i. Continuing Airworthiness Management Manager

ii. Quality Assurance Manager

iii. Airworthiness Review Staff

iv. Representative from operators

v. Representatives from contracted, sub contracted organisations as required.

b. Sources for the analysis are:

i. The above daily analysis

ii. Technical Remarks from Engineers or Pilots

iii. Aircraft Reliability Reports

iv. Engine Health Monitoring

v. Rate of Component Change

vi. Findings during routine maintenance reported by Part-145 organisations.

c. A summary of the outcome from the analysed reliability data is sent to the operators, the same summary is presented on the next meeting.

d. Where appropriate and necessary, amendments to the Maintenance Programme will be promulgated by GAM-CAMO or Operator as applicable, for submission to the CAAM Office as an amendment.

1.6 Repair and Modification Standards

1.6.1 General

a. Modification means a change to the type design of an aeronautical product which is not a repair. Repair means the restoration of an aeronautical product to an airworthy condition as defined by the appropriate airworthiness requirement.

1.6.2 Approval

a. GAM CAMO shall ensure that modifications and repairs incorporated in the aircraft are approved by CAAM accordingly.

b. All design of modifications to be embodied on Malaysian aircraft shall be:

   i. approved under requirements of CAD 8104 and CAD 8105;

   ii. validated under requirements of CAD 8108; or

   iii. complies to the requirement of CAD 8109 para. 5.

c. All design of repairs to be embodied on Malaysian aircraft shall be:

   i. approved under requirements of CAD 8106; or

   ii. complies to the requirement of CAD 8110 para. 5.

d. Any deviations to the installation / repair instructions provided by the design approval holder required during the embodiment of modification / repair shall be deemed as a revision to a modification / repair design and shall be approved accordingly

1.6.3 Compatibility

a. GAM CAMO has the ultimate responsibility to verify compatibility with other modifications and repairs before installing any new modifications or repairs on the aircraft.

b. The installer of the modifications / repair specified in para. 4.1 of CAD 8109 / 8110, respectively, shall survey the aircraft records and the aircraft itself to determine what other modification or repair exist on the aircraft. Any questions of incompatibility with other modifications or repairs arising from the survey shall be referred for resolution to GAM CAMO

c. The CAMO shall provide the installer with information on all existing modification or repair to the aircraft so that compatibility may be verified. Any questions of modification / repair incompatibility which may arise during installation or in service shall be thoroughly investigated by consultation with the modification / repair design approval authority or modification / repair design approval holder

d. In every case of incompatibility between modifications or repairs, the problem shall be corrected and it must be established to the satisfaction of the CAAM of that the modified / repaired aircraft continues to comply with the applicable standards of airworthiness

e. GAM CAMO shall promptly report any modification / repair incompatibilities detected during installation or in service to the modification / repair design approval holder, to the installer and to CAAM..

1.6.4 Records

a. GAM CAMO shall ensure that

i. the modification / repair substantiating data supporting compliance with the airworthiness requirements are retained;

ii. in addition to the records of design approval and return-to-service approval, the following kind of data that shall be included, as applicable:

1. a master drawing list and the individual drawings, photographs, specifications and records which identify the design change and location on the aircraft;
2. mass and moment change records; and
3. a record of any change in electrical load caused by incorporation of the design change

iii. part of the records includes a STC or equivalent document, or service bulletins / structural repair manual reference, if applicable;

iv. the details of modifications / repairs to an aircraft and its major components retained for a minimum period of 12 months after the unit to which the records refer has been permanently withdrawn from service;

v. in the event of a temporary change of operator, the records shall be made available to the new operator; and

vi. In the event of any permanent change of operator, the records shall be transferred to the new operator

b. When applicable, GAM CAMO shall incorporate into the existing operating data supplements to the approved aircraft flight manual, maintenance instructions, instructions for continuing airworthiness and repair instructions pertaining to a modification / repair. GAM CAMO shall record the incorporation of the required supplements in the appropriate revision logs

c. All changes to limited life components limits, if applicable, shall be incorporated in the maintenance programme following the modification / repair design approval.

1.7 Defect Reports

1.7.1 Analysis

a. Defect reports from a Part-145 organization or the operators are processed and analysed by GAM-CAMO followed by a recommendation to the operators regarding the following:

i. Changed component maintenance intervals/service life

ii. Changed airframe or engine maintenance intervals,

iii. Changed operational procedures, implementation of modifications, etc.

b. As applicable, this analysis is used as an important part of the analysis of the effectiveness of the maintenance programme. The aircraft continuing airworthiness records are examined at regular intervals by GAM-CAMO to provide information concerning defects occurring, Pilot's reports, maintenance actions and defects of a repetitive nature.

c. Maintenance input records (work-packs) will also be reviewed for significant findings by GAM-CAMO which may have airworthiness or operational implications.

d. A report about the defects should be written and contain details such as:

i. Date

ii. Aircraft Registration

iii. Aircraft Type and S/N

iv. Effected part or component

v. Description of discrepancy

vi. Name of responsible pilot in command

vii. Signed by the PIC

e. GAM-CAMO will assess the findings as necessary and any action required will be agreed with the owner or operator before implementation. Implementation may take the form of a Maintenance Programme amendment or modification action.

1.7.2 Liaison with Manufacturers and Regulatory Authorities

a. All defects considered affecting flight safety shall be reported by the operator to CAAM and GAM-CAMO.

b. Defects known to GAM-CAMO shall be reported to the operator, CAAM and TC holder.

1.7.3 Deferred Defect Policy

a. In general, all identified defects shall be corrected before flight, deferred maintenance should as far as possible be avoided during scheduled maintenance and should be the last solution. However, under certain circumstances defects may be deferred if applicable conditions are met. Established Deferred defect policy must be referred.

b. GAM will seek to ensure that the minimum number of open Deferred Defects exist. All open Deferred Defects will be monitored by CAMM in consultation with the owner or operator and the contracted maintenance organisation to ensure earliest rectification and subsequent closure.

c. All defects that are subject to deferral action will be as per the Minimum Equipment List and its guidelines for use. Defects such as cracks and structural defects that are not addressed in the MEL or CDL may only be deferred after agreement with the Type Certificate holder and that the defect is not of a safety concern.

d. When a Deferred Defect is raised, the CAMM will consult with the contracted maintenance organisation with a view to arrange the earliest possible rectification action to be taken. This will involve the pre-allocation of down time, spares, personnel, tooling etc. as appropriate. A Maintenance Release will be issued upon clearance of any Deferred Defects.

e. It is of vital importance to contact the manufacturer as soon as any uncertainty exists.

1.7.4 Repetitive Defects

a. Repetitive Defect is a defect in an aircraft or its component which recurs, in spite of rectifications attempted on the same aircraft or its component and system more than 3 times in a month.

b. The aircraft continuing airworthiness records are monitored by CAMM to identify repetitive defects as and when they become apparent. Remedial action will be arranged with the contracted maintenance organisation in consultation with the owner/operator.

1.7.5 Mandatory Occurrence Reporting – Airworthiness Aspect

a. The CAMO shall report to CAAM and the organisation responsible for the type design (or supplemental type design), of any identified condition of an aircraft or component that endangers flight safety.

b. Reports shall be made in accordance with CAD 1900 and contain all pertinent information about the conditions known to the person.

c. Where the organisation maintaining the aircraft is contracted by an owner to carry out maintenance, the organisation maintaining the aircraft shall also report to the owner and the CAMO any such condition affecting the owner's aircraft or component.

d. Reports shall be made as soon as practicable, and within 48 hours of the person identifying the condition to which the report relates.

.

1.8 Engineering Activity

a. GAM is also an approved Design Organisation (DO) with CAAM approval no. DOA/2020/01.

b. GAM DO terms of approval can be referred to Design Organisation Manual GAM/DOM latest approved revision.

c. Modifications and repairs that are not within the scope of GAM DO shall be submitted to CAAM for the approval of the particular repair data in accordance with CAD 8106 and the procedures in CAMP Part 4.10 – Repair Process Management.

1.12 Flight Test Procedures

a. This procedure is only applicable under GAM CAMO.

b. This chapter defines GAM policies on the criteria, management and control of check flight procedures.

c. PTF is not required for unintentional lift-off while performing engine ground run or to recover from ground resonance.

1.12.1 Flight Test Criteria

a. When the aircraft Certificate of Airworthiness ceased to be in force in accordance with MCAR Regulation 27 (1), a PTF with Flight Conditions or PTF with conditions must be obtained in accordance with CAD 8305, before the check flight is allowed to take place.

b. The Check Flight shall be performed in accordance with the applicable flight schedule as described below:

i. Airworthiness Flight Test Schedule (AFTS)

a. AFTS shall be used for initial C of A flight test application for used aircraft induction into GAM. AFTS shall be approved by CAAM.

b. Operator's shall nominate pilots who are properly qualified and adequately experienced to carry out Airworthiness Flight Test. CAMM shall present the recommended pilots to CAAM (Airworthiness Sector) for approval. Only Airworthiness Flight Test Pilots who are approved by CAAM (Airworthiness Sector) shall perform the airworthiness flight test.

ii. Maintenance Flight Test Schedule (MFTS)

a. Maintenance flight test is performed in accordance with Type Certificate (TC) holder approved data. Therefore, CAAM approved MFTS is not required.

b. For any deviation in the MFTS from the TC Holder approved data, CAAM approval is required.

c. MFTS consists of the following scopes;

i. Functional Check Flight (FCF) (e.g: engine change, hydraulic pump change, etc) in accordance with TC holder approved data.

ii. Rotor Blade Track & Balance (RTB) in accordance with TC holder approved data.

1.12.2 Flight Test Procedure

1.12.2.1 Airworthiness Flight Test Schedule (AFTS)

a. Certificate of Airworthiness for New Aircraft

i. Flight test is not required for induction of new aircraft into GAM. Production Flight Test or any flight test report which is issued by the manufacturer is satisfactory.

b. Certificate of Airworthiness for Used Aircraft

i. Flight test is required for induction of used aircraft into GAM. GAM requires CAAM approved AFTS to carry out the Airworthiness Flight Test.

ii. CAMM shall be responsible to submit the proposed AFTS to CAAM (Airworthiness Sector) for approval. The proposed AFTS shall be based on TC holder's approved data and CAAM regulations.

iii. Only Pilots approved by CAAM (Airworthiness Sector) shall perform the Airworthiness Flight Test in accordance with CAAM approved Flight Test Schedule.

iv. Refer to CAME Part 4B Section 4B.7 (b) Flowchart PTF with Conditions for C of A has not been issued for further details.

1.12.2.2 Maintenance Flight Test Schedule (MFTS)

a. Maintenance flight test is required for criteria as specified in Para 1.12.1.b.ii.

b. The scope of maintenance activities that required PTF can be referred to CAME Part 5.10.

c. Authorised ARS is responsible for checking the conformity of maintenance instructions performance, together with the additional conditions or restrictions associated with the check flight.

d. The PTF and the associated conditions shall be carried on board and displayed in the aircraft at all times when operating under the terms of the PTF.

e. PTF records including its flight conditions document are part of the continuing airworthiness records for the respective aircraft. They shall be safe kept for 24 months after the aircraft has been permanently withdrawn from service.

f. Refer to CAME Part 4B Section 4B.7 (c) Flowchart PTF with Conditions for Maintenance Check Flight for further details.

1.12.3 Process for applying for Approval of PTF with Flight Conditions and PTF with conditions.

a. There are two processes involved in the issuance of PTF:

i. PTF issued by CAAM.

ii. PTF issued by CAMO.

b. GAM shall not release an aircraft for flight without a valid Certificate of Airworthiness unless a PTF has been issued through the process mentioned above.

c. Flight Conditions approval shall be issued by CAAM. Notwithstanding, the Flight Conditions which is not related to the safety of the design may be approved by a CAAM approved design organisation that has been granted such privilege.

d. For PTF issued by CAMO, conditions or restrictions as mentioned in the PTF shall be used.

e. Procedure for issuance of PTF is specified in Part 4B.

1.14 Airworthiness Data Control

a. For the purposes of this CAME, applicable airworthiness data are:

i. any applicable requirement, procedure, standard or information issued by the authority responsible for the oversight of the aircraft or component;

ii. any applicable airworthiness directive issued by the authority responsible for the oversight of the aircraft or component;

iii. any applicable instructions for continuing airworthiness, issued by the holders of the type certificate, restricted type certificate, supplemental type certificate, TSO authorisation, major modification approval, major repair design approval or any other relevant approval deemed to have been issued by the Authority; and

iv. any applicable maintenance instructions issued by maintenance organisation. The organisation may only modify maintenance instructions in accordance with a procedure specified in the maintenance organisation's exposition. With respect to those changes, the organisation must demonstrate that they result in equivalent or improved maintenance standards and must inform the type-certificate holder of such changes. Maintenance instructions for the purposes of this paragraph mean instructions on how to carry out the particular maintenance task; they exclude the engineering design of repairs and modifications.

b. The organisation maintaining an aircraft must ensure that all applicable maintenance data is current and readily available for use when required. GAM-CAMO will establish a work card or worksheet system to be used and will either transcribe accurately the maintenance data onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data.

c. Airworthiness data should be kept up to date by:

i. subscribing to the applicable amendment scheme

ii. checking that all amendment are being received

iii. monitoring the amendment status of all data

d. All airworthiness data available in GAM are listed in the Publication Master List

1.14.1 Control of Information

a. The CAMO will be responsible for the control of maintenance instructions and its related documents used by GAM.

b. CAMO will serve as the central receipt, registration generation and dissemination point for technical documents including drawings received from aircraft manufacturers, component vendors as well as those produced internally by GAM. The following points highlight how CAMO interface with other related parties:

i. CAMO will maintain a database of all technical documents held by various parties within GAM. The database will record details of each technical document including but not limited to title, the revision status, and registered holders.

ii. CAMO will also coordinate all purchases of technical documents as required and procure these documents where applicable.

iii. CAMO will maintain a master set of reference materials e.g. standards, processes and material specification, product technical data etc. required for maintenance.

iv. CAMO shall ensure that the end user has access to the airworthiness data.

1.14.2 Technical Information Amendment Procedures

a. CAMO will be responsible for updating the master set of technical documents, and applicable manuals used for the continuing airworthiness of aircraft managed by GAM-CAMO.

b. All superseded documents must be promptly removed/destroyed or guarded against inadvertent use.

c. CAMO will also generate master listing showing the Publication Revision Status of all documents and manuals every month. This listing must be made available to all end users and circulated electronically.

1.14.3 Company Technical Procedures / Instructions

a. GAM-CAMO does not produce any technical procedures / instructions. All technical procedures / instructions will be issued and prepared by GAM-DOA under their scope of approval.

1.14.4 Maintenance Documentation

a. The CAMO must hold and use applicable current maintenance data for the performance of continuing airworthiness tasks referred to in Part 0.3.5.2 of this Exposition. This data may be provided by the operator, subject to an appropriate contract being established with such an operator. In such case, the CAMO only needs to keep such data for the duration of the contract, except when required by Part 1.3.2 of this Exposition.

b. All forms or documents used in recording of maintenance work done is controlled in CAMP Part 6.1 List of Forms. Only paper records (hard copy) are approved to be used for recording maintenance documentation. These maintenance documentations will be identified with control numbers for the purpose of traceability.

c. Maintenance tasks should be transcribed by GAM-CAMO or authorised maintenance contractor, as applicable, onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the maintenance task. Of particular importance is the need to differentiate and specify, when relevant, disassembly,

accomplishment of task, reassembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such task, it may be necessary to use supplementary work cards or worksheets to indicate what was actually accomplished by each individual person. A worksheet or work card system should refer to particular maintenance tasks.

1.14.5 Awareness of Technical Publications, Instructions and Service Information by the Staff

a. GAM-CAMO will provide access to all controlled technical documents to all personnel so as to enable them to perform their designated duties. Such documents must be located at convenient locations at their workplace.

b. Data being made available to personnel maintaining aircraft means that the data should be available in close proximity to the aircraft or component being maintained, for mechanics and certifying staff to perform maintenance.

c. Where computer systems are used, the number of computer terminals should be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.

d. A listing showing the latest revision status of all controlled documents at each location will be prominently displayed to allow these personnel to confirm they are using up-to-date data.

e. All personnel must be made aware of the types of technical publications available from the manufacturers and those issued internally by GAM that are needed for the accomplishment of their tasks. They must be well versed with how to use the documents to obtain the correct information.

f. All personnel will handle technical documents with due care and keep them well organised and in good condition.

g. All documents that are not being controlled and updated as per the procedures described must be marked **“UNCONTROLLED”.** This also applies to obsolete documents retained legally.

h. All holders must segregate uncontrolled manuals and ensure that all technical manuals of unknown status are destroyed.

i. All technical personnel must be aware that information in uncontrolled documents are not current and to be used only for reference.

1.16 Subcontracting Management Control Procedure

a. GAM-CAMO holds the privileges according to CAAM Part-M Subpart G (CAD 6802) to manage the continuing airworthiness of aircraft as listed on the approval certificate. GAM-CAMO does not subcontract any of the continuing airworthiness management tasks to other organisation for the time being in force.

PART 2 QUALITY SYSTEMS

2.1 Continuing Airworthiness Quality Policy, Plan and Audit Procedures

a. Part 2 of GAM's CAME defines the continuing airworthiness quality policy, planning, and procedures to meet the requirements of CAAM Part M Subpart G and is an integrated part of the operator's quality system.

2.1.1 Continuing Airworthiness Quality Policy

a. The Quality System and associated Quality Assurance Programme enables monitoring of GAM's compliance with Part M, the Continuing Airworthiness Management Exposition and any other standards specified by GAM or CAAM, to ensure airworthy.

b. The Accountable Manager (AM) has the overall responsibility that the managing of continuing airworthiness will be ensured on the aircraft. The Continuing Airworthiness Management Manager (CAMM) and the Quality Assurance Manager (QAM) have at all times direct access to the AM. All personnel are encouraged to participate actively in the quality system by reporting all discrepancies and suggestions for improvements to the QAM or AM. The AM has also the overall responsibility for the quality system including the frequency, format and structure of the internal management evaluation activities as prescribed below.

2.1.2 Quality Programme

a. The Quality Programme is developed by the QAM in liaison with CAMM. The QAM implements an audit which during a twelve-month period addresses the whole continuing airworthiness management activity and all of the aspects of Part M which have a bearing on the continuing airworthiness arrangements of GAM-CAMO.

b. The Quality Programme also addresses those aspects of the individual aircraft's continuing airworthiness, which would have been covered by the Airworthiness Review Report (ARR).

c. The quality system shall monitor activities carried out and shall at least include the following functions:

i. Monitoring that all activities carried out under this CAD are being performed in accordance with the approved procedures;

ii. Monitoring that all contracted maintenance is carried out in accordance with the contract;

iii. Monitoring the continued compliance with the requirements of CAD 6802; and

iv. Monitoring that all subcontracted continuing airworthiness management tasks is carried out in accordance with the contractual obligations.

d. The Audit Plan shall be established annually combining GAM-CAMO and GAM-AMO compliance monitoring by using form number GAM/Q-007.

2.1.3 Quality Audit Procedure

a. The primary purpose of the audit is to observe a particular event/action/document etc. in order to verify whether established continuing airworthiness procedures and requirements are followed during the accomplishment of that event. This is to ensure that the required standard is being achieved.

b. Every audit is undertaken by a quality auditor as a part of the overall audit programme and becomes the subject of an audit report. Before distribution, the preliminary conclusions will be advised to the person(s) in charge of the areas subject to audit. The quality auditor and the persons responsible for the areas / subjects audited determine then together the corrective actions to be taken.

c. This also defines the time allowed for corrective actions to be implemented. The corrective action should be determined taking into account the root cause of the finding, such that the corrective action may be carried out in a fashion that will prevent possible re-occurrence of the finding.

d. The audit reports are distributed to the following persons:

   i. The Accountable Manager.

   ii. The Continuing Airworthiness Management Manager

2.1.4 Quality Audit Remedial Action Procedure

a. When findings are determined during an audit, the CAMM are to decide upon corrective actions and/or procedure of improvements. The corrective actions and/or procedure of improvements are then to be demonstrated and accepted by QAM. The QAM shall monitors the remedial actions and their compliance to be implements in the system.

b. If no corrective or insufficient action has been taken, the QAM shall inform AM accordingly.

c. Any of the findings are classified into the following categories:

   i. **Level 1** finding is any significant non-compliance with CAAM Part-M requirements which lowers the safety standard and hazards seriously the flight safety. The finding shall also be reported to CAAM in accordance with CAME Part 1.7.5 Mandatory Occurrence Reporting – Airworthiness Aspect.

   ii. **Level 2** finding is any non-compliance with the CAAM Part-M requirements which could lower the safety standard and possibly hazard the flight safety or is a non-compliance to the CAME procedures.

d. The above-mentioned levels of findings require rectifications by the responsible management personnel within the following time frame:

   i. **Level 1** finding – Acceptable corrective action shall be taken immediately.

   ii. **Level 2** finding – Acceptable corrective action shall be taken within up to 14 days (depending on nature of finding), unless otherwise agreed by the QAM

e. For findings determined during CAAM audit are classified as per below:

i. Level 1 finding – Any significant non-compliance with requirements laid down in CAD 6802 which lowers the safety standard and hazards seriously the flight safety. The certificate of approval shall cease to be in force immediately until acceptable corrective action has been taken by the CAMO.

ii. Level 2 finding – Any non-compliance with requirements laid down in CAD 6802 which could lower the safety standard and possibly hazard the flight safety. If the CAMO fails to accomplish the corrective action to the satisfaction of the CAAM within 14 days after receipt of notification of findings, unless otherwise agreed by CAAM, the CAMO approval shall cease to be in force until acceptable corrective action has been taken by the CAMO.

f. After receipt of notification of findings, GAM-CAMO shall define a preventive action and demonstrate the preventive action to the satisfaction of CAAM within 90 days unless otherwise agreed by CAAM.

2.2 Monitoring of the Continuing Airworthiness Management Activities

a. Internal Audit shall be performed as an assessment of the Continuing Airworthiness Management activities against the procedures defined in the CAME and in particular the ability of the CAMM to discharge their responsibilities effectively with respect to Part M. All procedures of continuing airworthiness shall be audited annually and recorded in the Audit Report form (GAM/Q-009) and Audit Check List form (GAM/CAMO-009). Audit procedures and remedial action procedures are the same as Chapter 2.1.3 and 2.1.4

2.3 Monitoring of the Effectiveness of the Maintenance Programme

a. The Audit Plan as carried out by the Quality Assurance Manager includes a review of the effectiveness of the Maintenance Programme. This review will critically analyse the findings and actions taken as a result of Para. 1.5 of this CAME.

2.4 Monitoring that all Maintenance is Carried Out by an Appropriately Approved Maintenance Organisations

a. GAM-CAMO has its own approved maintenance organization. However, for contracted maintenance if applicable, the Annual Audit must be carried out including the verification of AMO Capabilities and Approvals is relevant to the maintenance being performed on the aircraft.

2.5 Monitoring that all Contracted Maintenance is Carried Out in Accordance with the Contract

a. The Audit Programme shall include a review of all maintenance provided to GAM-CAMO by the contracted maintenance organisation, including sub-contractors. This review will assess all of the contracted maintenance is carried out in accordance with the Maintenance Contract as appropriate.

2.6 Quality Audit Personnel

a. All personnel involved in the Audit process shall be trained in a manner to fulfil the required knowledge to perform quality audit checks. Details of the criteria and requirements for Quality Audit personnel shall be referred to Quality Procedure Manual (QPM).

b. The Auditor shall not have any day-to-day involvement in the area of maintenance or operational activities that is to be audited. Auditors will have freedom to access to all work area, files, and records.

c. The Auditors must be able to conduct audit, report and record all finding and discrepancies to enable them to be dealt with close loop process.

2.7 Records Keeping

a. All records of audit activities performed as per this CAME shall be retained for at least two (2) years.

3.1 Maintenance Contractor Selection Procedure

a. Before any maintenance contract is signed by the Operator(s) with a maintenance organisation, the CAMM will verify that:

   i. The maintenance organisation is appropriately approved in accordance with CAAM Part 145, and has the necessary qualified manpower, facilities, tooling, technical documentation etc. This verification to take into account any engine, propeller, or component maintenance capability that may be required (though this may be available through sub-contract to other suitably approved Part 145 Maintenance Organizations)

   ii. It will be confirmed that the maintenance organization has adequate capacity to undertake the proposed maintenance support. Where this includes aspects of the continuing airworthiness management then experience will also be criteria to be considered.

   iii. The draft Maintenance Contract will be reviewed and agreed by both parties with a view to ensuring that each has the ability to discharge their responsibilities with respect to Part M CAD 6801 Appendix 1 Continuing Airworthiness Management Contract.

b. The contract shall be developed considering the requirements of CAD 6801, CAD 6802, CAD 8601 and CAD 8602 and shall define the obligations of the signatories in relation to continuing airworthiness of the aircraft.

c. The GAM-CAMO shall in consultation with the owner or operator to stablish a written maintenance contract with a maintenance organisation approved in accordance with CAAM CAD 8601 including:

   i. detailing the functions as specified in the CAAM CAD 6801

   ii. ensuring that all maintenance is ultimately carried out by a maintenance organisation approved in accordance with CAAM CAD 8601

   iii. defining the support of the quality functions as specified in the CAAM CAD 6802

d. The contract may be in the form of individual work orders addressed to the maintenance organisation approved in accordance with CAAM CAD 8601 in the case of:

   i. an aircraft requiring unscheduled line maintenance; or

   ii. component maintenance.

e. The CAAM will be advised of any proposed continuing airworthiness management arrangements in writing giving the notice required by Part M Subpart G.

f. Changes to the nominated Maintenance Contractor will be advised to CAAM Airworthiness Division giving the required 14 days notice.

g. All GAM-CAMO approved maintenance organisation contracted are listed in Part 5.4 of this CAME

3.2 Quality Audit of Aircraft

a. The purpose of a quality audit of aircraft is to ensure that all required continuing airworthiness tasks are performed on the aircraft and shall form part of the Quality Programme stated in CAME Part 2 para. 2.1.2.

b. The quality audit of an aircraft shall not be confused with the periodic airworthiness review carried out by the ARS or CAAM.

c. Quality audit of aircraft are tools to have feedback on the quality level of the organisation to the management staff. Findings of quality audit of aircraft do not affect the C of A but are submitted to the CAMM for closure.

d. The audit is performed by the Quality Audit personnel defined in CAME Part 2.6, with the assistance of an appropriate maintenance licence personnel for the aircraft type and shall include, but not limited to:

   i. Inspections if all approved procedures are complied with.

   ii. Inspection if all maintenance was carried out in accordance with the approved AMP and maintenance contract.

   iii. Inspection if all maintenance was performed according to standard practices.

   iv. Inspection if the requirements of Part-M are complied with.

e. The outcome and findings of the audit shall be recorded using Audit Report form (GAM/Q-009) and forwarded to CAMM for further management. All findings, if any, shall be closed within the time frame as stated in CAME Part 2 para. 2.1.4.

3.3 Quality Audit of Sub-Contracted Part M Tasks

a. GAM-CAMO holds the privileges according to CAAM Part-M Subpart G (CAD 6802) to manage the continuing airworthiness of aircraft as listed on the approval certificate. GAM-CAMO does not subcontract any of the continuing airworthiness management tasks to other organisation for the time being in force.

PART 4 AIRWORTHINESS REVIEW PROCEDURES

a. This section describes the working procedures for the airworthiness review according to CAAM Part M. The purpose of the airworthiness review is to verify that the continuing airworthiness records of the aircraft is controlled and maintained periodically by issuance of the Airworthiness Review Report *(GAM/CAMO-002 latest revision)* and Physical Survey Report *(GAM/CAMO-003 latest revision)*; issued by the ARS who is authorised by the CAMO after nominated as an approved signatory to CAAM.

4.1 Airworthiness Review Staff

4.1.1 Training, qualification, experience and procedure

a. To carry out airworthiness reviews, GAM-CAMO shall have appropriate airworthiness review staff to issue Airworthiness Review Report.

b. For Group A aircraft as defined in CAD 6802, the airworthiness review staff shall have acquired:

i. at least five years' experience in continuing airworthiness activities;

ii. an appropriate license issued in accordance with CAD 1801 or relevant engineering degree acceptable to CAAM;

iii. formal aeronautical maintenance training, and

iv. a position within the approved organisation with appropriate responsibilities.

c. The requirements laid down in paragraph 4.1.1.b.ii above may be replaced by 5 years of experience in continuing airworthiness as an addition to the requirement under paragraph 4.1.1.b.i above.

d. For other aircraft not specified under paragraph 4.1 b. above, the airworthiness review staff shall have acquired:

i. at least three years' experience in continuing airworthiness activities;

ii. an appropriate licence issued in accordance with CAD 1801 or relevant engineering degree acceptable to the CAAM;

iii. appropriate aeronautical maintenance training; and

iv. a position within the approved organisation with appropriate responsibilities.

e. The requirements laid down in paragraph 4.1.1.d.ii above may be replaced by 4 years of experience in continuing airworthiness as an addition to the requirement under paragraph 4.1.1.d.i above.

f. Airworthiness Review Staff nominated by GAM-CAMO can only be issued an authorisation by the approved GAM-CAMO when formally accepted by the CAAM.

g. The Airworthiness Review Staff must:

i. involved in continuing airworthiness management activities for at least six months in every two-year period;

ii. conducted at least one airworthiness review in the last twelve-month period; or

iii. conducted a satisfactory level of airworthiness review under the supervision of CAAM or, if accepted by CAAM, under the supervision of another currently valid authorised airworthiness review staff of the concerned CAMO in accordance with an approved procedure in the CAME.

h. For continued validity of ARS as an authorised signatory, GAM-CAMO shall ensure:

i. an application for renewal shall be made by using form CAAM/AW/0105-02 accompanied with prescribed fee, and

ii. summary of records for item in paragraph 4.1.1(g) of this CAME.

4.1.2 Records

a. GAM-CAMO shall maintain a record of all airworthiness review staff in each personal file. The minimum content of the records is listed below:

i. Personal data

ii. Basic Education,

iii. Experience,

iv. Aeronautical Degree and/or Part-66 qualification and/or nationally-recognised maintenance personnel qualification,

v. Initial Training received,

vi. Type of Training received,

vii. Continuation Training received,

viii. Experience in continuing airworthiness and within the organisation,

ix. Responsibilities of current role in the organisation,

x. Copy of the authorisation.

b. This record shall be retained until two (2) years after the airworthiness review staff have left the organisation. Personal details are kept in the respective personal file.

4.2 Review of Aircraft Records

a. To satisfy the requirement for an airworthiness review of aircraft, a full documented review of the aircraft records are carried out by GAM-CAMO in order to be satisfied that:

i. airframe, engine and propeller flying hours and associated flight cycles have been properly recorded,

ii. the flight manual is applicable to the aircraft configuration and reflects the latest revision status,

iii. all the maintenance due on the aircraft according to the approved aircraft maintenance programme has been carried out,

iv. all known defects have been corrected or, when applicable, carried forward in a controlled manner,

v. all applicable airworthiness directives have been applied and properly registered,

vi. all modifications and repairs applied to the aircraft have been registered and are approved according to DOA,

vii. all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit,

viii. all maintenance has been released in accordance with this Part,

ix. the current mass and balance statement reflects the configuration of the aircraft and is valid,

x. the aircraft complies with the latest revision of its type design, and

xi. if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft.

b. The authorised ARS shall have unrestricted access to all aircraft records for the airworthiness review.

4.3 Physical Survey

a. GAM-CAMO Airworthiness Review Staff (ARS) shall carry out a physical survey of the aircraft by using Physical Survey Report form *(GAM/CAMO-003 latest revision).* Nevertheless, the review staff who is signing the Airworthiness Review Report shall carry out both the document review and the aircraft physical survey. For this survey, airworthiness review staff who is not appropriately qualified to the aircraft type being surveyed shall be assisted by such qualified personnel.

b. The physical survey may be performed up to 90 days before the C of A expiration date or prior to submission of C of A Issuance or Renewal Application. The review can take place during a maintenance check. The review of aircraft records and the physical survey will be carried out together which need to be completed within 2 weeks.

c. Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:

   i. all required markings and placards are properly installed, and

   ii. the aircraft complies with its approved flight manual, and

   iii. the aircraft configuration complies with the approved documentation, and

   iv. all defect has been addressed according to CAD 6801; and

   v. no inconsistencies can be found between the aircraft and the documented review of records as specified in CAME Part 4.2.

d. For any findings recorded during the inspection shall be acknowledged by the CAMM. The CAMM need to liaise with the contracted AMO to rectify the findings prior recommendation can be made to the CAAM for C of A issuance/renewal.

4.4 Additional Procedures for Recommendations to CAAM for the Import of the Aircraft

a. In general when an aircraft is to be imported into Malaysia register, the continuing airworthiness organisation shall ensure that the application is established with the involved authorities. CAAM Import Requirement must be informed to the manufacturer or former owner of the aircraft.

b. For foreign constructed aircraft type, for which the CAAM Certificate of Airworthiness has not previously been issued, the issuance of CAAM Type Acceptance/Validation is a pre-requisite for the issue of a CAAM Certificate of Airworthiness.

c. GAM-CAMO is required to provide a comprehensive report declaring the technical status of the aircraft (including all modifications, alterations, design changes and repairs) and to certify that the airworthiness and design standard of a particular aircraft conforms to a standard approved by the CAAM, for the issue of a Certificate of Airworthiness.

d. The aircraft report regarding the condition of an aircraft shall reflect the information detailed in the Airworthiness CAD 8301 and include a declaration that, apart from any exceptions stated, compliance with the approved standard has been established. Adequate technical record must be provided as substantiation of the report.

4.5 Airworthiness Review Report

a. Airworthiness Review Report *(Form No. GAM/CAMO-002 latest revision)* is required for the recommendation to CAAM for the issuance and renewal of Certificate of Airworthiness (C of A) of aircraft.

b. The recommendation sent to CAAM should contain at least the items mentioned below:

i. General information,

ii. Aircraft information,

iii. Documents accompanying the recommendation,

iv. Aircraft status,

v. Aircraft survey,

vi. Findings, and Statement.

c. The statement should confirm that the aircraft in its current configuration complies with the following:

i. airworthiness directives up to the latest published issue, and

ii. type certificate datasheet, and

iii. aircraft maintenance programme, and

iv. component service life limitations, and

v. the valid weight and centre of gravity schedule reflecting the current configuration of the aircraft, and

vi. all modifications and repairs, and

vii. the current flight manual including supplements, and

viii. operational requirements, and

ix. known defects have been addressed appropriately.

4.6 Control of an ARR

a. The ARR shall only be issued by the authorised Airworthiness Review Staff (ARS), when he or she satisfied that the airworthiness review has been properly carried out and there is no non-compliance which is known to endanger flight safety

b. The airworthiness review should be performed up to a maximum of 90 days prior to the expiry of the certificate of airworthiness, without loss of continuity of the airworthiness review pattern, to allow the physical survey of the aircraft to take place during a maintenance check. Otherwise, the new expiry date of the certificate of airworthiness will be a year from the date of the submission of a satisfactory airworthiness review report.

c. A copy of airworthiness review report issued for an aircraft shall be sent to CAAM together with the application for the issuance or renewal of the certificate of airworthiness in accordance with CAD 8301.

d. Copy of airworthiness review staff certificate shall be attached together with airworthiness review report for prove of validity ARS.

e. Copy of latest aircraft damage chart or dent and buckle chart shall be submitted together with the airworthiness review report as per CAD 8301.

f. Copy of latest weight and balance report together with equipment list and weight schedule for that aircraft has been approved by CAAM or any organisation approved by CAAM under Regulation 31 of MCAR as per CAD 8301.

g. Airworthiness review tasks shall not be sub-contracted.

h. In the event the outcome of the airworthiness review is inconclusive, CAAM shall be informed by GAM-CAMO as soon as practicable within 72 hours from the moment GAM-CAMO identifies the condition to which the review relates. The airworthiness review report shall not be issued until all findings have been closed.

PART 4B PERMIT TO FLY PROCEDURES

4B.1 Introduction

a. This procedure is only applicable for GAM fleet.

b. A Permit to Fly (PTF) may be issued by the authorised ARS as GAM-CAMO is an approved Organisation under Regulation 31(1)*(a)* which has been granted the privilege to issue PTF as specified in CAD 8305 Para. 2.3 (b).

c. As specified in CAD 8305 Para 2.2 (b), GAM-CAMO with PTF privilege can issue:

   i. PTF for performing maintenance check flight. This maintenance check flight is required for post-maintenance activities as specified in Part 5, Part 5.10;

   ii. PTF for performing airworthiness flight test for aircraft due to Certificate of Airworthiness (C of A) has not been issued. This airworthiness flight test is required for initial C of A application for used aircraft.

4B.2 Issuance of Permit to Fly under CAMO privilege.

a. Pursuant to Regulation 26(2)(d) of MCAR 2016, an aircraft may be flown when a PTF has been issued by GAM-CAMO in accordance with Part 4B of this CAME.

b. Under Paragraph 10.0 of CAD 6802, the nominated ARS after being approved by CAAM to issue PTF, shall be authorised by GAM QA to issue PTF in accordance with this approved procedure.

c. The privilege to issue PTF will remain as long as the CAMO Approval remains valid.

d. In any case when PTF privilege is revoked or due to non-availability of airworthiness review staff, the PTF request shall be submitted to CAAM in accordance with the procedures stipulated in CAD 8305.

4B.3 Conformity with flight condition and with conditions

a. PTF with Flight Conditions applicable for aircraft with temporary loss of airworthiness in which Certificate of Airworthiness of the aircraft ceased to be in force due to the following:

   i. maintenance is not performed in accordance with approved maintenance programmes;

   ii. operation beyond the applicable operating limits;

   iii. an Airworthiness Directive has not been complied with;

   iv. showing compliance with regulations or certification requirements;

   v. certain equipment outside the approved Minimum Equipment List (MEL) is unserviceable; or

   vi. when the aircraft has sustained damage beyond the applicable limits.

b. PTF with Conditions for Certificate of Airworthiness has not been issued is applicable for aircraft due to a Certificate of Airworthiness has not been issued

c. PTF with Conditions for Maintenance Check Flight is applicable for aircraft due to performing Maintenance Check Flight that originate from the TC holder approved data as specified in CAME Part 1 Section 1.12.

d. PTF for limited scope of maintenance as specified in Part 5, Para 5.10 does not require a Flight Conditions. However, the ARS shall identify any applicable flight conditions or restrictions required for the related PTF.

e. The ARS can only issue the PTF when he is satisfied that all the maintenance task has been completed in accordance with the approved aircraft maintenance manual, relevant supporting document provided has been reviewed and maintenance release has been properly issued.

f. The appointed LAE shall brief the flight crew on any flight conditions or restrictions as stated in the TC holder approved data as specified in CAME Part 1 Section 1.12.

4B.3.1. Application for the approval of Flight Conditions

a. Reference is made to regulation 29(4) of the MCAR 2016 and CAD 8305 Para 4.1, a PTF shall cease to be in force if any conditions of the permit are not complied with. The conditions of the permit are specified in the Flight Conditions, or any other documents as specified on the permit.

b. An application for the approval of the Flight Conditions shall be made to CAAM using application form CAAM/AW/8305-02. However, Flight Conditions which is not related to the safety of the design may be approved by a design organisation approved under regulation 21 of the MCAR 2016 that has been granted such privilege.

c. The application for approval of Flight Conditions shall include::

i. any condition or restriction necessary for safe operation of the aircraft including:

1. condition or restrictions on itineraries or airspace, or both, required for the flight(s);
2. any conditions or restrictions on the flight crew in regard to the flight test qualifications and the nature of the flight test(s);
3. any conditions or restrictions regarding carriage of persons other than flight crew;
4. the operating limitations, specific procedures or technical conditions to be met;
5. the specific flight test programme (if applicable); and
6. the specific continuing airworthiness arrangements including maintenance instructions and regime under which they will be performed;

ii. the substantiation that aircraft is capable of safe flight under the conditions or restrictions paragraph 4B.3.1 (c) (i) above;

iii. the configuration(s) of the aircraft at the time the application for the Flight Condition is submitted; and

iv. the method used for the control of the aircraft configuration, in order to remain within the established conditions.

4B.4 ARS assessment for PTF issuance

a. ARS nominated by the GAMS CAMO shall be authorized by GAM QA to issue PTF when the respective ARS has been approved by CAAM as an approved signatory for the PTF

b. CAMM and QAM shall be responsible to assess the qualification, competency of the person nominated for issuance of PTF and submit to CAAM for acceptance.

c. The following qualification criteria, provide the basic requirements for nominating selected ARS(s) for PTF authorisation:

   i. At least 5 years' experience in continuing airworthiness, and;

   ii. An appropriate license in compliance with CAAM Part 66 or relevant engineering degree acceptable to CAAM, and

   iii. Formal aeronautical maintenance training, and

   iv. A position within approved CAMO with appropriate responsibility, and

   v. Demonstrate to have good knowledge and understanding experience in PTF procedures and requirements acceptable to CAAM, and

   vi. The ARS(s) shall be evaluated in accordance with the followings:

      1. PTF competence in accordance with CAME and CAD 8305.
      2. Continuing airworthiness and technical competence in accordance with CAME, CAD 6801 and CAD 6802.
      3. Continuing airworthiness and technical experience in accordance with CAD 6802.
      4. Conversant with AMO maintenance document.

d. Once authorised by the GAM-CAMO QA, a formal record of evaluation will be kept in the ARS personal file and archived, during their assigned functions. The records of personal file shall include:

   i. Any appropriate qualification held;

   ii. List of PTF issued;

   iii. A copy of authorisation by QA, and;

   iv. Approved signatory certificate by CAAM.

e. These ARS personal file shall be retained for 2 years after the ARS(s) have left GAM-CAMO.

f. List of ARS authorised to issue PTF shall be updated in this CAME, Part 5 Para 5.2.

4B.5 Procedure

a. CAMM shall be responsible to ensure the compliance of this procedure.

b. CAMM shall submit a copy of PTF to CAAM accompanied with an appropriate fee at the earliest opportunity from the date of PTF is issued, and to inform CAAM immediately on any cancellation of PTF.

c. When there is a request for the issuance of PTF by AMO, AMO LAE shall immediately notify ARS of the requirement through electronic mail.

d. There are 3 types of PTF issuance covered under this procedure:

i. PTF with Flight Condition

1. PTF with Flight Conditions shall be issued by CAAM once the CAAM is satisfied that the GAM-CAMO has fulfilled the following requirements:

a. Submission of an application form CAAM/AW/8305-01 and accompanied by the prescribed fee; and

b. The associated Flight Conditions has been approved.

2. Application for the approval of Flight Conditions shall be made in accordance with Airworthiness CAD 8305 Paragraph 4.0, application form CAAM/AW/8305-02.

ii. PTF with condition for C of A has not been issued

1. New aircraft

a. Flight test is not required. A satisfactory production flight test is acceptable.

b. PTF is not required unless it involves any maintenance activities that required maintenance check flight in accordance with TC Holder approved data.

Note: CAMO can only issue PTF for maintenance activities stipulated in CAME Part 5, Para 5.10.

2. Used aircraft

a. PTF is required when it involves any maintenance activities that required maintenance check flight in accordance with TC Holder approved data. The PTF shall be issued by GAM-CAMO authorised ARS.

b. Upon satisfactory completion of maintenance check flight (if required), the airworthiness flight test shall be carried out in accordance with Approved AFTS issued by CAAM. The PTF shall be issued by GAM-CAMO authorised ARS.

Note: CAMO can only issue PTF for maintenance activities stipulated in CAME Part 5, Para 5.10.

iii. PTF with condition for Maintenance Check Flight:

1. PTF is required for any maintenance activities stipulated in CAME Part 5, Para 5.10.

2. The PTF shall be issued by GAM-CAMO authorised ARS.

e. For the issuance of "PTF with condition for C of A has not been issued" is initiated by GAM-CAMO.

f. The issuance of "PTF with Flight Condition" and "PTF with condition for Maintenance Check Flight" shall be requested via electronic mail by appointed LAE (AMO) to ARS.

g. ARS shall assign the PTF reference number to process the PTF application and identify if the requested PTF is for PTF with Flight Conditions or PTF with Conditions

h. PTF reference number shall be in the format, PTF/Aircraft registration/sequence number example PTF/9M-PMA/19/010. The master List of the issued PTF by GAM-CAMO shall be kept by ARS.

i. The nominated ARS shall raise a PTF form with the assigned PTF reference number and send to the appointed LAE.

j. PTF form shall consists of:

   i. Section A: PTF Application

   ii. Section B: PTF Certificate

   iii. Section C: PTF Aircrew Briefing

k. The appointed LAE shall provide the details and declaration in the PTF form Section A PTF Application (form GAM/CAMO-022 latest revision) with all the supporting documents required for the PTF. This form and all the supporting documents shall be sent to the ARS when the aircraft is ready to carry out the flight.

l. The nominated ARS shall review and verify the supporting documents for the PTF application.

m. The nominated ARS shall issue the PTF Certificate once satisfied that all requirements pertaining to the PTF has been met.

n. The appointed LAE shall print the completed PTF form.

o. PTF form Section B: PTF Certificate shall be printed in duplicate. One copy to be displayed on board of aircraft and one to be kept at line office.

p. PTF form Section C: PTF Aircrew Briefing shall be completed by the appointed LAE and the flight crew. The appointed LAE shall electronic mail the completed Section C to the nominated ARS prior to the intended flight. This process shall be repeated whenever there are changes in the flight crew.

q. A PTF issued by GAM CAMO shall only be valid for 7 days. For a PTF issued by CAAM, the duration and validity is stipulated under Para. 6.0 of CAD 8305..

r. CAMM and QAM shall be copied in all communication pertaining to the issuance of PTF by the ARS.

s. The CAMM through his/her nominated ARS shall ensure;

i. The LAE has completed the maintenance task that related to the PTF application and appropriately certified.
ii. The appointed LAE has briefed the flight crew on the conditions, restrictions and any other operating limitations associated with the PTF Form Section B, prior to the intended flight.
iii. The intended flight crew have acknowledged the criteria briefed as para (b) above and have certified in the PTF Form Section C.
iv. The PTF Form Section B shall be carried on board and displayed in the aircraft at all times when operating under the terms of the PTF.

t. For all PTF issued for the purpose of check flight (maintenance check flight or airworthiness flight test), upon satisfactory completion of check flight, the LAE shall issue a maintenance release on the respective Work Order and Aircraft Journey Log. The completed PTF form (Section A, B & C), respective Work Order and related MCFS/AFTS shall be kept together as aircraft records.

u. A new PTF request shall be submitted to ARS for the following conditions:

i. Additional maintenance task requiring PTF (Initial maintenance task to be included in the new PTF application form)

ii. Issued PTF has expired

v. There shall be only one PTF issued for an aircraft at any one time. In the event of a new PTF issued, it shall supersede the previous one. This will be annotated in the front page of the PTF form by ARS.

w. For any variation or renewal of PTF issued by CAAM, an application for the variation or renewal of PTF shall be made to CAAM using form CAAM/AW/8305-01 and accompanied by the prescribed fee.

x. For PTF issuance with:

i. Flight Conditions, refer to flowchart 4B.7 (a);

ii. Condition for C of A has not been issued, refer to flowchart 4B.7 (b);

iii. Condition for maintenance check flight, refer to flowchart 4B.7 (c).

4B.6 Permit to Fly Records, Responsibilities, Retention and Access

a. PTF records which includes all documentary evidence produced to establish and justify the Flight Conditions (if applicable), and for showing compliance with all conditions and restrictions associated with the PTF including the supporting documents forms part of the Continuing Airworthiness records for respective aircraft.

b. CAMM shall be responsible for safe keeping of these records.

c. The records shall be retained for two (2) years after the aircraft has been permanently withdrawn from service.

d. The records shall only be accessible to GAM CAMO authorised personnel. CAAM has full authority to access all continuing airworthiness records.

PART 5 APPENDICES

5.1 Sample documents

(Copy of documents inserted at the end of Part 5 Appendices)

5.1.1 Airworthiness Review Report (GAM/CAMO-002R2)

5.1.2 Physical Survey Report (GAM/CAMO-003R1)

5.1.3 Aircraft Journey Log AW139 (GAM/CAMO-008/AW139 REV 3)

5.1.4 Aircraft Journey Log AW189 (GAM/CAMO-008/AW189 REV 1)

5.1.5 Aircraft Journey Log General (GAM/CAMO-008/GEN REV 1)

5.1.6 Aircraft Journey Log B300 (GAM/CAMO-008/B300 REV 0)

5.1.7 Aircraft Journey Log Helang Flying Academy (GAM/CAMO-008/HELANG REV 0)

5.1.8 Aircraft Journey Log Layang-Layang Flying Academy (GAM/CAMO-008/LLFA REV 0)

5.1.9 Aircraft Journey Log A109E (GAM/CAMO-008/A109E REV 0)

5.1.10 Aircraft Journey Log YTL Power Generation (YTL/AW139/001 REV 0)

5.1.11 Permit to Fly Approval (GAM/CAMO-022R2)

5.2 List of Airworthiness Review Staff

No	Aircraft Type	Hairee Mat (ARS 01)		Azillah Matap (ARS 02)		Ismail Sulaiman (ARS 03)		Roslina Sobri (ARS 04)	
		AR	PTF	AR	PTF	AR	PTF	AR	PTF
1.	AW139	-	-	-	-	X	X	-	-
2.	EC120	X	X	-	-	X	X	-	-
3.	AS355F1	-	-	-	-	-	-	-	-
4.	A109S	-	-	-	-	-	-	-	-
5.	AW189	-	-	-	-	X	X	-	-
6.	EC155B	-	-	-	-	X	X	-	-
7.	EC155B1	-	-	-	-	X	X	-	-
8.	AS365N2	-	-	-	-	X	X	-	-
9.	BELL429	-	-	-	-	X	X	-	-
10.	A119	X	X	-	-	-	-	-	-
11.	A109E	X	X	-	-	-	-	-	-
12.	B300	-	-	X	X	-	-	-	-
13.	R44	-	-	-	-	-	-	X	X
14	R66	X	X	-	-	-	-	-	-
15	208	-	-	X	X	-	-	X	X
16	172S	-	-	X	X	-	-	X	X
17	PC-6	-	-	X	X	-	-	-	-

No	Aircraft Type	Syafiq Ismail (ARS 05)		Safarin Mohamed (ARS 06)		Yusof Ahmad (ARS 07)	
		AR	PTF	AR	PTF	AR	PTF
1.	AW139	X	X	X	X	-	-
2.	EC120	-	-	-	-	-	-
3.	AS355F1	-	-	-	-	-	-
4.	A109S	-	-	-	-	-	-
5.	AW189	-	-	-	-	-	-
6.	EC155B	-	-	-	-	-	-
7.	EC155B1	-	-	-	-	-	-
8.	AS365N2	-	-	-	-	-	-
9.	BELL429	-	-	-	-	-	-
10.	A119	-	-	-	-	-	-
11.	A109E	-	-	-	-	-	-
12.	B300	-	-	-	-	-	-
13.	R44	-	-	-	-	-	-
14	R66	X	X	X	X	-	-
15	208	-	-	-	-	X	X
16	172S	-	-	-	-	-	-
17	PC-6	-	-	-	-	-	-

5.4 List of approved maintenance organisations contracted

a. GAM AMO approval

No.	Organization's Name	Approval No.	Authority	Capability
1.	Galaxy Aerospace (M) Sdn Bhd	AMO/2016/02	CAAM	AW139
				AW189
				A109E
				EC120
				B300
				EC155B
				R44
				R66

b. Contracted AMO

No.	Organization's Name	Approval No.	Authority	Capability
1.	Agusta Westland Malaysia Sdn Bhd	AMO/2016/40	CAAM	AW139
				A109S
				A119
				AW189
2.	Airbus Helicopter Malaysia Sdn Bhd	AMO/2017/15	CAAM	EC 120
				EC155B
3.	Mycopter Aviation Services Sdn Bhd	AMO/2017/21	CAAM	AS355
				EC120B
4.	Systematic Aviation Services Sdn Bhd	AMO/2017/23	CAAM	BELL 429
5.	Layang-Layang Aerospace Sdn Bhd	AMO/2016/09	CAAM	R44

5.7 Compliance Check List

a. CAD 6801

CAD 6801	CONTENT	CAME REFERENCE
3.1	**Continuing Airworthiness Tasks**	
3.1.1	The aircraft continuing airworthiness and the serviceability (serviceable status) of both operational and emergency equipment shall be ensured by:	–
3.1.1(a)	the accomplishment of pre-flight inspections;	1.10
3.1.1(b)	the rectification in accordance with data specified in paragraph 3.4 and paragraph 4.1 of this CAD, as applicable, of any defect and damage affecting safe operation taking into account, the minimum equipment list (MEL) and configuration deviation list, when applicable;	1.1.2, 1.7
3.1.1(c)	the accomplishment of all maintenance, in accordance with approved aircraft maintenance programme;	1.2
3.1.1(d)	the analysis of the effectiveness of the approved maintenance programme;	1.5, 2.3
3.1.1(e)	the accomplishment of any applicable:	1.4
3.1.1(e)(1)	airworthiness directive;	1.4
3.1.1(e)(2)	any other safety directive with a continuing airworthiness impact;	1.4
3.1.1(e)(3)	continued airworthiness requirement established by CAAM; and	1.4
3.1.1(e)(4)	measures mandated by CAAM in immediate reaction to a safety problem.	1.4
3.1.1(e)(5)	the accomplishment of modifications and repairs in accordance with paragraph 3.4 of this CAD;	1.6
3.1.1(f)	maintenance check flights when necessary; and	1.12
3.1.1(g)	the establishment of an embodiment policy for non-mandatory modifications and/or inspections.	1.6
3.2	**Aircraft Maintenance Programme**	
3.2.1	Maintenance of each aircraft shall be organised in accordance with an approved aircraft maintenance programme.	1.2
3.2.2	The aircraft maintenance programme and any subsequent amendments shall be approved by CAAM.	1.2.3.3
3.2.3	The aircraft maintenance programme shall be established in compliance with:	1.2
3.2.3(a)	the requirements issued by CAAM;	1.2.2

CAD 6801	CONTENT	CAME REFERENCE
3.2.3(b)	the requirements for continuing airworthiness:	1.2.2
3.2.3(b)(1)	issued by the holders of the type-certificate, restricted type-certificate, supplemental type-certificate, major repair design approval, TSO authorisation or any other relevant approval; and	1.2.2
3.2.3(b)(2)	included in the document containing design data with acceptable methods, techniques and practices for carrying out and identifying standard changes or standard repairs, if applicable; and	1.2.2
3.2.3(c)	the requirements for non-safety related tasks as follows:	1.2.2
3.2.3(c)(1)	additional or alternative instructions, proposed by the CAMO, approved in accordance with paragraph 3.2 of this CAD; and	1.2.2
3.2.3(c)(2)	escalation of tasks interval shall be subject to sufficient reviews being carried out in accordance with paragraph 3.2.6 of this CAD.	1.2.2
3.2.4	The aircraft maintenance programme shall contain details, including frequency of all maintenance to be carried out, including any specific tasks linked the type and the specific operations. When applicable, the aircraft maintenance programme shall include the certification maintenance requirements item.	1.2.2
3.2.5	When the maintenance programme is based on maintenance steering group logic or on condition monitoring, the aircraft maintenance programme shall include a reliability programme.	1.9
3.2.6	The aircraft maintenance programme shall be subject to periodic reviews and amended accordingly. These reviews shall ensure that the programme continues to be valid in light of the operating experience and instructions from CAAM whilst taking into account new maintenance instructions and modified maintenance instructions, promulgated by the type certificate and supplementary type certificate holders, TSO authorisation holders and any other organisation that publishes such data.	1.2.1
3.3	**Airworthiness Directives**	
3.3.1	Any applicable airworthiness directive issued by CAAM or by the State of Design shall be carried	1.4

CAD 6801	CONTENT	CAME REFERENCE
	out within the requirements of that airworthiness directive, unless otherwise agreed by CAAM.	
3.3.2	The CAMO shall update CAAM for the compliance of any AD issued by CAAM or by the State of Design by using appropriate means and at period acceptable to the CAAM.	1.4.1
3.4	**Data for Modification and Repairs**	
3.4.1	Modifications and repairs shall be carried out using—	1.6
3.4.1(a)	data as approved by CAAM;	1.6
3.4.1(b)	data as approved by holder of a Design Organisation Approval; or	1.6
3.4.1(c)	any other data as specified by CAAM	1.6
3.5	**Aircraft Continuing Airworthiness Record System**	
3.5.1	The aircraft continuing airworthiness records shall consist of, as appropriate, an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s), log cards for any service life limited component and an aircraft journey logbook.	1.3.2
3.5.2	At the completion of any maintenance, the associated maintenance release shall be entered in the appropriate logbook in the aircraft continuing airworthiness records. Each entry shall be made as soon as practicable and within 30 days after the day of the maintenance action.	1.3.2
3.5.3	The aircraft logbook shall be identified with the aircraft type and registration mark. The date together with the following information, as appropriate, shall be entered in the appropriate logbooks:	1.3.2
3.5.3(a)	total flight time;	1.3.2
3.5.3(b)	total flight cycles; and	1.3.2
3.5.3(c)	total landings.	1.3.2
3.5.4	The aircraft continuing airworthiness records shall contain the current:	1.3.2
3.5.4(a)	status of airworthiness directives and measures mandated by CAAM in immediate reaction to a safety problem;	1.3.2
3.5.4(b)	status of modifications and repairs;	1.3.2
3.5.4(c)	status of compliance with maintenance programme;	1.3.2
3.5.4(d)	status of service life limited components;	1.3.2
3.5.4(e)	mass and balance report; and	1.3.2

CAD 6801	CONTENT	CAME REFERENCE
3.5.4(f)	list of deferred maintenance.	1.3.2
3.5.5	In addition to the authorised release document CAAM Form 1 or equivalent document acceptable to CAAM, the following information relevant to any component installed shall be entered in the appropriate engine logbook, propeller logbook, engine module log card or service life limited component log card—	1.3.2
3.5.5(a)	identification of the component;	1.3.2
3.5.5(b)	the type, serial number and registration of the aircraft to which the particular component has been fitted, along with the reference to the installation and removal of the component;	1.3.2
3.5.5(c)	the date together with the component's accumulated total flight time, flight cycles, landings and calendar time, as appropriate; and	1.3.2
3.5.5(d)	the current continuing airworthiness records as specified in paragraph 3.5.4 of this CAD applicable to the component.	1.3.2
3.5.6	The person responsible for the management of continuing airworthiness tasks pursuant to Chapter 2 of this CAD shall control the records as detailed in paragraph 3.5 of this CAD and present the records to CAAM upon request.	1.3.4
3.5.7	All entries made in the aircraft continuing airworthiness records shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made with a single line strikethrough that clearly shows the original entry.	1.3.2
3.5.8	An owner of an aircraft shall ensure that a system has been established to keep the following records for the periods specified—	1.3.3
3.5.8(a)	all detailed maintenance records in respect of the aircraft and any life-limited component fitted thereto, shall be kept at least 12 months after the aircraft or component has been permanently withdrawn from service;	1.3.3
3.5.8(b)	all detailed maintenance records in respect of the aircraft and any life-limited component fitted thereto, shall be kept until such time as the information contained therein is superseded by new information equivalent in scope and detail but not less than 36 months after the aircraft or	1.3.3

CAD 6801	CONTENT	CAME REFERENCE
	component has been released to service or at least 12 months after the aircraft or component has been permanently withdrawn from service;	
3.5.8(c)	the total time in service (hours, calendar time, cycles and landings) of the aircraft and all service life-limited components, shall be kept at least 12 months after the aircraft or component has been permanently withdrawn from service;	1.3.3
3.5.8(d)	the time in service (hours, calendar time, cycles and landings) as appropriate, since last scheduled maintenance of the component subjected to a service life limit, shall be kept at least until the component scheduled maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail;	1.3.3
3.5.8(e)	the current status of compliance with maintenance programme such that compliance with the approved aircraft maintenance programme can be established, shall be kept at least until the aircraft or component scheduled maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail;	1.3.3
3.5.8(f)	the current status of compliance with airworthiness directives applicable to the aircraft and components, shall be kept at least 12 months after the aircraft or component has been permanently withdrawn from service; and	1.3.3
3.5.8(g)	details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, shall be kept at least 12 months after they have been permanently withdrawn from service.	1.3.3
3.6	**Aircraft Journey Log System**	
3.6.1	In addition to the requirements of paragraph 3.5 of this CAD, the owner shall use an aircraft journey log system containing the following information for each aircraft—	1.1.1
3.6.1(a)	information about each flight, necessary to ensure continued flight safety;	1.1.1
3.6.1(b)	the current aircraft maintenance release;	1.1.1
3.6.1(c)	the current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due except that	1.1.1

CAD 6801	CONTENT	CAME REFERENCE
	CAAM should agree to the maintenance statement being kept elsewhere;	
3.6.1(d)	all outstanding deferred defects rectifications that affect the operation of the aircraft; and	1.1.1
3.6.1(e)	any necessary guidance instructions on maintenance support arrangements.	1.1.1
3.6.2	The aircraft journey log system and any subsequent amendment shall be incorporated in the continuing airworthiness management exposition (CAME) and approved by CAAM.	1.1.1.1
3.6.3	An owner shall ensure that the aircraft journey log is retained for at least 36 months after the date of the last entry.	1.1.1
3.7	**Transfer of Aircraft Continuing Airworthiness Records**	
3.7.1	The owner shall ensure, when an aircraft is permanently transferred from one owner to another, that the continuing airworthiness records as specified in paragraph 3.5 of this CAD and, if applicable, aircraft journey log as specified in paragraph 3.6 of this CAD, are also transferred.	1.3.5
3.7.2	The owner of an aircraft shall ensure, when he contracts the continuing airworthiness management tasks to a CAMO, that the continuing airworthiness records as specified in paragraph 3.5 of this CAD are transferred to the contracted CAMO.	1.3.5
3.7.3	The time periods prescribed for the retention of records shall continue to apply to the new owner of the aircraft or CAMO.	1.3.5

b. CAD 6802

CAD 6802	CONTENT	CAME REFERENCE
3.1	**Management Exposition**	
3.1.1	The CAMO to ensure that the CAME, acceptable to the CAAM, is provided for the use and guidance of maintenance and operational personnel.	–
3.1.2	The CAMO is accountable for the CAME and also required to ensure that the exposition is amended and revised as necessary by means of establishing an appropriate revision control system and that copies of changes are distributed to holders of the exposition	0.7
3.1.3	Additionally, the design of the CAME shall observe Human Factors principles. Some of the basic aspects requiring Human Factors optimisation include:	–
3.1.3(a)	written language, which involves not only correct vocabulary and grammar, but also the manner in which they are used;	–
3.1.3(b)	typography, including the form of letters and printing and the layout, which has a significant impact on the comprehension of the written material;	–
3.1.3(c)	the use of photographs, diagrams, charts or tables replacing long descriptive text to help comprehension and maintain interest. The use of colour in illustrations reduces the discrimination workload and has a motivational effect; and	–
3.1.3(d)	consideration of the working environment in which the document is going to be used, when print and page size are determined.	–
3.1.4	CAD 6 Part 1 para 11.2, CAD 6 Part 2 para 3.11.1 and CAD 6 Part 3, Section II, 9.2 specify the information and content that should be included in the operator's CAME. Alternatively, the CAMO shall follow CAGM 6802 for better understanding on the CAME development. Moreover, CAAM/AW/6802-03 CAME checklist is the compliance guidance for CAMO to comply.	–
3.1.5	The emphasis in developing the CAME shall contain the following information:	–
3.1.5(a)	each aircraft is maintained in an airworthy condition;	1.0
3.1.5(b)	the operational and emergency equipment necessary for the intended flight is serviceable;	1.0
3.1.5(c)	the Certificate of Airworthiness of each aircraft remains valid;	1.0

CAD 6802	CONTENT	CAME REFERENCE
3.1.5(d)	a statement signed by the nominated accountable manager to confirm that the CAMO will work in accordance with this CAD and the CAME at all times;	0.1
3.1.5(e)	the CAMO's scope of work;	0.2.4
3.1.5(f)	the title(s) and name(s) of person(s) referred to in paragraphs 5.1.3, 5.1.4, 5.1.5 and 5.1.10 of this CAD;	0.3
3.1.5(g)	a CAMO's organisation chart showing associated chains of responsibility between the person(s) referred to in paragraphs 5.1.1, 5.1.3, 5.1.4, 5.1.5 and 5.1.10 of this CAD;	0.4
3.1.5(h)	a list of the airworthiness review staff, referred to in paragraph 5.1.10 of this CAD, authorised to issue airworthiness review report in accordance with paragraph 10.1.2 of this CAD and, where applicable, to issue permit to fly in accordance with paragraph 10.1.3 of this CAD;	5.2
3.1.5(i)	a general description and location of the facilities;	0.8
3.1.5(j)	the CAME amendment procedures, including a procedures used for the CAME revision and control;	0.7
3.1.5(k)	a description of the procedures to ensure the aircraft is maintained in accordance with the approved aircraft maintenance programme;	1.2
3.1.5(l)	the procedures specifying how the CAMO ensures its subcontractors' compliance with the applicable contractual obligations;	1.16
3.1.5(m)	a description of the training programme for the CAMO personnel applicable to their assigned duties and responsibilities;	0.3.6.2
3.1.5(n)	a description of the procedure to ensure that modifications and repairs comply with the CAAM airworthiness requirements; and	1.6
3.1.5(o)	a description of the operator's safety management system (applicable for CAT operator only).	–
3.1.6	Where CAMO safety management system (SMS) is already addressed in some other document, an appropriate reference to such document together with its relevant interfaces with the CAME can be described instead.	–
3.1.7	The CAME and any amendments made to the CAME shall be subject to the approval of CAAM.	0.7

CAD 6802	CONTENT	CAME REFERENCE
3.1.8	Notwithstanding paragraph 3.1.4 and 3.1.5 of this CAD, any minor amendments to the CAME should be made by the CAMO in accordance with amendment procedure contained in the CAME. The type of amendments which is considered as minor amendments shall be specified in the amendment procedure in the CAME.	0.7
4.1	**Facilities**	
4.1.1	The CAMO shall provide suitable office accommodation at appropriate locations for the personnel specified in paragraph 5.1 of this CAD.	0.8
5.1	**Personnel Requirements**	
5.1.1	The CAMO shall nominate an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with this CAD.	0.3.1
5.1.2	In the case of a holder of an AOC, the accountable manager referred to in paragraph 5.1.1 of this CAD, shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out in accordance with the requirements for the issuance of an AOC.	–
5.1.3	The CAMO shall nominate a person or group of persons who:	–
5.1.3(a)	have the responsibility of ensuring that the CAMO is always in compliance with this CAD; and	0.3.2
5.1.3(b)	shall be responsible to the accountable manager	0.3.2
5.1.4	The CAMO shall nominate a person, with responsibility for monitoring the quality system, including the associated feedback system. The nominated person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.	0.3.2
5.1.5	In the case of a holder of an AOC, the accountable manager shall nominate a person who shall be responsible for the management and supervision of continuing airworthiness management activities, pursuant to paragraph 5.1.3 of this CAD.	–
5.1.6	The nominated person referred to in paragraph 5.1.5 of this CAD, shall belong to the CAMO and	0.3

CAD 6802	CONTENT	CAME REFERENCE
	not belong to the AMO, under contract to the owner (or in the case of lease, to the lessee) unless otherwise approved by CAAM.	
5.1.7	The CAMO shall ensure that it has sufficient appropriately qualified personnel for the expected work.	0.3.6
5.1.8	All persons referred to in paragraphs 5.1.3, 5.1.4 and 5.1.5 of this CAD shall be able to show sufficient knowledge, background and appropriate experience related to aircraft continuing airworthiness to the satisfaction of CAAM.	0.3
5.1.9	The CAMO shall keep in record the qualification of all personnel involved in continuing airworthiness management.	0.5
5.1.10	For a CAMO to issue an airworthiness review report in accordance with paragraph 10.1.2 of this CAD, the CAMO shall appoint persons authorised to issue airworthiness review report. The appointment of these persons as an authorised signatory for the issuance of airworthiness review report shall be in accordance with Chapter 6 of this CAD.	0.3, 4.0
5.1.11	The nominated persons under paragraphs 5.1.1, 5.1.3, 5.1.4 and 5.1.5 of this CAD shall be subjected to acceptance by CAAM;	0.3
5.1.12	The CAMO shall define and keep updated in the CAME the title(s) and name(s) of person(s) referred to in paragraphs 5.1.1, 5.1.3, 5.1.4, 5.1.5 and 5.1.10 of this CAD.	0.3
5.1.13	The CAMO shall establish and control the competence of personnel involved in the continuing airworthiness management, airworthiness review and/or quality audits in accordance with the procedures contained in the CAME and the requirements by CAAM.	0.3
6.1	**Airworthiness Review Staff**	
6.1.1	To be approved to carry out the airworthiness reviews and, if applicable, to issue the permit to fly, a CAMO shall have appropriately qualified airworthiness review staff as follows:	–
6.1.1(a)	For the purpose of conducting airworthiness review for Group A aircraft, the airworthiness review staff shall have acquired:	4.1.1

CAD 6802	CONTENT	CAME REFERENCE
6.1.1(a)(1)	at least 5 years' experience in continuing airworthiness;	4.1.1
6.1.1(a)(2)	an appropriate license issued in accordance with CAD 1801 or relevant engineering degree acceptable to CAAM;	4.1.1
6.1.1(a)(3)	formal aeronautical maintenance training; and	4.1.1
6.1.1(a)(4)	a position within the approved organisation with appropriate responsibilities.	4.1.1
6.1.1(b)	Notwithstanding paragraph 6.1.1(a) of this CAD, the requirements laid down in 6.1.1(a)(2) of this CAD should be replaced by 5 years of experience in continuing airworthiness as an addition to the requirement under 6.1.1(a)(1).	4.1.1
6.1.1(c)	For the purpose of conducting airworthiness review for other aircraft not specified under paragraph 6.1.1(a) of this CAD, these airworthiness review staff shall have acquired:	4.1.1
6.1.1(c)(1)	at least 3 years' experience in continuing airworthiness;	4.1.1
6.1.1(c)(2)	an appropriate licence issued in accordance with CAD 1801 or relevant engineering degree acceptable to CAAM;	4.1.1
6.1.1(c)(3)	appropriate aeronautical maintenance training; and	4.1.1
6.1.1(c)(4)	a position within the approved organisation with appropriate responsibilities.	4.1.1
6.1.1(d)	Notwithstanding 6.1.1(c), the requirements laid down in paragraph 6.1.1(c)(2) of this CAD should be replaced by 4 years of experience in continuing airworthiness as an addition to the requirement under paragraph 6.1.1(c)(1).	4.1.1
6.1.2	Airworthiness review staff nominated by the CAMO can only be issued an authorisation by the CAMO when formally approved as an authorised signatory by CAAM. Application form CAAM/AW/0105-01 shall be used for the initial approval accompanied with prescribed fee.	4.1.1
6.1.3	The CAMO shall ensure that aircraft airworthiness review staff have:	4.1.1
6.1.3(a)	been involved in continuing airworthiness management activities for at least six months in every two years' period;	4.1.1

CAD 6802	CONTENT	CAME REFERENCE
6.1.3(b)	conducted at least one airworthiness review in the last twelve-month period; or	4.1.1
6.1.3(c)	conducted a satisfactory level of airworthiness review under the supervision of CAAM or, if accepted by CAAM, under the supervision of another currently valid authorised airworthiness review staff of the concerned CAMO in accordance with an approved procedure in the CAME.	4.1.1
6.1.4	Authorised airworthiness review staff shall be identified by listing each person in the CAME together with their airworthiness review authorisation reference.	5.2
6.1.5	The CAMO shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training, a copy of the authorisation and a copy of authorised signatory issued by CAAM. This record shall be retained until two (2) years after the airworthiness review staff have left the CAMO.	4.1.2
6.1.6	For continued validity of ARS as an authorised signatory, CAMO shall ensure:	4.1.1
6.1.6(a)	an application for renewal shall be made by using form CAAM/AW/0105-02 accompanied with prescribed fee, and	4.1.1
6.1.6(b)	summary of records for item in paragraph 6.1.3 of this CAD.	4.1.1
7.1	**Continuing Airworthiness Management**	
7.1.1	The CAMO shall ensure that all continuing airworthiness management be carried out according to the requirements outlined in CAD 6801.	1.0
7.1.2	For every aircraft managed, the CAMO shall:	1.0
7.1.2(a)	develop and control a maintenance programme for the aircraft managed including any applicable reliability programme;	1.0
7.1.2(b)	present the aircraft maintenance programme and its amendments to CAAM for approval and provide a copy of the approved programme to the owner (or in the case of lease, to the lessee), if applicable;	1.0

CAD 6802	CONTENT	CAME REFERENCE
7.1.2(c)	manage the approval of modification and repairs;	1.0
7.1.2(d)	ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance CAD 8601 or CAD 8602, as applicable;	1.0
7.1.2(e)	ensure that all applicable airworthiness directives and, Civil Aviation Directives with a continuing airworthiness impact, are applied;	1.0
7.1.2(f)	ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation;	1.0
7.1.2(g)	ensure that the aircraft is taken to an appropriately approved maintenance organisation, whenever necessary;	1.0
7.1.2(h)	coordinate scheduled maintenance, the accomplishment of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly;	1.0
7.1.2(i)	manage and archive all continuing airworthiness records including aircraft journey log; and	1.0
7.1.2(j)	ensure that the mass and balance statement reflect the current status of the aircraft.	1.0
7.1.3	In the case of all Group A aircraft, when the CAMO is not a maintenance organisation approved in accordance with CAD 8601, the CAMO shall in consultation with the owner (or in the case of lease, with the lessee), establish a written maintenance contract with a maintenance organisation approved in accordance with CAD 8601 including:	3.1
7.1.3(a)	detailing the functions specified under CAD 6801;	3.1
7.1.3(b)	ensuring that all maintenance is ultimately carried out by a maintenance organisation approved in accordance with CAD 8601; and	3.1
7.1.3(c)	defining the support of the quality functions described in paragraph 11.1.2 of this CAD.	3.1
7.1.4	Notwithstanding with paragraph 7.1.3 of this CAD, the contract should be in the form of individual work orders addressed to the maintenance	3.1

CAD 6802	CONTENT	CAME REFERENCE
	organisation approved in accordance with CAD 8601 in the case of:	
7.1.4(a)	an aircraft requiring unscheduled line maintenance; or	3.1
7.1.4(b)	component maintenance.	3.1
8.1	**Documentation**	
8.1.1	The CAMO shall hold and use applicable current maintenance data for the performance of continuing airworthiness tasks referred to in Chapter 7 of this CAD. This data should be provided by the owner (or in the case of lease, by the lessee), subject to an appropriate contract being established with such an owner (or in the case of lease, with the lessee). In such case, the CAMO shall only keep such data for the duration of the contract, except when required by Chapter 3 of this CAD.	1.14.4
9.1	**Airworthiness Review**	
9.1.1	For the purpose of fulfilling the requirements for the airworthiness review of an aircraft referred to CAD 6801, the CAMO shall carry out a full documentation review of the aircraft records in order to be satisfied that:	4.2
9.1.1(a)	airframe, engine and propeller flying hours and associated flight cycles have been properly recorded;	4.2
9.1.1(b)	the flight manual is applicable to the aircraft configuration and reflects the latest revision status;	4.2
9.1.1(c)	all the maintenance due on the aircraft according to the approved maintenance programme has been carried;	4.2
9.1.1(d)	all known defects have been corrected or, when applicable, carried forward in a controlled manner;	4.2
9.1.1(e)	all applicable airworthiness directives have been applied and properly registered;	4.2
9.1.1(f)	all modifications and repairs applied to the aircraft have been registered and are approved in accordance with CAAM specified requirements;	4.2
9.1.1(g)	all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit;	4.2

CAD 6802	CONTENT	CAME REFERENCE
9.1.1(h)	all maintenance has been released in accordance with this CAD;	4.2
9.1.1(i)	the current mass and balance statement reflects the configuration of the aircraft and is valid;	4.2
9.1.1(j)	the aircraft complies with the latest revision of its type design; and	4.2
9.1.1(k)	if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft.	4.2
9.1.2	The airworthiness review staff of the CAMO shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to the aircraft type being surveyed shall be assisted by such qualified personnel.	4.3
9.1.3	The airworthiness review staff shall ensure that during physical survey of the aircraft:	4.3
9.1.3(a)	all required markings and placards are properly installed;	4.3
9.1.3(b)	the aircraft complies with its approved flight manual;	4.3
9.1.3(c)	the aircraft configuration complies with the approved documentation;	4.3
9.1.3(d)	all defect has been addressed according to CAD 6801; and	4.3
9.1.3(e)	no inconsistencies can be found between the aircraft and the documentation review of records specified in paragraph 9.1 of this CAD.	4.3
9.1.4	The airworthiness review should be performed up to a maximum of 90 days prior to the expiry of the certificate of airworthiness, without loss of continuity of the airworthiness review pattern, to allow the physical survey of the aircraft to take place during a maintenance check. Otherwise, the new expiry date of the certificate of airworthiness will be a year from the date of the submission of a satisfactory airworthiness review report.	4.6
9.1.5	An airworthiness review report shall only be issued, by airworthiness review staff approved under Regulation 33 of MCAR and appropriately authorised in accordance with paragraph 5.1.10 of this CAD, if such airworthiness review staff is satisfied that the airworthiness review has been	4.6

CAD 6802	CONTENT	CAME REFERENCE
	properly carried out and there is no non-compliance which is known to endanger flight safety.	
9.1.6	A copy of any airworthiness review report issued for an aircraft shall be sent to CAAM together with the application for the issuance or renewal of the certificate of airworthiness in accordance with CAD 8301.	4.6
9.1.7	Copy of airworthiness review staff certificate shall be attached together with airworthiness review report for prove of validity ARS.	4.6
9.1.8	Copy of latest aircraft damage chart or dent and buckle chart shall be submitted together with the airworthiness review report as per CAD 8301.	4.6
9.1.9	Copy of latest weight and balance report together with equipment list and weight schedule for that aircraft has been approved by CAAM or any organisation approved by CAAM under Regulation 31 of MCAR as per CAD 8301.	4.6
9.1.10	Airworthiness review tasks shall not be sub-contracted.	4.6
9.1.11	In the event the outcome of the airworthiness review is inconclusive, CAAM shall be informed by the CAMO as soon as practicable within 72 hours from the moment the CAMO identifies the condition to which the review relates. The airworthiness review report shall not be issued until all findings have been closed.	4.6
10.1	**Privileges of the Organisation**	
10.1.1	The CAMO should exercise the following privileges subject to the approval of CAAM:	–
10.1.1(a)	manage the continuing airworthiness of aircraft as specified in Chapter 7 of this CAD;	0.2.4
10.1.1.(b)	perform any of the continuing airworthiness management functions as specified in Chapter 7 of this CAD;	0.2.4
10.1.1(c)	arrange to carry out limited continuing airworthiness tasks with any contracted organisation, working under the CAMO quality system, as listed on the approval certificate; and	–
10.1.1(d)	arrange to establish a contract in accordance with Appendix 1 of CAD 6801 for limited continuing airworthiness tasks with any CAMO, working	–

CAD 6802	CONTENT	CAME REFERENCE
	under the contracted CAMO quality system, as listed on the contracted CAMO approval certificate.	
10.1.2	The CAMO should additionally be approved to carry out airworthiness reviews referred to in Chapter 9 of this CAD and to issue:	0.2.4
10.1.2(a)	the related airworthiness review report; and	0.2.4
10.1.2(b)	a recommendation for the issue or renewal of Certificate of Airworthiness.	0.2.4
10.1.3	The CAMO referred to in paragraph of this CAD, should additionally be approved to issue a permit to fly for the particular aircraft attesting conformity with approved conditions, in accordance with the approved procedure in the CAME referred to in Chapter 3 of this CAD.	0.2.4
11.1	**Quality System**	
11.1.1	For the purpose of ensuring that the CAMO continues to meet the requirements of this subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.	2.1.1(b)
11.1.2	The quality system shall monitor activities carried out and shall at least include the following functions:	2.1.2
11.1.2(a)	Monitoring that all activities carried out under this CAD are being performed in accordance with the approved procedures;	2.1.2(c)(i), 2.2
11.1.2(b)	Monitoring that all contracted maintenance is carried out in accordance with the contract;	2.1.2(c)(ii), 2.5
11.1.2(c)	Monitoring the continued compliance with the requirements of this CAD; and	2.1.2(c)(iii), 2.2
11.1.2(d)	Monitoring that all subcontracted continuing airworthiness management tasks is carried out in accordance with the contractual obligations.	2.1.2(c)(iv), 2.5
11.1.3	The records of these activities shall be stored for at least two (2) years.	2.7
11.1.4	Where the CAMO is also a maintenance organisation approved in accordance with CAD	2.1.2(d)

CAD 6802	CONTENT	CAME REFERENCE
	8601 or CAD 8602, the quality systems should be combined.	
12	**Changes to the CAMO**	
12.1	Unless with the approval of CAAM, no holder of certificate of approval shall make any changes to:	0.6
12.1(a)	the name of the organisation;	0.6
12.1(b)	the location of the organisation;	0.6
12.1(c)	additional locations of the organisation;	0.6
12.1(d)	the accountable manager;	0.6
12.1(e)	any of the persons specified in paragraph 5.1.3, 5.1.4, 5.1.5 or 5.1.10; and	0.6
12.1(f)	the facilities, procedures and scope of work.	0.6
13	**Record keeping**	
13.1	CAMO shall be responsible for the following management of record keeping.	1.3.3
13.1.1	The CAMO shall record all details of work carried out. The records required by CAD 6801 shall be retained.	1.3.3
13.1.2	If the CAMO has the privilege referred to Chapter 9 of this CAD, it shall retain a copy of each airworthiness review report and permit to fly, together with all supporting document.	4.7, 4B.6
13.1.3	The CAMO shall retain a copy of all records listed in paragraph 13.1.2 of this CAD until two (2) years after the aircraft has been permanently withdrawn from service.	1.3.3
13.1.4	The records shall be stored in a manner that ensures protection from damage, alteration, and theft.	1.3.3(a)
13.1.5	All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.	1.3.4(b)
13.1.6	Where continuing airworthiness management of an aircraft is transferred to another CAMO, all retained records shall be transferred to the said CAMO. The duration prescribed in 13.1.3 of this CAD for the retention of records shall continue to apply to the said CAMO.	1.3.5(a)
13.1.7	Where a CAMO ceases to hold the certificate of approval under Regulation 31 of MCAR, all retained records shall be transferred to the owner	1.3.5(b)

CAD 6802	CONTENT	CAME REFERENCE
	(or in the case of lease, to the lessee) of the aircraft.	
14.1	**Continued Validity of Approval**	
14.1.1	A provisional certificate of approval issued by CAAM shall be valid for a period not exceeding 1 year and shall not be renewed. Upon expiry of the provisional certificate of approval, the application for the certificate of approval is terminated.	–
14.1.2	A certificate of approval issued by CAAM shall be valid for a period not exceeding 1 year.	–
14.1.3	The conditions for the provisional certificate of approval or certificate of approval are as follows:	–
14.1.3(a)	The approval is limited to that specified in the provisional certificate of approval or certificate of approval;	–
14.1.3(b)	The provisional certificate of approval or certificate of approval requires compliance with the procedures specified in the CAME;	–
14.1.3(c)	The approval is valid whilst the organisation remains in compliance with this CAD; and	–
14.1.3(d)	The approval shall remain valid unless the certificate has been surrendered, suspended or revoked.	–
14.1.4	Upon revocation, the certificate shall be returned to CAAM.	–
15.1	**Findings**	
15.1.1	A level 1 finding is any significant non-compliance with requirements laid down in this CAD which lowers the safety standard and hazards seriously the flight safety. The certificate of approval shall cease to be in force immediately until acceptable corrective action has been taken by the CAMO.	2.1.4(e)(i)
15.1.2	A level 2 finding is any non-compliance with requirements laid down in this CAD which could lower the safety standard and possibly hazard the flight safety. If the CAMO fails to accomplish the corrective action to the satisfaction of the CAAM within 14 days after receipt of notification of findings, unless otherwise agreed by CAAM, the CAMO approval shall cease to be in force until acceptable corrective action has been taken by the CAMO.	2.1.4(e)(ii)

CAD 6802	CONTENT	CAME REFERENCE
15.1.3	After receipt of notification of findings, the applicant or holder of the CAMO approval shall define a preventive action and demonstrate the preventive action to the satisfaction of CAAM within 90 days unless otherwise agreed by CAAM.	2.1.4(f)

5.8 Details of Aircraft Managed by GAM-CAMO

No	Aircraft Owner / Operator	Aircraft Type	Aircraft Registration
1.	Royal Malaysia Police	AW 139	9M – PMA
2.			9M – PMB
3.			9M – PMC
4.			9M – PMD
5.			9M – PME
6.			9M – PMF
7.			9M-JPM
8.		B300	9M-PTA
9.			9M-PTB
10.			9M-PTC
11.			9M-PTD
12.			9M-PTE
13.		172S	9M-PSR
14.			9M-PSS
15.			9M-PST
16.			9M-PSU
17.		PC-6	9M-PSE
18.			9M-PSG
19.			9M-PSH
20.			9M-PSI
21.			9M-PSK
22.		208	9M-PSL
23.			9M-PSM
24.			9M-PSN
25.			9M-PSO
26.			9M-PSP
27.			9M-PSQ
28.	YTL Power Generation Sdn Bhd	AW139	9M – YPG
29.			9M – YTL
30.	Fire and Rescue Department of Malaysia	A109E	9M – BOB
31.		AW139	9M – BOC
32.			9M – BOD
33.		AW189	9M – BOE
34.			9M – BOF

No	Aircraft Owner / Operator	Aircraft Type	Aircraft Registration
35.	Gading Kasturi Sdn Bhd	EC120B	9M – GGB
36.	Helang Flying Academy Sdn Bhd	EC120B	9M – HFA
37.	Plus Helicopter Services Sdn Bhd	Bell 429	9M – PEC
38.	His Royal Majesty The Yang Di-pertuan Agong	EC155B	9M – SAS
39.	Layang – Layang Flying Academy Sdn Bhd	R44	9M-AMA

5.9 Manpower Resources and Management Tool

1 GAM-CAMO FLEET

YEAR	AC TYPE	QUANTITY	REMARKS
2016	AW139	2	9M-PMB, 9M-PMC
	EC120B	1	9M-GGB
2017	A119	1	TERMINATED
	A109S	1	TERMINATED
	AW139	1	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
	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
2021	AW139	2	9M-JPM, 9M-SAAS
	R66	1	
	C208	6	9M-PSL, 9M-PSM, 9M-PSN, 9M-PSO, 9M-PSP, 9M-PSQ
	C172S	4	9M-PSR, 9M-PSS, 9M-PST, 9M-PSU
	PC-6	5	9M-PSE, 9M-PSG, 9M-PSH, 9M-PSI, 9M-PSK
TOTAL AIRCRAFT	-	**41**	
AC/YEAR	-	**7**	
AC TYPE/YEAR	**3**	**-**	

2 MANPOWER

	AVAILABILITY				
	HOURS / DAY	HOURS / WEEK	HOURS / YEAR		
MANAGEMENT					
ACCOUNTABLE MANAGER	3	15	218		
CAMM	8	40	1543		
DEPUTY CAMM	8	40	1543		
QAM	4	20	483		
			3787		
QUALITY ASSURANCE					
AMIRA	4	20	483	REQUIRED HOURS	1948
KHAIR	4	20	483	REMAINING HOURS	467
LUQMAN	4	20	483	STATUS	**SATISFACTORY**
HAKIM	4	20	483		
YUSOFF	4	20	483		
			2415		
AIRWORTHINESS REVIEW STAFF					
ISMAIL SULAIMAN	8	40	1543	REQUIRED HOURS	6776
HAIREE	8	40	1543	REMAINING HOURS	2482
AZILLAH	8	40	1543	STATUS	**SATISFACTORY**
ROSLINA	8	40	1543		
SYAFIQ	8	40	1543		
SAFARIN	8	40	1543		
			9258		
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		
			27774		

MAINT PLANNER						
AZLIZAN	8	40	1543	REQUIRED HOURS	12279	
AISHAH	8	40	1543	REMAINING HOURS	1608	
IHSAN	8	40	1543	STATUS	**SATISFACTORY**	
FAHMI	8	40	1543			
KHALIS	8	40	1543			
HAFFIZ	8	40	1543			
FIKRI	8	40	1543			
AIMAN FADLI (P)	8	40	1543			
THAVA (P)	8	40	1543			
			13887			
TECHNICAL RECORD						
ZUL	8	40	1543	REQUIRED HOURS	10642	
SHAHEERA	8	40	1543	REMAINING HOURS	4788	
YASMIN	8	40	1543	STATUS	**SATISFACTORY**	
AMANI	8	40	1543			
HUSNA	8	40	1543			
AIMAN ASYRAFF	8	40	1543			
HANIS	8	40	1543			
IZZATI (P)	8	40	1543			
ELLY (P)	8	40	1543			
AMIRAH (P)	8	40	1543			
			15430			
PUBLICATION						
NABILA	8	40	1543	REQUIRED HOURS	5274	
HARLINA	8	40	1543	REMAINING HOURS	898	
AIMAN (P)	8	40	1543	STATUS	**SATISFACTORY**	
DEANNA (P)	8	40	1543			
			6172			

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 Annually	4			1		4	
	Internal audit for monitoring of CAMO activities compliance	16			41		656	
	Annual audit of contracted AMO	16			4		64	AMO: GAM, SAS, MYCOPTER
	Audit report and NCR issuance	8			41		328	
	Review of amendment of CAME for	8			5		40	
	Review of issuance /amendment of AMP & MEL	8			33		264	
	Liaison with authorities	2			10		20	
	Ensure all staff personnel file are recorded, updated and retained	4			35		140	
GENERAL	Meeting (External)	4	4			16	192	
	Meeting (Internal)	4	4			16	192	
	Training	8			1		8	
	Attend Internal/External Request	8			5		40	
						TOTAL	1948	

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	80			41		3280	
	Aircraft physical	40			41		1640	
	ARR	24			41		984	
	Permit to Fly	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	6776	

C TECHNICAL SERVICE / DOA 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	
	AMP (New)	80			15		1200	4 weeks per document
	AMP (Revise)	40			15		600	2 weeks per document
	MEL (New)	80			15		1200	4 weeks per document
	MEL (Revise)	40			15		600	2 weeks per document
	Reliability Report	24			28		672	12 (external) - Monthly report 12+4 (Internal) - Monthly + Quarterly
	Mod Record Book	40			23		920	
	Technical Query	4	10			40	480	
	Aircraft Damage	4	10			40	480	
	HUMS	2	30			60	720	
	Engineering Order	24	1			24	288	
	Supplement	16			48		768	
	Audit Review-CAAM	16			1		16	yearly
	Weighing Activities	16	1			16	192	1 day report + 1 day weighing
	Weighing Manual	16			1		16	yearly
	Used Aircraft Report	160			1		160	1 month per document
	Predelivery Inspection Report	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-	40	2			80	960	
	Compliance Checklist	16	2			32	384	
	Engineering Drawing-	20	2			40	480	
	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	Avionics
	Justification Report	40	2			80	960	Structure
	Justification Report	40	2			80	960	Cabin
	DRAS	24	2			48	576	
	Declaration of	2	2			4	48	
	Conformity	8	2			16	192	
	Audit Review-CAAM	16			1		16	yearly

SECTION	TASK (JOB DESCRIPTION)	MHR/TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR / MONTH	TOTAL MHR/ YEAR	REMARKS
AEO	Technical	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	40	1			40	480	
	Compliance	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	24			4		96	
	Training- DOA	2	4			0	0	
	Aircraft Visit	4	8			32	384	
	Meeting (External)	4	8			32	384	
	Meeting (Internal)	4	4			16	192	
	Attend	4	4			16	192	
						TOTAL	26160	

D	CAMO PLANNER DEPARTMENT								
	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			7		7	
		Set up aircraft inspection / component / AD / SB template in	160			3		480	
		Aircraft induction bridging to	80			7		560	
		Monitor each aircraft SMI, AD, SB, DD, etc via AERONET daily	4		41		164	1968	
		Issue aircraft maintenance forecast and daily status to operator	2		41		82	984	
		Liaise with operator for aircraft operational requirement	4		8		32	384	
		Techinal 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 including deferred defects	4		41		164	1968	
		Liaise with AMO to ensure the performance of maintenance activities above are properly coordinated	4		41		164	1968	
		Initiate request for spares required for implementation of AD and SB to AMO	2		41		82	984	
		Issuance of Work Order/Workpack to AMO	2			300		600	

SECTION	TASK (JOB DESCRIPTION)	MHR/ TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR / MONTH	TOTAL MHR/ YEAR	REMARKS
CAMO PLANNER	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 year
	Meeting (External)	4	5			20	240	BOMBA - 1/MONTH POLIS 2/MONTH YTLPG 2/MONTH
	Meeting (Internal)	4	4			16	192	CAMO - 2/MONTH AMO - 1/MONTH PLANNER - 1/MONTH
	Attend Internal/External Request	4			3		12	AJL BRIEFING, OEM LIASON, ETC
						TOTAL	12279	

E 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			20	240	
	AJL reviewed to ensure properly filled and closed	1	20			20	240	
	Liason with AMO/Flt Ops for AJL discrepancy	1	20			20	240	
	Transfer AJL data (hours and cycles, deferred defect) to AERONET system in Tech Log Module	1	20			20	240	
	Record total hours and cycles based on AJL in the Airframe and Engine Logbook	1		41		41	492	
	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			300		600	
	Update AERONET upon maintenance completion in Aircraft Module (Inspection,AD, SB, Components)	1			300		300	
	Ensure that the aircraft logbook are identified with the aircraft type and registration mark.	1			41		41	

SECTION	TASK (JOB DESCRIPTION)	MHR/ TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR / MONTH	TOTAL MHR /YEAR	REMARKS
TECHNICAL RECORD	Record the maintenance in the appropriate log book (airframe, engine, APU, propeller) within 30 days after maintenance completion	4		41		164	1968	
	Record and update related component maintenance in the component log card	2		41		82	984	
	Record and update related AD/SB/Modification in the Modification Record Book (MRB) for summary status of AD, SB, modification, repairs etc.	4		41		164	1968	
	Update and maintain record of aircraft certificates files for C of R, C of A, radio license, weight and balance report, etc.	1			41		41	
	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		41		164	1968	
GENERAL	Training -GEN FAM	24			3		72	GENFAM (3 days) x 4 per year
	Meeting (Internal)	4	3			12	144	CAMO - 2/MONTH RECORD - 1/MONTH
	Attend Internal/External Request	4			9		36	AC INDUCTION DOC ACCEPTANCE
						TOTAL	10642	

F 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	1			30		30	
	Register all publication upon receipt	1			800		800	
	Raise Technical Instruction Compliance (TIC) for	1			800		800	
	Distribute publication to relevant parties operator, amo, camo	1			800		800	
	Distribute TIC to Technical Service for sentencing	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 Statement form	1			400		400	
	Update Publication Master List at least monthly	2	14			28	336	
	Purchase and renew publication	2			30		60	
	Ensure publication updated for controlled holder	4	14			56	672	
GENERAL	Training -GEN FAM	24			4		96	GENFAM (3 days) x 4 per year
	Meeting (Internal)	4	3			12	144	CAMO - 2/MONTH PUB - 1/MONTH
	Attend Internal/External Request	4			9		36	AC INDUCTION DOC ACCEPTANCE
						TOTAL	5274	

5.10 List of Approved Limited Scope of Maintenance Activities

a. AW139 Maintenance Activities that requires Rotor Track & Balance Flights

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
1.	**Main Rotor Track and Balance** 39-A-18-10-01-00A-37CA-A OR 39-A-18-10-03-00A-37CA-A (IF A/C EQUIPPED WITH HUMS)	**Main rotor blade - Install procedure** 39-A-62-11-01-00A-720A-A	If perform maintenance operations on the main rotor blade after removal from helicopter
2.		**Vibration absorber installation – Adjust** 39-A-18-61-00-00A-271A-A	-
3.		**Main rotor blade - Other procedures to protect surfaces** 39-A-62-11-01-00A-259A-B	-
4.		**Balance weight pocket cover (main rotor blade) - Replacement (remove and install a new item)** 39-A-62-11-01-06A-921A-A	-
5.		**Top conical ring - Install procedure** 39-A-62-21-05-00A-720A-A	-
6.		**Main rotor head - Install procedure** 39-A-62-22-00-00A-720B-A	-
7.		**Lag damper - Install procedure** 39-A-62-22-02-00A-720A-A	If lag damper is replaced
8.		**Pitch control lever - Install procedure** 39-A-62-22-03-00A-720A-A	-
9.		**Flapping limiter - Install procedure** 39-A-62-22-04-00A-720A-A	If flapping limiter is replaced
10.		**Flapping limiter support - Install procedure** 39-A-62-22-05-00A-720A-A	-
11.		**Droop stop bracket - Install procedure** 39-A-62-22-06-00A-720A-A	If droop stop bracket is replaced
12.		**Anti-rotation block - Install procedure** 39-A-62-22-07-00A-720A-A	If replaced the anti-rotation block with a new item
13.		**Tension link and elastomeric bearing assembly - Install procedure** 39-A-62-22-08-00A-720A-A	-
14.		**Tension link - Install procedure** 39-A-62-22-09-00A-720A-B	If new elastomeric bearing is installed
15.		**Elastomeric bearing - Install procedure** 39-A-62-22-10-00A-720A-B	If new elastomeric bearing is installed
16.		**Droop stop pin – Adjust** 39-A-62-22-12-00A-271A-A	-
17.		**Scissors attachment flange - Install procedure** 39-A-62-22-15-00A-720A-A	-
18.		**Sliding ring – Replacement** 39-A-62-22-17-00A-920A-B	If new pitch link is installed
19.		**Pitch link - Install procedure** 39-A-62-31-01-00A-720A-A	-
20.	**Tail rotor - Blade track and balance check**	**Tail rotor blade assembly - Install procedure**	If perform maintenance operations on the tail

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
	39-A-18-10-02-00A-37CA-A OR 39-A-18-10-03-00A-37CA-A (IF A/C EQUIPPED WITH HUMS)	39-A-64-11-01-00A-720A-A	rotor blade after removal from helicopter
21.		**Blade damper attachment - Install procedure** 39-A-64-11-02-00A-720A-A	If new blade damper attachment is installed
22.		**Elastomeric bearing - Install procedure** 39-A-64-11-03-00A-720A-B	If new elastomeric bearing is installed
23.		**Lag damper - Install procedure** 39-A-64-21-02-00A-720A-A	If lag damper is replaced
24.		**Top conical ring - Install procedure** 39-A-64-21-03-00A-720A-A	If new top conical ring is installed
25.		**Slip ring drive - Install procedure** 39-B-64-21-04-00A-720A-A	-
26.		**Pitch link - Install procedure** 39-A-64-31-01-00A-720A-A	If new pitch link is installed
27.		**Scissors - Install procedure** 39-A-64-31-02-00A-720A-A	If new scissors is installed
28.		**Sliding control assembly - Install procedure** 39-A-64-31-04-00A-720A-A	If new sliding control assembly is installed
29.		**Tail rotor control system – Adjust** 39-A-67-21-00-00A-271A-A	-

b. AW139 Maintenance Activities that requires Functional Check Flights

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
1.	**Helicopter general - Check flight after engine installation** 39-A-00-00-00-00A-34BA-A.	**Number 1 engine - Install procedure** 39-A-71-02-01-00A-720A-A	-
2.		**Number 2 engine - Install procedure** 39-A-71-02-02-00A-720A-A	-
3.	**Helicopter general information - Functional check** 39-A-00-00-00-00A-34AA-A	**Number 1 pump - Operation test** 39-A-29-11-02-00A-320A-A	-
4.		**Number 2 pump - Operation test** 39-A-29-12-02-00A-320A-A	-
5.		**Number 4 pump - Operation test** 39-A-29-12-03-00A-320A-A	-

c. AW189 Maintenance Activities that requires Rotor Track & Balance Flights

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
1.	**Main rotor - Tracking check** 89-A-18-10-01-00A-373A-A	**Main rotor blade – Install procedure** 89-A-62-11-01-00A-720A-A	-
2.		**Top conical ring – install procedure** 89-A-62-21-03-00A-720A-A	-
3.		**Lag damper - Install procedure** 89-A-62-22-03-00A-720A-A	If lag damper is replaced
4.		**Flapping limiter – Install procedure** 89-A-62-22-05-00A-720A-A	If flapping limiter is replaced
5.		**Flapping limiter support – install procedure**	-

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
		89-A-62-22-06-00A-720A-A	
6.		**Droop stop bracket – install procedure** 89-A-62-22-07-00A-720A-A	If droop stop bracket is replaced
7.		**Anti-rotation block – install procedure** 89-A-62-22-08-00A-720A-A	If anti-rotation block is replaced
8.		**Tension link and elastomeric bearing assembly – install procedure** 89-A-62-22-09-00A-720A-A	-
9.		**Droop stop pin – adjust** 89-A-62-22-13-00A-271A-A	-
10.		**Pitch link – install procedure** 89-A-62-31-01-00A-720A-A	-
11.		**Adapter – install procedure** 89-A-62-31-03-00A-720A-A	-
12.	**Tail rotor - Tracking check** 89-A-18-10-02-00A-373A-A	**Tail rotor blade assembly - Install procedure** 89-A-64-11-01-00A-720A-A	If install a new or repaired tail rotor blade assembly or a new elastomeric bearing
13.		**Blade damper attachment - Install procedure** 89-A-64-11-02-00A-720A-A	If new blade damper attachment is installed
14.		**Lag damper - Install procedure** 89-A-64-11-02-00A-720A-A	If new lag damper is installed
15.		**Top conical ring - Install procedure** 89-A-64-21-03-00A-720A-A	If new top conical ring is installed
16.		**Slip ring drive - Install procedure** 89-B-64-21-03-00A-720A-A	-
17.		**Pitch link - Install procedure** 89-A-64-31-01-00A-720A-A	-
18.		**Scissors group - Install procedure** 89-A-64-31-02-00A-720A-A	If scissor is replaced
19.		**Spider and slider assembly - Install procedure** 89-A-64-31-04-00A-720A-A	-

d. AW189 Maintenance Activities that requires Functional Check Flights

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
1.	**Helicopter general - Check flight after engine installation** 89-A-00-00-00-00A-34BA-A	**Number 1 engine - Install procedure** 89-A-71-01-01-00A-720A-A	-
2.		**Number 2 engine - Install procedure** 89-A-71-01-02-00A-720A-A	-
3.	**Helicopter general information - Functional check flight** 39-A-00-00-00-00A-34AA-A	**Number 1 pump - Operation test** 89-A-29-11-02-00A-320A-A	-
4.		**Number 2 pump - Operation test** 89-A-29-12-02-00A-320A-A	-
5.		**Number 4 pump - Operation test** 89-A-29-12-03-00A-320A-A	-

e. A109E Maintenance Activities that requires Rotor Track & Balance Flights

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
1.	**Main rotor tracking and dynamic balance** 62-00-8	Main rotor blades installation 62-11-6 Para D	-
2.		Main rotor head installation 62-21-13 Para D	-
3.		Main rotor head installation 62-21-54 Para D	If mix an elastomeric bearing made by "Paulstra" with those made by "Lord" (or "vice versa")
4.		Rotating controls - Pitch change links Installation 62-31-12 Para F	-
5.		Troubleshooting Chart of Main Rotor Installation – Lateral 1:1 Vibration 62-00-4	-

f. EC120B Maintenance Activities that requires Maintenance Flight Test

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
1.	**Checks and Corrections for Horizontal (Y) and Vertical (Z) Vibrations - Main Rotor** AMM 62-00-00,5-1	Removal /Installation - Main Rotor Blades AMM 62-11-00,4-1	If installed new or repaired blade, or after interchanged two blades
2.		Assembly - Main Rotor Hub, AMM 62-21-00,4-2	If replaced a main rotor hub or one of its components
3.		Removal / Installation - Flared Housing / Swashplates / Hub Couplings, AMM 62-32-00,4-1	If replaced a pitch-change rod or a ball end-fitting
4.		Installation - Rotor Head Assembly AMM 62-20-00,4-2	
5.		Adjustment - Main Rotor Controls AMM 67-10-00,5-1	
6.		Replacement - End-fittings on the pitch and roll rods, AMM 67-10-00,8-12	
7.	**Flight Test Schedule** FLM Section 8.3	Procedure after Detection of Chips and Lighting of the "MGB P" and "MGB TEMP" Warning Lights - MGB / TGB AMM 05-50-00,6-10	
8.		Fault finding by vibration analysis AMM 05-50-00,6-13	
9.		Fault finding by vibration analysis with STEADYControl ® adjustment equipment AMM 05-50-00,6-14	

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
10.		Fuel System - Adjusted Fuel Control Unit Removal / Installation EMM Task 73-23-00-900-802-A01	
11.		Fuel System - Adjusted Fuel Control Unit Tests (Except Electrical) EMM Task 73-23-00-900-802-A01	

g. B300 Maintenance Activities that requires Maintenance Flight Test

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
1.	**Flow Control Valve - Adjustment/Test** AMM 21-10-05-5	**No.1 Engine Flow Control Valve - Adjustment/Test** AMM 21-10-05-5	
2.		**No.2 Engine Flow Control Valve - Adjustment/Test** AMM 21-10-05-5	
3.	**Pressurization Check Procedures - (Flight Test)** AMM 21-30-00, 101	**Outflow Valve And Safety Valve - Adjustment/Test** AMM 21-30-03-5	Functional Test Method 1
4.		**Air Pressure Controller-Limiter - Removal/Installation** AMM 21-30-13-4	
5.	**Stall Lift Computer - Adjustment/Test** AMM 27-31-03-5	**Stall Lift Computer - Adjustment/Test** AMM 27-31-03-5	1. If Lift Computer Or Lift Transducer Is Replaced, or 2. If The Stall Warning System Has Failed In Any Manner Or The Stall Warning Margin Has Changed Without Explanation, or 3. In Order To Set A Specific Margin,
8.	**Flight Control System - B. Flight Checks** AMM 27-00-00-2	**Flight Control System - Rigging and Trim Procedures - D. Wings** AMM 27-00-00-2	
9.		**Flight Control System - Rigging and Trim Procedures - F. Ground Adjustable Trim Tab** AMM 27-00-00-2	
10.	**Power Lever Sense Switch - Adjustment/Test** 32-60-09-5	**Power Lever Sense Switch - Adjustment/Test** AMM 32-60-09-5	
11.	**Propeller - Adjustment/Test - Propeller Dynamic Balancing** AMM 61-10-01-5	**Propeller - Adjustment/Test - Propeller Dynamic Balancing – C.Flight Test** AMM 61-10-01-5	

h. R44 Maintenance Activities that requires Maintenance Flight Test

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
1.	**Special Instruction for Reassembling and Flight Testing R44 series helicopter after crating for export** AMM 1.700	Special Instruction for Reassembling and Flight Testing R44 series helicopter after crating for export AMM 1.700	
2.	**Track and Balance** AMM 10.200	Collective travel rigging AMM 10.122	
3.		Main Rotor Blade Installation AMM 9.112	
4.		Repair of Main Rotor Blade AMM 9.140	
5.		Swashplate installation AMM 8.142	
6.		Utility Float Main Landing Gear Installation AMM 5.520	
7.		12 years Inspection AMM 2.600	
8.	**Autorotational RPM Adjustment** AMM 10.250	Utility Float Main Landing Gear Installation AMM 5.520	
9.	**Flight Check** AMM 2.220	Flight Check for 100-Hour / Annual Inspection AMM 2.200	
10.		12 years Inspection AMM 2.600	
11.	**Functional Flight Test of Longitudinal Cyclic Trim Elastic Cords** AMM 8.130	Longitudinal Cyclic Trim Elastic Cord AMM 8.130	

i. EC155B/B1 Maintenance Activities that requires Maintenance Flight Test

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
1.	**Adjustment of Main Rotor Blade Tracking** AMM 62-10-00-821	**Removal / Installation - Main Rotor Blades** AMM 62-10-00-061	If replaced one or more blades
2.	**Horizontal (Y) and Vertical (Z) Vibration Check and Corrections with STEADYCONTROL Rotor Tuning System** AMM 62-20-00-822	**Removal / Installation - Main Rotor Blades** AMM 62-10-00-061	If replaced one or more blades

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
3.	**Dynamic Balancing - Main Rotor Head** AMM 62-20-00-821	**Removal / Installation - Main Rotor Blades** AMM 62-10-00-061	If replaced one or more blades
4.		**Removal / Installation - Rotor Hub and Shaft Unit** AMM 62-20-00-061	If a component of the rotor hub-mast assembly is replaced
5.		**Removal / Installation - Blade Sleeves Assembly** AMM 62-24-01-061	If any component of the blade sleeve assembly has been replaced
6.		**Removal / Installation - Pitch Change Rod** AMM 62-26-01-061	If replaced one or more pitch change rods
7.	**Compensation - Primary Reference System (In Flight)** AMM 34-23-00-821 (Refer FLM Section 8.3)	**Removal / Installation - Magnetometer** AMM 34-23-02-06	
8.		**Removal / Installation - AHRS Removable Memory Module** AMM 34-23-04-061	Do the compensation during the exchange of a new memory module
9.	**Flight Test Schedule** FLM Section 8.3	**Procedure After Vibrations, Resonance or an Abnormal Dynamic Phenomenon** AMM 05-50-00-222	
10.		**Fault finding by vibration analysis** AMM 05-50-00-223	
11.		**Steps to do when you Find Particles on the Magnetic Plugs and/or on the Oil Filter of the Gear Box** AMM 05-50-01-211	
12.		**Steps to do When You Find Particles on the Magnetic Plug of the Rotor Mast** AMM 05-50-02-211	
13.		**Removal / Installation - Electrical Master Box** AMM 24-32-01-061	
14.		**Adjustment - Main Rotor Controls** AMM 67-10-00-821	
15.		**Adjustment - Low Pitch Stop** AMM 67-13-01-82	
16.		**Removal / Installation - FADEC Unit** AMM 73-20-00-061	

j. A119/AW119 Maintenance Activities that requires Maintenance Flight Test

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
1.	**Main rotor tracking and dynamic balance** 62-00-8	**Main rotor blades - Removal/Installation** 62-11-6 Para D	
2.		**Main rotor head - Removal/installation** 62-21-13 Para D	If required

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
3.		**Floating ring - Removal/installation** 62-21-43	
4.		**Main rotor elastomeric bearings - Removal/Installation** 62-21-49	If mixed an elastomeric bearing made by "Paulstra" with those made by "Lord" (or "vice versa")
5.		**Main rotor blade adjustment** 67-00-28	
6.	**Chip Detectors - Metal Particles - General Maintenance Procedure** 60-10-4 Para C	**Chip Detectors - Metal Particles - General Maintenance Procedure** 60-10-4 Para C	When gearbox-chip caution message comes in view for the third time

k. Bell 429 Maintenance Activities that requires Maintenance Flight Test

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
1.	**VIBRATION ANALYSIS Measuring and Reducing Main Rotor 1/Rev Vibration** (DMC-429-A-18-10-00-00A-372A-A)	**MAIN ROTOR TRACK AND BALANCE – General** DMC-429-A-18-00-00-01A-028A-A	
2.		**MAIN ROTOR BLADE ASSEMBLIES – Installation** DMC-429-A-62-10-00-00A-720A-A	
3.		**MAIN ROTOR HUB ASSEMBLY – Installation** DMC-429-A-62-20-00-00A-720A-A	
4.		**PITCH LINK ASSEMBLIES – Installation** DMC-429-A-62-30-00-00A-720A-A	
5.	**MAIN ROTOR AUTOROTATION RPM Adjustment** (DMC-429-A-18-10-00-07A-271A-A)	**MAIN ROTOR AUTOROTATION RPM Adjustment** (DMC-429-A-18-10-00-07A-271A-A)	
6.	**MAIN ROTOR 4/REV VIBRATION Measuring and Reducing Vibration Levels** (DMC-429-A-18-10-00-02A-372A-A)	**MAIN ROTOR 4/REV VIBRATION Measuring and Reducing Vibration Levels** (DMC-429-A-18-10-00-02A-372A-A)	to minimize the main rotor 4/rev vibration in the cabin
7.	**MAIN ROTOR 4/REV VIBRATION Frahm Tuning Procedures** (DMC-429-A-18-10-00-03A-372A-A)	**MAIN ROTOR 4/REV VIBRATION Frahm Tuning Procedures** (DMC-429-A-18-10-00-03A-372A-A)	If required, additional in-flight Frahm tuning may have been accomplished prior to helicopter delivery
8.	**POWER PLANT Operational Check** (DMC-429-A-71-00-00-00A-320A-A)	**ENGINES Installation** (DMC-429-A-71-00-00-00A-720A-A	

I. R66 Maintenance Activities that requires Maintenance Flight Test

No.	*Maintenance Flight Test (MFT)*	*Maintenance Task*	*Condition*
1.	**Assembly Instructions for R66 Helicopter Crated for Export** AMM 1-80	**Assembly Instructions for R66 Helicopter Crated for Export** AMM 1-80	
2.	**Flight Check** AMM 5-43	**Assembly Instructions for R66 Helicopter Crated for Export** AMM 1-80	
3.		**Operation Checks for 100-Hour / Annual Inspection** AMM 5-40	
4.		**2000-Hour / 12 Year Inspection** AMM 5-50	
5.	**Main Rotor Track and Balance** AMM 18-10	**Assembly Instructions for R66 Helicopter Crated for Export** AMM 1-80	
6.		**2000-Hour / 12 Year Inspection** AMM 5-50	
7.		**Main Rotor Flight Control Rigging** AMM 18-30	
8.		**Main Rotor Blade Angle Rigging** AMM 18-40	
9.		**Swashplate Installation** AMM 67-40	
10.		**Excessive Cyclic or Stick Shake** AMM 18-15	Main rotor (MR) out of track
11.		**Excessive Ship vibration** AMM 18-15	MR out of track and balance
12.		**Intermittent Blade Track Picture** AMM 18-15	MR teeter hinge not “broken-in”
13.	**Do the Test of the Engine** OMM 72-00-00-700-801	**Do the test of the diffuser vent (orifice)** OMM 72-00-00-350-001	
14.	**Do the Performance Trend Test of the Engine** OMM 72-00-00-700-802	**Do the engine trend check procedure** OMM 72-00-00-750-010	
15.		**200 Hour / 12-month Inspection**	

No.	Maintenance Flight Test (MFT)	Maintenance Task	Condition
		OMM 05-21-00-800-801 TABLE 601 Item 30	
16.	**Do the Vibration Test of the Engine** OMM 72-00-00-700-803	**Do the vibration test** OMM 72-00-00-750-013	
17.		**400 Hour Inspection** OMM 05-21-00-800-801 TABLE 602 Item 18	

GalaxyAerospace maintenance.repair.overhaul	**AIRWORTHINESS REVIEW REPORT** **GAM/ARR/REG/YY/XX**

1. GENERAL INFORMATION

1.1 CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION (CAMO)

a. ORGANISATION NAME	b. APPROVAL REFERENCE NUMBER

1.2 AIRWORTHINESS REVIEW REPORT FOR CERTIFICATE OF AIRWORTHINESS

a. Issuance	☐	b. Renewal	☐	c. Export	☐	d. Others *(Please specify below remarks)*	☐
e. Remarks:							

1.3 AIRWORTHINESS REVIEW PERIOD

a. From (Last Review) Date, Aircraft Hours/Cycles	
b. To Date, Aircraft Hours/Cycles	

2. AIRCRAFT DETAILS

2.1 AIRCRAFT

a. Aircraft Registration	
b. Type, Designation and Series	
c. Serial No.	
d. Current Flight Hours/Cycles	

2.2 ENGINE

a. Engine Type	
b. Serial No	
c. Hours/Cycles	

2.3 PROPELLER

a. Propeller	
b. Serial No	
c. Hours/Cycles	

2.4 APU	
a. APU Type	
b. Serial No	
c. Hours/Cycles	

2.5 MAIN ROTOR BLADE	
a. Main Rotor Blade Part No.	
b. Serial No.	
c. Hours/Cycles	

2.6 TAIL ROTOR BLADE	
a. Tail Rotor Blade Part No.	
b. Serial No.	
c. Hours/Cycles	

3. AIRWORTHINESS REVIEW DETAILS

3.1 FLIGHT MANUAL / PILOTS HANDBOOK		
a. Issue and Revision status		
b. Is this the correct document for the current aircraft configuration	YES ☐	NO ☐
c. Remarks:		

3.2 AIRCRAFT MAINTENANCE PROGRAMME		
a. Maintenance Programme Approval Reference		
b. All scheduled maintenance required by the referenced programme has been carried out	YES ☐	NO ☐
c. Remarks:		

3.3 DEFECTS		
a.	**All known defects have been corrected or deferred in accordance with an approved procedure:**	**YES** ☐ **NO** ☐
b.	**Remarks:**	

3.4 AIRWORTHINESS DIRECTIVES		
a.	**All applicable airworthiness directives have been incorporated**	**YES** ☐ **NO** ☐
i.	**Quote documents assessed:-** CAAM AN/CAD Issue No / Amendment No	
ii.	**Aircraft State of Design Airworthiness Directives** Bi – weekly/AD No./Issue no./Date	
iii.	**Engine State of Design Airworthiness Directives** Bi – weekly/AD No./Issue no./Date	
iv.	**Propeller State of Design Airworthiness Directives** Bi – weekly/AD No./Issue no./Date	
v.	**Equipment State of Design Airworthiness Directives** Bi – weekly/AD No./Issue no./Date	
vi.	**Published CAAM Airworthiness Directives** AD No./Issue no./Date	
b.	**Remarks:**	

3.5 MODIFICATIONS AND REPAIRS		
a.	**Confirm all modifications and repairs have been approved in accordance with DOA / CAAM**	**YES** ☐ **NO** ☐
b.	**Remarks:**	

3.5 MODIFICATIONS AND REPAIRS

3.6 LIFE LIMITED COMPONENTS		
a. All installed life limited components have been recorded and have not exceeded their approved service life	YES ☐	NO ☐
b. Remarks:		

3.7 AIRCRAFT MAINTENANCE		
a. All maintenance accomplished within this airworthiness review period has been released to service	YES ☐	NO ☐
b. Remarks:		

3.8 MASS AND BALANCE STATEMENT		
a. The Mass and Balance Statement is correct for the current aircraft configuration	YES ☐	NO ☐
b. Provide reference/issue/revision/date of statement		
c. Date aircraft was last weighed		
d. Remarks:		

3.9 AIRCRAFT TYPE DESIGN		
a. The aircraft in its current configuration, complies with the type design approved by State of Design and validated by CAAM	YES ☐	NO ☐

3.9 AIRCRAFT TYPE DESIGN	
b. Provide reference/issue/revision/date of the latest CAAM approved or accepted Type Certificate Data Sheet	
c. Remarks:	

3.10 AIRCRAFT DOCUMENTATION			
a. Aircraft Documentation reviewed:	Yes	No	Remarks
i. Certificate of Registration	☐	☐	
ii. Certificate of Airworthiness / Export Certificate of Airworthiness	☐	☐	
iii. Radio License	☐	☐	
iv. Noise Certificate	☐	☐	
v. Technical/Journey Log (as applicable)	☐	☐	
vi. Airframe Logbook(s)	☐	☐	
vii. Engine Logbook(s)	☐	☐	
viii. Propeller Logbook(s)	☐	☐	
ix. Modification Record Book	☐	☐	
x. MEL	☐	☐	
xi. Flight Test Report	☐	☐	
b. Remarks:			

4. PHYSICAL SURVEY OF AIRCRAFT		
a. Survey Report Reference No (Copy of survey report to the attached to this airworthiness review report)		
b. Date and locations where survey undertaken		
c. All known defects and problems found during the survey have been approximately addressed	YES ☐	NO ☐

5. AIRWORTHINESS REVIEW FINDINGS		
Note: All findings must be closed or clarified before a recommendation can be made		
NO	**FINDING / DEFECT**	**REFERENCE / RECTIFICATION**

6. RECOMMENDATION FOR CERTIFICATE OF AIRWORTHINESS

6.1 This is to certify that all the above have been reviewed for the period ***DATE – DATE*** plus a physical survey of the aircraft undertaken ***DATE*** and the aircraft ***REG/NO.*** was/was not* found to be fully in compliance with all the applicable requirements of CAAM Part M. On the basis it is / is not* recommended that the issuance / renewal / export* of Certificate of Airworthiness be issued in accordance with CAAM Part M.

*delete as applicable

Note: *If the result of the full airworthiness review is unsatisfactory or inconclusive then this form, along with all necessary supporting data should be sent to the CAAM in order to satisfy the requirements of CAAM Part M.*

Name	……
Signed	……
Authorization No	……
Company Approval No	……
Date	……

A copy of this report shall be provided to the aircraft owner and a copy to be retained in the aircraft records.

Layang Layang Flying Academy Sdn Bhd

AIRCRAFT JOURNEY LOG

GalaxyAerospace
maintenance . repair . overhaul

APPROVL NO: CAMO/2016/03
AIRCRAFT JOURNEY LOG
(FORM NO: GAM/CAMO-008/LLFA REV 0)

PAGE SERIAL NO: 000001

A/C REGN : 9M- A/C SN: DATE :

FLT NO.	SECTOR		TIME (1)		BLOCK TIME (1)	FUEL UPLIFT	TIME (2)		FLT TIME (2)	LDG	CYCLE	PRE FLIGHT SIGNATURE
	FROM	TO	START Up	SHUT Dn			T/O	LDG				
				TOTAL				TOTAL This Page				

NOTE : A New Journey Log Sheet shall commence :-

1. For each day flying.

2. When a defect has been recorded and after rectification.

FLT NO.	DEFECT	SIGNATURE	RECTIFICATION

The Work Recorded above has been carried out iaw the requirement Civil Aviation Regulation 2016 for the time being in force and in that respect the Aircraft / Equipment is considered fit for release to service

Signature : ..... License/Company Approval No. ..... Date : .....

CREW FLIGHT RECORD

NAME		TOTAL	NIGHT	INST	LDGS	INST APP
CAPTAIN						
CO-PILOT						

MAINTENANCE FLIGHT TIME RECORDS			ENGINE OIL ADDED	FUEL ADDED B/F FIRST FLT
TOTAL	A/F HOURS	TOTAL LDGS		
Brt Fwd 1				
This Page 2				
Total 1 + 2			**Qts**	**(Lts/Us Gal/Lbs)**

BMRC

NEXT INSPECTION	A/F Hrs Due	Date Due

ENGINE PERFORMANCE	ENGINE	
Start Temp		°C
Start Time		Secs
Max TO RPM		%
CRUISE CHECKS		
TOT		°C
Torque		Psi
Rpm		%
Fuel Flow		Pph
Oil Temperature		°C
Oil Pressure		Psi
Generator		Amps
Pressure Alt:		FT
OAT		°C
IAS		KTS

Daily Inspection carried out in accordance with approved aircraft maintenance programme

License/

Signature : ..... Company Approval No. ..... Date .....

CLIENT/OPERATOR	AIRCRAFT TYPE	AIRCRAFT REGISTRATION	DATE
	A109E		
BASE	**ENGINE TYPE**	**AIRCRAFT SERIAL NUMBER**	**MEASURING UNITS**
			FUEL KG / OIL QT

GalaxyAerospace
maintenance . repair . overhaul

APPROVAL NO: CAMO/2016/03

AIRCRAFT JOURNEY LOG

(FORM NO: GAM/CAMO-008/A109E REV 0)

PAGE SERIAL NO: 000001

PREVIOUS BMRC		NEXT CALENDAR INSP		NEXT HOURS INSP	
REF		INSP		INSP	
DATE		DUE		DUE	

FLT. NO.	FUEL UPLIFT		FUEL DEPART		FUEL TOTAL		ENG OIL UPLIFT		GEARBOX OIL UPLIFT		HYD OIL UPLIFT		MAINT. PRE FLIGHT INSPECTION			PILOT PRE-FLIGHT / TURN AROUND		
	LH	RH	LH	RH	DEPART	ARRIVAL	ENG 1	ENG 2	MAIN	TAIL	ENG 1	ENG 2	SIGN	AUTH	TIME	SIGN	AUTH	TIME

FLT. NO.	PILOT	CO-PILOT	FROM	TO	TIME			LANDING	ENGINE HOURS		ENG CYCLE		CARGO HOOK		HOIST	
					TAKE OFF	LDG	TOTAL FLT		ENG 1	ENG 2	ENG 1	ENG 2	HOURS	CYCLE	HOURS	CYCLE
TOTAL THIS PAGE																
TOTAL BEFORE FLIGHT																
TOTAL CARRY FORWARD																

FLIGHT NO.	FLIGHT ITEM	RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND	PILOT / ENGINEER SIGN	PILOT / ENGINEER AUTH	TIME	FLIGHT NO.	FLIGHT ITEM	RECTIFICATION(S) TAKEN	MR SIGN**	AUTH	DATE

**MR STATEMENT	THE WORK RECORDED ABOVE HAS BEEN CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE MCAR FOR THE TIME BEING IN FORCE AND IN THAT RESPECT THE AIRCRAFT/EQUIPMENT IS CONSIDERED FIT FOR RELEASE TO SERVICE.	DAILY CHECK HAS BEEN CARRIED OUT I.A.W APPLICABLE APPROVED MAINTENANCE PROGRAMME.			

AIRCRAFT JOURNEY LOG

SINCE 1955

AIRCRAFT JOURNEY LOG
(FORM NO: YTL/AW139/001
REV 0)
PAGE SERIAL NO.:

DATE		ACFT TYPE		S / NO.		REGN	

SECTOR NO.	PRE-FLT	FUEL UPLIFT	FUEL ON BOARD	FUEL		PILOT	FROM	TO	TIME		FLIGHT TIME	NO. OF LANDING	ENGINE TIME		ENGINE START CYCLE		CAT. A TRAINING	MTOW > 6400KG	
				STARTUP	S/DOWN				TAKE OFF	LANDING			ENG 1	ENG 2	ENG 1	ENG 2		HOURS	LDG
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			

AIRWORTHINESS CHECK		SECTOR NO	33 < WS < 45 KTS		45 < WS < 60 KTS		TOTAL THIS PAGE							AFTER LAST FLIGHT (LAE/TYPE RATED PILOT)	
			START	STOP	START	STOP									
SIGN		1					CARRIED FORWARD							SIGN	
		2													
AUTH		3					TOTAL							AUTH	
		4													
DATE		5					AMOUNT OIL / LUBRICATION UPLIFT (QT) AND STATUS - TICK IF SATISFACTORY							DATE	
		6					COMPONENT	ENG NO.1	ENG NO.2	MGB	IGB	TGB	HYD		
TIME		7					AMOUNT / STATUS							TIME	
		8					REMARKS								

PREVIOUS MRC		NEXT CALENDAR INSPECTION		NEXT HOURS INSPECTION	
REF		INSP			**THE WORK RECORDED BELOW HAS BEEN CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE MALAYSIAN CIVIL AVIATION REGULATIONS FOR THE TIME BEING IN FORCE, AND IN THAT RESPECT, THE AIRCRAFT / EUIPMENT IS CONSIDERED FIT FOR RELEASE TO SERVICE
DATE		DUE			

NO.	RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND	PILOT / LAE SIGN	AUTH	NO	RECTIFICATION(S) TAKEN	MR SIGN**	AUTH	DATE

PERMIT TO FLY (PTF) FORM

PERMIT TO FLY NO. *FOR A.R.S USE ONLY	
	THIS PTF SUPERSEDES (IF ANY):

SECTION A: PTF APPLICATION

TYPE OF PERMIT TO FLY	☐ PTF WITH CONDITIONS FOR MAINTENANCE CHECK FLIGHT			☐ PTF WITH CONDITIONS FOR CERTIFICATE OF AIRWORTHINES HAS NOT BEEN ISSUED			
A/C TYPE		A/C REGISTRATION		A/C SERIAL NUMBER		LOCATION	
REASON FOR PERMIT TO FLY							
WORKPACK/ WORKORDER REFERENCES NO.							
ROUTE OF FLIGHT							

FLIGHT CREW DETAILS

	NAME	LICENSE NO.	DESIGNATION
1.			
2.			
3.			

MAINTENANCE DECLARATION

I CERTIFIED ALL THE MAINTENANCE ON THIS AIRCRAFT ARE COMPLETED AND THE AIRCRAFT IS SAFE FOR FLIGHT.

ALL DOCUMENT COPIES ATTACHED BELOW ARE VERIFIED AND SUBMITTED TOGETHER WITH THIS APPLICATION:

A. COMPLETED WORK ORDER
B. AIRCRAFT JOURNEY LOG
C. RELEVANT MAINTENANCE PROCEDURE.
D. RELEVANT FLIGHT CHECK PROCEDURE.

REMARKS:

LICENSE AIRCRAFT ENGINEER (LAE) NAME	SIGNATURE AND AUTHORISATION STAMP	DATE

GalaxyAerospace maintenance.repair.overhaul	**PERMIT TO FLY (PTF) FORM**
PERMIT TO FLY NO. *FOR A.R.S USE ONLY	THIS PTF SUPERSEDES (IF ANY):

SECTION B: PTF CERTIFICATE		
AIRCRAFT REGISTRATION	AIRCRAFT TYPE	AIRCRAFT SERIAL NUMBER

The aircraft identified above shall be operated in accordance with the flight conditions prescribed below:-

a. Aircraft shall not fly for the purpose of commercial air transport operations.
b. Aircraft shall only fly within Malaysian airspace.
c. No flight over congested or densely populated areas, except for take-off and landing.
d. Only minimum flight crew and required technical personnel on board.
e. Flight crew must have the appropriate license and must be familiar with aircraft configuration and special operational procedures required under these flight conditions.
f. Flight shall be conducted in daylight under Visual Flight Rules (VFR) conditions.
g. Aircraft shall be maintained in accordance with specific continuing airworthiness arrangement including maintenance instructions and regime under which they will be performed.
h. The aircraft maintenance program and related manuals remain applicable.
i. The basic Flight Manual and the relevant Supplements remain applicable.
j. The Permit to Fly and associated conditions shall be carried on board and displayed in the aircraft in accordance with CAD 8305.
k. Additional conditions, restrictions and operating limitations refer to: …….

This Permit to Fly is valid for the period from	----------	**to**	----------

Approved by Airworthiness Review Staff:			
Name :		**Sign :**	
Date :		**Stamp :**	

GalaxyAerospace maintenance.repair.overhaul	**PERMIT TO FLY (PTF) FORM**
PERMIT TO FLY NO. *FOR A.R.S USE ONLY	THIS PTF SUPERSEDES (IF ANY):

SECTION C: PTF AIRCREW BRIEFING

1. BRIEFING BY LAE

THE AIRCRAFT COMMANDER HAS BEEN BRIEFED ON THE CONDITIONS, RESTRICTIONS AND OPERATING LIMITATIONS ASSOCIATED WITH THE PTF, PRIOR TO THE FLIGHT.

2. ACKNOWLEDGMENT BY AIRCRAFT FLIGHT CREW

I HAVE BEEN BRIEFED BY THE LAE ASSIGNED ON THE CONDITIONS, RESTRICTIONS AND OPERATING LIMITATIONS ASSOCIATED WITH THE PTF.

NO.	NAME (L.A.E)	SIGNATURE AND AUTHORISATION	DATE	NAME (CAPTAIN AND CO-PILOT)		SIGNATURE AND AUTHORISATION	DATE
1.				1.			
				2.			
2.				1.			
				2.			
3.				1.			
				2.			
4.				1.			
				2.			
5.				1.			
				2.			
6.				1.			
				2.			
7.				1.			
				2.			
8.				1.			
				2.			
9.				1.			
				2.			
10.				1.			
				2.			