Our Ref.: CAAM/AW/CAMO/2016/03
Date: 20 December 2021

Galaxy Aerospace (M) Sdn Bhd
Suite 11-14, Helicopter Centre
Malaysia International Aerospace Centre (MIAC)
Sultan Abdul Aziz Shah Airport
47200 Subang
Selangor.

Attn: Omar b. Ahmad
Quality Assurance Manager

SUBMISSION OF CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME) ISSUE 2 REVISION 6

Reference is hereby made to the above-mentioned matter.

2. The Authority has reviewed your submission of draft CAME referenced GAM/CAAM/CAME Issue 2 Revision 6 dated 01 December 2021 and please to informed you that it was found satisfactory and it is hereby **approved.**

3. Kindly find appended with this letter, a copy of the List of Effective Pages duly endorsed for your perusal.

Thank You.

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(AHMAD FERDOUCE PASHA)
Airworthiness Division
for Civil Aviation Authority of Malaysia.

CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

Organisation	:	GALAXY AEROSPACE (M) SDN BHD
Approval No	:	CAMO/2016/03
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	0.2	2-3	2	6	01 December 2021
	0.3	4-8	2	3	15 March 2020
	0.4	9	2	5	21 December 2020
	0.5	10	2	0	29 April 2019
	0.6	11	2	0	29 April 2019
	0.7	12 – 13	2	0	29 April 2019
	0.8	14 – 18	2	5	21 December 2020
1	1.0	1 – 2	2	3	15 March 2020
	1.1	3 – 7	2	6	01 December 2021
	1.2	8 – 10	2	6	01 December 2021
	1.3	11 – 14	2	4	05 October 2020
	1.4	15 – 17	2	6	01 December 2021
	1.5	18 – 19	2	3	15 March 2020
	1.6	20 – 22	2	6	01 December 2021
	1.7	23 – 24	2	6	01 December 2021
	1.8	25	2	4	05 October 2020
	1.9	26	2	3	15 March 2020
	1.10	27	2	3	15 March 2020

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**
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Date: 02/12/2021	Date: 02/12/2021	Date: 30 Dec'2021

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1	1.11	28 – 29	2	6	01 December 2021
	1.12	30 – 32	2	6	01 December 2021
	1.13	33 – 35	2	4	05 October 2020
	1.14	36 – 38	2	4	05 October 2020
	1.15	39	2	4	05 October 2020
	1.16	40	2	6	01 December 2021
2	2.1	1-2	2	0	29 April 2019
	2.2	3	2	0	29 April 2019
	2.3	4	2	0	29 April 2019
	2.4	5	2	0	29 April 2019
	2.5	6	2	0	29 April 2019
	2.6	7	2	0	29 April 2019
	2.7	8	2	6	01 December 2021
	2.8	9	2	6	01 December 2021
3	3.0	1	2	6	01 December 2021
	3.1	2	2	6	01 December 2021
	3.2	3	2	4	05 October 2020
	3.3	4	2	6	01 December 2021
4	4.1	1 – 2	2	6	01 December 2021
	4.2	3	2	4	05 October 2020
	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: 02/12/2021	Date: 20 DEC 2021

CAME Part	CAME Chapter	Page No.	Issue No.	Revision	Date
4	4.5	6	2	6	01 December 2021
	4.6	7	2	6	01 December 2021
	4.7	8	2	4	05 October 2020
4B	4B.1	1	2	6	01 December 2021
	4B.2	2	2	6	01 December 2021
	4B.3	3 – 4	2	6	01 December 2021
	4B.4	5	2	6	01 December 2021
	4B.5	6 – 8	2	6	01 December 2021
	4B.6	9	2	0	29 April 2019
	4B.7	10 - 14	2	6	01 December 2021
5	5.1	1	2	6	01 December 2021
	5.2	2	2	6	01 December 2021
	5.3	3	2	0	29 April 2019
	5.4	4	2	5	21 December 2020
	5.5	5	2	0	29 April 2019
	5.6	6	2	0	29 April 2019
	5.7	7 – 12	2	0	29 April 2019
	5.8	13	2	6	01 December 2021
	5.9	14 – 22	2	6	01 December 2021
	5.10	23 – 32	2	6	01 December 2021

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Date: 02/12/2021	Date: 02/12/2021	Date: 20 Dec 2021

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 a. To include AS355 in GAM CAMO Scope of Work 2. Chapter 3.3 – Detailed List of Maintenance Contractors a. To include MYCAS in the list of Maintenance Contractor 3. Chapter 5.2 – List of Airworthiness Review Staff a. To include additional approval for the ARS 4. Chapter 5.4 – List of Approved Maintenance Organisation Contracted a. To include MYCAS in the list of Maintenance Contractor 5. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. To update details of aircraft managed by GAM CAMO. 6. Chapter 5.9 – Manpower Resources and Management Tool a. To update Manpower Resources and Management Tool.	CAMM	18-Jul-17
1	2	15-Dec-17	1. Chapter 0.2.4 – Scope of Work a. To include A109S and A119 in GAM CAMO Scope of Work 2. Chapter 3.3 – Detailed List of Maintenance Contractors a. To refer Chapter 5.4 for List of Maintenance Contractor 3. Chapter 5.2 – List of Airworthiness Review Staff a. To include additional approval for the ARS 4. Chapter 5.2 – List of Airworthiness Review Staff a. To include additional approval for the ARS 5. Chapter 5.4 – List of Approved Maintenance Organisation Contracted a. To add capability of AWM in the list of Maintenance Contractor 6. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. To update details of aircraft managed by GAM CAMO.	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 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 a. To include AW189 in GAM CAMO Scope of Work 2. Chapter 0.8 – Facilities a. To add new location of GAM CAMO facility at UniKL MIAT 3. Chapter 5.2 – List of Airworthiness Review Staff a. To include additional approval for the ARS and new appointed ARS 4. Chapter 5.4 – List of Approved Maintenance Organisation Contracted a. To add capability of AMO in the list of Maintenance Contractor 5. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. To update details of aircraft managed by GAM CAMO. 6. Chapter 5.9 – Manpower Resources and Management Tool a. To update Manpower Resources and Management Tool.	CAMM	25-Apr-2018
1	4	20-Sep-2018	1. Chapter 1.12 – Flight Test Procedures a. Amend Flight Test Procedures and to include Maintenance Flight Test 2. Part 4B – Permit to Fly Procedures (All pages) a. To include Permit to Fly procedures 3. Chapter 5.1 – Sample Documents a. To include form GAM/CAMO-022 Permit to Fly Approval 4. Chapter 5.2 – List of Airworthiness Review Staff a. To include PTF privilege for ARS functions and update names of ARS 5. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. To update details of aircraft managed by GAM CAMO.	CAMM	20-Sep-2018

ISSUE NO	REV NO.	REV DATE	DETAILS	BY	EFFECTIVE DATE
1	4	20-Sep-2018	6. Chapter 5.9 – Manpower Resources and Management Tool a. To update Manpower Resources and Management Tool. 7. Chapter 5.10 – List of Approved Limited Scope of Maintenance Activities a. To include list of maintenance activities that requires Permit to Fly	CAMM	20-Sep-2018
1	5	07-Nov-18	1. Chapter 0.8 – Facilities a. To update GAM CAMO facility location at Helicopter Centre, Malaysia International Aerospace Centre (MIAC) 2. Chapter 5.1 – Sample Documents a. To include new and revised form for GAM CAMO 3. Chapter 5.2 – List of Airworthiness Review Staff a. To include approval for the new appointed ARS 4. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. To update details of aircraft managed by GAM CAMO. 5. Chapter 5.9 – Manpower Resources and Management Tool a. To update Manpower Resources and Management Tool.	CAMM	07-Nov-18
2	0	29-Apr-2019	1. Cover Page a. Amend CAME reference from GAM/DCAM/CAME to GAM/CAAM/CAME 2. All pages (as applicable) b. Changes from DCAM to CAAM 3. Part 0 – General Organisation (All pages) a. Reformatting to include numbering list system (a, b, c) for each paragraph. 4. Chapter 0.2.4 – Scope of Work a. Include A119 aircraft type into GAM-CAMO capability. 5. Chapter 0.5 – Personnel Requirements a. Job description for CAMO supporting personnel refer to CAMP. 6. Part 4B (All pages) a. Update Permit to Fly procedures.	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) a. Reformatting to include numbering list system (a, b, c) for each paragraph. 8. Chapter 0.2.4 – Scope of Work a. Include A119 aircraft type into GAM-CAMO capability. 9. Chapter 0.5 – Personnel Requirements a. Job description for CAMO supporting personnel refer to CAMP. 10. Part 4B (All pages) a. Update Permit to Fly procedures.	CAMM	29-Apr-2019
2	1	16-Aug-2019	1. Chapter 5.1 – Sample Documents a. To extract some internal forms out and maintain those that require CAAM approval. 2. Chapter 5.2 – List of Airworthiness Review Staff a. Included Permit to Fly (PTF) approval for ARS and update names of ARS. 3. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. Included aircraft 9M-SAS belonging to His Royal Highness, Sultan of Pahang 4. Chapter 5.10 – List of Approved Limited Scope of Maintenance Activities a. To reflect the list of scope of maintenance activities for the issuance of PTF in the second level, Continuing Airworthiness Management Procedure (CAMP).	CAMM	16-Aug-2019
2	2	24-Dec-2019	1. Chapter 0.2.4 – Scope of Work a. Included aircraft type A109E to GAM scope of work and update AMP reference. 2. Chapter 5.2 – List of Airworthiness Review Staff a. To update ARS 01 approval for airworthiness review and permit to fly for type A109E 3. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. Updated list of aircraft managed under GAM CAMO 4. Chapter 5.9 – Manpower Resources and Management Tool 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> a. Include aircraft type B300 to GAM scope of work and update AMP reference. 2. <u>Chapter 0.3.3 – Quality Assurance Manager</u> a. Replacement of nominated post holder for Quality Assurance Manager (QAM) 3. <u>Chapter 0.3.5.1 – Accountable Manager (AM)</u> a. Include duties and responsibilities of Accountable Manager (AM) as acting Quality Assurance Manager (QAM) in the event of his absence. 4. <u>Chapter 0.5 – Personnel Requirements</u> a. Include diploma with level of experiences criteria for CAMO personnel requirements. 5. <u>Chapter 0.7.2 – CAMO Manuals Reference</u> a. Rephrased description of CAMO manuals reference and include third level documents in description. b. Remove Quality Assurance Notice (QAN) as third level for CAMO Manuals reference as QAN controlled separately by QA Department and not limited to CAME procedures only. 6. <u>Chapter 1.1.1.1 – The Journey Log Book Content</u> a. Rephrase term of “Certificate of Release to Service” to “Maintenance Release Certificate”. b. Correction on policy for the submission for approval of AJL through CAAM not QAM. c. Rephrase term “Technical Log” to “Journey Log”. 7. <u>Chapter 1.2 – Aircraft (AMP)</u> a. Correction title from “Programmes” to “Programme” 8. <u>Chapter 1.2.1 – General</u> 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 a. Correction on policy to retain records for a period not less than 12 months in case of aircraft permanently withdrawn from service instead for a period not less than 36 months after the aircraft or component has been released to service. 10. Chapter 1.4.1 – General a. Remove form TIC no. GAM/CAMO-001 which is controlled under second level document. 11. Chapter 1.4.2 – Airworthiness Directives Decision a. Correction on policy to record the compliance of Airworthiness Directive in the aircraft airworthiness records (Log Books) by GAM CAMO instead of by the contracted approved maintenance organisation. 12. Chapter 1.6.1 - Approvals a. Remove policy on special repair instructions issued and approved by the OEM to be considered as data approved by CAAM 13. Chapter 1.7.3 – Deferred Defect Policy a. Correction of abbreviation from CAM to CAMM 14. Chapter 1.8 – In Service Difficulty Reporting (ISDR) a. Updated policy from “Mandatory Occurrence Reporting” to “In Service Difficulty Reporting (ISDR)” as per requirement by CAAM. 15. Chapter 1.10 – Daily / Pre-Flight / Turnaround Inspections a. Detailed on only task in maintenance manual to be include in Aircraft Maintenance Programme and not flight manual 16. Chapter 1.11.1 – General 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 a. Rephrase term from “”Maintenance Check Flight Schedule (MCFS)” to “Maintenance Flight Test Schedule (MFTS)” 18. Chapter 1.12.2.2 – Maintenance Flight Test Schedule a. Rephrase term from “”Maintenance Check Flight Schedule (MCFS)” to “Maintenance Flight Test Schedule (MFTS)” 19. Chapter 5.2 – List of Airworthiness Review Staff a. Added ARS privilege and ARS 02 approval for airworthiness review and permit to fly for type B300. 20. Chapter 5.4 – List of Approved Maintenance Organisations Contracted a. Updated aircraft type capability for contracted AMO for type A109E, B300 and EC155B. 21. Chapter 5.8 – Details of Aircraft Managed by GAM – CAMO a. Updated list of aircraft managed under GAM CAMO. 22. Chapter 5.9 – Manpower Resources and Management Tool 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 a. Inserted organisation name and company approval no. b. Updated CAME revision no and date 2. Abbreviation List a. Corrected spelling to Aircraft Maintenance Programme 3. Chapter 0.2.4 – Scope of Work a. Updated AMP reference 4. Chapter 1.1 – Aircraft Journey Log Utilisation and MEL Application a. Revised and updated policy in accordance with CAAM requirements. a.	CAMM	05-Oct-2020

ISSUE NO	REV NO.	REV DATE	DETAILS	BY	EFFECTIVE DATE
2	4	05-Oct-2020	5. Chapter 1.3 – Time and Continuing Airworthiness Records: Responsibilities, Retention & Access a. Revised and updated policy in accordance with CAAM requirements. 6. Chapter 1.7.5 – In Service Difficulty Reporting (ISDR) a. Inserted ISDR policy to Chapter 1.7 from Chapter 1.8 7. Chapter 1.8 – Engineering Activity a. Inserted new policy on Engineering Activity 8. Chapter 1.13 – Planning Procedures 9. Revised and updated policy in accordance with CAAM requirementsChapter 1.14 – Airworthiness Data Control a. Inserted new policy on Airworthiness Data Control 10. Chapter 1.15 – Control of Personnel Competence a. Inserted new policy on Control of Personnel Competence 11. Chapter 1.16 – Subcontracting Management Control Procedure a. Inserted new policy on Subcontracting Management Control Procedure. 12. Part 3 – Contracted Maintenance (All pages) a. Revised and updated policy on Part 3 Contracted Maintenance in accordance with CAAM requirements 13. Part 4 – Airworthiness Review Procedures (All pages) a. Reformatting to include numbering list system (a, b, c) for each paragraph. 14. Chapter 4.1 – Airworthiness Review Staff a. Revised ARS qualification as per AN 6102 15. Chapter 4.3 – Physical Survey a. Revised physical survey period to be performed from 60 days to 90 days prior C of A expiry	CAMM	05-Oct-2020

ISSUE NO	REV NO.	REV DATE	DETAILS	BY	EFFECTIVE DATE
2	4	05-Oct-2020	16. Chapter 4.4 - Additional procedures for recommendations to CAAM for the import of the aircraft a. Corrected typo from CAAMM to CAAM b. Replace reference CAAM AN 2 to AN 8301 17. Chapter 5.1 – Sample Documents a. Updated controlled form 18. Chapter 5.2 – List of Airworthiness Review Staff a. Updated approval for Airworthiness Review Staff 19. Chapter 5.4 – List of Approved Maintenance Organisations Contracted b. Updated capability on contracted approved maintenance organisation 20. Chapter 5.8 – Details of Aircraft Managed by GAM - CAMO a. Updated list of aircraft managed by GAM CAMO 21. Chapter 5.9 – Manpower Resources and Management Tool 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 a. Included GAM as a Part 21 approved design organisation 2. Chapter 0.2.4 – Scope of Work a. Include aircraft type R44 to GAM scope of work and update AMP reference 3. Chapter 0.4.2 – Continuing Airworthiness Management Organisation Chart a. Included Deputy Continuing Airworthiness Management Manager into the organisation chart. 4. Chapter 0.8 – Facilities a. Included additional location for GAM CAMO facilities at PGU 5. Chapter 1.1.1.1 – The Journey Log Content a. Added policy for fully utilising previously approved AJL prior using the newly approved AJL.	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 a. Added ARS privilege and ARS 01 and ARS 03 approval for airworthiness review and permit to fly for type EC120 b. Included approval for new appointed ARS for type R44 7. Chapter 5.4 – List of Approved Maintenance Organisation Contracted a. Updated aircraft type capability for contracted AMO for type R44 8. Chapter 5.8 – Details of Aircraft Managed by GAM-CAMO a. Updated list of aircraft managed by GAM CAMO 9. Chapter 5.9 – Manpower Resources and Management Tools a. Updated Manpower Resources and Management Tools	CAMM	21-Dec-2020
2	6	01-Dec-2021	1. Cover Page a. Updated CAME revision no and date 2. I. Table of Content a. Updated Table of Content. 3. IV. Distribution List a. Update distribution list with 2 copy of original (MASTER) b. Include GAMS portal as controlled holder of CAME. 4. V. Abbreviation List a. Included CAD and CAGM in list. 5. VI. CAAM Certificate of Approval a. Included GAM CAMO CAAM Certificate of Approval 6. Chapter 0.2 – General Information a. 0.2.4 - Updated AMP reference. b. 0.2.4 - Updated privilege for Airworthiness Review and Permit to Fly EC120B. 7. Chapter 1.1 – Aircraft Journey Log Utilisation and MEL Application a. 1.1.1.1- Update policy on AJL copies b. 1.1.2 - Included policy for the MEL review and amendment period.	CAMM	15-Dec-2021

ISSUE NO	REV NO.	REV DATE	DETAILS	BY	EFFECTIVE DATE
2	6	01-Dec-2021	8. <u>Chapter 1.2 – Aircraft Maintenance Programme (AMP)</u> 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. b. 1.2.3.2,1.2.3.3 - Submission of the AMP to CAAM changed from by operator to CAMO. 9. <u>Chapter 1.4 – Accomplishment and Control of Airworthiness Directives</u> a. 1.4.1 - Remove policy on filing of hard copies of Airworthiness Directives in office cabinet. 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. c. 1.4.2 - Remove policy on AD compliance requires operator's decision. d. 1.4.3 – Include new policy on AD Control. e. 1.4.4 – Include new policy on AD Listing. 10. <u>Chapter 1.6 – Repair Modification Standards</u> a. 1.6.5 - Remove policy on Conformity Inspection and introduce policy Assessment as per CAD 8109/8110. b. 1.6.6 – Include new policy on Recording of Modification as per CAD 8109/8110. 11. <u>Chapter 1.7 – Defect Reports</u> a. 1.7.5 - Remove policy on In Service Difficulty Reporting (ISDR) and include new policy Mandatory Occurrence Reporting – Airworthiness Aspect. 12. <u>Chapter 1.11 – Aircraft Weighing</u> a. 1.11.1 – Update policy as per CAD 6805 and include reference to GAM MBP. b. .1.11.2 - Update policy as per CAD 6805. c. 1.11.4 – Update policy as per CAD 6805 and include reference to GAM MBP. d. 1.11.5 – Include new policy Mass and Balance Calculations. e. 1.11.6 – Include new policy Mass and Balance Records.	CAMM	15-Dec-2021

ISSUE NO	REV NO.	REV DATE	DETAILS	BY	EFFECTIVE DATE
2	6	01-Dec-2021	13. Chapter 1.12 – Flight Test Procedures a. Amend Notice 8305 to CAD 8305. 14. Chapter 1.16 – Subcontracting Management Control Procedure a. Amend Notice 6102 to CAD 6802. 15. Chapter 2.7 – Records Keeping a. Include new policy on record keeping system on Quality System. 16. Chapter 2.8 – Independent Audits of the Quality System a. Include new policy on independent audits of quality system. 17. Chapter 3.1 – Maintenance Contractor Selection Procedure a. Amend Notice 6101 , 6102, 6501 to CAD 6801, 6802 and 8601 respectively. 18. Chapter 3.3 – Quality Audit of Sub-contracted CAMO Tasks a. Include new policy on quality audits of sub-contracted CAMO tasks. 19. Chapter 4.1 – Airworthiness Review Staff a. Amend control form number GAM/CAMO-002 to GAM/C-002 b. Amend control form number GAM/CAMO-003 to GAM/C-003 c. Amend Notice 6102, 1101 to CAD 6802 and 1801 respectively. d. Amend Director General to CAAM. 20. Chapter 4.3 – Physical Survey a. Amend control form number GAM/CAMO-003 to GAM/C-003 21. . Chapter 4.4 – Additional Procedures for Recommendations to CAAM for the Import of the Aircraft a. Amend Notice 8301 , to CAD 8301. 22. Chapter 4.5 – Airworthiness Review Report to CAAM for the Issuance or Renewal of Certificate of Airworthiness a. Amend control form number GAM/CAMO-002 to GAM/C-002. 23. Chapter 4.6 – Control of an ARR 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 a. Amend Notice 8305 to CAD 8305. 25. Chapter 4B.2 – Issuance of Permit to Fly under CAMO privilege a. Amend Notice 6102 and 8305 to CAD 6802 and 8305 respectively. 26. Chapter 4B.3 – Conformity with Flight Condition and with Conditions a. Amend Notice 8305 to CAD 8305. 27. Chapter 4B.4 – Conformity with Flight Condition and with Conditions a. Amend Notice 6101, 6102 and 8305 to CAD 6801, 6802 and 8305 respectively. 28. Chapter 4B.5 – Conformity with Flight Condition and with Conditions a. Amend Notice 8305 to CAD 8305. b. Amend control form number GAM/CAMO-022 to GAM/C-022. 29. Chapter 4B.7 – Permit to Fly Flowchard a. Amend control form number GAM/CAMO-022 to GAM/C-022. 30. Chapter 5.1 – Sample Documents a. Update form. 31. Chapter 5.2 – List of Airworthiness Review Staff a. Update list of ARS. 32. Chapter 5.8 – Details of Aircraft Managed by GAM-CAMO a. Update list of aircraft managed by GAM CAMO 33. Chapter 5.9 – Manpower Resources and Management Tool a. Update manpower resources. 34. Chapter 5.10 – List of Approved Limited Scope of Maintenance Activities 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/AWB102-00 010521

CAAM

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

PART 0 GENERAL ORGANISATION

0.1 Corporate Commitment by the Accountable Manager

GALAXY AEROSPACE (M) SDN BHD

CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

This Exposition defines the organisation and procedures upon which the CAAM approval of GALAXY AEROSPACE (M) SDN BHD - CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION (GAM-CAMO) under CAAM Part M is based.

These procedures are by the undersigned and must be complied with, as applicable, in order to ensure that all the continuing airworthiness activities including maintenance for aircraft managed by Galaxy Aerospace (M) Sdn Bhd is carried out on time and to an approved standard.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the CAAM from time to time where these new or amended regulations conflict with these procedures.

It is understood that the CAAM will approve this organisation whilst the CAAM is satisfied that the procedures are being followed. It is further understood that the CAAM reserves the right to suspend, vary or revoke the continuing airworthiness management approval of the organisation, as applicable, if the CAAM has evidence that procedures are not followed and the standards are not upheld.

I hereby confirm that the organisation will be given the necessary means to follow the rules and procedures established within these publications and that all charges are paid, as prescribed by the CAAM in respect of approved Part M Subpart G and I Continuing Airworthiness Management approval or contracts and procedures between GAM-CAMO and the contracted operator.

Shamsul Kamar Bin Samsudin
Accountable Manager
Galaxy Aerospace (M) Sdn Bhd

Date: 15 / 04 / 2019

0.2 General Information

0.2.1 Description of the Organisation

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

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

0.2.2 Relationship with Other Organisations

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

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

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

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

0.2.3 Aircraft Managed

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

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

0.2.4 Scope of Work

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

Aircraft Type	Airworthiness Management	Airworthiness Review	Permit to Fly	AMP
AW139	✓	✓	✓	RMPAOF/CAMO/AMP/AW139 YTLPG/CAMO/AMP/AW139 JBPM/CAMO/AMP/AW139 JPM/CAMO/AMP/AW139 GASB/CAMO/AMP/AW139
EC120B	✓	✓	✓	GKSB/CAMO/AMP/ EC120B 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

0.3 Management Personnel

a. The management personnel listed here under Chapter 0.3 are nominated post holders that are required to fill out CAAM Form 4 and be approved by the Civil Aviation Authority of Malaysia (CAAM).

0.3.1 Accountable Manager (AM)

a. The Accountable Manager has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with CAAM regulations. The duties and responsibilities associated with this post are stated in Para 0.3.5.1 and currently held by Mr. Shamsul Kamar bin Samsudin.

0.3.2 Continuing Airworthiness Management Manager (CAMM)

a. The duties and responsibilities associated with the post of Continuing Airworthiness Management Manager are held by nominated person as stated in para 0.3.5.2, in support of the Accountable Manager. The CAMM of GAM-CAMO is currently held by Mrs. Zaty Nadhira binti Mohamed Zuhari

b. The post holder for continuing airworthiness is responsible for determining what maintenance is required, when it must be performed and by whom and to what standard, in order to ensure the continuous airworthiness of the aircraft being managed.

0.3.3 Quality Assurance Manager (QAM)

a. The duties and responsibilities associated with this post are currently assumed by Mr. Omar Bin Ahmad in support of the Accountable Manager.

b. The Quality Assurance Manager is responsible for establishing a quality monitoring program which addresses all of the areas of GAM-CAMO contracted maintenance support, monitoring all sub-contracted activities and monitoring the compliance with CAAM Part M.

0.3.4 Airworthiness Review Staff (ARS)

a. The duties and responsibilities of Airworthiness Review Staff are as stated in Part 4.

b. List of Airworthiness Review Staff (ARS) are as stated in Chapter 5.2 of this CAME.

0.3.5 Duties and Responsibilities

0.3.5.1. Accountable Manager (AM)

a. In order to run the organisation in a manner that meets the requirements of the Customers and CAAM requirements as applicable, the Accountable Manager has the overall responsibility, including financial, for running the organisation with delegated responsibility for all personnel.

i. He is responsible for ensuring that all continuing airworthiness activities can be financed and carried out to the required standards.

ii. Responsibility for ensuring that the organisation has sufficient financial and personnel resources for the extent of the actual undertaking.

iii. Responsibility for the continuous information to the Management regarding planned and offered services or other changes that affects the Company's activity.

iv. Responsibility for ensuring that any charges are paid as prescribed.

v. Ensuring the necessary qualified staff with appropriate training.

vi. Review the quality system from time to time.

vii. To take over the duties and responsibilities of Continuing Airworthiness Management Manager (CAMM) and Quality Assurance Manager (QAM) in the event of his/her absence.

0.3.5.2. Continuing Airworthiness Management Manager (CAMM)

a. The nominated post holder for continuing airworthiness will ensure that all maintenance is carried out by the CAAM Part 145 maintenance organisation, in accordance with the relevant approved maintenance programme, on time and to an approved standard. He will act to ensure that GAM-CAMO responsibilities in the following areas can be met.

i. Establishment and development of maintenance programmes for the aircraft managed by GAM-CAMO as required by the customer or CAAM.

ii. Preparation and presentation of maintenance programmes to the CAAM for approval.

iii. Manage the approval of modifications and repairs.

iv. Ensuring modifications and repairs (changes) are carried out to an approved standard.

v. Ensuring all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with the CAAM requirement.

vi. Ensuring all applicable airworthiness directives and operational directives with a continued airworthiness impact, are applied.

vii. Ensuring all known defects is rectified.

viii. Ensuring coordination of scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts and component inspections to ensure work is carried out properly.

ix. Ensure the management of all continuing airworthiness records.

x. Ensuring the mass and balance statement reflects the current status of the aircraft.

xi. Ensure non-mandatory modification embodiment policy, where appropriate.

xii. Liaison to the Operator and AMO pertaining the airworthiness issues.

xiii. Ensure the Certificate of Airworthiness for each aircraft operated by the company remains valid in respect of;

a. the airworthiness of the aircraft,
b. the expiry date specified on the Certificate of Airworthiness,
c. any other condition specified in the Certificate;

xiv. The amendment and control of the Continuing Airworthiness Management Exposition.

0.3.5.3. Quality Assurance Manager

a. The Quality Assurance Manager is responsible for the following functions:

i. He has direct access to the Accountable Manager in the event that reported non-compliance or discrepancy is not adequately attended by the relevant parties or disagreement over a discrepancy reported.

ii. Compliance with Part M requirement.

iii. Establishing a Quality Monitoring Programme which addresses all of the areas of GAM's contracted maintenance support (if applicable).

iv. Monitoring all sub-contracted activities.

v. To review the training needs and to schedule the training as necessary.

vi. To ensure the currency of staff's training.

vii. Ensuring that the Quality System required by Part M is effective in its application and follow up actions required to address findings are completed. Further details are provided in Part 2 of this CAME.

viii. Reporting any occurrences of a maintenance nature to the CAAM and the aircraft manufacturers. This includes both Mandatory Occurrences and occurrences related to maintenance findings, which fall outside the Mandatory scheme

0.3.5.4. Airworthiness Review Staff

a. The duties and responsibilities of ARS as stated in Part 4.

0.3.6 Manpower Resources and Training Policy

0.3.6.1 Manpower Resources

a. GAM-CAMO must always employ sufficient appropriate staff to ensure the expected work can be performed and all duties can be fulfilled. The minimum number of employees dedicated to the performance of the continuing airworthiness management systems must be employed.

b. GAM-CAMO Manpower Management is used to ensure that the staff are sufficient to perform the airworthiness management activities. The automation manpower management tool is used to show the balance ratio of manpower to tasks and its sufficiency.

c. Manpower Resources and Management Tool as stated in Part 5 of this CAME (Chapter 5.9 Manpower Resources and Management Tool)

0.3.6.2 Training Policy

a. Training will be provided by GAM-CAMO to ensure that each member of staff is adequately trained to carry out the functions of, and satisfy the responsibilities associated with, the Part M Subpart G and I continuing airworthiness management functions.

b. A schedule of required and recommended training is maintained by the Quality Department of Continuing Airworthiness Management. The competency of staff performing the continuing airworthiness activities are also must be checked to ensure the procedures are properly followed. An oral or simulation test shall be performed as an assessment.

c. Training records and authorisations are required to meet CAAM requirements and must be retained by the QAM. These records are stored in GAM-CAMO record keeping system.

d. Whenever changes occur to the organisation such as procedures and aircraft types operated, then suitable continuation training will be provided, where necessary.

e. The organisation will review training needs at intervals not exceeding two years or at more frequent intervals if, and when, significant changes occur to the organisation, procedures and aircraft types operated.

f. The details of Training Requirement are referred as per CAMP Para 0.7

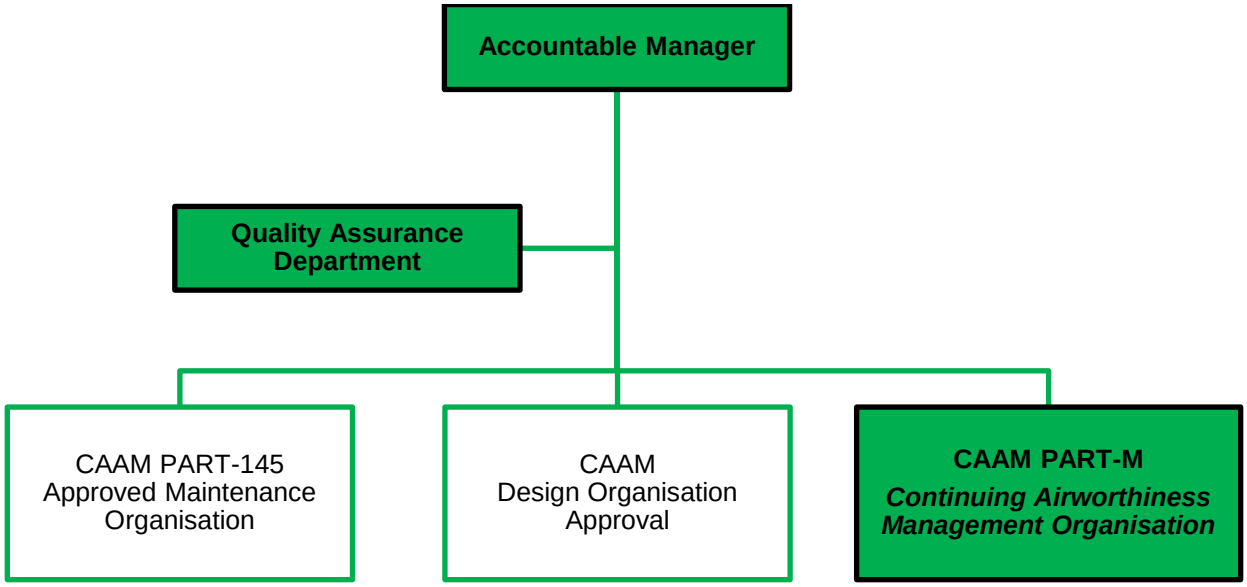
g. The type of training that must be conducted by GAM-CAMO are:

No	Course	Initial	Continuation
1.	CAME & Company Procedures	✓	✓
2.	Part M – Continuing Airworthiness Management	✓	

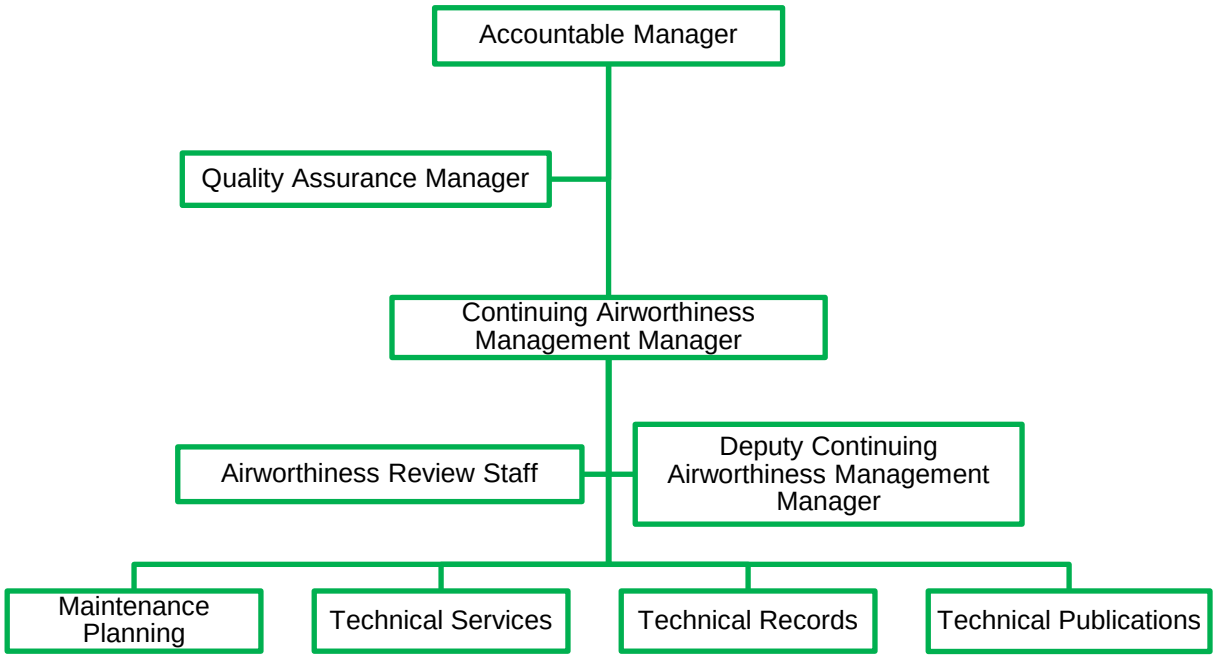
No	Course	Initial	Continuation
3.	Aircraft General Familiarization	✓	
4.	Human Factor	✓	✓
5.	Air Legislation	✓	
6.	CAMS (Aeronet)	✓	

0.4 Management Organisation Chart

0.4.1. General Organisation Chart



0.4.2. Continuing Airworthiness Management Organisation Chart



0.5 Personnel requirements

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

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

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

iii. Knowledge of quality systems;

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

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

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

vii. Knowledge of maintenance methods.

viii. Knowledge of applicable regulations.

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

0.6 Notification Procedure to the Civil Aviation Authority of Malaysia

a. Accountable Manager will undertake to advise the CAAM of any changes with respect to:

i. The Organisation's name.

ii. The location of the organisation.

iii. Additional locations of the organisation.

iv. The Accountable Manager.

v. All nominated post holders as specified in Para 0.3 in this CAME / approved by CAAM.

vi. The facilities, procedures, work scope and staff that could affect the approval

0.6.1. Management of Change

a. Any changes in GAM-CAMO will be notified to CAAM as soon as practicable by the Accountable Manager. This is to enable CAAM to determine continued compliance with CAAM Part M and to approve the changes prior to incorporation or make any necessary amendments.

b. All the changes must go through the Management of Change Procedure adopted by GAM-CAMO which safety is emphasised as the utmost priority. Reference should be made to QAN 001- MOC policy.

0.7 Continuing Airworthiness Management Exposition Amendment Procedures

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

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

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

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

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

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

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

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

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

ix. The staffs must be advised about the changes.

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

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

0.7.1. CAME Review

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

0.7.2. CAMO Manuals Reference

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

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

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

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

0.8 Facilities

a. Main operation of CAMO is based at Galaxy Aerospace Malaysia registered corporate office:

   i. Lot 11-14, Helicopter Centre,
   Malaysia International Aerospace Centre,
   Sultan Abdul Aziz Shah Airport,
   47200 Subang, Selangor.

b. The facility for CAMO consists of individual office room for Accountable Manager, CAM Manager and QA Manager, a workplace station for Technical Record, Technical Publication, CAMO Planner, Technical Services and Airworthiness Review Staff personnel and equipped with typical office supplies such as printer, stationery, whiteboard and etc.

c. The aircraft records are all kept securely in a vault room. The vault room is secured with locked doors and contains mobile compactor storage system which are securely locked with a key controlled by the appointed Technical Record for any access to the records.

d. Additional location for CAMO office, primarily for Royal Malaysia Police fleet, is located at:

   i. Pangkalan Semenanjung,
   Pasukan Gerakan Udara PDRM,
   47200 Subang, Selangor.

e. The facility for CAMO at PGU consists of an office and workplace station for Technical Record and CAMO Planner, and equipped with typical office supplies such as printer, stationery, whiteboard and etc. The aircraft records are stored in locked cabinet with controlled and restricted access.

f. Refer Figure 1 – 4 for map location and layout of the facility.

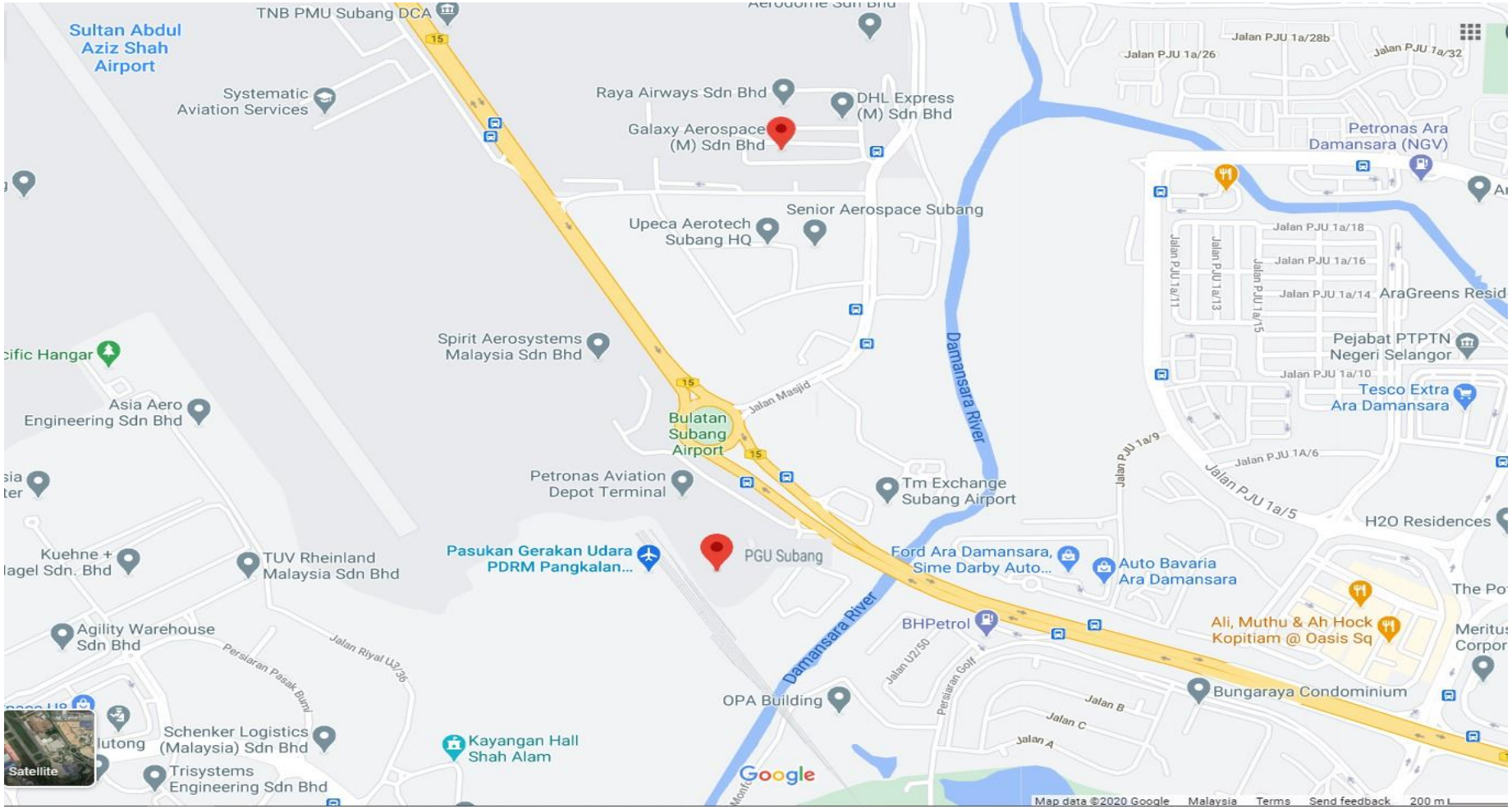


Figure 1 Facility Location (Galaxy Aerospace (M) Sdn Bhd (HQ) & PGU Subang (CAMO PGU Fleet))

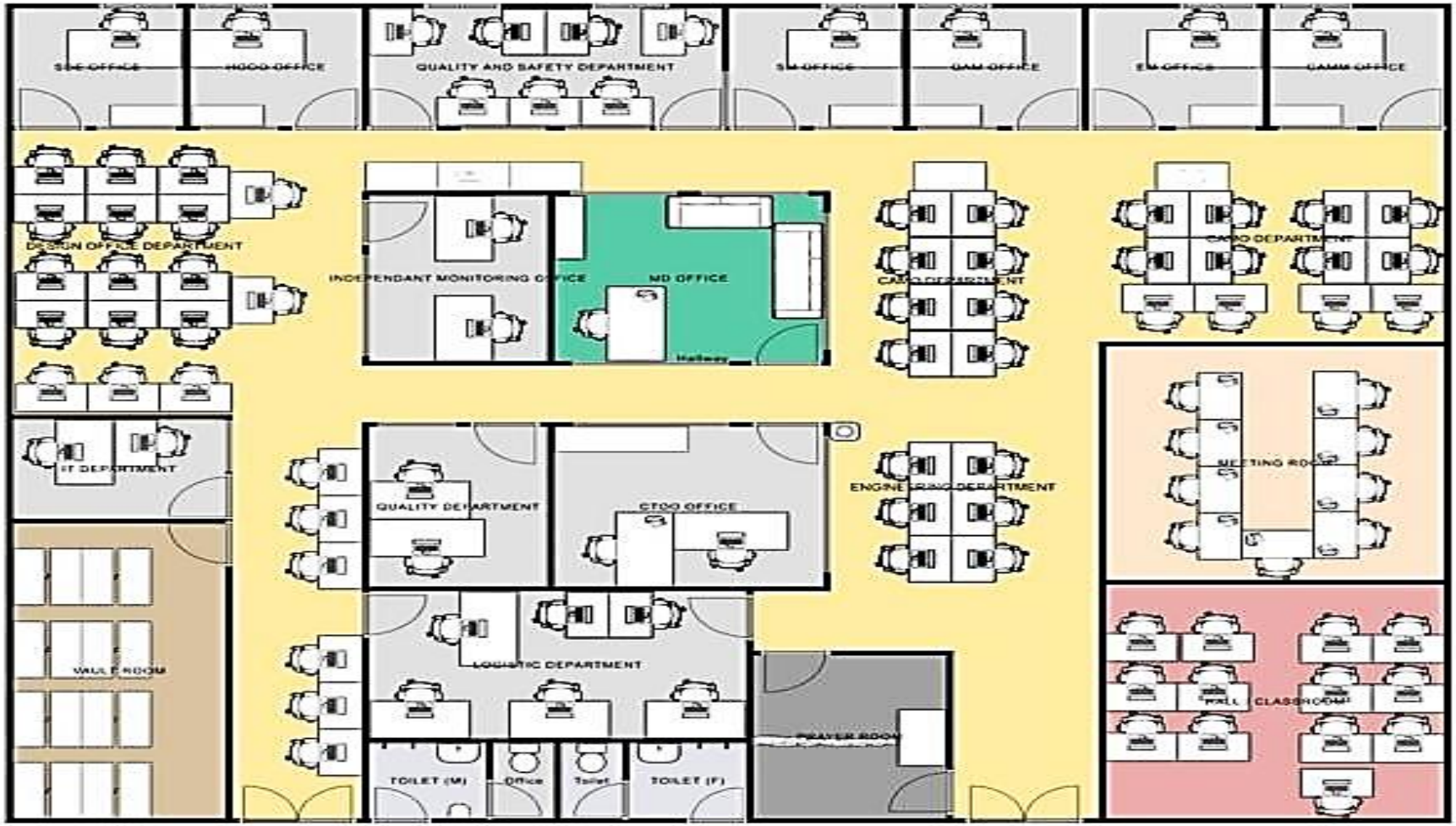


Figure 2 Facility Layout (GAM HQ)

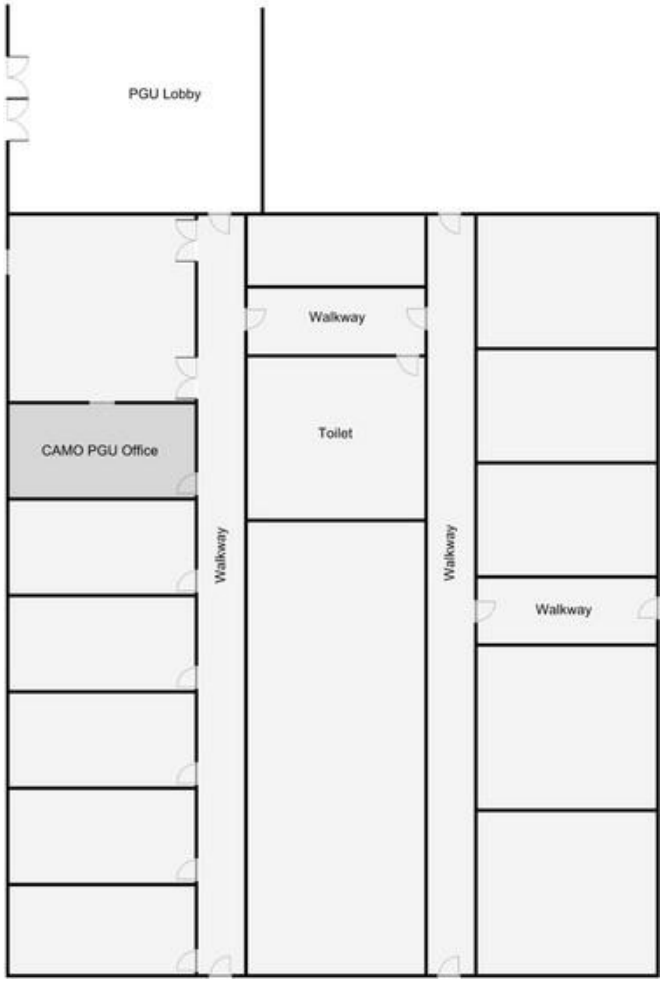


Figure 3 Facility Layout (GAM CAMO PGU Office)

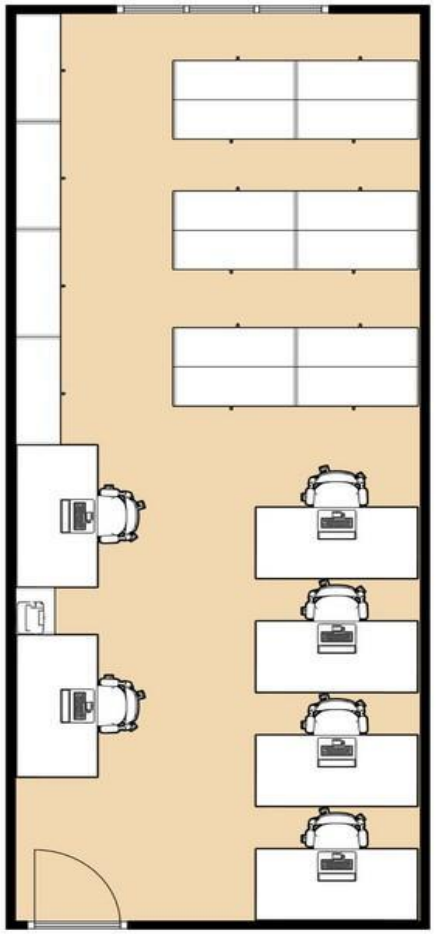


Figure 4 Facility Layout (GAM CAMO PGU Office)

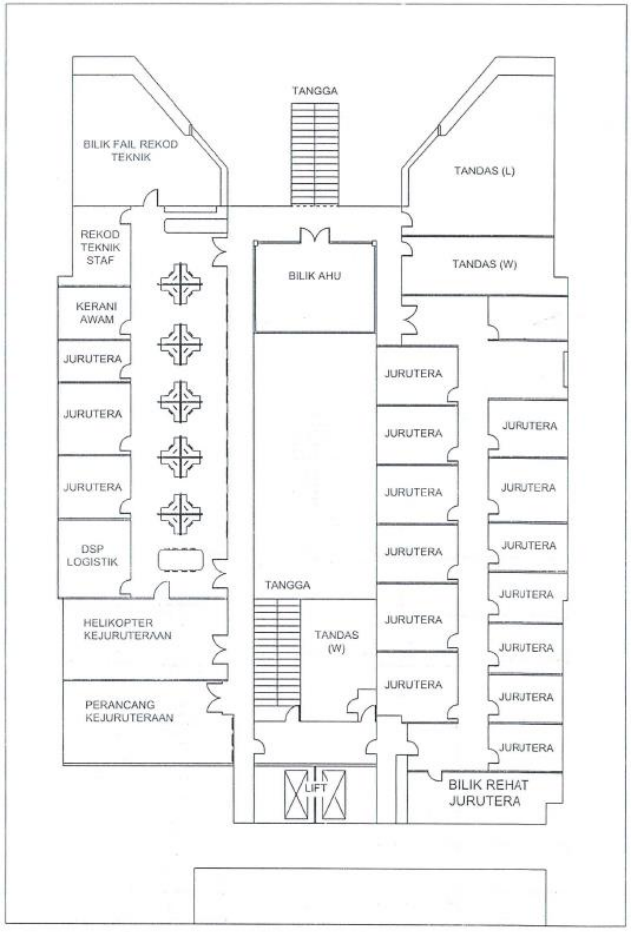


Figure 5 Facility Layout (GAM CAMO PGU Office 2)

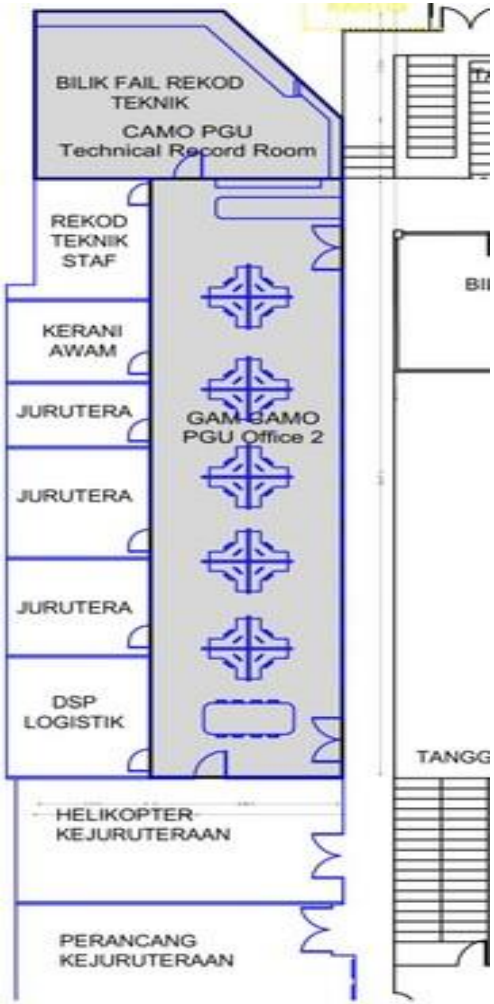


Figure 6 Facility Layout (GAM CAMO PGU Office 2)

1. PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

1.0 Continuing Airworthiness Management Procedures

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

i. Each aircraft is maintained in an airworthy condition.

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

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

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

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

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

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

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

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

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

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

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

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

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

xi. Manage all technical records.

xii. Archive all technical records.

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

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

xv. Inform CAAM whenever the aircraft is not presented to the approved maintenance organisation by the owner as requested by the approved organisation.

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

xvii. Carry out the Airworthiness Review of the aircraft every 12 monthly and issue the Airworthiness Review Report (ARR) or the recommendation to CAAM.

xviii. Submit the C of A application to CAAM no later than 45 days before the C of A expected to be issued or before its expiry together with the supporting documents as per CAAM specified requirement.

xix. Carry out physical check, documents review and necessary preparation for the C of A issuance or renewal.

xx. Organize for Airworthiness Flight Test, where applicable.

xxi. Carry out all occurrences reporting mandated by applicable regulations.

xxii. Inform CAAM whenever the present arrangement is denounced by either party.

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.

g. The MEL shall be reviewed at least annually to ensure that it incorporates any changes to the operation, aircraft or to the regulation.

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.

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

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

1.3.1 Hours and cycles recording

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

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

1.3.2 Continuing Airworthiness Records

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

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

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

   i. total flight time;

   ii. total flight cycles (as applicable);

   iii. total engine cycles (as applicable); and

   iv. total landings (as applicable)

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

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

   ii. status of modification and repair;

   iii. status of compliance with maintenance programme;

   iv. status of service life-limited components;

   v. mass and balance report; and

vi. list of deferred maintenance.

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

i. identification of the component; and

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

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

iv. the current continuing airworthiness records applicable to the component

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

1.3.3 Preservation of Continuing Airworthiness Records

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

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

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

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

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

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

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

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

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

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

1.3.4 Access to Continuing Airworthiness Records

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

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

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

1.3.5 Transfer of Continuing Airworthiness Records

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

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

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

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

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

1.4 Accomplishment and control of Airworthiness Directives

1.4.1 General

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

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

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

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

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

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

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

1.4.2 Airworthiness Directive Decision

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

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

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

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

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.)

1.5 Analysis of the effectiveness of the maintenance programme

1.5.1 General

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

1.5.2 Analysis

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

i. Technical Remarks

ii. Aircraft reliability

iii. Engine Condition Trend Monitoring

iv. Rate of Component change/TBF

v. Findings during routine maintenance

vi. Unscheduled maintenance performed.

vii. Technical delays/cancellations analysis

1.5.3 Daily Analysis

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

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

1.5.4 AMP Meetings

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

i. Continuing Airworthiness Management Manager

ii. Quality Assurance Manager

iii. Airworthiness Review Staff

iv. Representative from operators

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

b. Sources for the analysis are:

i. The above daily analysis

ii. Technical Remarks from Engineers or Pilots

iii. Aircraft Reliability Reports

iv. Engine Health Monitoring

v. Rate of Component Change

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

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

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

1.6 Repair 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.

1.8 Engineering Activity

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

b. GAM DO is approved to Category 3B Restricted Technical Fields and the terms of approval can be referred to Design Organisation Manual GAM/DOM latest approved revision.

c. Modifications and repairs that are not within the scope of GAM DO shall be submitted to CAAM for the approval of the particular repair data in accordance with AN 78 and the procedures in CAMP Part 4.10 – Repair Process Management.

1.9 Reliability Programmes

a. An operator shall have a reliability programme for aircraft maintenance programme or those that include condition monitored components or that do not contain overhaul time periods for all significant system components. However, GAM-CAMO can perform the reliability programme, if part of the contract is to collect and summarize statistical data for the contracted operator and participate in operators AMP Evaluation meetings.

b. The reliability programme should provide a monitor that all tasks from the maintenance programme are effective and their periodicity is adequate. A reliability programme should be developed in the following cases:

   i. The aircraft maintenance programme includes condition monitored components

   ii. The aircraft maintenance programme does not contain overhaul time periods for all significant system components

   iii. When specified by the Manufacturer's maintenance planning document or MRB.

c. The type of information to be collected should be related to the objectives of the Programme and should be such that it enables both an overall broad based assessment of the information to be made and also allow for assessments to be made as to whether any reaction, both to trends and to individual events, is necessary. The following are examples of the normal prime sources:

   i. Pilots Reports.

   ii. Technical Logs.

   iii. Aircraft Maintenance Access Terminal / On-board Maintenance System readouts.

   iv. Maintenance Worksheets.

   v. Workshop Reports.

   vi. Reports on Functional Checks.

   vii. Reports on Special Inspections Stores Issues/Reports.

   viii. Air Safety Reports.

   ix. Reports on Technical Delays and Incidents.

d. Based upon above information, corrective action can be in the form of:

   i. Amendments to the maintenance program

   ii. Adjustment of component HT/OC checks/intervals and CM evaluation.

   iii. Changes of aircraft operation procedures.

   iv. Revision of MEL

1.10 Daily Inspection / Pre-Flight Inspection / Turnaround Inspection

a. Daily inspection are accomplished after the last flight of the day. The daily inspection is valid for a period specified in the AMP, provided no flight occurs during this period and no maintenance other than servicing has been performed. If more than specified time elapse between the inspection and the next flight, the Daily Inspection must be repeated. This inspection is performed to check equipment that requires a daily verification of satisfactory functioning.

b. Pre-flight inspection consists of checking the aircraft for flight readiness by performing visual examinations and operational tests to discover defects and maladjustments that, if not corrected, would cause accidents or aborted flight. This inspection is conducted before each flight to ensure the integrity of the aircraft for flight and to verify proper servicing. It is valid for a period specified in the AMP, provided no flight and no maintenance other than servicing occurs during this period.

c. Turnaround Inspection are conducted between flights to ensure the integrity of the aircraft for flight, verify proper servicing, and to detect degradation that may have occurred during the previous flight. The turnaround inspection is valid for a period specified in the AMP, provided that no flight and no maintenance other than servicing occur during this period. The accomplishment of the daily inspection does not satisfy the turnaround requirements. On aircraft that are furnished turnaround inspection requirements, the pre-flight and post flight requirements do not apply.

d. GAM-CAMO shall only include maintenance tasks as specified in the maintenance manual as applicable in the approved Aircraft Maintenance Program (AMP). The tasks associated in the Flight Manual need not be included in the AMP which shall be performed by the Pilot.

e. The approval holder certifying the Daily and/or other short-term maintenance requirements must be duly authorised by Part 145 AMO as applicable. Authorisation will be subject to the provision of suitable initial and continuation training to the provision of ‘on the job’ with the particular aircraft.

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.

1.13 Planning Procedures

1.13.1 General

a. GAM-CAMO uses Continuing Airworthiness Management System (CAMS) to ensure that all aircraft maintenance checks are performed within the limits prescribed by the approved aircraft maintenance programme and that, whenever a maintenance check cannot be performed within the required time limit, its postponement is allowed in accordance with a procedure agreed by CAAM

b. Maintenance Planning Section is practically where all the maintenance activities concerning aircraft are coordinated. All aircraft maintenance requirements shall go through Maintenance Planning Section where all tasks are consolidated and packaged for contracted Part 145 AMO to carry out the packaged tasks.

c. Maintenance Planning Section shall provide all the support in terms arrangement of facilities, equipment, technical publication and spares to Part 145 AMO in order to ensure that each particular contracted job runs without being penalized in terms of untimely delivery, substandard quality or unsafe environment to aircraft and personnel.

d. Maintenance Planning Section shall also be the technical liaison and advisor to the Operator in terms of contracted job management. Any additional works arise as a result to an inspection, Maintenance Planner shall advise the Operator of the additional requirement and advise the customer on how best to manage it.

e. Maintenance Planning Section also responsible in managing of workshop activities where the aircraft equipment or parts are decided to be inspected or maintained through workshop process.

f. Workpack Control is a means of controlling all maintenance requirements as per AMP or any additional tasks. Each maintenance task document is assigned with a reference number which is reflected in the workpack.

1.13.2 Planning of Aircraft Maintenance Task

a. All planned work shall be based on a Work Order (WO) issued via CAMS, except for defect in the Tech Log system that must be rectified before next flight, unless may deferred as per MEL. A general WO can also be issued based on information not contained in CAMS or otherwise as requested from a Customer.

b. Maintenance Planning Section shall compile all the required jobs to be carried out and issue a Workpack Control for the Aircraft Work Package. Workpack Control is a means of controlling all maintenance requirements as per AMP or any additional tasks. Each maintenance task document is assigned with a reference number which is reflected in the workpack.

c. In some cases where customer request for certifications to be recorded on their own maintenance document, Workpack Control shall still be issued with details referring to the customer's maintenance documents where certification was made.

d. GM-CAMO shall ensure the job performs by the Part 145 AMO is within their Scope of Work or Capability as reflected to the CAAM Part 145 Approval Certificate.

e. The Part 145 AMO responsible for the job shall check the Aircraft Work Package received is complete for the task to be carried out. The person shall hold the final responsibility of the task and the person may add or strike out any pre-printed statement in the Aircraft Work Package as deemed necessary to comply to the requirements of MCAR, CAAM AN No. 12 and Company Procedures.

f. Certifying person or the person in-charge of the maintenance job may ask the Maintenance Planning Section to add or to alter the pre-planned or pre-printed Aircraft Work Package as work progresses.

g. The Aircraft Work Package completed by the Part 145 AMO shall contain all certification duly signed and the supporting documents such as Approved Release Certificates and Certificate of Conformity shall be of the original copy or otherwise if the Part 145 AMO still hold some parts to which the Certificates is referred to, a certified true copy of the said certificate shall accompany the worksheet it relates to.

h. Certified true copy of an Approved Release Certificate or a Certificate of Conformity can only be certified by a Store Inspector approval holder and above or QA Manager of the Part 145 AMO.

i. The completed Aircraft Work Package then shall be returned to Maintenance Planning Section for review and updating in the CAMS.

1.13.3 Monitoring of Maintenance Between Scheduled Maintenance

a. The CAMS are continuously update upon maintenance completion by the Maintenance Planner. The latest aircraft maintenance status then will be provided to Operator and, if required, to Part 145 AMO for operational planning.

b. Maintenance Planner will monitor CAMS for the progressive remaining hours, calendar days, and cycle for the accomplishment of all maintenance in accordance with the approved aircraft maintenance programme.

c. The CAMS are equipped with warning limitation that can be pre-set by Maintenance Planner for a pre-indication of maintenance before it is due.

d. The maintenance than will be as per para. 1.13.2 above.

1.13.4 Variation Procedure

a. GAM CAMO may only vary the periods prescribed by the programme with the approval of the CAAM or through a procedure developed in the maintenance programme and approved by the CAAM.

b. All variations to the Maintenance Programme shall be within the guidelines defined in the respective AMP. These variations shall only be requested when circumstances arise which could not reasonably have been anticipated by GAM and all other means of solution have been exhausted.

c. The reasons and justification for any proposed variation to scheduled maintenance shall be prepared by CAMM and analyse by QAM prior submission to CAAM for approval.

d. The procedures and guidelines are further detailed in CAMP.

1.14 Airworthiness Data Control

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

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

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

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

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

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

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

i. subscribing to the applicable amendment scheme

ii. checking that all amendment are being received

iii. monitoring the amendment status of all data

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

1.14.1 Control of Information

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

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

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

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

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

iv. GAM will also provide at least a computer for end user to access the airworthiness data.

1.14.2 Technical Information Amendment Procedures

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

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

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

1.14.3 Company Technical Procedures / Instructions

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

1.14.4 Maintenance Documentation

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

b. All forms or documents used in recording of maintenance work done will be authorized by QAM and controlled through Master Form Register List. Only paper records (hard copy) are approved to be used for recording maintenance documentation. These maintenance documentations will be identified with control numbers for the purpose of traceability. Any amendments to the form or documents will be approved by QAM.

c. Maintenance tasks should be transcribed by GAM-CAMO onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of

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

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

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

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

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

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

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

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

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

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

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

1.15 Control of Personnel Competence

a. GAM-CAMO does not manage the continuing airworthiness of aircraft operated under Air Operator Certificate.

b. All Personnel competence will be controlled as per Training Policy stated in Part 0.3.6.2 of this CAME

1.16 Subcontracting Management Control Procedure

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

PART 2 QUALITY SYSTEMS

2.1 Continuing Airworthiness Quality Policy, Plan and Audit Procedures

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

2.1.1 Continuing Airworthiness Quality Policy

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

b. The Accountable Manager (AM) has the overall responsibility that the managing of continuing airworthiness will be ensured on the aircraft. The Continuing Airworthiness Management (CAM) Manager and the Quality Assurance Manager (QAM) have at all times direct access to the Accountable Manager.

c. All personnel are encouraged to participate actively in the quality system by reporting all discrepancies and suggestions for improvements to the QAM or AM. The AM has also the overall responsibility for the quality system including the frequency, format and structure of the internal management evaluation activities as prescribed below.

2.1.2 Quality Programme

a. The Quality Programme is developed by the Quality Assurance Manager in liaison with CAM Manager.

b. The Quality Assurance Manager implements an audit which during a twelve-month period addresses the whole continuing airworthiness management activity and all of the aspects of Part M which have a bearing on the continuing airworthiness arrangements of GAM-CAMO.

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

2.1.3 Quality Audit Procedure

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

b. Every audit is undertaken by a quality auditor as a part of the overall audit programme and becomes the subject of an audit report. Before distribution, the preliminary conclusions will be advised to the person(s) in charge of the areas subject to audit.

c. The quality auditor and the persons responsible for the areas/subjects audited determine then together the corrective actions to be taken.

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

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

i. The Accountable Manager of GAM.

ii. The Continuing Airworthiness Management Manager.

iii. The contracted maintenance organisation.

iv. The Quality Assurance Manager.

2.1.4 Quality Audit Remedial Action Procedure

a. When findings are determined during an audit by CAAM, the QAM and the CAM Manager are to decide upon corrective actions and/or procedure of improvements. The corrective actions and/or procedure of improvements are then to be conveyed to the AM and accepted to CAAM. The QAM monitors the remedial actions and their compliance. He shall check if every corrective action has been applied in due course and shall record the corrective actions.

b. If no corrective or insufficient action has been taken, the QAM shall inform the AM accordingly. The responsible management personnel also shall define a preventive action and demonstrate the preventive action to the satisfaction of CAAM within the prescribed time.

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

i. **Level 1** finding is any significant non-compliance with CAAM Part-M requirements which lowers the safety standard and hazards seriously the flight safety. The certificate of approval shall cease to be in force immediately until acceptable corrective action has been taken by the CAMO.

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

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

i. **Level 1** finding immediately

ii. **Level 2** finding up to 14 days (depending on nature of finding), unless otherwise agreed by the CAAM.

e. Quality records shall be preserved for a period of at least 2 years.

2.2 Monitoring of the Continuing Airworthiness Management Activities

a. Internal Audit shall be performed as an assessment of the Continuing Airworthiness Management activities against the procedures defined in the CAME and in particular the ability of the CAM Manager to discharge their responsibilities effectively with respect to Part M. All procedures of continuing airworthiness shall be audited annually and recorded in the Audit Check List form. +Audit procedures and remedial action procedures are the same as Chapter 2.1.3 and 2.1.4.

2.3 Monitoring of the Effectiveness of the Maintenance Programme

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

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

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

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

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

2.6 Quality Audit Personnel

a. All personnel involved in the Audit process will be trained for the appropriate Audit training, such as Audit technique and appropriate method of reporting and recording as per the part of Quality Audit system.

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

c. The Auditors must be able to conduct Audit in accordance with Quality Audit Personnel and report and record all finding and discrepancies to enable them to be dealt with close loop process.

d. The quality audit personnel shall be trained in a manner to fulfil the required knowledge to perform quality audit checks. The quality auditor must be trained for the DCAM Part-M, Quality management, Audit technique or Technical expertise on the subject audited.

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.

PART 3 CONTRACTED MAINTENANCE

3.0 General

a. Part Three (3) of the CAME describes the contracted maintenance arrangements between GAM-CAMO and an approved Part 145 Organization, on behalf of the Operators.

b. It includes details of arrangements, together with the division of responsibility for these arrangements, between Operators and Part 145 Organization or other Maintenance Contractor together with copies of the Maintenance Contracts in force for Base and Line Support, as appropriate.

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

3.2 Quality Audit of Aircraft

a. The purpose of a quality audit of aircraft is to ensure that all required continuing airworthiness tasks are performed on the aircraft.

b. In no way may a quality audit of an aircraft be confused with a periodic airworthiness review carried out by an appropriately approved organisation or Civil Aviation Authority of Malaysia

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

d. Quality audits of aircraft are planned in the quality plan Part 2.1.2 regarding flexibility on time scheduling.

e. Contents:

i. Inspections if all approved procedures are complied with.

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

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

iv. Inspection if the requirements of Continuing Airworthiness are complied with.

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.

4.2 Review of Aircraft Records

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

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

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

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

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

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

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

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

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

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

x. the aircraft complies with the latest revision of its type design approved by the Agency,

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

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.

4.7 Airworthiness Review Records, Responsibilities, Retention and Access

a. Each aircraft under the responsibility of GAM-CAMO has its own review records filed and containing all respective documents:

   i. Copy of C of A,

   ii. Airworthiness Review Reports,

   iii. Supporting documents used for the application.

b. The CAMM is responsible that the airworthiness review records are stored and kept. Retention takes place in accordance with subpart 1.3 of this CAME.

c. A copy of all the records is retained for two (2) years after the aircraft has been permanently withdrawn from service.

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

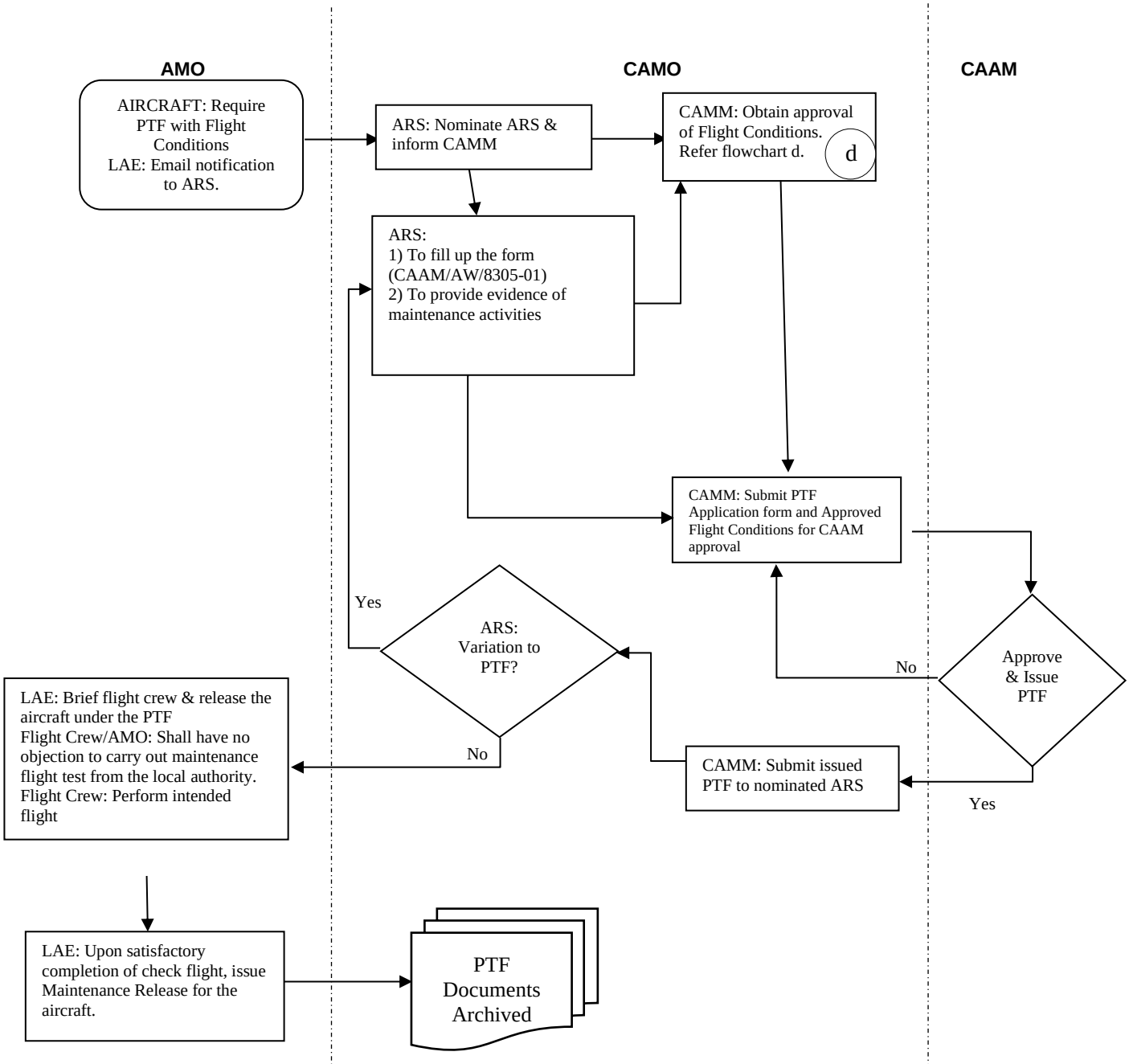
PTF records which includes all documentary evidence produced to establish and justify the Flight Conditions (if applicable), and for showing compliance with all conditions and restrictions associated with the PTF including the supporting documents forms part of the Continuing Airworthiness records for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

CAMM shall be responsible for safe keeping of these records.

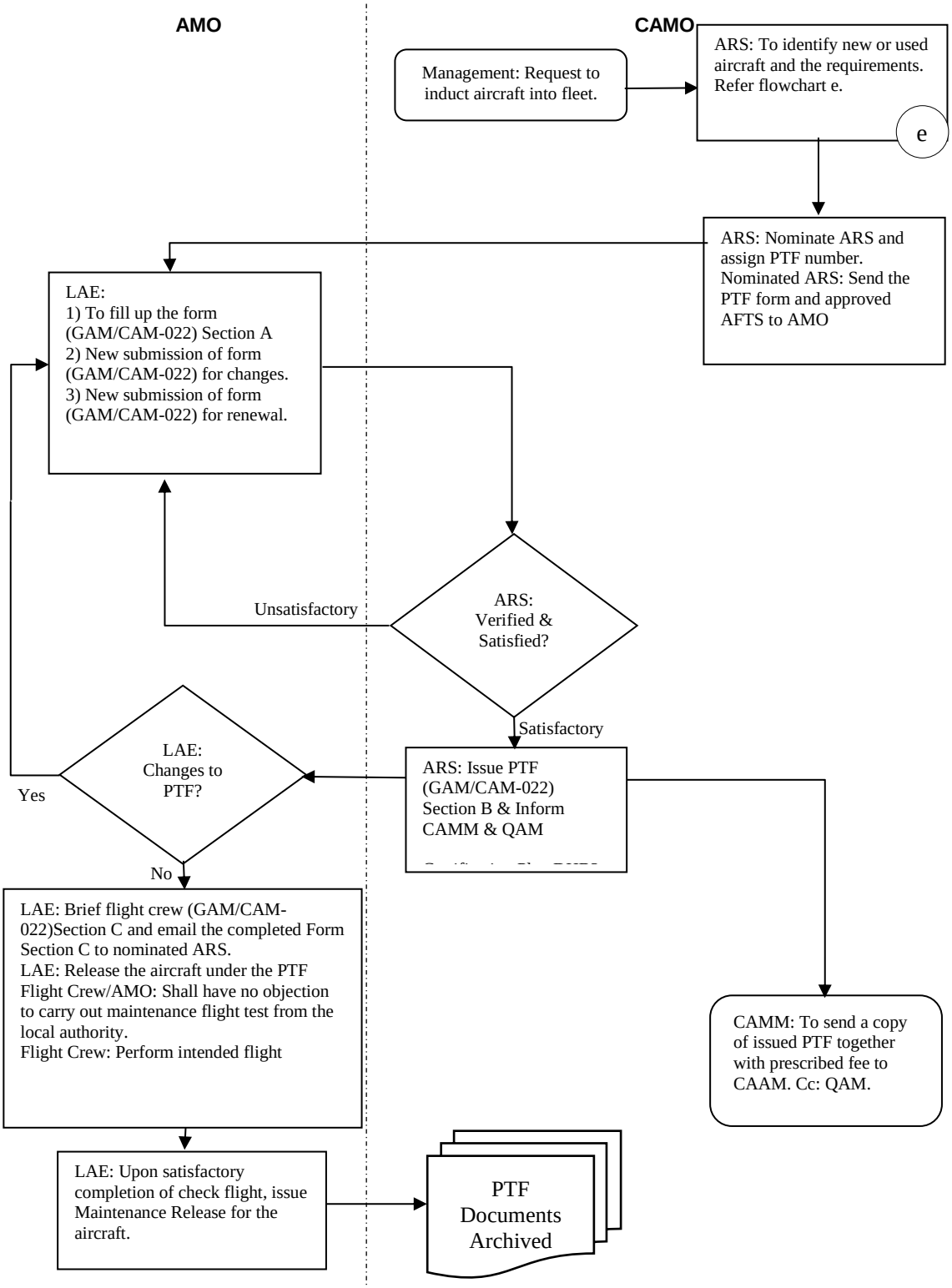
The records shall be retained for two (2) years after the aircraft has been permanently withdrawn from service.
The records shall only be accessible to GAM CAMO authorised personnel. CAAM has full authority to access all continuing airworthiness records.

4B.7 PERMIT TO FLY FLOWCHART

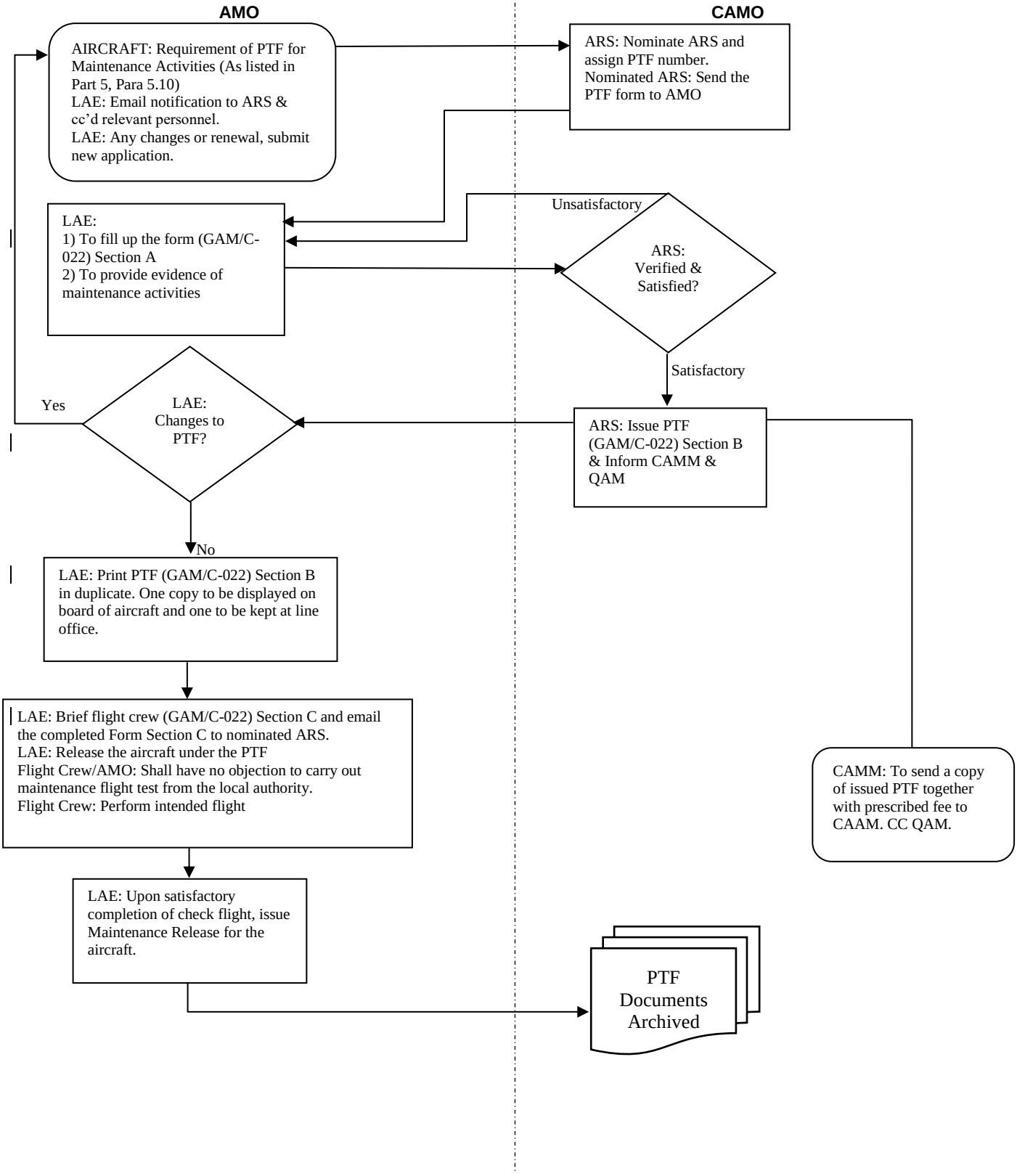
a. PTF WITH FLIGHT CONDITIONS



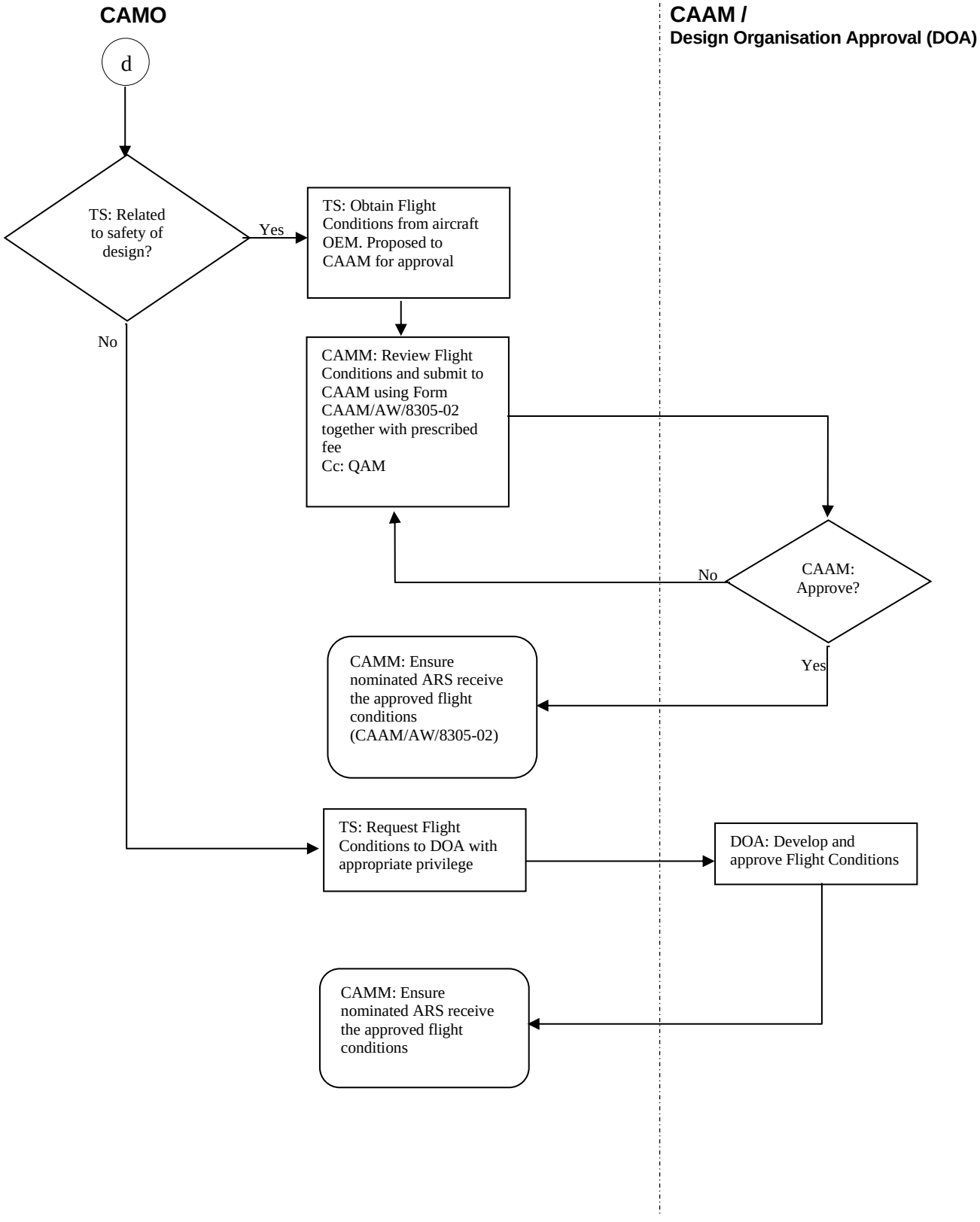
b. PTF WITH CONDITIONS FOR C OF A HAS NOT BEEN ISSUED.



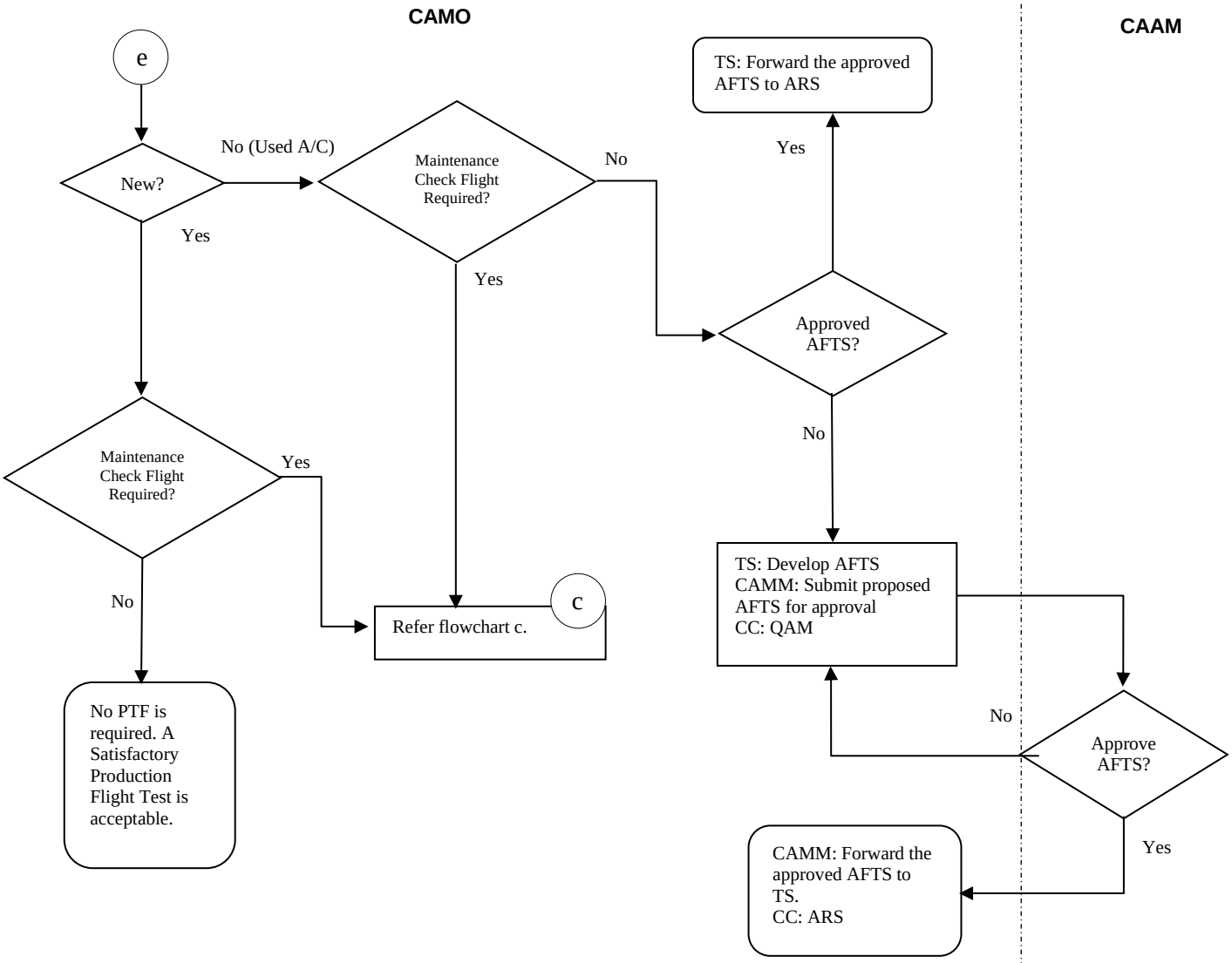
c. PTF WITH CONDITIONS FOR MAINTENANCE CHECK FLIGHT



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	-	-	-	-	-	-	-	-

5.3 List of sub-contractors

Reserved

5.4 List of approved maintenance organisations contracted

a. GAM AMO approval

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

b. Contracted AMO

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

5.5 Copy of contracts for sub-contracted work

Reserved

5.6 Copy of contracts with approved maintenance organisations

Copy of Contract inserted at the end of Part 5 Appendices.

5.7 Compliance Check List

DCAM PART-M M.	CONTENT	CAME REFERENCE
301	Continuing Airworthiness Task Pre-Flight Inspections	1.10
301	Continuing Airworthiness Task Defect rectification of defects to an officially recognised standard (MEL,CDL)	1.1
301	Continuing Airworthiness Task Accomplishment of all maintenance in accordance with the approved AMP	1.2
301	Continuing Airworthiness Task Analysis of the effectiveness of the approved AMP	1.5, 2.3
301	Continuing Airworthiness Task Continuing airworthiness tasks – AD Control	1.4
301	Continuing Airworthiness Task Accomplishment of modifications and repairs	1.6
301	Continuing Airworthiness Task Non-mandatory modifications and/or inspections	1.6
301	Continuing Airworthiness Task Maintenance check flights	1.13
302	Aircraft Maintenance Programme	1.2
302	Aircraft Maintenance Programme Amendment and approval by the DCAM	1.2.3.3
302	Aircraft Maintenance Programme Content of the AMP	1.2.2
302	Aircraft Maintenance Programme Details of the AMP	1.2
302	Aircraft Maintenance Programme Reliability programme	1.9
302	Aircraft Maintenance Programme Periodic reviews	1.2.1
303	Airworthiness Directives	1.4
304	Data for Modifications and Repairs	1.6
305	Aircraft Continuing Airworthiness Record System MRC, logbooks, log cards, content	1.1, 1.16.2.4
305	Aircraft Continuing Airworthiness Record System Information relevant to any component installed	1.1
305	Aircraft Continuing Airworthiness Record System Responsibility	1.3
305	Aircraft Continuing Airworthiness Record System Entries	1.1.2
305	Aircraft Continuing Airworthiness Record System	1.3

DCAM PART-M M.	CONTENT	CAME REFERENCE
	Retention periods	
305	Aircraft Continuing Airworthiness Record	1.3
306	Owner's/Operator's Technical Log System Content	1.1.1.1
306	Owner's/Operator's Technical Log System Acceptance and approval by the DCAM	1.1
306	Owner's/Operator's Technical Log System Retention periods	1.1
307	Transfer Of Aircraft Continuing airworthiness records	1.3.3
704	Continuing Airworthiness Management Exposition Corporate commitment signed by the AM	0.1
704	Continuing Airworthiness Management Exposition CAMO's scope of work	0.2.4
704	Continuing Airworthiness Management Exposition Title(s) and name(s) of person(s) referred to in M.706	0.3
704	CAME Organisation Chart	0.4
704	Continuing Airworthiness Management Exposition List of M.707 airworthiness review staff	4.1
704	Continuing Airworthiness Management Exposition Description and location of the facilities	0.2, 0.8
704	Continuing Airworthiness Management Exposition Procedures specifying how the CAMO ensures compliance with this Part	0.3.5, 1.0
704	Continuing Airworthiness Management Exposition CAME amendment procedures	0.7
704	Continuing Airworthiness Management Exposition List of approved and generic/baseline maintenance programme	1.2
704	Continuing Airworthiness Management Exposition Approval by the DCAM	L.O.E.P
-	Continuing Airworthiness Management Exposition Procedures specifying how the CAMO ensures compliance with this Part	2.2
-	Continuing Airworthiness Management Exposition Structure	0.7.2
-	Continuing Airworthiness Management Exposition Document structure for a combined Part-145 and Subpart G organization Personnel should be familiar with those parts of the CAME that are relevant to their tasks.	0.4

DCAM PART-M M.	CONTENT	CAME REFERENCE
-	Continuing Airworthiness Management Exposition Responsibility for the amendment	0.7
-	Continuing Airworthiness Management Exposition CAME amendment procedures	0.7
-	Continuing Airworthiness Management Exposition Publication form	5.1
-	Continuing Airworthiness Management Exposition Corporate commitment signed by the AM	0.1
-	Continuing Airworthiness Management Exposition Corporate commitment signed by the AM	0.1
705	Facilities	0.8
706	Personnel Requirements AM, QAM, CAM	0.5
706	Personnel Requirements Acceptance of the CAM by the DCAM	0.3.2
706	Personnel Requirements Manpower resources	0.3.6
706	Personnel Requirements Training recording	0.3.6
-	Personnel Requirements QAM, CAM	0.3, 0.5
706	Personnel Requirements Extension staff	N/A
706	Personnel Requirements AM, CAM	0.5
707	Airworthiness Review Staff	4.1
707	Airworthiness Review Staff Acceptance by the DCAM	4.1.1
707	Airworthiness Review Staff Demonstration of appropriate recent Continuing Airworthiness Management experience	4.1.1
707	Airworthiness Review Staff Identification by listing each person in the CAME together with their airworthiness review authorisation reference	5.2
707	Airworthiness Review Staff Records	4.1.2
708	Continuing Airworthiness Management All continuing airworthiness management shall be carried out acc. to the prescriptions of M.A Subpart C, M.301	1.0, 4.0
708	Continuing Airworthiness Management Development and control of aircraft Aircraft Maintenance Programme And Reliability Programme	1.2, 1.9

DCAM PART-M M.	CONTENT	CAME REFERENCE
708	Continuing Airworthiness Management Approval of the AMP by the DCAM	1.2
708	Continuing Airworthiness Management Management of approval of modification and Repairs	1.6
708	Continuing Airworthiness Management Ensure that all maintenance is carried out in accordance with the approved AMP.	0.3
708	Continuing Airworthiness Management Ensure that all applicable AD's are applied.	1.4
708	Continuing Airworthiness Management Ensure that all defects are corrected by an appropriately AMO.	1.7
708	Continuing Airworthiness Management Ensure that the aircraft is taken to an appropriately approved maintenance organisation whenever necessary.	1.16
708	Continuing Airworthiness Management Coordination of maintenance	1.16
708	Continuing Airworthiness Management Management and archiving of records	1.3.2
708	Continuing Airworthiness Management Mass and balance statement	1.11
708	Continuing Airworthiness Management Maintenance contract	3.0
709	Documentation Current maintenance data	1.3
709	Documentation Generic/Baseline Maintenance Programme	1.2
710	Airworthiness Review Documented review of the aircraft records	4.2
710	Airworthiness Review Physical survey of the aircraft	4.3
710	Airworthiness Review Physical survey of the aircraft	4.3
710	Airworthiness Review Anticipation of the airworthiness review	4.3
710	Airworthiness Review Airworthiness Review Report	4.5
710	Airworthiness Review A copy of any airworthiness review report issued or extended for an aircraft shall be sent	4.4, 4.5

DCAM PART-M M.	CONTENT	CAME REFERENCE
	to the DCAM	
710	Airworthiness Review Airworthiness review tasks shall not be subcontracted	4
710	Airworthiness Review Inconclusive outcome of the airworthiness Review	4.6
711	Privileges of The Organisation	0.2
711	Privileges of the organization Additional privilege	4.4, 4.5
712	Quality System Establishment of a quality system	2.1
712	Quality System Monitoring of Subpart G activities	2.2
712	Quality System Monitoring that all contracted maintenance is carried out in acc. with the contract	2.5
712	Quality System Monitoring the continued compliance of Subpart G	2.2
-	Quality System Independent audit	2.1.3
-	Quality System Annual check to ensure that all aspects of Subpart G are fulfilled	2.1.2
-	Quality System Additional locations of the organisation	2.4
-	Quality System Audit report	2.1.3
-	Quality System Audit personnel	2.6
-	Quality System Quality plan	2.1.2
712	Quality System Records	2.1.4
712	Quality System Combination of the quality system of the CAMO in case of approval with another part	0.2.2
713	Changes to The Approved Continuing Airworthiness Organisation	4.7, 1.3.3
714	Record-keeping Record of all details of work carried out	1.3

DCAM PART-MM.	CONTENT	CAME REFERENCE
714	Record-keeping If the CAMO has the privilege of M.711, it shall retain a copy of each ARR and recommendation issued, together with all supporting documents	1.3, 4.7
714	Record-keeping Retention periods	4.8
714	Record-keeping Storage	1.3
714	Record-keeping Computer hardware used to ensure backup	1.3
714	Record-keeping Transfer of CAMO	1.3.3, 4.7
714	Record-keeping Termination of continuing airworthiness management of the CAMO	1.3.3, 4.7
-	Record-keeping (1) MRC, (2) responsibilities, (3) Acceptable form of continuing airworthiness records, (4) Paper systems, (5) Computer systems,	1.3.2
715	Continued Validity of Approval	2.1
716	Findings Level 1	2.1.4
716	Findings Level 2	2.1.4
716	Findings Corrective action	2.1.4
-	Aircraft airworthiness review Periodically review of aircraft and its continuing airworthiness records	4.2
-	Aircraft airworthiness review Issue of airworthiness certificate	4.7
-	Aircraft airworthiness review Aircraft in controlled environment	4.7
-	Aircraft airworthiness review Aircraft outside a controlled environment	n/a
-	Aircraft airworthiness review Recommendation to DCAM for the issuance of Certificate of Airworthiness	4.5

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 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 OR 39-A-18-10-03-00A-37CA-A (IF A/C EQUIPPED WITH HUMS)	**Main rotor blade - Install procedure** 39-A-62-11-01-00A-720A-A	If perform maintenance operations on the main rotor blade after removal from helicopter
2.		**Vibration absorber installation – Adjust** 39-A-18-61-00-00A-271A-A	-
3.		**Main rotor blade - Other procedures to protect surfaces** 39-A-62-11-01-00A-259A-B	-
4.		**Balance weight pocket cover (main rotor blade) - Replacement (remove and install a new item)** 39-A-62-11-01-06A-921A-A	-
5.		**Top conical ring - Install procedure** 39-A-62-21-05-00A-720A-A	-
6.		**Main rotor head - Install procedure** 39-A-62-22-00-00A-720B-A	-
7.		**Lag damper - Install procedure** 39-A-62-22-02-00A-720A-A	If lag damper is replaced
8.		**Pitch control lever - Install procedure** 39-A-62-22-03-00A-720A-A	-
9.		**Flapping limiter - Install procedure** 39-A-62-22-04-00A-720A-A	If flapping limiter is replaced
10.		**Flapping limiter support - Install procedure** 39-A-62-22-05-00A-720A-A	-
11.		**Droop stop bracket - Install procedure** 39-A-62-22-06-00A-720A-A	If droop stop bracket is replaced
12.		**Anti-rotation block - Install procedure** 39-A-62-22-07-00A-720A-A	If replaced the anti-rotation block with a new item
13.		**Tension link and elastomeric bearing assembly - Install procedure** 39-A-62-22-08-00A-720A-A	-
14.		**Tension link - Install procedure** 39-A-62-22-09-00A-720A-B	If new elastomeric bearing is installed

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** AMM 05-50-00,6-14	
10.		**Fuel System – Adjusted Fuel Control Unit Removal / Installation** EMM Task 73-23-00-900-802-A01	
11.		**Fuel System – Adjusted Fuel Control Unit Tests (Except Electrical)** EMM Task 73-23-00-900-802-A01	

g. B300 Maintenance Activities that requires Maintenance Flight Test

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

No	Maintenance Flight Test (MFT)	Maintenance Task	Condition
	32-60-09-5		
11.	**Propeller - Adjustment/Test - Propeller Dynamic Balancing** AMM 61-10-01-5	**Propeller - Adjustment/Test - Propeller Dynamic Balancing – C.Flight Test** AMM 61-10-01-5	

h. R44 Maintenance Activities that requires Maintenance Flight Test

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

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

No	Maintenance Flight Test (MFT)	Maintenance Task	Condition
1.	**Adjustment of Main Rotor Blade Tracking** AMM 62-10-00-821	**Removal / Installation - Main Rotor Blades** AMM 62-10-00-061	If replaced one or more blades
2.	**Horizontal (Y) and Vertical (Z) Vibration Check and Corrections with STEADYCONTROL Rotor Tuning System** AMM 62-20-00-822	**Removal / Installation - Main Rotor Blades** AMM 62-10-00-061	If replaced one or more blades
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** **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** AD No./Issue no./Date	
ii.	**Aircraft State of Design Airworthiness Directives** Bi – weekly/AD No./Issue no./Date	
iii.	**Engine State of Design Airworthiness Directives** Bi – weekly/AD No./Issue no./Date	
iv.	**Propeller State of Design Airworthiness Directives** Bi – weekly/AD No./Issue no./Date	
v.	**Equipment State of Design Airworthiness Directives** Bi – weekly/AD No./Issue no./Date	
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**

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**

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

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DETAILS OF PHYSICAL SURVEY	✓ or ✗
v. Original Operations Specifications (Ops Specs) relevant to the aircraft type, issued with the AOC, if applicable. vi. Original aircraft radio licence. vii. Third party liability insurance certificate(s). viii. Mass and balance documentation ix. Check Permit to fly and Flight Conditions when necessary. 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** 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. 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.** Check MEL i. All known defects have been corrected or deferred in accordance with an approved procedure. Journey Log 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	BASE	AIRCRAFT TYPE	AIRCRAFT REGISTRATION	AIRCRAFT SERIAL NUMBER

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

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AIRCRAFT JOURNEY LOG
(FORM NO: GAM/CAMO-008/AW139 REV. 3)

PAGE SERIAL NO: 000001

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

FLT. NO.	PILOT	CO- PILOT	FROM	TO	TAKE OFF	LANDING	TOTAL FLT HOUR	LDG	ENGINE HOUR		ENGINE CYCLE	LOAD CYCLE	HOIST LIFT	HOIST HOUR
									ENG 1	ENG 2				

FLT. NO.	OPS MTOW > 6400KG		33 < WS < 45 KTS		45 < WS < 60 KTS		CAT. A	TOTAL THIS PAGE							
	HOURS	LDG	START	STOP	START	STOP									
								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						

**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.			

CLIENT/OPERATOR	AIRCRAFT TYPE	AIRCRAFT REGISTRATION	AIRCRAFT SERIAL NUMBER	BASE	ENGINE TYPE	APU TYPE	DATE
	AW189				GE CT7-2E1	SAFRAN POWER UNITS e-APU 60	

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AIRCRAFT JOURNEY LOG
(FORM NO: GAM/CAMO-008/AW189 REV 1)
PAGE SERIAL NO: 000001

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

FLT. NO.	FUEL UPLIFT			FUEL DEPART			FUEL TOTAL		OIL UPLIFT				PRE FLIGHT/ TURN AROUND			PILOT ACCEPTANCE		
	LH	RH	AUX	LH	RH	AUX	DEPART	ARRIVAL	ENG 1	ENG 2	APU	GEARBOX	SIGN**	AUTH	TIME	SIGN	AUTH	TIME

FLT. NO.	PILOT	CO-PILOT	FROM	TO	TIME			LANDING	ENGINE HOUR		ENGINE CYCLE		APU OPERATION		LOAD CYCLE	HOIST	
					TAKE OFF	LANDING	TOTAL FLT		ENG 1	ENG 2	ENG 1	ENG 2	HOUR	CYCLE		HOURS	CYCLE

FLT. NO.	OPS MTOW > 8300KG																
	HOURS	LDG															
			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						

**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.	DAILY CHECK HAS BEEN CARRIED OUT I.A.W. APPLICABLE APPROVED MAINTENANCE PROGRAMME.			

LEGEND

CLIENT/OPERATOR	AIRCRAFT TYPE	AIRCRAFT REGISTRATION	DATE

BASE	ENGINE TYPE	AIRCRAFT SERIAL NUMBER	MEASURING UNITS	
			FUEL	
			OIL	

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

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APPROVAL NO: CAMO/2016/03
AIRCRAFT JOURNEY LOG
(FORM NO: GAM/CAMO-008/GEN REV 1)
PAGE SERIAL NO: 000001

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

FLT. NO.	PILOT	CO-PILOT	FROM	TO	TIME					LANDING	ENGINE HOURS		ENGINE 1 CYCLE		ENGINE 2 CYCLE		APPLICABLE PARAMETERS			
					START	TAKE OFF	LDG	S/DOWN	TOTAL FLT		ENG 1	ENG 2	Nf	Ng	Nf	Ng	INT. CONT.	MAX. CONT.	START CYCLE	LOAD CYCLE
FLIGHT AND GROUND RUN TEST/ REPORT	REF	RESULT	SIGN	AUTH	TOTAL THIS PAGE															
					TOTAL BEFORE FLIGHT															
					TOTAL CARRY FORWARD															

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

**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 PROGRAM.			

CLIENT/OPERATOR	AIRCRAFT TYPE	AIRCRAFT REG.	AIRCRAFT SN	BASE	DATE	DAILY INSPECTION	
ROYAL MALAYSIA POLICE AIR OPERATION UNIT	B300 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
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

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							

**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.

CLIENT/OPERATOR	AIRCRAFT TYPE	AIRCRAFT REGISTRATION	AIRCRAFT SERIAL NUMBER	BASE
HELANG FLYING ACADEMY CAAM ATO.FTO				
	ENGINE TYPE	DEFERRED DEFECT NEXT DUE	DATE	MEASURING UNITS: FUEL LBS/KG; OIL QT/LITRE

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AIRCRAFT JOURNEY LOG
(FORM NO: GAM/CAMO-008/HELANG REV 0)
PAGE SERIAL NO: 000001

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

FLT. NO.	FUEL		FUEL TOTAL		ENGINE OIL		PRE FLIGHT / TURN AROUND			PILOT ACCEPTANCE			COMMANDER	CO-PILOT / STUDENT
	REMAINING	UPLIFT	DEPART	ARRIVAL	UPLIFT	STATUS	SIGN	AUTH.	TIME	SIGN	AUTH.	TIME		

MINUTES	1/100 HOUR
05	0.08
10	0.17
15	0.25
20	0.33
25	0.42
30	0.50
35	0.58
40	0.67
45	0.75
50	0.83
55	0.92

FLT. NO.	FROM	TO	TOTAL FLIGHT TIME					OPERATING TIME (VEMD)	LANDING	VEMD FLIGHT	ENGINE HOURS	N1/NG CYC.	N2/NF CYC.
			START	T/OFF	LDG	S/DOWN	TOTAL FLIGHT TIME						

AFTER LAST FLIGHT INSPECTION							
UPLIFT (Qt.)	ENG.		HYD.		MGB		TGB	
*AFTER LAST FLIGHT INSPECTION CARRIED OUT I.A.W. APPROVED MAINTENANCE PROGRAMME							
SIGN:		APPROVAL:		DATE:			

TOTAL THIS PAGE							
TOTAL BEFORE FLIGHT							
TOTAL CARRY FORWARD							

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

*MR STATEMENT	THE WORK RECORDED ABOVE HAS BEEN CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE MCAR FOR THE TIME BEING IN FORCE AND IN THAT RESPECT THE AIRCRAFT/EQUIPMENT IS CONSIDERED FIT FOR RELEASE TO SERVICE.

Layang Layang Flying Academy Sdn Bhd

AIRCRAFT JOURNEY LOG

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

PAGE SERIAL NO: 000001

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

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

NOTE : A New Journey Log Sheet shall commence :-

1. For each day flying.

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

FLT NO.	DEFECT	SIGNATURE	RECTIFICATION

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

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

CREW FLIGHT RECORD

	NAME	TOTAL	NIGHT	INST	LDGS	INST APP
CAPTAIN						
CO-PILOT						

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

BMRC

NEXT INSPECTION	A/F Hrs Due	Date Due

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

Daily Inspection carried out in accordance with approved aircraft maintenance programme

License/

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

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

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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

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

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

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

AIRCRAFT JOURNEY LOG

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

DATE		ACFT TYPE		S / NO.		REGN	

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

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

PREVIOUS MRC		NEXT CALENDAR INSPECTION		NEXT HOURS INSPECTION	**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

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

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

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						

**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. *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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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.			
				2.			
2.				1.			
				2.			
3.				1.			
				2.			
4.				1.			
				2.			
5.				1.			
				2.			
6.				1.			
				2.			
7.				1.			
				2.			
8.				1.			
				2.			
9.				1.			
				2.			
10.				1.			
				2.			