# CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

| | | |
|---|---|---|
| **Organisation** | : | GALAXY AEROSPACE (M) SDN BHD |
| **Approval No** | : | CAMO/2016/03 |
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| **CAME Reference No** | : | GAM/CAAM/CAME |
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| **Date of Revision** | : | 01 December 2021 |
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| **Copy Holder** | : | Civil Aviation Authority of Malaysia |

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| The revised CAME had been internally reviewed for submission to CAAM for final approval | | Approved by: |
|---|---|---|
| Prepared by: | Reviewed by: | |
| Continuing Airworthiness Management Manager | Quality Assurance Manager | Civil Aviation Authority of Malaysia |
| ZATY NADHIRA BINTI MOHAMED ZUHARI<br>Continuing Airworthiness Management Manager<br>Galaxy Aerospace (M) Sdn Bhd<br>(1040262-D) | OMAR BIN AHMAD<br>Quality Assurance Manager<br>Galaxy Aerospace (M) Sdn. Bhd<br>(1040262-D) | |
| Date: 02/12/2021 | Date: 02 Dec 2021 | Date: |

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| | 4.3 | 4 | 2 | 6 | 01 December 2021 |
| | 4.4 | 5 | 2 | 6 | 01 December 2021 |

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| Date: 02/12/2021 | Date: 2/12/2021 | Date: |

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| Date: 02/12/2021 | Date: 02/12/2021 | Date: |

## III. AMENDMENT RECORD

| ISSUE NO | REV NO. | REV DATE | DETAILS | BY | EFFECTIVE DATE |
|---|---|---|---|---|---|
| 1 | 1 | 18-Jul-17 | 1. Chapter 0.2.4 – Scope of Work<br>a. To include AS355 in GAM CAMO Scope of Work<br>2. Chapter 3.3 – Detailed List of Maintenance Contractors<br>a. To include MYCAS in the list of Maintenance Contractor<br>3. Chapter 5.2 – List of Airworthiness Review Staff<br>a. To include additional approval for the ARS<br>4. Chapter 5.4 – List of Approved Maintenance Organisation Contracted<br>a. To include MYCAS in the list of Maintenance Contractor<br>5. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO<br>a. To update details of aircraft managed by GAM CAMO.<br>6. Chapter 5.9 – Manpower Resources and Management Tool<br>a. To update Manpower Resources and Management Tool. | CAMM | 18-Jul-17 |
| 1 | 2 | 15-Dec-17 | 1. Chapter 0.2.4 – Scope of Work<br>a. To include A109S and A119 in GAM CAMO Scope of Work<br>2. Chapter 3.3 – Detailed List of Maintenance Contractors<br>a. To refer Chapter 5.4 for List of Maintenance Contractor<br>3. Chapter 5.2 – List of Airworthiness Review Staff<br>a. To include additional approval for the ARS<br>4. Chapter 5.2 – List of Airworthiness Review Staff<br>a. To include additional approval for the ARS<br>5. Chapter 5.4 – List of Approved Maintenance Organisation Contracted<br>a. To add capability of AWM in the list of Maintenance Contractor<br>6. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO<br>a. To update details of aircraft managed by GAM CAMO. | CAMM | 15-Dec-17 |

| ISSUE NO | REV NO. | REV DATE | DETAILS | BY | EFFECTIVE DATE |
|---|---|---|---|---|---|
| 1 | 2 | 15-Dec-17 | 7. Chapter 5.9 – Manpower Resources and Management Tool<br>a. To update Manpower Resources and Management Tool. | CAMM | 15-Dec-17 |
| 1 | 3 | 25-Apr-2018 | 1. Chapter 0.2.4 – Scope of Work<br>a. To include AW189 in GAM CAMO Scope of Work<br>2. Chapter 0.8 – Facilities<br>a. To add new location of GAM CAMO facility at UniKL MIAT<br>3. Chapter 5.2 – List of Airworthiness Review Staff<br>a. To include additional approval for the ARS and new appointed ARS<br>4. Chapter 5.4 – List of Approved Maintenance Organisation Contracted<br>a. To add capability of AMO in the list of Maintenance Contractor<br>5. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO<br>a. To update details of aircraft managed by GAM CAMO.<br>6. Chapter 5.9 – Manpower Resources and Management Tool<br>a. To update Manpower Resources and Management Tool. | CAMM | 25-Apr-2018 |
| 1 | 4 | 20-Sep-2018 | 1. Chapter 1.12 – Flight Test Procedures<br>a. Amend Flight Test Procedures and to include Maintenance Flight Test<br>2. Part 4B – Permit to Fly Procedures (All pages)<br>a. To include Permit to Fly procedures<br>3. Chapter 5.1 – Sample Documents<br>a. To include form GAM/CAMO-022 Permit to Fly Approval<br>4. Chapter 5.2 – List of Airworthiness Review Staff<br>a. To include PTF privilege for ARS functions and update names of ARS<br>5. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO<br>a. To update details of aircraft managed by GAM CAMO. | CAMM | 20-Sep-2018 |

| ISSUE NO | REV NO. | REV DATE | DETAILS | BY | EFFECTIVE DATE |
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| 1 | 4 | 20-Sep-2018 | 6. Chapter 5.9 – Manpower Resources and Management Tool<br>a. To update Manpower Resources and Management Tool.<br>7. Chapter 5.10 – List of Approved Limited Scope of Maintenance Activities<br>a. To include list of maintenance activities that requires Permit to Fly | CAMM | 20-Sep-2018 |
| 1 | 5 | 07-Nov-18 | 1. Chapter 0.8 – Facilities<br>a. To update GAM CAMO facility location at Helicopter Centre, Malaysia International Aerospace Centre (MIAC)<br>2. Chapter 5.1 – Sample Documents<br>a. To include new and revised form for GAM CAMO<br>3. Chapter 5.2 – List of Airworthiness Review Staff<br>a. To include approval for the new appointed ARS<br>4. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO<br>a. To update details of aircraft managed by GAM CAMO.<br>5. Chapter 5.9 – Manpower Resources and Management Tool<br>a. To update Manpower Resources and Management Tool. | CAMM | 07-Nov-18 |
| 2 | 0 | 29-Apr-2019 | 1. Cover Page<br>a. Amend CAME reference from GAM/DCAM/CAME to GAM/CAAM/CAME<br>2. All pages (as applicable)<br>b. Changes from DCAM to CAAM<br>3. Part 0 – General Organisation (All pages)<br>a. Reformatting to include numbering list system (a, b, c) for each paragraph.<br>4. Chapter 0.2.4 – Scope of Work<br>a. Include A119 aircraft type into GAM-CAMO capability.<br>5. Chapter 0.5 – Personnel Requirements<br>a. Job description for CAMO supporting personnel refer to CAMP.<br>6. Part 4B (All pages)<br>a. Update Permit to Fly procedures. | CAMM | 29-Apr-2019 |

| ISSUE NO | REV NO. | REV DATE | DETAILS | BY | EFFECTIVE DATE |
|---|---|---|---|---|---|
| 2 | 0 | 29-Apr-2019 | 7. Part 0 – General Organisation (All pages)<br>a. Reformatting to include numbering list system (a, b, c) for each paragraph.<br>8. Chapter 0.2.4 – Scope of Work<br>a. Include A119 aircraft type into GAM-CAMO capability.<br>9. Chapter 0.5 – Personnel Requirements<br>a. Job description for CAMO supporting personnel refer to CAMP.<br>10. Part 4B (All pages)<br>a. Update Permit to Fly procedures. | CAMM | 29-Apr-2019 |
| 2 | 1 | 16-Aug-2019 | 1. Chapter 5.1 – Sample Documents<br>a. To extract some internal forms out and maintain those that require CAAM approval.<br>2. Chapter 5.2 – List of Airworthiness Review Staff<br>a. Included Permit to Fly (PTF) approval for ARS and update names of ARS.<br>3. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO<br>a. Included aircraft 9M-SAS belonging to His Royal Highness, Sultan of Pahang<br>4. Chapter 5.10 – List of Approved Limited Scope of Maintenance Activities<br>a. To reflect the list of scope of maintenance activities for the issuance of PTF in the second level, Continuing Airworthiness Management Procedure (CAMP). | CAMM | 16-Aug-2019 |
| 2 | 2 | 24-Dec-2019 | 1. Chapter 0.2.4 – Scope of Work<br>a. Included aircraft type A109E to GAM scope of work and update AMP reference.<br>2. Chapter 5.2 – List of Airworthiness Review Staff<br>a. To update ARS 01 approval for airworthiness review and permit to fly for type A109E<br>3. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO<br>a. Updated list of aircraft managed under GAM CAMO<br>4. Chapter 5.9 – Manpower Resources and Management Tool<br>b. Updated manpower resources and include ARS function for PTF issuance in Manpower Resources and Management Tool. | CAMM | 24-Dec-2019 |

| ISSUE NO | REV NO. | REV DATE | DETAILS | BY | EFFECTIVE DATE |
|---|---|---|---|---|---|
| 2 | 3 | 15-Mar-2020 | 1. <u>Chapter 0.2.4 – Scope of Work</u><br>a. Include aircraft type B300 to GAM scope of work and update AMP reference.<br><br>2. <u>Chapter 0.3.3 – Quality Assurance Manager</u><br>a. Replacement of nominated post holder for Quality Assurance Manager (QAM)<br><br>3. <u>Chapter 0.3.5.1 – Accountable Manager (AM)</u><br>a. Include duties and responsibilities of Accountable Manager (AM) as acting Quality Assurance Manager (QAM) in the event of his absence.<br><br>4. <u>Chapter 0.5 – Personnel Requirements</u><br>a. Include diploma with level of experiences criteria for CAMO personnel requirements.<br><br>5. <u>Chapter 0.7.2 – CAMO Manuals Reference</u><br>a. Rephrased description of CAMO manuals reference and include third level documents in description.<br>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.<br><br>6. <u>Chapter 1.1.1.1 – The Journey Log Book Content</u><br>a. Rephrase term of “Certificate of Release to Service” to “Maintenance Release Certificate”.<br>b. Correction on policy for the submission for approval of AJL through CAAM not QAM.<br>c. Rephrase term “Technical Log” to “Journey Log”.<br><br>7. <u>Chapter 1.2 – Aircraft (AMP)</u><br>a. Correction title from “Programmes” to “Programme”<br><br>8. <u>Chapter 1.2.1 – General</u><br>a. Typo correction from “Program” to “Programme” | CAMM | 15-Mar-2020 |

| ISSUE NO | REV NO. | REV DATE | DETAILS | BY | EFFECTIVE DATE |
|---|---|---|---|---|---|
| 2 | 3 | 15-Mar-2020 | 9. Chapter 1.3.2 – Records<br>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.<br><br>10. Chapter 1.4.1 – General<br>a. Remove form TIC no. GAM/CAMO-001 which is controlled under second level document.<br><br>11. Chapter 1.4.2 – Airworthiness Directives Decision<br>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.<br><br>12. Chapter 1.6.1 - Approvals<br>a. Remove policy on special repair instructions issued and approved by the OEM to be considered as data approved by CAAM<br><br>13. Chapter 1.7.3 – Deferred Defect Policy<br>a. Correction of abbreviation from CAM to CAMM<br><br>14. Chapter 1.8 – In Service Difficulty Reporting (ISDR)<br>a. Updated policy from “Mandatory Occurrence Reporting” to “In Service Difficulty Reporting (ISDR)” as per requirement by CAAM.<br><br>15. Chapter 1.10 – Daily / Pre-Flight / Turnaround Inspections<br>a. Detailed on only task in maintenance manual to be include in Aircraft Maintenance Programme and not flight manual<br><br>16. Chapter 1.11.1 – General<br>a. Correction of abbreviation from CAM to CAMM | CAMM | 15-Mar-2020 |

| ISSUE NO | REV NO. | REV DATE | DETAILS | BY | EFFECTIVE DATE |
|---|---|---|---|---|---|
| 2 | 3 | 15-Mar-2020 | 17. Chapter 1.12.1 – Flight Test Criteria<br>a. Rephrase term from “”Maintenance Check Flight Schedule (MCFS)” to “Maintenance Flight Test Schedule (MFTS)”<br><br>18. Chapter 1.12.2.2 – Maintenance Flight Test Schedule<br>a. Rephrase term from “”Maintenance Check Flight Schedule (MCFS)” to “Maintenance Flight Test Schedule (MFTS)”<br><br>19. Chapter 5.2 – List of Airworthiness Review Staff<br>a. Added ARS privilege and ARS 02 approval for airworthiness review and permit to fly for type B300.<br><br>20. Chapter 5.4 – List of Approved Maintenance Organisations Contracted<br>a. Updated aircraft type capability for contracted AMO for type A109E, B300 and EC155B.<br><br>21. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO<br>a. Updated list of aircraft managed under GAM CAMO.<br><br>22. Chapter 5.9 – Manpower Resources and Management Tool<br>a. Updated manpower resources for inclusion of aircraft type B300 in Manpower Resources and Management Tool. | CAMM | 15-Mar-2020 |
| 2 | 4 | 05-Oct-2020 | 1. Cover Page<br>a. Inserted organisation name and company approval no.<br>b. Updated CAME revision no and date<br><br>2. Abbreviation List<br>a. Corrected spelling to Aircraft Maintenance Programme<br><br>3. Chapter 0.2.4 – Scope of Work<br>a. Updated AMP reference<br><br>4. Chapter 1.1 – Aircraft Journey Log Utilisation and MEL Application<br>a. Revised and updated policy in accordance with CAAM requirements.<br>a. | CAMM | 05-Oct-2020 |

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|---|---|---|---|---|---|
| 2 | 4 | 05-Oct-2020 | 5. Chapter 1.3 – Time and Continuing Airworthiness Records: Responsibilities, Retention & Access<br>a. Revised and updated policy in accordance with CAAM requirements.<br><br>6. Chapter 1.7.5 – In Service Difficulty Reporting (ISDR)<br>a. Inserted ISDR policy to Chapter 1.7 from Chapter 1.8<br><br>7. Chapter 1.8 – Engineering Activity<br>a. Inserted new policy on Engineering Activity<br><br>8. Chapter 1.13 – Planning Procedures<br><br>9. Revised and updated policy in accordance with CAAM requirementsChapter 1.14 – Airworthiness Data Control<br>a. Inserted new policy on Airworthiness Data Control<br><br>10. Chapter 1.15 – Control of Personnel Competence<br>a. Inserted new policy on Control of Personnel Competence<br><br>11. Chapter 1.16 – Subcontracting Management Control Procedure<br>a. Inserted new policy on Subcontracting Management Control Procedure.<br><br>12. Part 3 – Contracted Maintenance (All pages)<br>a. Revised and updated policy on Part 3 Contracted Maintenance in accordance with CAAM requirements<br><br>13. Part 4 – Airworthiness Review Procedures (All pages)<br>a. Reformatting to include numbering list system (a, b, c) for each paragraph.<br><br>14. Chapter 4.1 – Airworthiness Review Staff<br>a. Revised ARS qualification as per AN 6102<br><br>15. Chapter 4.3 – Physical Survey<br>a. Revised physical survey period to be performed from 60 days to 90 days prior C of A expiry | CAMM | 05-Oct-2020 |

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|---|---|---|---|---|---|
| 2 | 4 | 05-Oct-2020 | 16. Chapter 4.4 - Additional procedures for recommendations to CAAM for the import of the aircraft<br>a. Corrected typo from CAAMM to CAAM<br>b. Replace reference CAAM AN 2 to AN 8301<br><br>17. Chapter 5.1 – Sample Documents<br>a. Updated controlled form<br><br>18. Chapter 5.2 – List of Airworthiness Review Staff<br>a. Updated approval for Airworthiness Review Staff<br><br>19. Chapter 5.4 – List of Approved Maintenance Organisations Contracted<br>b. Updated capability on contracted approved maintenance organisation<br><br>20. Chapter 5.8 – Details of Aircraft Managed by GAM - CAMO<br>a. Updated list of aircraft managed by GAM CAMO<br><br>21. Chapter 5.9 – Manpower Resources and Management Tool<br>a. Updated Manpower Resources and Management Tool | CAMM | 05-Oct-2020 |
| 2 | 5 | 21-Dec-2020 | 1. Chapter 0.2.2 – Relationship with Other Organisations<br>a. Included GAM as a Part 21 approved design organisation<br><br>2. Chapter 0.2.4 – Scope of Work<br>a. Include aircraft type R44 to GAM scope of work and update AMP reference<br><br>3. Chapter 0.4.2 – Continuing Airworthiness Management Organisation Chart<br>a. Included Deputy Continuing Airworthiness Management Manager into the organisation chart.<br><br>4. Chapter 0.8 – Facilities<br>a. Included additional location for GAM CAMO facilities at PGU<br><br>5. Chapter 1.1.1.1 – The Journey Log Content<br>a. Added policy for fully utilising previously approved AJL prior using the newly approved AJL. | CAMM | 21-Dec-2020 |

| ISSUE NO | REV NO. | REV DATE | DETAILS | BY | EFFECTIVE DATE |
|---|---|---|---|---|---|
| 2 | 5 | 21-Dec-2020 | 6. Chapter 5.2 – List of Airworthiness Review Staff<br>a. Added ARS privilege and ARS 01 and ARS 03 approval for airworthiness review and permit to fly for type EC120<br>b. Included approval for new appointed ARS for type R44<br><br>7. Chapter 5.4 – List of Approved Maintenance Organisation Contracted<br>a. Updated aircraft type capability for contracted AMO for type R44<br><br>8. Chapter 5.8 – Details of Aircraft Managed by GAM-CAMO<br>a. Updated list of aircraft managed by GAM CAMO<br><br>9. Chapter 5.9 – Manpower Resources and Management Tools<br>a. Updated Manpower Resources and Management Tools | CAMM | 21-Dec-2020 |
| 2 | 6 | 01-Dec-2021 | 1. Cover Page<br>a. Updated CAME revision no and date<br>2. I. Table of Content<br>a. Updated Table of Content.<br><br>3. IV. Distribution List<br>a. Update distribution list with 2 copy of original (MASTER)<br>b. Include GAMS portal as controlled holder of CAME.<br><br>4. V. Abbreviation List<br>a. Included CAD and CAGM in list.<br><br>5. VI. CAAM Certificate of Approval<br>a. Included GAM CAMO CAAM Certificate of Approval<br><br>6. Chapter 0.2 – General Information<br>a. 0.2.4 - Updated AMP reference.<br>b. 0.2.4 - Updated privilege for Airworthiness Review and Permit to Fly EC120B.<br><br>7. Chapter 1.1 – Aircraft Journey Log Utilisation and MEL Application<br>a. 1.1.1.1- Update policy on AJL copies<br>b. 1.1.2 - Included policy for the MEL review and amendment period. | CAMM | 15-Dec-2021 |

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|---|---|---|---|---|---|
| 2 | 6 | 01-Dec-2021 | 8. <u>Chapter 1.2 – Aircraft Maintenance Programme (AMP)</u><br>a. 1.2.1 - Update policy on the periodically review of the AMP minimum annually from initial issue date or from the revision date, as applicable.<br>b. 1.2.3.2,1.2.3.3 - Submission of the AMP to CAAM changed from by operator to CAMO.<br><br>9. <u>Chapter 1.4 – Accomplishment and Control of Airworthiness Directives</u><br>a. 1.4.1 - Remove policy on filing of hard copies of Airworthiness Directives in office cabinet.<br>b. 1.4.1 - Include policy for monthly reporting to CAAM for AD compliance issued by CAAM or State of Design as per CAD 6801.<br>c. 1.4.2 - Remove policy on AD compliance requires operator's decision.<br>d. 1.4.3 – Include new policy on AD Control.<br>e. 1.4.4 – Include new policy on AD Listing.<br><br>10. <u>Chapter 1.6 – Repair Modification Standards</u><br>a. 1.6.5 - Remove policy on Conformity Inspection and introduce policy Assessment as per CAD 8109/8110.<br>b. 1.6.6 – Include new policy on Recording of Modification as per CAD 8109/8110.<br><br>11. <u>Chapter 1.7 – Defect Reports</u><br>a. 1.7.5 - Remove policy on In Service Difficulty Reporting (ISDR) and include new policy Mandatory Occurrence Reporting – Airworthiness Aspect.<br><br>12. <u>Chapter 1.11 – Aircraft Weighing</u><br>a. 1.11.1 – Update policy as per CAD 6805 and include reference to GAM MBP.<br>b. .1.11.2 - Update policy as per CAD 6805.<br>c. 1.11.4 – Update policy as per CAD 6805 and include reference to GAM MBP.<br>d. 1.11.5 – Include new policy Mass and Balance Calculations.<br>e. 1.11.6 – Include new policy Mass and Balance Records. | CAMM | 15-Dec-2021 |

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|---|---|---|---|---|---|
| 2 | 6 | 01-Dec-2021 | 13. Chapter 1.12 – Flight Test Procedures<br>a. Amend Notice 8305 to CAD 8305.<br><br>14. Chapter 1.16 – Subcontracting Management Control Procedure<br>a. Amend Notice 6102 to CAD 6802.<br><br>15. Chapter 2.7 – Records Keeping<br>a. Include new policy on record keeping system on Quality System.<br><br>16. Chapter 2.8 – Independent Audits of the Quality System<br>a. Include new policy on independent audits of quality system.<br><br>17. Chapter 3.1 – Maintenance Contractor Selection Procedure<br>a. Amend Notice 6101 , 6102, 6501 to CAD 6801, 6802 and 8601 respectively.<br><br>18. Chapter 3.3 – Quality Audit of Sub-contracted CAMO Tasks<br>a. Include new policy on quality audits of sub-contracted CAMO tasks.<br><br>19. Chapter 4.1 – Airworthiness Review Staff<br>a. Amend control form number GAM/CAMO-002 to GAM/C-002<br>b. Amend control form number GAM/CAMO-003 to GAM/C-003<br>c. Amend Notice 6102, 1101 to CAD 6802 and 1801 respectively.<br>d. Amend Director General to CAAM.<br><br>20. Chapter 4.3 – Physical Survey<br>a. Amend control form number GAM/CAMO-003 to GAM/C-003<br><br>21. . Chapter 4.4 – Additional Procedures for Recommendations to CAAM for the Import of the Aircraft<br>a. Amend Notice 8301 , to CAD 8301.<br><br>22. Chapter 4.5 – Airworthiness Review Report to CAAM for the Issuance or Renewal of Certificate of Airworthiness<br>a. Amend control form number GAM/CAMO-002 to GAM/C-002.<br><br>23. Chapter 4.6 – Control of an ARR<br>a. Include new policy on control of an ARR. | CAMM | 15-Dec-2021 |

| ISSUE NO | REV NO. | REV DATE | DETAILS | BY | EFFECTIVE DATE |
|---|---|---|---|---|---|
| 2 | 6 | 01-Dec-2021 | 24. Chapter 4B.1 – Introduction<br>a. Amend Notice 8305 to CAD 8305.<br><br>25. Chapter 4B.2 – Issuance of Permit to Fly under CAMO privilege<br>a. Amend Notice 6102 and 8305 to CAD 6802 and 8305 respectively.<br><br>26. Chapter 4B.3 – Conformity with Flight Condition and with Conditions<br>a. Amend Notice 8305 to CAD 8305.<br><br>27. Chapter 4B.4 – Conformity with Flight Condition and with Conditions<br>a. Amend Notice 6101, 6102 and 8305 to CAD 6801, 6802 and 8305 respectively.<br><br>28. Chapter 4B.5 – Conformity with Flight Condition and with Conditions<br>a. Amend Notice 8305 to CAD 8305.<br>b. Amend control form number GAM/CAMO-022 to GAM/C-022.<br><br>29. Chapter 4B.7 – Permit to Fly Flowchard<br>a. Amend control form number GAM/CAMO-022 to GAM/C-022.<br><br>30. Chapter 5.1 – Sample Documents<br>a. Update form.<br><br>31. Chapter 5.2 – List of Airworthiness Review Staff<br>a. Update list of ARS.<br><br>32. Chapter 5.8 – Details of Aircraft Managed by GAM-CAMO<br>a. Update list of aircraft managed by GAM CAMO<br><br>33. Chapter 5.9 – Manpower Resources and Management Tool<br>a. Update manpower resources.<br><br>34. Chapter 5.10 – List of Approved Limited Scope of Maintenance Activities<br>a. Include list of approved limited scope of maintenance activities. | CAMM | 15-Dec-2021 |

## 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.

b. The original copy of the CAME (MASTER) are held by QAM GAM-CAMO and CAAM. Remaining copies are listed as per below:

| COPY NUMBER | HOLDER | LOCATION | FORMAT |
|---|---|---|---|
| GAM/CAME/MASTER1 | Quality Assurance Manager GAM-CAMO | GAM, Subang | Paper |
| GAM/CAME/MASTER2 | Civil Aviation Authority of Malaysia | CAAM, Putrajaya | Paper |
| GAM/CAME/01 | Accountable Manager GAM-CAMO | GAM, Subang | Paper |
| GAM/CAME/02 | Continuing Airworthiness Management Manager GAM-CAMO | GAM, Subang | Paper |
| GAM/CAME/03 | CAMO Publication | Galaxy Aerospace Management System (GAMS) portal | Electronic Copy |

c. 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.

d. 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 Directives |
| CAGM | Civil Aviation Guidance Material |
| 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 |

## VI. CAAM CERTIFICATE OF APPROVAL.

AFP CAAM/AWD102-00 010521

CIVIL AVIATION AUTHORITY OF MALAYSIA

# CERTIFICATE OF APPROVAL

**APPROVAL NUMBER: CAMO/2016/03**

Pursuant to regulation 31 of Civil Aviation Regulations 2016
and subject to the conditions specified below, the following organisation:

**GALAXY AEROSPACE (M) SDN. BHD.**

**Suite 11-14, Helicopter Centre**
**Malaysia International Aerospace Centre,**
**Sultan Abdul Aziz Shah Airport**
**47200 Subang**
**SELANGOR**

is approved as a **CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION**

in accordance with Civil Aviation Directive (CAD) 6802

**CONDITIONS:**

1. The approval is limited to that specified in the Terms of Approval,
2. This approval requires compliance with the procedures specified in the latest revision of the **Continuing Airworthiness Management Exposition**, as specified in the Terms of Approval,
3. This approval is valid whilst the approved **Continuing Airworthiness Management Organisation** remains in compliance with CAD 6802; and
4. Subject to compliance with the foregoing conditions, this approval shall remain valid until the expiry date, as specified in the Terms of Approval, unless surrendered, suspended or revoked.

CAPTAIN CHESTER VOO CHEE SOON
***for Civil Aviation Authority of Malaysia***

**Date of Initial Issue:** 15-Jun-2017
**Date of renewal:** 15-Jun-2021
**Date of revision:** --
**Revision number:** 00

Page 1 of 3

## 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<br>YTLPG/CAMO/AMP/AW139<br>JBPM/CAMO/AMP/AW139<br>JPM/CAMO/AMP/AW139<br>GASB/CAMO/AMP/AW139 |
| EC120B | ✓ | ✓ | ✓ | GKSB/CAMO/AMP/ EC120B<br>HFA/CAMO/AMP/EC120B |
| AS355F1 | ✓ | - | - | - |
| A109S | ✓ | - | - | GAM/CAMO/AMP/A109S |
| AW189 | ✓ | ✓ | ✓ | JBPM/CAMO/AMP/ AW189 |
| EC155B | ✓ | ✓ | ✓ | GASSB/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 |

## 1.1 Aircraft Journey Log Utilisation and MEL Application

### 1.1.1 Aircraft Journey Log

a. Aircraft journey log is a system for recording defects and malfunctions during the aircraft operation and for recording details of all maintenance carried out on an aircraft between scheduled base maintenance visits. In addition, it is used for recording flight safety and maintenance information the operating crew need to know.

b. The input from an operator or registered lessee / owner of the aircraft journey log is the main input for GAM-CAMO when performing activities of Part M for a contracted provider or registered lessee / owner, resulting in follow up on the above, subject to contractual coverage, using the GAM Continuing Airworthiness Management System (CAMS).

c. All of this is used as a part of the flight safety and reliability of reporting systems to provide feedback to the operator, registered lessee / owner, staff, CAAM and manufactures.

d. The aircraft journey log system contains the following information for each aircraft—

i. information about each flight, necessary to ensure continued flight safety;

ii. all defects and malfunctions;

iii. the current aircraft maintenance release;

iv. the current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due except that the Authority may agree to the maintenance statement being kept elsewhere;

v. all outstanding deferred defects rectifications that affect the operation of the aircraft;

vi. any necessary guidance instructions on maintenance support arrangements,

vii. corrective actions in response to recorded defects,

viii. record of accomplished and pending scheduled maintenance activity,

ix. any technical limitations imposed by terms of MEL or other approved sources.

x. record of base maintenance activities, and

xi. maintenance performed by the contracted maintenance organisation which details:

1. Defect rectification action taken and associated responses to crew's requests and/or remarks.

2. Scheduled maintenance inspections performed.

3. Next due scheduled maintenance inspections.

4. Where applicable, any MEL technical limitations proposed by the maintenance organisation.

e. In the event that unscheduled maintenance and/or defect rectification is required to be carried out away from main base, by another maintenance organisation, the prior agreement of the primary maintenance contractor must be sought. The organization carrying out such maintenance will be required to issue a Maintenance Release in the Journey Log and details of work carried out shall be sent to operator as soon as practicable.

f. The AJL is retained for at least 36 months after the date of the last entry.

g. The Journey Log System includes the following information:

i. Observation and remarks as a result of aircraft operation including the aircraft, engines, components and systems technical status.

ii. All defects and malfunctions.

iii. Corrective actions in response to recorded defects.

iv. Record of accomplished and pending scheduled maintenance activity.

v. Any technical limitations imposed by terms of MEL or other approved sources.

vi. Record of base maintenance activities.

vii. Maintenance performed by the contracted maintenance organisation which details:

1. Defect rectification action taken and associated responses to crew's requests and/or remarks.

2. Scheduled maintenance inspections performed.

3. Next due scheduled maintenance inspections.

4. Where applicable, any MEL technical limitations proposed by the maintenance organisation.

#### 1.1.1.1 The Journey Log Content

a. The Journey log system is contained within a folder and is comprised of:

i. The details the operator's name the aircraft type and the registration.

ii. A copy of the current Maintenance Release Certificate following Scheduled Maintenance as issued by the Maintenance contractor.

iii. Flight Sector Record Pages.

iv. Total fuel and oil uplift including quantity of fuel available at beginning and end of each flight;

v. Daily / Pre-Flight Inspection certification column (i.e. name, license no., and signature and time inspection carried out).

b. The journey logbook shall have at least 3 copies for each page. **First copy** will be hold by **GAM-CAMO**. **Second copy** will be hold by **Operator**. **Third copy** is the **Logbook copy**.

An optional **Fourth Copy** may be used as **standby copy** which to be retained on the ground until completion of the flight to which it relates. Else, a digital copy of the AJL is required to be sent to CAMO prior to take off.

c. The operator will ensure that copies of all Journey Log Record Pages, and any other pertinent maintenance-related information, are forwarded promptly to GAM-CAMO, to allow them to perform their planning and maintenance co-ordination functions.

d. The aircraft journey log system and any subsequent amendment shall be incorporated in the continuing airworthiness management exposition (CAME) and approved by the Authority. The previously approved AJL may be fully utilised prior using the new revision of the AJL.

#### 1.1.1.2 Instruction for Use

a. All entries to the Aircraft Journey Log (AJL) system must comply with the following conditions:

   i. be writing in indelible ink;

   ii. all input must be in the English Language;

   iii. be clear, concise and use block capitals;

   iv. all pages of log book must be legible.

b. The instructions to fill each AJL shall be referred to Continuing Airworthiness Notices (CAN) 01.

### 1.1.2 Minimum Equipment List (MEL)

a. The minimum equipment list (MEL) is intended to permit operations with certain inoperative items of equipment for the minimum period necessary until repairs can be accomplished. It is important that repairs are accomplished at the earliest opportunity in order to return the aircraft to its design level of safety and reliability.

b. GAM-CAMO shall establish, at the customer request and where possible, for each aircraft a Minimum Equipment List (MEL) and submit for approval to the CAAM.

c. This shall be based upon, but not be less restrictive than, the relevant Master Minimum Equipment List (MMEL) if this exists, and other applicable requirements accepted or mandated by the CAAM.

d. If the MEL is established by the operator, GAM-CAMO shall have access to the latest approved MEL for all contracted aircraft.

e. A revision to the MMEL, will require to review and amend the MEL, as necessary. Where a source MMEL revision is more restrictive, GAM-CAMO shall submit an appropriate amendment to the MEL for approval immediately on receipt of the MMEL revision.

f. The time for MEL amendment is 120 days for MMEL revision that does not affect a procedure ((M) or (O) and where the MMEL revision affects a procedure, the MEL amendment time is 60 days.

### 1.1.2.1 Repair Interval Categories (MEL classes)

a. The maximum time an aircraft may be operated between the discovery of an inoperative item and its repair will be specified in the MMEL. Passenger convenience items such as reading lights may have no specified repair interval (no category).

b. The category of all other inoperative items will be determined according to the time intervals specified below:

i Category A

Items in this category shall be repaired within the time interval specified in the "Remarks or Exceptions" column of GAM approved MEL. Whenever the proviso in the "Remarks or Exceptions" column of the MMEL states cycles or flight time, the time interval begins with the next flight.

ii Category B

Items in this category shall be repaired within 3 consecutive calendar days excluding the day of discovery.

iii Category C

Items in this category shall be repaired within 10 consecutive calendar days, excluding the day of discovery.

iv Category D

Items in this category shall be repaired within 120 consecutive calendar days, excluding the day of discovery. To be considered for placement in Category D, the item must be of an optional nature, or excess equipment.

c. To be approved for Category D, the item must meet the following criteria:

i. The absence of the item does not affect crew workload;

ii. The pilots do not rely on the function of that item on a routine or continuous basis;

iii. The pilot's training, subsequent habit patterns and procedures do not rely on the use of that item.

### 1.1.2.2 Application

a. When an item of equipment is discovered to be inoperative, it is reported by making an entry in Technical log and Deferred Defect Sheet.

b. When a defect has been raised in 'Defects' column of the Journey Log Sector Record Page and is deemed to be within the allowance quoted in the MEL, then it may be subject to deferred defect action.

c. When operating with multiple inoperative items, the interrelationship between those items and the effect on aircraft operation and crew workload will be considered

#### 1.1.2.3 Acceptance by the Crew

a. The requirement of the MEL will only be applied following the agreement between the Operator (pilot in command) and the Part 145 AMO (LAE).

b. It is recognised that the pilot may require a defect to be rectified after considerations of operational implications, or multiple unserviceable item affecting airworthiness and/or due increase in crew workload.

c. Where the MEL item has been entered by maintenance personnel, the decision to accept the deferred item allowed by the MEL/CDL remains the responsibility of the pilot in command.

#### 1.1.2.4 Management of the MEL time limits

a. The deferred defect item is monitored by Maintenance Planner using the CAMS for a timely rectification based on the specified repair intervals stated in the MEL.

b. Maintenance Planner then shall coordinate with Part 145 AMO in terms of spares, personnel, facilities and schedules to ensure timely repair of the defect item.

#### 1.1.2.5 MEL Rectification Interval Extensions (MEL RIE)

a. Defect rectification cannot be postponed unless agreed by the operator and in accordance with a procedure approved by the CAAM.

The extension of the rectification interval shall be in accordance with the operational and maintenance procedures defined in the MEL approved by CAAM as applicable.

## 1.2 Aircraft Maintenance Programme (AMP)

### 1.2.1 General

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, which shall be periodically reviewed (minimum annually) and amended accordingly.

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. Continuing structural integrity program and / or corrosion control program, if applicable.

   ii. Condition monitoring and reliability program description for aircraft systems, components and powerplants.

   iii. Operators or GAM-CAMO as applicable are required to review the Continuing Airworthiness Information and consider the applicability to the aircraft type operated. In this respect, the requirements of Airworthiness Directives or Alert/Mandatory Service Bulletin must be implemented, as applicable.

   iv. Applicable repetitive AD's are listed and shown in an AMP appendix.

### 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 GAM-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. GAM-CAMO is responsible for submission of an AMP and its amendments to the CAAM for approval.

c. To ensure the requirements are not be missed, GAM-CAMO shall raise Temporary Revision which must be approved by the operator 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. GAM's CAMO

iii. The contracted Maintenance Organisations.

iv. CAAM Airworthiness Division.

## 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.

e. 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.

f. 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.

g. 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..

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

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

j. 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 Airworthiness Directive Control

a. The CAMM is responsible for control of performing the AD which is monitored via CAMS. The applicable work orders shall be established for compliance of the required AD.

b. A Maintenance Release Certificate shall be issued every time compliance with an AD is established.

c. The CAMM is 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.

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

### 1.4.4 Airworthiness Directive Listing

a. The CAMM shall ensure that a current status list of all AD's performed for each managed aircraft is administrated. The AD listing for each aircraft can be generated from the CAMS and is kept controlled within their individual Modification Record Book.

b. The listing consists of summary of records for all AD's that had been sentenced and compliance as applicable to the aircraft configuration. The status list shall contain the following as applicable, but not limited to:

   i. Aircraft make/model/serial number

   ii. Engine make/model/serial number

   iii. APU make/model

   iv. Component make/model

v. AD number and Subject

vi. Date and hours/cycles at compliance

vii. Method of compliance (SB number, etc.)

viii. Accomplishment information (Workpack ref.)

## 1.6 Repair Modification Standards

### 1.6.1 Approvals

a. Modifications and Repairs considered as approved by CAAM:

i. AD´s

ii. SB´s,

iii. All modifications including STC's approved by relevant authority

iv. All modifications approved by a DOA

### 1.6.2 Classification

a. All repairs/modifications performed on an aircraft, or any parts thereof, have to be classified as major or minor repairs/modifications.

### 1.6.3 Minor modification

a. A 'minor change' is one that has no appreciable effect on the:

i. mass and balance

ii. structural strength

iii. reliability

iv. operational characteristics

v. noise

vi. fuel venting

vii. exhaust emission

viii. other characteristics affecting the airworthiness of the product

b. Minor changes in a type design shall be classified and approved either:

i. By the CAAM; or

ii. By an appropriately approved design organisation (DOA) under a procedure agreed with the CAAM.

### 1.6.4 Major modification/Changes

a. All other changes other than Chapter 1.6.3 are considered as 'major changes'. All major modifications shall be approved under STC by an appropriately rated DOA. STC approved outside the country must be validated by CAAM.

b. When an operator request a Modification to be implemented on their aircraft, GAM shall perform an assessment on the modification as follows;

i. has the modification relevant approvals

ii. is the modification applicable to the type/model of aircraft

iii. is the modification affecting mass & balance of the aircraft

iv. is the modification affecting any manuals (IPC, AMM, WDM, CMM, AFM / Pilot Hand Book, etc)

v. cost impact

c. GAM-CAMO presents the assessment result to the operators for their decision of implementation. If the operators decide to implement the modification, GAM-CAMO shall;

i. Issue a work order to the Part 145 to perform the modification.

ii. Order required supply of parts and/or mod kit.

iii. Order as required, all applicable maintenance data and other required documentation.

iv. Send above parts and maintenance data to the Part 145 organisation.

d. After the modification has been implemented and before operation of the aircraft, GAM-CAMO shall perform the necessary updates of:

i. Tech records

ii. Manuals

iii. Mass & balance

e. GAM-CAMO informs the operators regarding operational changes as applicable.

### 1.6.5 Assessment

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.

### 1.6.6 Recording of Modification

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 by the operator be reported 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.

## 1.11 Aircraft weighing

### 1.11.1 General

a. GAM CAMO shall be responsible to

i. develop and maintain a mass and balance programme;

ii. prepare the aircraft mass and balance programme document; and

iii. manage the mass and balance control of the aircraft in accordance with CAD 6805

b. GAM CAMO shall ensure that no flight takes place unless the mass and balance control of the aircraft is performed in accordance with GAM approved Mass and Balance Programme (MBP) ref. GAM/CAAM/MBP latest approved revision.

### 1.11.2 Weighing Requirement

a. The aircraft shall be weighed/ reweighed at the following occasions:

i. To determined mass and CG of each aircraft prior to issuance of the C of A

ii. After a major modification where the new mass and balance cannot be calculated based on mass and balance information in the modification documentation

iii. After installation of equipment where the new mass and balance cannot be calculated based on reliable mass information for the installed equipment.

iv. After repainting of the aircraft

v. Not exceed 4 years intervals consecutively

vi. When ordered by CAMO, CAAM or operators for other reasons

### 1.11.3 Weighing Equipment

a. The equipment used by the Approved Organisation shall be in accordance with instructions in the aircraft Mass (Weight) and Balance Manual or Maintenance Manual and of an approved type with valid calibration status.

### 1.11.4 Weighing Method

a. Aircraft weighing shall be performed by AMO in accordance with CAAM CAD 8601 or CAD 8602 as applicable.

b. Aircraft weighing activity shall be supervised by Weighing Engineer to ensure compliance to the requirements of CAAM CAD 6805

c. Aircraft weighing shall be carried out in accordance with instructions and recommendations of the aircraft TC holder, STC holder and weighing scale manufacturer as applicable.

d. GAM CAMO shall be responsible to coordinate the aircraft weighing activity and raise the worksheet accordingly

a. Aircraft weighing procedures are further detailed in MBP Chapter 2.0 Aircraft Weighing Procedures.

### 1.11.5 Mass and Balance Calculations

a. MBR and MCGS report shall be issued for every aircraft by the CAMO. The report shall be completed and certified by WE.

b. The MBR and MCGS report shall present:

   a. MCGS - Derivation of the Empty mass and corresponding the CG from the most recent aircraft weighing results and related calculations in accordance with Regulation 43 of MCAR.

   b. MBR - Current empty mass, the variable loads and the disposable loads for which the operator intends to use the aircraft for.

   c. Equipment List - Current Basic Equipment list showing the mass and lever arm of each item or make reference to the document in which such a list is included.

   d. Aircraft Basic Mass and Balance Record - Current, and continuous record of the mass and CG of each aircraft including modifications, repairs or other changes affecting either the mass and/or CG of the aircraft.

c. Refer MBP Chapter 4.0 Mass and Balance Report (MBR) and Mass and Centre of Gravity Schedule (MCGS) Report for further details

### 1.11.6 Mass and Balance Records

a. GAM CAMO shall maintain a complete, current, and continuous record of changes of empty mass, arm and empty centre of gravity limits for each aircraft. Details of modifications, repairs or other changes affecting either the mass and/or CG of the aircraft shall be recorded and listed

b. The current MBR and MCGS shall be carried on board of aircraft and another copy shall be attached to the work pack. The next due for the aircraft weighing shall be entered and monitored in CAMS.

c. When the MBR and MCGS is reissued/revised, the last issue/revision, shall be retained with the aircraft records for at least 6 months.

## 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 Airworthiness 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 second level document, CAMP.

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.

### 1.16 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.

## 2.7 Records Keeping

a. The record keeping system shall be accessible within a reasonable time whenever needed. The records shall be organised for ease of traceability and retrievability throughout the required retention period of all activities developed.

b. The record shall be in a hard copy format and backed up in soft copy format stored in shared cloud drive. All records of audit activities performed as per this CAME shall be retained for at least two (2) years.

## 2.8 Independent Audits of the Quality System

a. Only personnel who had attended the lead auditor course and/or internal audit course and independent from quality system shall be appointed to perform audit within the scope of the quality system procedures.

b. QAM shall appoint one or more quality audit personnel which is independent from daily function of quality assurance department to conduct an audit on the quality system.

c. The appointed quality audit personnel shall be assessed as per procedure in QPM 2.11 Quality Audit Personnel and issued Authorisation Letter by QAM.

d. The appointed quality audit personnel shall carry out the audit as per QPM 2.2 Quality Audit Procedure.

### 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

   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

### 3.3 Quality Audit of Sub-Contracted CAMO 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/C-002 latest revision)* and Physical Survey Report *(GAM/C-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, and;

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

### 4.1.2 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.

### 4.3 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/C-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. no evident defect can be found that has not been addressed

   v. no inconsistencies can be found between the aircraft and the documented review of records.

d. In addition to the tasks required above some checks have to be performed also:

   i. inspection of the general condition of the aircraft including a detailed outside check according to AFM,

   ii. inspection of the inside of the aircraft, paying attention to critical areas,

   iii. inspection of the equipment,

   iv. engine runs,

   v. flight test report and verification

   vi. compliance report.

e. 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 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 to CAAM for the Issuance or Renewal of Certificate of Airworthiness

a. Airworthiness Review Report *(Form No. GAM/C-002 latest revision)* shall only be issued by an approved 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. A copy of both physical review and document review check lists stated above should be sent to CAAM together with C of A Application (issuance or renewal). This should also include a finding statement with the rectification of findings if necessary.

c. 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.

d. 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.

e. 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.

### 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 Approved GAM CAMO 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 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. 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. 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

   iv. Approved signatory letter 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 Conditions

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 CAD 8305 Paragraph 4.0.

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 (refer in this GAM/C-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 8.0 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:

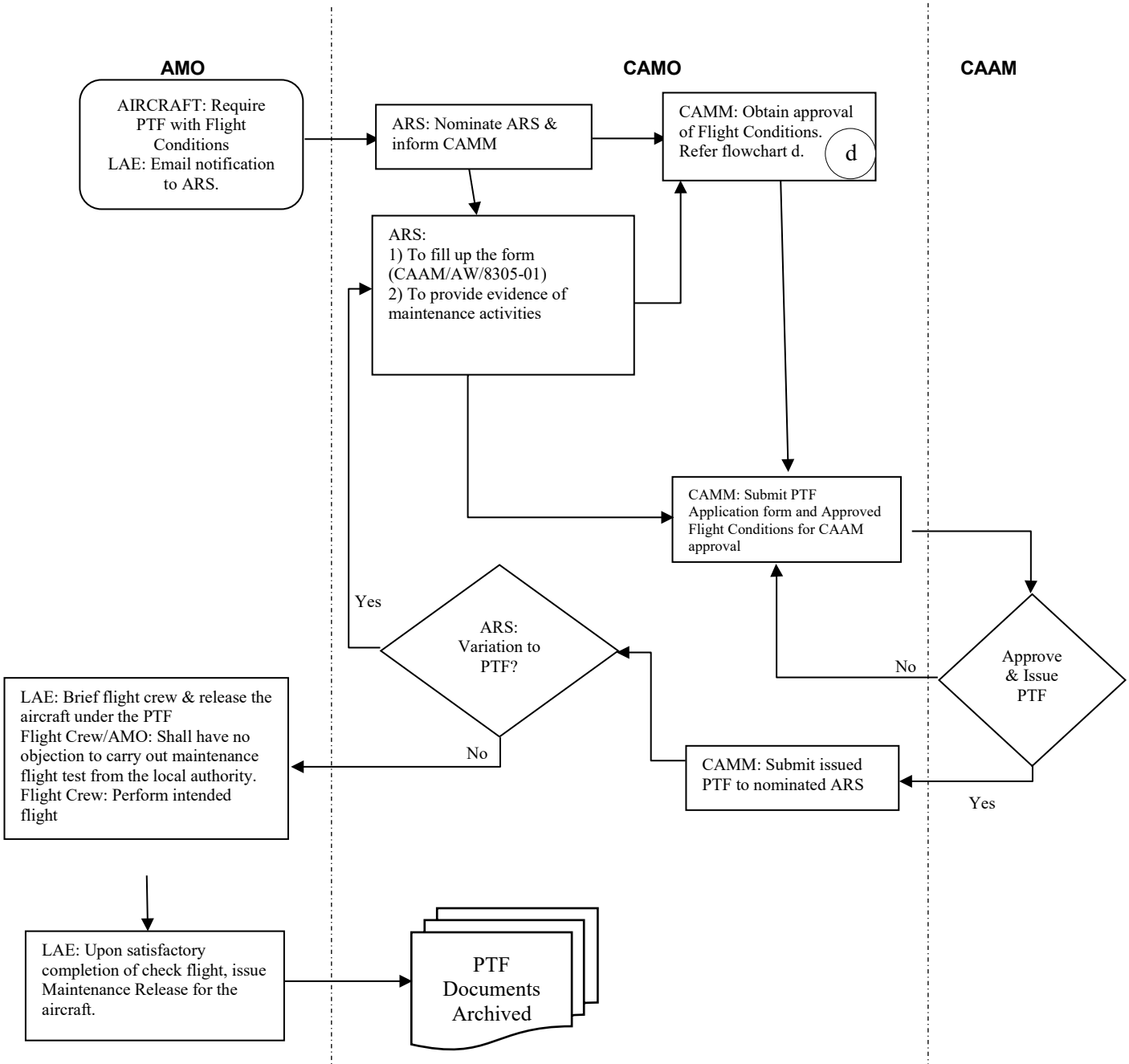
i. Flight Conditions, refer to flowchart 4B.7 (a);

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

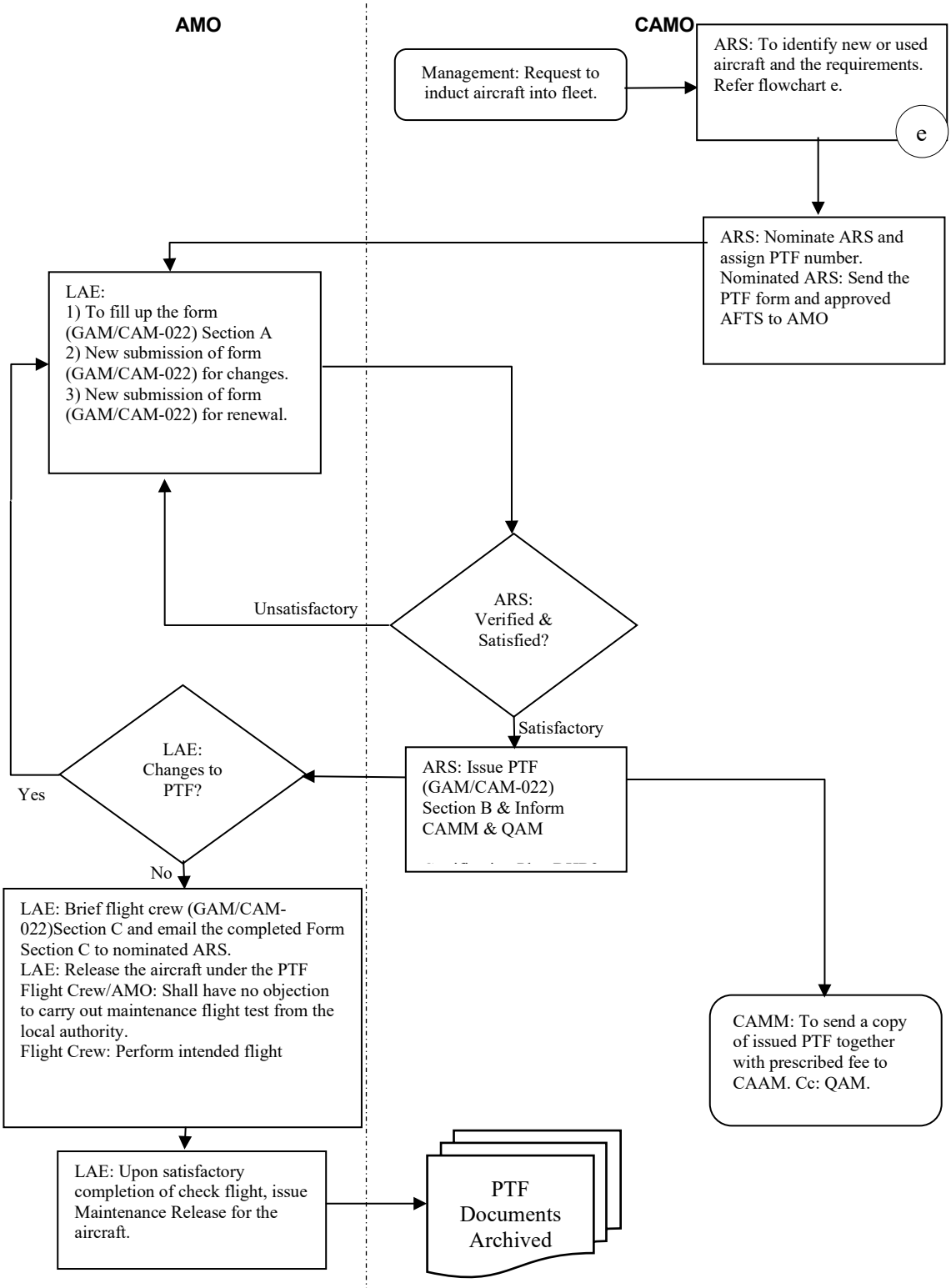
iii. Condition for maintenance check flight, refer to flowchart 4B.7 (c).

## 4B.7 PERMIT TO FLY FLOWCHART

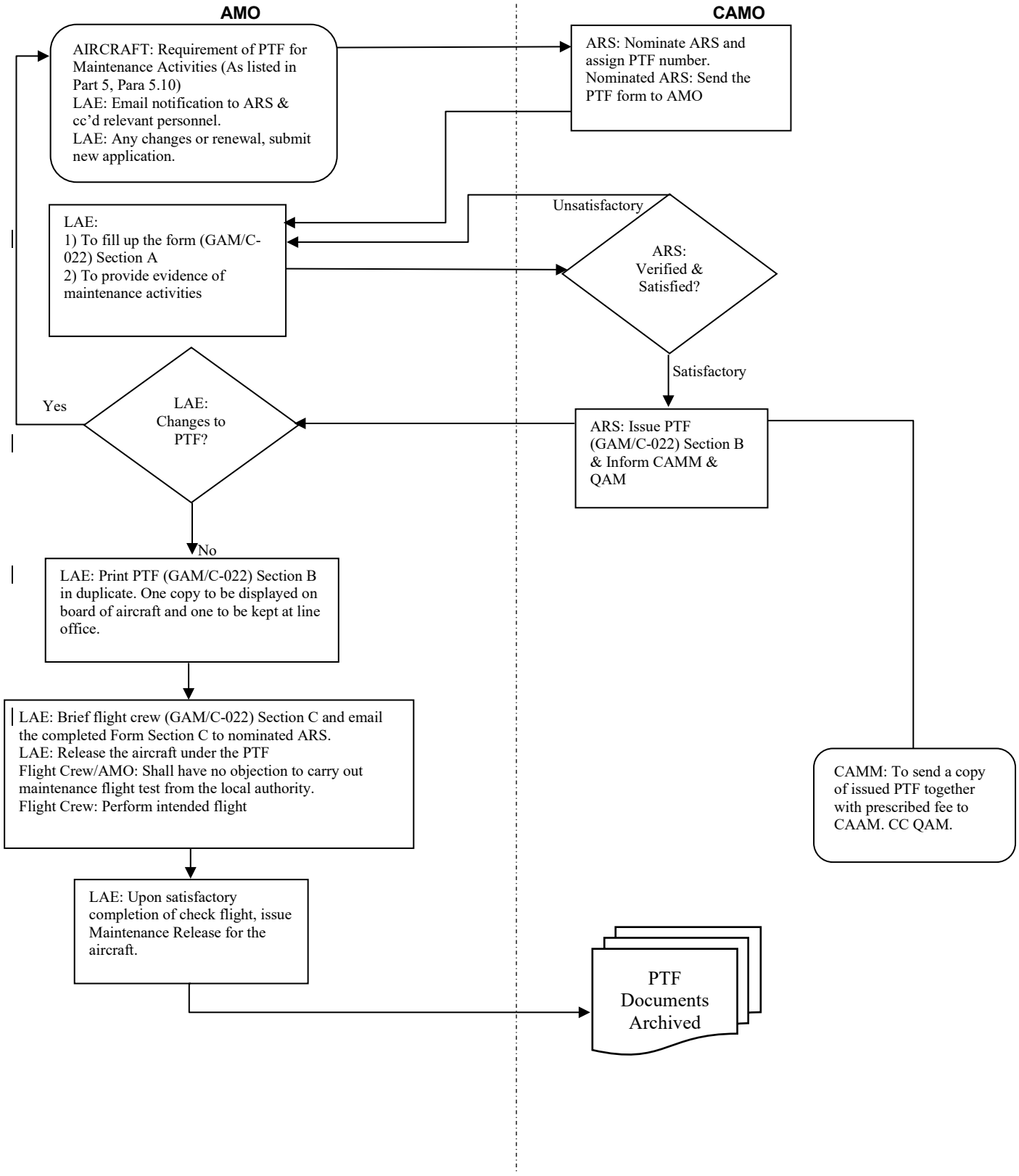
a. PTF WITH FLIGHT CONDITIONS



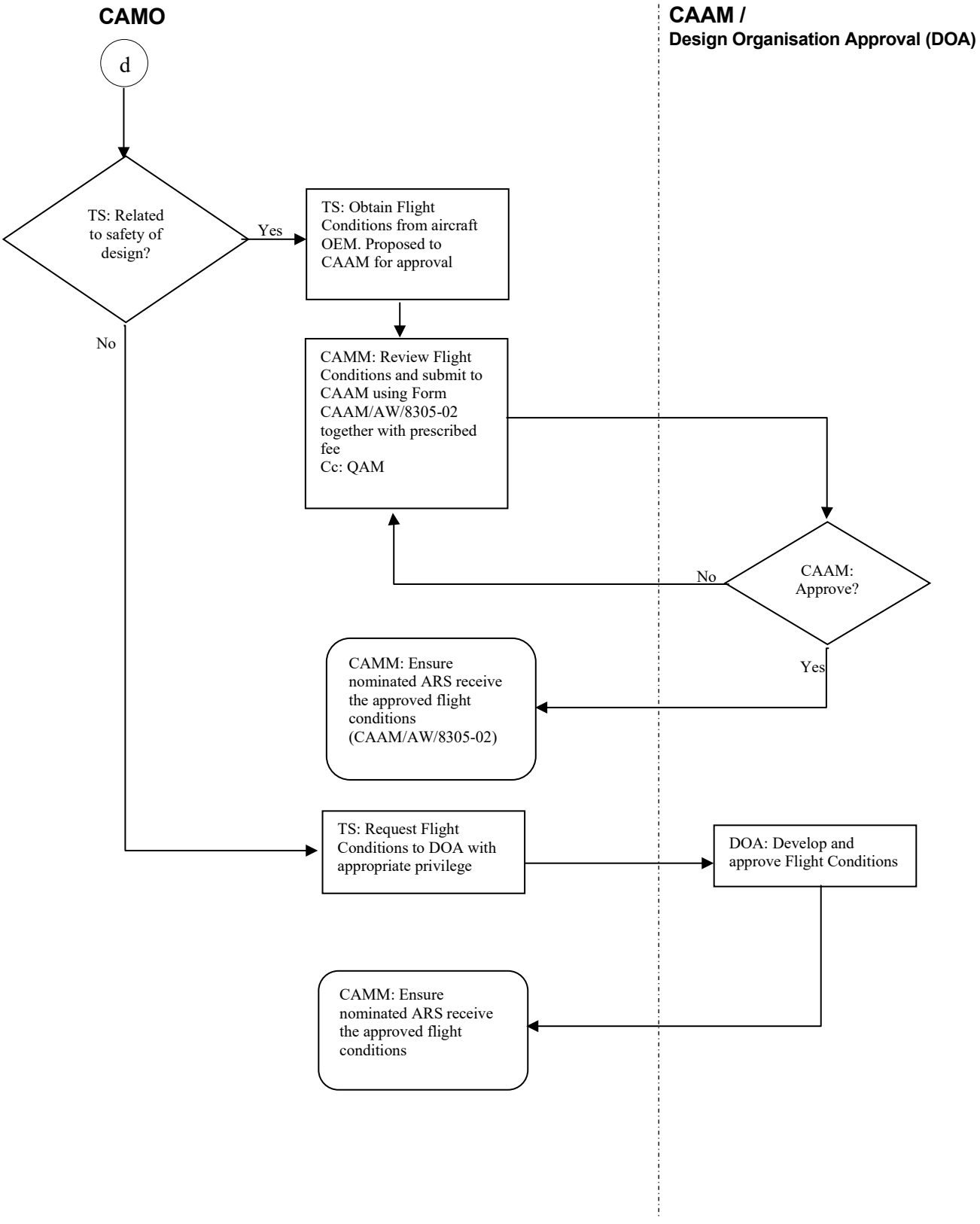
b. PTF WITH CONDITIONS FOR C OF A HAS NOT BEEN ISSUED.



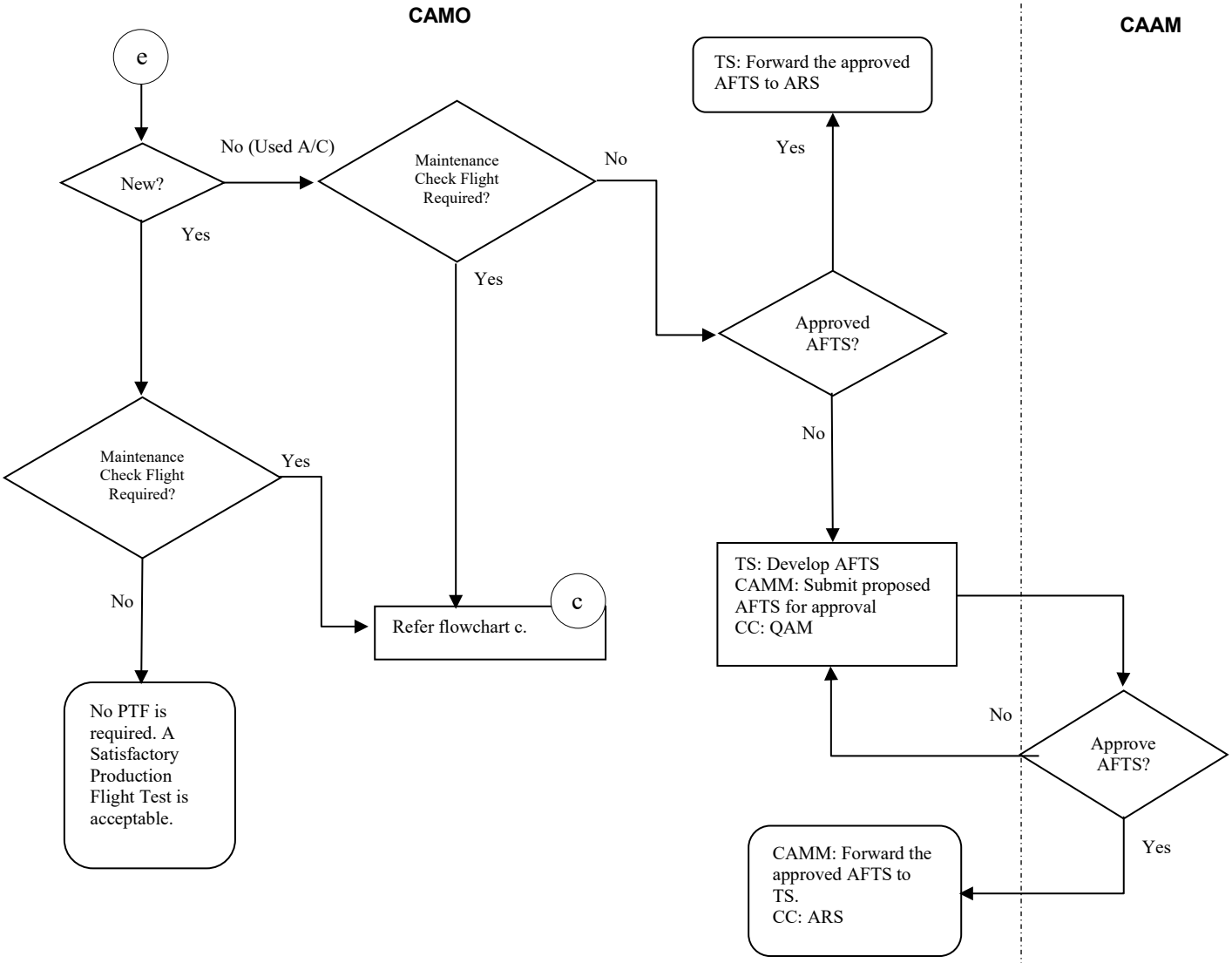
c. PTF WITH CONDITIONS FOR MAINTENANCE CHECK FLIGHT



d. APPROVAL OF FLIGHT CONDITIONS



e. IDENTIFICATION OF NEW OR USED AIRCRAFT, AND THE REQUIREMENTS



## PART 5 APPENDICES

### 5.1 Sample documents

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

a. Airworthiness Review Report GAM/C-002 Rev 0 (12/21)

b. Physical Survey Report GAM/C-003 Rev 0 (12/21)

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

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

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

f. Aircraft Journey Log B300 (GAM/CAMO-008/B300 REV 1)

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

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

i. Aircraft Journey Log A109E GAM/C-008/A109E Rev 0 (12/21)

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

k. Aircraft Journey Log Royal Malaysia Police AW139 (PGU/CAMO-008/AW139 Rev 0)

l. Permit to Fly Form GAM/C-022 Rev 0 (12/21)

## 5.2 List of Airworthiness Review Staff

| No | Aircraft Type | Reserved (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 | - | - |
| 3. | AS355 | - | - | - | - | - | - | - | - |
| 4. | A109S | - | - | - | - | - | - | - | - |
| 5. | AW189 | - | - | - | - | X | X | - | - |
| 6. | EC155B | - | - | - | - | X | X | - | - |
| 7. | EC155B1 | - | - | - | - | X | X | - | - |
| 8. | AS365N2 | - | - | - | - | X | X | - | - |
| 9. | BELL429 | - | - | - | - | X | X | - | - |
| 10. | A119 | - | - | - | - | - | - | - | - |
| 11. | A109E | - | - | - | - | - | - | - | - |
| 12. | B300 | - | - | X | X | - | - | - | - |
| 13. | R44 | - | - | - | - | - | - | X | X |

| No | Aircraft Type | Syafiq Ismail (ARS 05) | | Safarin Mohamed (ARS 06) | | Reserved (ARS 07) | | Reserved (ARS 08) | |
|---|---|---|---|---|---|---|---|---|---|
| | | AR | PTF | AR | PTF | AR | PTF | AR | PTF |
| 1. | AW139 | X | X | X | X | - | - | - | - |
| 2. | EC120 | - | - | - | - | - | - | - | - |
| 3. | AS355 | - | - | - | - | - | - | - | - |
| 4. | A109S | - | - | - | - | - | - | - | - |
| 5. | AW189 | - | - | - | - | - | - | - | - |
| 6. | EC155B | - | - | - | - | - | - | - | - |
| 7. | EC155B1 | - | - | - | - | - | - | - | - |
| 8. | AS365N2 | - | - | - | - | - | - | - | - |
| 9. | BELL429 | - | - | - | - | - | - | - | - |
| 10. | A119 | - | - | - | - | - | - | - | - |
| 11. | A109E | - | - | - | - | - | - | - | - |
| 12. | B300 | - | - | - | - | - | - | - | - |
| 13. | R44 | - | - | - | - | - | - | - | - |

## 5.8 Details of Aircraft Managed by GAM-CAMO

| No | Aircraft Operator | Aircraft Type | Aircraft Registration |
|---|---|---|---|
| 1. | Royal Malaysia Police | AW139 | 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. | YTL Power Generation Sdn Bhd | AW139 | 9M–YPG |
| 14. | | | 9M–YTL |
| 15. | Fire and Rescue Department of Malaysia | AW139 | 9M–BOC |
| 16. | | AW139 | 9M–BOD |
| 17. | | AW189 | 9M–BOE |
| 18. | | AW189 | 9M–BOF |
| 19. | | A109E | 9M–BOB |
| 20. | Gading Air Sdn. Bhd. | AW139 | 9M–SAAS |
| 21. | Gading Air Services Sdn. Bhd. | EC155B | 9M–JSR |
| 22. | Gading Kasturi Sdn Bhd | EC120B | 9M–GGB |
| 23. | Helang Flying Academy Sdn Bhd | EC120B | 9M–HFA |
| 24. | Plus Helicopter Services Sdn Bhd | Bell 429 | 9M–PEC |
| 25. | Layang – Layang Flying Academy Sdn Bhd | R44 | 9M–AMA |

### 5.9 Manpower Resources and Management Tool

# CAMO MAN HOUR PLANNING

## 1 GAM-CAMO FLEET

| YEAR | AC TYPE | QUANTITY | REMARKS |
|---|---|---|---|
| 2016 | AW139 | 2 | 9M-PMB, 9M-PMC |
| | EC120B | 1 | 9M-GGB |
| 2017 | A119 | 1 | 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 |
| TOTAL AIRCRAFT | - | 25 | |
| AC/YEAR | - | 7 | |
| AC TYPE/YEAR | 3 | - | |

## 2 MANPOWER

| | AVAILABILITY | | | | |
|---|---|---|---|---|---|
| | HOURS/DAY | HOURS /WEEK | HOURS /YEAR | | |
| **MANAGEMENT** | | | | | |
| AM | 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 | 1692 |
| KHAIR | 4 | 20 | 483 | REMAINING HOURS | 723 |
| LUQMAN | 4 | 20 | 483 | STATUS | **SATISFACTORY** |
| AMIRA ZAKARIA | 4 | 20 | 483 | | |
| YUSOFF | 4 | 20 | 483 | | |
| | | | 2415 | | |
| **AIRWORTHINESS REVIEW STAFF** | | | | | |
| ISMAIL SULAIMAN | 8 | 40 | 1543 | REQUIRED HOURS | 4856 |
| AZILLAH | 8 | 40 | 1543 | REMAINING HOURS | 2859 |
| ROSLINA | 8 | 40 | 1543 | STATUS | **SATISFACTORY** |
| SYAFIQ | 8 | 40 | 1543 | | |
| SAFARIN | 8 | 40 | 1543 | | |
| | | | 7715 | | |
| **TECHNICAL SERVICE** | | | | | |
| NIZAM | 8 | 40 | 1543 | REQUIRED HOURS | 26192 |
| FARHANA | 8 | 40 | 1543 | REMAINING HOURS | 39 |
| 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 | | |
| EZHAN | 8 | 40 | 1543 | | |
| AMIRUL | 8 | 40 | 1543 | | |
| SHARIL | 8 | 40 | 1543 | | |
| AIZAT | 8 | 40 | 1543 | | |
| ARIFFIN | 8 | 40 | 1543 | | |
| FHARIDATUL | 8 | 40 | 1543 | | |
| SYEIKH ASYRAFF | 8 | 40 | 1543 | | |
| QAYYUM | 8 | 40 | 1543 | | |
| YASMIN (P) | 8 | 40 | 1543 | | |
| | | | 26231 | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **MAINT PLANNER** | | | | | | |
| AZLIZAN | 8 | 40 | 1543 | REQUIRED HOURS | | 9207 |
| AISHAH | 8 | 40 | 1543 | REMAINING HOURS | | 4680 |
| IHSAN | 8 | 40 | 1543 | STATUS | | **SATISFACTORY** |
| FAHMI | 8 | 40 | 1543 | | | |
| KHALIS | 8 | 40 | 1543 | | | |
| FIKRI | 8 | 40 | 1543 | | | |
| AIMAN SYAZWAN (P | 8 | 40 | 1543 | | | |
| KHAIRIL AZRIE (P) | 8 | 40 | 1543 | | | |
| FADHLIR RAHMAN (P | 8 | 40 | 1543 | | | |
| | | | 13887 | | | |
| **TECHNICAL RECORD** | | | | | | |
| HAFFIZ | 8 | 40 | 1543 | REQUIRED HOURS | | 7922 |
| ZUL | 8 | 40 | 1543 | REMAINING HOURS | | 5965 |
| SHAHEERA | 8 | 40 | 1543 | STATUS | | **SATISFACTORY** |
| YASMIN | 8 | 40 | 1543 | | | |
| AMANI | 8 | 40 | 1543 | | | |
| HUSNA | 8 | 40 | 1543 | | | |
| HANIS | 8 | 40 | 1543 | | | |
| FARIS (P) | 8 | 40 | 1543 | | | |
| FAZUAN (P) | 8 | 40 | 1543 | | | |
| AMIRAH (P) | 8 | 40 | 1543 | | | |
| | | | 13887 | | | |
| **PUBLICATION** | | | | | | |
| NABILA | 8 | 40 | 1543 | REQUIRED HOURS | | 5274 |
| HARLINA | 8 | 40 | 1543 | REMAINING HOURS | | 898 |
| WASIQAH (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 CAMO | 16 | | | 25 | | 400 | |
| | Annual audit of contracted AMO | 16 | | | 4 | | 64 | AMO: GAM, SAS, MYCOPTER, LLA |
| | Audit report and NCR | 8 | | | 41 | | 328 | |
| | Review of amendment of | 8 | | | 5 | | 40 | |
| | Review of issuance | 8 | | | 33 | | 264 | |
| | Liaison with authorities | 2 | | | 10 | | 20 | |
| | Record & Update Staff | 4 | | | 35 | | 140 | |
| GENERAL | Meeting (External) | 4 | 4 | | | 16 | 192 | |
| | Meeting (Internal) | 4 | 4 | | | 16 | 192 | |
| | Training - Continuous | 8 | | | 1 | | 8 | |
| | Attend Internal/External | 8 | | | 5 | | 40 | |
| | | | | | | TOTAL | 1692 | |

### B. AIRWORTHI NESS REVIEW STAFF DEPARTMENT

| SECTION | TASK (JOB DESCRIPTION) | MHR /TASK | NO/MTH | AC/MTH | NO OR AC/YEAR | TOTAL MHR /MONTH | TOTAL MHR/YEAR | REMARKS |
|---|---|---|---|---|---|---|---|---|
| ARS | Documentation Review for | 80 | | | 25 | | 2000 | |
| | Aircraft physical survey for | 40 | | | 25 | | 1000 | |
| | ARR | 24 | | | 41 | | 984 | |
| | Permit to Fly Issuance | 24 | | | 31 | | 744 | |
| GENERAL | Meeting (Internal) | 4 | 2 | | | 8 | 96 | CAMO - 2/MONTH |
| | Training - Continuous | 8 | | | 1 | | 8 | |
| | Attend Internal/External Request | 8 | | | 3 | | 24 | CAAM AUDIT |
| | | | | | | TOTAL | 4856 | |

**C. TECHNICAL SERVICE DEPARTMENT**

| SECTION | TASK (JOB DESCRIPTION) | MHR/TASK | NO/MTH | AC/MTH | NO OR AC/YEAR | L MHR /M | AL MHR/Y | REMARKS |
|---|---|---|---|---|---|---|---|---|
| TECHNICAL SERVICE | Technical Instruction | 2 | 15 | | | 30 | 360 | |
| | Technical Instruction | 4 | 2 | | | 8 | 96 | |
| | Aircraft Maintenance Program (New) | 80 | | | 15 | | 1200 | 4 weeks per document |
| | Aircraft Maintenance Program (Revise) | 40 | | | 15 | | 600 | 2 weeks per document |
| | Minimum Equipment List-MEL (New) | 80 | | | 15 | | 1200 | 4 weeks per document |
| | Minimum Equipment List-MEL (Revise) | 40 | | | 15 | | 600 | 2 weeks per document |
| | Reliability Report | 24 | | | 28 | | 672 | 12 (external/operator) - Monthly report<br>12+4 (Internal) - Monthly + Quarterly |
| | Mod Record Book | 40 | | | 25 | | 1000 | |
| | Technical Query | 4 | 10 | | | 40 | 480 | |
| | Aircraft Damage Report | 4 | 10 | | | 40 | 480 | |
| | HUMS | 2 | 30 | | | 60 | 720 | |
| | Engineering Order Approval | 24 | 1 | | | 24 | 288 | |
| | Supplement Applicability | 16 | | | 25 | | 400 | |
| | 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 | 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 Supplement | 8 | 2 | | | 16 | 192 | |
| | GTP/GTR | 24 | 2 | | | 48 | 576 | |
| | FTP/FTR | 24 | 2 | | | 48 | 576 | |
| | Justification Report | 40 | 2 | | | 80 | 960 | |
| | Justification Report | 40 | 2 | | | 80 | 960 | |
| | Justification Report (Cabin) | 40 | 2 | | | 80 | 960 | |
| | DRAS | 24 | 2 | | | 48 | 576 | |
| | Declaration of Compliance | 2 | 2 | | | 4 | 48 | |
| | Conformity Check/Inspection | 8 | 2 | | | 16 | 192 | |
| | Audit Review-CAAM | 16 | | | 1 | | 16 | yearly |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| AEO | Technical Instruction | 8 | 2 | | | 16 | 192 | |
| | Audit Review-DGTA | 16 | | | 1 | | 16 | yearly |
| | Technical Study | 16 | 1 | | | 16 | 192 | |
| | Mod Classification | 2 | 1 | | | 2 | 24 | |
| | Certification Plan | 40 | 1 | | | 40 | 480 | |
| | Engineering Drawing | 40 | 1 | | | 40 | 480 | |
| | Compliance Checklist | 16 | 1 | | | 16 | 192 | |
| | AWD | 20 | 1 | | | 20 | 240 | |
| | MOD Document | 16 | 1 | | | 16 | 192 | |
| | ICA | 16 | 1 | | | 16 | 192 | |
| | FMS | 8 | 1 | | | 8 | 96 | |
| | GTP/GTR | 24 | 1 | | | 24 | 288 | |
| | FTP/FTR | 24 | 1 | | | 24 | 288 | |
| | Justification Report | 40 | 1 | | | 40 | 480 | |
| | Justification Report | 40 | 1 | | | 40 | 480 | |
| | Justification Report (Cabin) | 40 | 1 | | | 40 | 480 | |
| | DRAS | 24 | 1 | | | 24 | 288 | |
| | DC | 2 | 1 | | | 2 | 24 | |
| | Conformity Check/Inspection | 8 | 1 | | | 8 | 96 | |
| GENERAL | Training -GEN FAM | 24 | | | 4 | | 96 | GENFAM (3 days) x 4 per year |
| | Training- DOA | 2 | 4 | | | 192 | 2304 | DOA/CS (2 hours weekly) |
| | Training - Continuous | 8 | | | 4 | | 32 | |
| | Aircraft Visit | 4 | 8 | | | 32 | 384 | |
| | Meeting (External) | 4 | 8 | | | 32 | 384 | BOMBA - 1/MONTH POLIS 2/MONTH APMM - 1/MONTH CAAM -4/ MONTH |
| | Meeting (Internal) | 4 | 4 | | | 16 | 192 | CAMO - 2/MONTH DOA - 2/MONTH |
| | Attend Internal/External Request | 4 | 4 | | | 16 | 192 | Tools Workshop support Proposal |
| | | | | | | TOTAL | 26192 | |

**D. CAMO PLANNER DEPARTMENT**

| SECTION | TASK (JOB DESCRIPTION) | MHR/TASK | NO/MTH | AC/MTH | NO OR AC/YEAR | L MHR /M | AL MHR/Y | REMARKS |
|---|---|---|---|---|---|---|---|---|
| CAMO PLANNER | Register aircraft induction to CAMO in AERONET | 1 | | | 7 | | 7 | |
| | Set up aircraft inspection / component / AD / SB template in AERONET | 160 | | | 3 | | 480 | |
| | Aircraft induction bridging to AERONET | 80 | | | 7 | | 560 | |
| | Monitor each aircraft SMI, AD, SB, DD, etc via AERONET daily | 4 | | 25 | | 100 | 1200 | |
| | Issue aircraft maintenance forecast and daily status to operator | 2 | | 25 | | 50 | 600 | |
| | 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 | | 25 | | 100 | 1200 | |
| | Liaise with AMO to ensure the performance of maintenance activities above | 4 | | 25 | | 100 | 1200 | |
| | Initiate request for spares required for implementation of AD and SB to AMO | 2 | | 25 | | 50 | 600 | |
| | Issuance of Work Order/Workpack to AMO | 2 | | | 300 | | 600 | |
| | Monitor each WO issued completed within scheduled time | 1 | | | 300 | | 300 | |
| | Review and acceptance of completed work order from AMO | 2 | | | 300 | | 600 | |
| | Update AERONET upon maintenance completion | 1 | | | 300 | | 300 | |
| | Forward the completed work order to Technical Record. | 0.2 | | | 300 | | 60 | |
| GENERAL | Training -GEN FAM | 24 | | | 3 | | 72 | GENFAM (3 days) x 3 per 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 | 9207 | |

**E. TECHNICAL RECORD DEPARTMENT**

| SECTION | TASK (JOB DESCRIPTION) | MHR/TASK | NO/MTH | AC/MTH | NO OR AC/YEAR | L MHR /M | AL MHR/Y | REMARKS |
|---|---|---|---|---|---|---|---|---|
| TECHNICAL RECORD | Original AJL retrieved from aircraft. | 1 | 30 | | | 30 | 360 | |
| | AJL reviewed to ensure properly filled and closed | 1 | 30 | | | 30 | 360 | |
| | Liason with AMO/Flt Ops for AJL discrepancy | 1 | 30 | | | 30 | 360 | |
| | Transfer AJL data (hours and cycles, deferred defect) to AERONET system in Tech Log Module | 1 | 30 | | | 30 | 360 | |
| | Record total hours and cycles based on AJL in the | 1 | | 30 | | 30 | 360 | |
| | Scan AJL and store in Gdrive | 1 | 30 | | | 30 | 360 | |
| | Filing AJL by registration and archived | 1 | 30 | | | 30 | 360 | |
| | Received completed work order from CAMO Planner | 2 | | | 300 | | 600 | |
| | Ensure that the aircraft logbook are identified with the aircraft type and registration mark. | 1 | | | 25 | | 25 | |
| | Record the maintenance in the appropriate log book (airframe, engine, APU, propeller) within 30 days after maintenance completion | 4 | | 25 | | 100 | 1200 | |
| | Record and update related component maintenance in the component log card | 2 | | 25 | | 50 | 600 | |
| | Record and update related AD /SB/ Modification in the Modification Record Book (MRB) for summary status of AD, SB, modification, repairs etc. | 4 | | 25 | | 100 | 1200 | |
| | Update and maintain record of aircraft certificates files for C of R, C of A, radio license, weight and balance report, etc. | 1 | | | 25 | | 25 | |
| | Scan and ensure all continuing airworthiness records of aircraft (work order, AJL, LBE, MRB, Log Card etc.) are available and backup in the GDrive. | 4 | | 25 | | 100 | 1200 | |
| GENERAL | Training -GEN FAM | 24 | | | 3 | | 72 | GENFAM (3 days) x 4 per 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 | 7622 | |

**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 from OEM, Authority, etc. | 1 | | | 30 | | 30 | |
| | Register all publication upon receipt | 1 | | | 800 | | 800 | |
| | Raise Technical Instruction Compliance (TIC) for all publication for evaluation | 1 | | | 800 | | 800 | |
| | Distribute publication to relevant parties operator, amo, camo etc. | 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 | 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 subscription | 2 | | | 30 | | 60 | |
| | Ensure publication updated for controlled holder inlcuding Gdrive as per Master List | 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<br><br>OR<br><br>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 |

| No | *Maintenance Flight Test (MFT)* | *Maintenance Task* | *Condition* |
|---|---|---|---|
| 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** 39-A-18-10-02-00A-37CA-A OR 39-A-18-10-03-00A-37CA-A (IF A/C EQUIPPED WITH HUMS) | **Tail rotor blade assembly - Install procedure** 39-A-64-11-01-00A-720A-A | If perform maintenance operations on the tail 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** | **Number 1 engine - Install procedure** 39-A-71-02-01-00A-720A-A | - |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|---|---|---|---|
| 2. | 39-A-00-00-00-00A-34BA-A. | **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** 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** | **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 |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|---|---|---|---|
| 13. | 89-A-18-10-02-00A-373A-A | **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 | |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|---|---|---|---|
| 9. | | **Fault finding by vibration analysis with STEADYControl ® adjustment equipment**<br>AMM 05-50-00,6-14 | |
| 10. | | **Fuel System – Adjusted Fuel Control Unit Removal / Installation**<br>EMM Task 73-23-00-900-802-A01 | |
| 11. | | **Fuel System – Adjusted Fuel Control Unit Tests (Except Electrical)**<br>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**<br>AMM 21-10-05-5 | **No.1 Engine Flow Control Valve - Adjustment/Test**<br>AMM 21-10-05-5 | |
| 2. | | **No.2 Engine Flow Control Valve - Adjustment/Test**<br>AMM 21-10-05-5 | |
| 3. | **Pressurization Check Procedures - (Flight Test)**<br>AMM 21-30-00, 101 | **Outflow Valve And Safety Valve - Adjustment/Test**<br>AMM 21-30-03-5 | Functional Test Method 1 |
| 4. | | **Air Pressure Controller-Limiter - Removal/Installation**<br>AMM 21-30-13-4 | |
| 5. | **Stall Lift Computer - Adjustment/Test**<br>AMM 27-31-03-5 | **Stall Lift Computer - Adjustment/Test**<br>AMM 27-31-03-5 | 1. If Lift Computer Or Lift Transducer Is Replaced, or<br>2. If The Stall Warning System Has Failed In Any Manner Or The Stall Warning Margin Has Changed Without Explanation, or<br>3. In Order To Set A Specific Margin, |
| 8. | **Flight Control System - B. Flight Checks**<br>AMM 27-00-00-2 | **Flight Control System - Rigging and Trim Procedures - D. Wings**<br>AMM 27-00-00-2 | |
| 9. | | **Flight Control System - Rigging and Trim Procedures - F. Ground Adjustable Trim Tab**<br>AMM 27-00-00-2 | |
| 10. | **Power Lever Sense Switch - Adjustment/Test** | **Power Lever Sense Switch - Adjustment/Test**<br>AMM 32-60-09-5 | |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|---|---|---|---|
| | 32-60-09-5 | | |
| 11. | **Propeller - Adjustment/Test - Propeller Dynamic Balancing**<br>AMM 61-10-01-5 | **Propeller - Adjustment/Test - Propeller Dynamic Balancing – C.Flight Test**<br>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**<br>AMM 1.700 | **Special Instruction for Reassembling and Flight Testing R44 series helicopter after crating for export**<br>AMM 1.700 | |
| 2. | **Track and Balance**<br>AMM 10.200 | **Collective travel rigging**<br>AMM 10.122 | |
| 3. | | **Main Rotor Blade Installation**<br>AMM 9.112 | |
| 4. | | **Repair of Main Rotor Blade**<br>AMM 9.140 | |
| 5. | | **Swashplate installation**<br>AMM 8.142 | |
| 6. | | **Utility Float Main Landing Gear Installation**<br>AMM 5.520 | |
| 7. | | **12 years Inspection**<br>AMM 2.600 | |
| 8. | **Autorotational RPM Adjustment**<br>AMM 10.250 | **Utility Float Main Landing Gear Installation**<br>AMM 5.520 | |
| 9. | **Flight Check**<br>AMM 2.220 | **Flight Check for 100-Hour / Annual Inspection**<br>AMM 2.200 | |
| 10. | | **12 years Inspection**<br>AMM 2.600 | |
| 11. | **Functional Flight Test of Longitudinal Cyclic Trim Elastic Cords**<br>AMM 8.130 | **Longitudinal Cyclic Trim Elastic Cord**<br>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 |
| 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 | |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|---|---|---|---|
| 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 |
| 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** | **MAIN ROTOR TRACK AND BALANCE – General** DMC-429-A-18-00-00-01A-028A-A | |

| No | Maintenance Flight Test (MFT) | Maintenance Task | Condition |
|---|---|---|---|
| 2. | **Measuring and Reducing Main Rotor 1/Rev Vibration** (DMC-429-A-18-10-00-00A-372A-A) | **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 | |

| GalaxyAerospace maintenance.repair.overhaul | **AIRWORTHINESS REVIEW REPORT**<br>**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 and properly registered** | **YES** ☐ **NO** ☐ |
| **i.** | **CAAM Airworthiness Directives**<br>AD No./Issue no./Date | |
| **ii.** | **Aircraft State of Design Airworthiness Directives**<br>Bi – weekly/AD No./Issue no./Date | |
| **iii.** | **Engine State of Design Airworthiness Directives**<br>Bi – weekly/AD No./Issue no./Date | |
| **iv.** | **Propeller State of Design Airworthiness Directives**<br>Bi – weekly/AD No./Issue no./Date | |
| **v.** | **Equipment State of Design Airworthiness Directives**<br>Bi – weekly/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 appropriately 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 ☐ |
| b. | Provide reference/issue/revision/date of the latest CAAM approved or accepted Type Certificate Data Sheet | |

| 3.9 AIRCRAFT TYPE DESIGN |
|---|
| c. Remarks: |
| |

| 3.10 NOISE CERTIFICATE | | |
|---|---|---|
| a. The Noise Certificate, if applicable, corresponds to the configuration of the aircraft | YES ☐ | NO ☐ |
| b. Remarks: | | |
| | | |

| 3.11 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 | |

| **4. PHYSICAL SURVEY OF AIRCRAFT** | | |
|---|---|---|
| **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** |
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**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.*

# PHYSICAL SURVEY REPORT

| | |
|---|---|
| **Survey Report Number** | …… |
| **Aircraft Registration / Serial Number** | …… / …… |
| **Date of Survey** | …… |
| **Place of Survey** | …… |

| **Areas of the Aircraft that were surveyed and resultant findings** | | |
|---|---|---|
| **Area** | **Finding/Defect** | **Rectification/Action** |
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| DETAILS OF PHYSICAL SURVEY | ✓ or ✖ |
|---|---|
| • **All required markings and placards are installed.**<br>i. Check that the required markings and placards are installed on the aircraft, especially the emergency exit markings instructions and passenger information signs and placards.<br>ii. Check that all installed placards are readable.<br>iii. Check the Flight Manual versus the instruments.<br>iv. Check registration markings, including State of Registry fireproof nameplate.<br>v. Check engine and aircraft data plates.<br>Check<br>- door means of opening<br>- each compartment's weight/load limitation/placards stating limitation on contents,<br>- passenger information signs, including no smoking signs, emergency exit marking,<br>- Compass card,<br>- cockpit placards and instrument markings,<br>- fuelling markings.<br>- towing limit markings,<br>- inflate tyres with nitrogen,<br>- static markings. | |
| • **Aircraft complies with its approved Flight Manual.**<br>a. Check that the Aircraft Flight Manual (AFM) is<br>i. current<br>ii. applicable to the aircraft registration / MSN,<br>iii. that the aircraft conforms to the current amendment of the RFM,<br>iv. reflects the latest revision status as published by the Type Certificate holder.<br>AFM No: \| Amendment No: \| Date of Amendment :<br>b. Check the conformity of the Flight Manual (FM), with aircraft configuration.<br>Check:<br>- Supplement to FM;<br>- the impact of modification status on noise and weight & balance;<br>- FM limitations. | |
| • **Aircraft Configuration complies with the approved documentation (including radio/navigation equipment capable of transmission)**<br>Check that all certificates and documents pertinent to the aircraft and necessary for operations (or copies, as appropriate) are on board:<br>i. Original Certificate of Registration<br>ii. Original Check C of A, modification/aircraft identification.<br>iii. Check that noise certificate corresponds to aircraft configuration.<br>iv. Certified true copy of the Air Operator Certificate (AOC), if applicable. | |

# PHYSICAL SURVEY REPORT

| DETAILS OF PHYSICAL SURVEY | ✓ or ✗ |
|---|---|
| v. Original Operations Specifications (Ops Specs) relevant to the aircraft type, issued with the AOC, if applicable.<br>vi. Original aircraft radio licence.<br>vii. Third party liability insurance certificate(s).<br>viii. Mass and balance documentation<br>ix. Check Permit to fly and Flight Conditions when necessary.<br>x. Check that there is an appropriate aircraft certificate of release to service. | |
| • **No evident defect currently exists on the aircraft and not addressed in accordance with CAD 6801 paragraph 4.3**<br>i. Compare the repair status and the physical status of the repaired aircraft/engine(s) and their repaired components in order to confirm the accuracy of the repair status.<br>ii. Check embodied repairs to check their conformity against the repair files. | |
| • **No inconsistencies exist between the aircraft and the aircraft records as per the review details.**<br>Check MEL<br>i. All known defects have been corrected or deferred in accordance with an approved procedure. Journey Log<br>ii. Aircraft Journey Log has been reviewed. | |

Note:

✓ = satisfactory ✗ = not satisfactory

| | |
|---|---|
| Airworthiness Review Staff Name | |
| ARS Number | |
| Signature | |
| Date | |

*If required: Licensed Engineer who assisted with the survey*

| | |
|---|---|
| Name | |
| Part 66 License Number | |
| Signature | |
| Date | |

| CLIENT/OPERATOR | AIRCRAFT TYPE | AIRCRAFT REG. | AIRCRAFT SN | BASE | DATE | DAILY INSPECTION | |
|---|---|---|---|---|---|---|---|
| ROYAL MALAYSIA POLICE<br>AIR OPERATION UNIT | B300<br>SUPER KING AIR 350 | | | | | NAME | |

| PREVIOUS BMRC | | NEXT CALENDAR INSP | | NEXT HOURS INSP | | MEASURING UNITS | | AUTH | |
|---|---|---|---|---|---|---|---|---|---|
| REF | | INSP | | INSP | | FUEL | LBS | SIGN | |
| DATE | | DUE | | DUE | | OIL | QT | TIME | |

AIRCRAFT JOURNEY LOG
(FORM NO: GAM/CAMO-008/B300 REV. 1)
PAGE SERIAL NO:

| FLT. NO. | PRE-FLIGHT CHECKS | | | PILOT | CO-PILOT | OBSERVER | FROM | TO | TIME | | | LANDING | ENGINE HOURS | | ENGINE CYCLE | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | SIGN | AUTH | TIME | | | | | | TAKEOFF | LANDING | TOTAL | | ENG 1 | ENG 2 | ENG 1 | ENG 2 |
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| TOTAL FLIGHT HOURS IN THIS PAGE | | | | | | | | | | | | | | | | |
| TOTAL BEFORE FLIGHT | | | | | | | | | | | | | | | | |
| TOTAL CARRY FORWARD | | | | | | | | | | | | | | | | |

| FLT. NO. | FUEL REMAINING | | | | FUEL UPLIFT | | | | FUEL TOTAL | | | | OIL UPLIFT | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | LH | RH | AUX LH | AUX RH | LH | RH | AUX LH | AUX RH | LH | RH | AUX LH | AUX RH | ENG 1 | ENG 2 |
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| NO. | RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND | PILOT / ENGINEER | | TIME | NO. | RECTIFICATION(S) TAKEN | MR SIGN** | AUTH | DATE | TIME |
|---|---|---|---|---|---|---|---|---|---|---|
| | | SIGN | AUTH | | | | | | | |
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| **MAINTENANCE RELEASE (MR) | 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. |
|---|---|

# 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 | | | | |
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| | | | | **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 |
|---|---|---|---|
| | | | |
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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/C-008/A109E Rev 0 (12/21)
PAGE SERIAL NO:

| 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 |
| | | | | | | | | | | | | | | | | | | |
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| 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 |
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| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
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| **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 | | | | | | | | | | | | | | | | | | | |
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| 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 | **MAINTENANCE RELEASE (MR) STATEMENT |
|---|---|---|---|---|---|
| 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 / EQUIPMENT 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 |
|---|---|---|---|---|---|---|---|---|
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YTL HANGAR, SULTAN ABDUL AZIZ SHAH AIRPORT, 47200 SUBANG SELANGOR D.E. TEL/FAX: +603-78464006, EMAIL: flightops@islandair.com.my,

| CLIENT/OPERATOR | AIRCRAFT TYPE | BASE | AIRCRAFT REGISTRATION | AIRCRAFT SERIAL NUMBER |
|---|---|---|---|---|
| ROYAL MALAYSIA POLICE AIR OPERATION UNIT | AW139 | | | |

| DATE | PREVIOUS BMRC | | NEXT CALENDAR INSP | | NEXT HOURS INSP | | MEASURING UNITS | |
|---|---|---|---|---|---|---|---|---|
| | REF | | INSP | | INSP | | FUEL | |
| | DATE | | DUE | | DUE | | OIL | |

**AIRCRAFT JOURNEY LOG**
(FORM NO: PGU/CAMO-008/AW139 REV. 0)
PAGE SERIAL NO:

| FLT. NO. | FUEL UPLIFT | | FUEL DEPART | | FUEL TOTAL | | OIL UPLIFT | | | AIRWORTHINESS CHECK | | | PILOT PRE-FLIGHT / TURN AROUND | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | LH | RH | LH | RH | DEPART | ARRIVAL | ENG 1 | ENG 2 | OTHERS | SIGN** | AUTH | TIME | SIGN | AUTH | TIME |
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| FLT. NO. | PILOT | CO- PILOT | FROM | TO | TIME | | | | TOTAL FLT HOUR | NO. OF LANDING | ENGINE HOUR | | ENGINE CYCLE | | LOAD CYCLE | HOIST S/N: | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | START | TAKE OFF | LANDING | SHUT DOWN | | | ENG 1 | ENG 2 | ENG 1 | ENG 2 | | LIFT | HOUR |
| | | | | | | | | | | | | | | | | | |
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| FLT. NO. | OPS MTOW > 6400KG | | 33 < WS < 45 KTS | | 45 < WS < 60 KTS | | CAT. A | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | HOURS | LDG | START | STOP | START | STOP | | | | | | | | | | |
| | | | | | | | | TOTAL THIS PAGE | | | | | | | | |
| | | | | | | | | TOTAL BEFORE FLIGHT | | | | | | | | |
| | | | | | | | | TOTAL CARRY FORWARD | | | | | | | | |

| NO. | RECORD OF DEFECT(S). ENTER 'NIL' IF NO DEFECT FOUND | PILOT / ENGINEER | | TIME | NO. | RECTIFICATION(S) TAKEN | MR SIGN** | AUTH | DATE |
|---|---|---|---|---|---|---|---|---|---|
| | | SIGN | AUTH | | | | | | |
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| **MAINTENANCE RELEASE (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. | AIRWORTHINESS CHECK HAS BEEN CARRIED OUT I.A.W APPLICABLE APPROVED MAINTENANCE PROGRAMME. | | | |
|---|---|---|---|---|---|

# PERMIT TO FLY (PTF) FORM

| | |
|---|---|
| **PERMIT TO FLY NO.**<br>*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 (PROVIDE LICENSE COPY)

| | 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.
E. VALID LICENSE COPY OF PILOT

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 :** | |

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|---|---|
| **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 (PILOT AND CO-PILOT) | | SIGNATURE AND AUTHORISATION | DATE |
|---|---|---|---|---|---|---|---|
| 1. | | | | 1. | | | |
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| 3. | | | | 1. | | | |
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| 5. | | | | 1. | | | |
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| 7. | | | | 1. | | | |
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| 8. | | | | 1. | | | |
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| 9. | | | | 1. | | | |
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| 10. | | | | 1. | | | |
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