CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURE (CAMP)

Organisation	:	GALAXY AEROSPACE (M) SDN BHD
Approval No	:	CAMO/2016/03
Address	:	Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre (MIAC), Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor Darul Ehsan
Tel No	:	+603 7734 7226
Fax No	:	+603 7734 7526
CAMP Reference No	:	GAM/CAMO/CAMP
Issue Number	:	Issue 2
Revision Number	:	Revision 0
Date of Issue	:	17 February 2022
Date of Revision	:	17 February 2022
Copy Number	:	GAM/CAMP/MASTER
Copy Holder	:	Technical Publication – Library GAM CAMO

TABLE OF CONTENT

TRANSMITTAL LETTER

The Continuing Airworthiness Management Procedure Issue 2 Revision 0 dated 17 February 2022 is hereby approved by the Quality Assurance Manager (QAM). The CAM Manager is responsible to ensure that the policies, procedures, and instruction contained in this procedure are adhered to by all personnel employed in the Continuing Airworthiness Management Organisation (CAMO) in the execution of their duties.

Prepared by:	**Verified by:**
.....	.....
Date: 01 March 2022	Date: 01 March 2022
Amir Bin Abdullah Deputy Continuing Airworthiness Management Manager	Zaty Nadhira Binti Mohamed Zuhari Continuing Airworthiness Management Manager

Approved by:

..... OMAR BIN AHMAD .....
Quality Assurance Manager
Galaxy Aerospace (M) Sdn. Bhd
(1040262-D)

Date: 01 March 2022

Omar Bin Ahmad
Quality Assurance Manager

LIST OF EFFECTIVE PAGES (LOEP)

CAMP Part	CAMP Chapter	Page No.	Issue No	Revision No	Date
0	0.1	1	2	0	17 February 2022
	0.2	1	2	0	17 February 2022
	0.3	1	2	0	17 February 2022
	0.4	2	2	0	17 February 2022
	0.5	3 – 6	2	0	17 February 2022
	0.6	7	2	0	17 February 2022
	0.7	8 – 9	2	0	17 February 2022
	0.8	10	2	0	17 February 2022
1	1.1	1	2	0	17 February 2022
	1.2	1	2	0	17 February 2022
	1.3	1	2	0	17 February 2022
	1.4	2	2	0	17 February 2022
	1.5	3 – 4	2	0	17 February 2022
	1.6	5 – 8	2	0	17 February 2022
	1.7	9	2	0	17 February 2022
2	2.1	1	2	0	17 February 2022
	2.2	1	2	0	17 February 2022
	2.3	1	2	0	17 February 2022
	2.4	2 – 5	2	0	17 February 2022
	2.5	6 – 18	2	0	17 February 2022
	2.6	19	2	0	17 February 2022
3	3.1	1	2	0	17 February 2022
	3.2	1	2	0	17 February 2022
	3.3	1	2	0	17 February 2022
	3.4	2 – 3	2	0	17 February 2022
	3.5	4	2	0	17 February 2022
	3.6	5 – 6	2	0	17 February 2022
	3.7	7	2	0	17 February 2022
	3.8	8	2	0	17 February 2022
	3.9	9 – 10	2	0	17 February 2022
	3.10	11	2	0	17 February 2022
	3.11	12 - 17	2	0	17 February 2022
4	4.1	1	2	0	17 February 2022
	4.2	1	2	0	17 February 2022
	4.3	1	2	0	17 February 2022
	4.4	2 – 5	2	0	17 February 2022
	4.5	6 – 8	2	0	17 February 2022
	4.6	9 – 11	2	0	17 February 2022
	4.7	12 – 14	2	0	17 February 2022

CAMP Part	CAMP Chapter	Page No.	Issue No	Revision No	Date
	4.8	15 – 16	2	0	17 February 2022
	4.9	17 – 19	2	0	17 February 2022
	4.10	20 – 26	2	0	17 February 2022
	4.11	27 – 28	2	0	17 February 2022
5	5.1	1	2	0	17 February 2022
	5.2	1	2	0	17 February 2022
	5.3	1	2	0	17 February 2022
	5.4	2 – 3	2	0	17 February 2022
	5.5	4	2	0	17 February 2022
	5.6	5 – 7	2	0	17 February 2022
	5.7	8	2	0	17 February 2022
	5.8	9	2	0	17 February 2022
	5.9	10	2	0	17 February 2022
	5.10	11	2	0	17 February 2022
	5.11	12 – 13	2	0	17 February 2022
	5.12	14	2	0	17 February 2022
6	6.1	1 – 2	2	0	17 February 2022

Continuing Airworthiness Management Manager Approval:

ZATY NADHIRA BINTI MOHAMED ZUHARI
Continuing Airworthiness Management Manager
Galaxy Aerospace (M) Sdn Bhd
(1040262-D)

Date: 01 March 2022

Quality Assurance Manager Approval:

OMAR BIN AHMAD
Quality Assurance Manager
Galaxy Aerospace (M) Sdn. Bhd
(1040262-D)

Date:01 March 2022

AMENDMENT RECORD

ISS. NO	REV NO	DATE	DETAILS	BY	EFFECTIVE DATE
1	0	29-04-19	1. Initial	CTOO	29-04-19
1	1	10-06-20	1. <u>Chapter 0.4 – Description of the Organisation</u> a. Update GAM CAMO scope of approval and its AMP reference. 2. <u>Chapter 0.5.4 – CAMO Planner</u> a. Revise and update CAMO planner job description. 3. <u>Chapter 0.6 – Manpower Management</u> a. Insert CAME Part 5.9 for available manpower resources in GAM CAMO. 4. <u>Chapter 0.7 – Training Requirement</u> a. Change post title from CAM to CAM Manager 5. <u>Chapter 0.8 – Competency Assessment</u> a. Change post title from CAM to CAM Manager 6. <u>Chapter 1.4 – Publication Register</u> a. Amend Publication Register form number to GAM/CAMO-026 7. <u>Chapter 1.5 – Publication Distribution</u> a. Change post title from CAM to CAM Manager b. Update Figure for Internal and External Publication Control Workflow 8. <u>Chapter 2.5 – Maintenance Record Acceptance</u> a. Update procedure for maintenance record acceptance. By CAMO Planner shall sign the completed work pack for acceptance. b. Deleted and move requirement to Part 3.10. 9. <u>Chapter 2.6.1 – AERONET System</u> a. Included CAMO Planner to update AERONET system with Technical Record	CAMM	10-06-20

ISS. NO	REV NO	DATE	DETAILS	BY	EFFECTIVE DATE
1	1	10-06-20	10. Chapter 2.6.2 – Log Book Entry a. Change post title from CAM to CAM Manager b. Included modification / repair compliance for updating in aircraft log book. 11. Chapter 3.9.2 – Unschedule Maintenance a. Corrected grammar of sentence. b. Assign reference control number format for Unschedule Maintenance Check (UMC) 12. Chapter 3.10 – Work Package Review a. Inserted criteria for work package review and acceptance by CAMO planner. b. (UMC) form GAM/CAMO-005 13. Chapter 4.6 – Technical Instruction Compliance / Sentencing a. Include GEN as controlled TIC reference for general information letter and update TIC controlled number format. b. Inserted requirement to attach evidence with TIC as reference (log card, work sheet, etc.) c. Change post title from CAM to CAM Manager 14. Chapter 4.8 – Maintenance Review Board a. Change post title from CAM to CAM Manager 15. Chapter 4.10 – Repair Process Management a. Revised and updated repair process management as per CAAM requirements. 16. Chapter 4.11 – Technical Note a. Revise and update the procedure for Technical Note 17. Chapter 5.4 – Airworthiness Review Plan a. Change post title from CAM to CAM Manager	CAMM	10-06-20

ISS. NO	REV NO	DATE	DETAILS	BY	EFFECTIVE DATE
1	1	10-06-20	18. Chapter 5.9 – Submission to CAAM for C of A Application a. Change post title from CAM to CAM Manager 19. Chapter 5.11- Permit to Fly Issuance a. Inserted procedure for Permit to Fly (PTF) issuance.	CAMM	10-06-20
1	2	24-12-20	1. Cover Page a. Amended cover page to include organisation name and approval. 2. Table of Content a. Inserted new Chapter 4.4.4 – AMP Variation 3. Transmittal Letter a. Update CAMP revision status 4. Part 0 – General Organisation a. Reformatting to include numbering list system (a, b, c) for each paragraph. 5. Chapter 0.4 – Description of the Organisation a. Update GAM CAMO scope of approval and its AMP reference. 6. Chapter 0.5 – Continuing Airworthiness Management Organisation a. Inserted post for Deputy CAMM in the organisation chart b. Change post title from CAM to CAM Manager 7. Chapter 0.5.5 – Deputy CAMM a. Include terms of reference for Deputy CAMM 8. Chapter 0.7 – Training Requirement a. Update table to include training requirement for Deputy CAMM. 9. Chapter 0.8 – Competency Assessment a. Update table to include Job Competency Assessment form GAM/CAMO-032. 10. Part 4 – Technical Service Procedures a. Reformatting to include numbering list system (a, b, c) for each paragraph.	CAMM	24-12-20

ISS. NO	REV NO	DATE	DETAILS	BY	EFFECTIVE DATE
1	2	24-12-20	11. Chapter 4.4.4 – AMP Variation a. Added procedure for AMP Variation request to CAAM. 12. Chapter 6.1 – List of Forms a. Register and update CAMO forms. 13. Chapter 6.2 – List of Approved Limited Scope of Maintenance Activities a. Amended manual reference for Main Rotor Head – Install Procedure for AW139 in Table a. item no. 6. b. Included list of maintenance flight test for aircraft type EC120B, B300 and R44.	CAMM	24-12-20
1	3	02-02-21	1. Chapter 0.4 – Description of the Organisation a. Update CAMO additional location at PGU Subang. b. Update GAM CAMO scope of approval and its AMP reference. 2. Chapter 0.5.5 – Deputy CAMM a. Amended CAME Reference. b. deleted task for monitoring of fess for permit to fly issuance by GAM. 3. Chapter 0.6 – Manpower Management a. Updated total man hours available per year. 4. Chapter 0.7 – Training Requirement a. Updated table and formatting 5. Chapter 0.8 – Competency Assessment a. Updated assessment interval every two years. 6. Chapter 1.4 – Publication Register a. Revised Publication Register procedure to include AD reverification and re-evaluation for every aircraft inducted into GAM-CAMO 7. Chapter 1.5.1 – Internal Publications a. Included type of internal publications (CAME, CAMP, CAN). 8. Chapter 1.5.1 – Internal Publications a. Included type of internal publications (CAME, CAMP, CAN).	CAMM	02-02-21

ISS. NO	REV NO	DATE	DETAILS	BY	EFFECTIVE DATE
1	3	02-02-21	9. Chapter 1.5.2 – External Publications a. Introduce task to monitor biweekly AD issued by EASA and FAA. 10. Chapter 1.6 – Publication Master List a. Updated procedure to include vertical bar for changes in Master List. 11. Chapter 2.6 – Maintenance Records Updating a. Inserted period for record updating no later than 30 days from maintenance completion. 12. Chapter 2.6.2 – Log Book Entry a. Inserted Chapter 2.6.2.4 Propeller Log Book 13. Chapter 2.6.4 – Modification Record Book (MRB) a. Included Notices 8301 an 7201 as part of MRB. b. Updated procedure for AD and SB status report generated from AERONET. 14. Chapter 2.7 – Maintenance Records Filing, Retention and Archiving a. Included period to retain AJL for at least 36 months after the date of the last entry. 15. Chapter 3.4 – Aircraft Register a. Revised Aircraft Register procedure to include LLP and AD status report verification for every aircraft inducted into GAM-CAMO. 16. Chapter 3.5 – Aircraft Monitoring a. Revised Aircraft Monitoring procedure to include requirement to monitor AMP Temporary Revision in AERONET. 17. Chapter 3.9 – Work Order Issuance a. Revised Work Order Issuance procedures to include requirements for complex maintenance task. 18. Chapter 4.4.1 – AMP Development a. Updated procedure for requirement of minutes of meeting on AMP review.	CAMM	02-02-21

ISS. NO	REV NO	DATE	DETAILS	BY	EFFECTIVE DATE
1	3	02-02-21	19. Chapter 4.6 – Technical Instruction Compliance a. Revised Technical Instruction Compliance procedures to include requirements to enter and monitor AMP Temporary Revision in AERONET. 20. Chapter 4.11 – Technical Note a. Assigned form number GAM/CAMO-036 for technical note. 21. Chapter 5.11 – Permit to Fly (PTF) Issuance a. Included procedure for monthly reporting to CAAM on PTF issuance. 22. Chapter 6.1 – List of Forms a. Register and update CAMO forms. 23. Chapter 6.2 – List of Approved Limited Scope of Maintenance Activities a. Revised and updated list of maintenance flight test for aircraft type EC120B and B300.	CAMM	02-02-21
2	0	17-02-22	1. All pages (as applicable) a. Header format standardised as per CAME 2. Cover Page a. Updated issue no., revision no., issue date and revision date. 3. Table of Content a. Updated chapter title and page number. 4. Transmittal Letter a. Updated issue no., revision no., issue date and revision date. 5. List of Effective Pages a. Column for Issue No added into the table b. Updated page no, issue no., revision no. and date of the affected pages. 6. Amendment Record a. Reformatting the table width 7. Distribution List a. Revised distribution list on CAMP copyholders.	DEPUTY CAMM	17-02-22

ISS. NO	REV NO	DATE	DETAILS	BY	EFFECTIVE DATE
2	0	17-02-22	8. <u>Abbreviation List</u> a. Included CAD and CAGM into the list 9. <u>0.4 Description of the Organisation</u> a. Revised procedure to remove scope of approval from CAMP and make reference to CAME Part 0.2.4 10. <u>0.5.1 Technical Publications</u> a. Revised Technical Publication personnel responsibilities. 11. <u>0.5.2 Technical Records</u> a. Revised Technical Records personnel responsibilities. 12. <u>0.5.3 Technical Services</u> a. Revised Technical Services personnel responsibilities 13. <u>0.5.4 CAMO Planner</u> a. Revised CAMO Planner personnel responsibilities. 14. <u>0.5.4 Deputy CAMM</u> a. Revised Deputy CAMM responsibilities. 15. <u>0.6 Manpower Management</u> a. Revised calculation for available man hours. 16. <u>0.7 Training Requirement</u> a. Revised procedure to change personnel responsible to review training needs. b. Revised type of training required 17. <u>0.8 Competency Assessment</u> a. Revised procedures to reflect current CAMO Operation activities b. Revised form control number format 18. <u>1.4 Publication Purchase / Renewal / Subscription</u> a. Moved Part 1.8 to Part 1.4 b. Revised procedures to establish detailed procedures on Publication purchase, renewal, and subscription procedures.	DEPUTY CAMM	17-02-22

ISS. NO	REV NO	DATE	DETAILS	BY	EFFECTIVE DATE
2	0	17-02-22	19. <u>1.5 Publication Register</u> a. Moved Part 1.4 to Part 1.5 b. Revised procedures to establish detailed procedures on Publication Register. c. Revised form control number format 20. <u>1.6.1 Internal Publication</u> a. Moved Part 1.5 toPart 1.6 b. Revised procedures to integrate CAMP Part 1.7 into Part 1.6.1 c. Revised form control number format d. Revised Figure 1 Internal Publication Control Workflow 21. <u>1.6.2 External Publications</u> a. Moved Part 1.5 to Part 1.6 b. Revised procedures to include Civil Aviation Directive, identification of primary source of publication and appointed Technical Publication personnel. c. Revised Figure 2 External Publication Control Workflow 22. <u>1.7 Publication Master List</u> a. Moved Part 1.6 to Part 1.7 b. Revised procedures to establish detailed procedures on Publication Master List c. Revised form control number format 23. <u>1.7 Publication Tracking</u> a. Integrated Part 1.7 into Part 1.6.1 24. <u>1.8 Publication Purchase / Renewal</u> a. Moved Part 1.8 to Part 1.4 25. <u>1.9 Publication Control Check</u> a. Removed Part 1.9 to reflect current CAMO Operation activities. 26. <u>2.1 Introduction</u> a. Amended AN6101 para 5.5 to CAD 6801 para 3.5	DEPUTY CAMM	17-02-22

ISS. NO	REV NO	DATE	DETAILS	BY	EFFECTIVE DATE
2	0	17-02-22	27. <u>2.4 Aircraft Journey Log Filing</u> a. Revised procedures to reflect current CAMO Operation activities. b. Revised form control number format c. Revised procedures and AJL Process Workflow to remove the requirement for Technical Record to update AJL into Aeronet. 28. <u>2.5.1 Log Book Updating</u> a. Revised form control number format b. Revised procedures to include the requirement to stamp the attached entries in the log book for traceability, and transferring data to new log book. 29. <u>2.5.1.1 Aircraft Log Book</u> a. Revised form control number format. b. Revised procedures to include log book identification and standardize the information to be recorded. 30. <u>2.5.1.2 Engine Log Book</u> a. Revised form control number format. b. Revised procedures to include log book identification and standardize the information to be recorded. 31. <u>2.5.1.2 APU Log Book</u> a. Revised procedures to include log book identification and standardize the information to be recorded. 32. <u>2.5.1.4 Propeller Log Book</u> b. Revised procedures to include Propeller Log Book Form GAM/C-034 and log book identification. 33. <u>2.5.2.1 Component removal</u> a. Revised procedures to include the requirement to keep the log card in a separate quarantine file. a. Revised procedures to remove the requirement for Technical Record to update Component removal in AERONET.	DEPUTY CAMM	17-02-22

ISS. NO	REV NO	DATE	DETAILS	BY	EFFECTIVE DATE
2	0	17-02-22	34. 2.5.2.2 Component installation a. Revised procedures to remove the requirement for Technical Record to update Component Installation in AERONET. 35. 2.5.3 Modification Record Book a. Revised procedures to include the requirement for Modification Status Report generated from AERONET. b. Revised procedures to include the requirement to update and print AD, SB and Modification Status Report monthly. c. Revised procedures to include the requirement to update AD issued and complied within the month to CAAM every month. d. Amended Notices to Civil Aviation Directives, Notices 7201 to CAD 7101, CAAM Operator's Compliance Checklist to CAD 6 compliance. 36. 2.6 Continuing Airworthiness Records Filing, Retention and Archiving a. Revised procedures to establish a detailed procedure on continuing airworthiness record filing, retention and archiving b. Revised procedures to standardize the process for record keeping on all aircraft managed by GAM CAMO and ensuring safe and secure protection. 37. 3.5 Aircraft Monitoring a. Revised procedures to include the requirement for warning limit of inspection for Dangerous Goods component and Engine module b. Revised procedures to include the requirement to monitor AMP Review expiry status in AERONET 38. 3.6 Maintenance Forecast a. Revised procedures to remove the requirement for weekly or daily update.	DEPUTY CAMM	17-02-22

ISS. NO	REV NO	DATE	DETAILS	BY	EFFECTIVE DATE
2	0	17-02-22	39. 3.8 AMO Coordination a. Revised procedures to include the requirement for CAMO Planner to advise AMO on AD/SB inspection at the earliest opportunity 40. 3.9.1 Schedule Maintenance a. Revised form control number format 41. 3.9.2 Unschedule Maintenance a. Revised form control number format 42. 3.10 Work Package Review and Acceptance a. Revised procedures to include the requirements for maintenance record acceptance and work package review to be verified by CAMO Planner only 43. 3.11 AERONET System Updating a. Revised procedures to include the requirements for maintenance record updating in AERONET to be carried out by CAMO Planner only 44. 4.4.2 AMP Development a. Revised procedures to include the requirement for submission of AMP to CAAM by GAM CAMO 45. 4.4.2 AMP Amendments a. Revised procedures to include the requirement to review AMP annually or more frequent. b. Amended form name and included statement “latest revision” to the form. c. Revised procedures to include the requirements for approval by QAM and Operator. 46. 4.4.4 AMP Variation a. Revised form control number format 47. 4.5.1 MEL Amendment a. Added new procedures to include the requirement for MEL Amendment	DEPUTY CAMM	17-02-22

ISS. NO	REV NO	DATE	DETAILS	BY	EFFECTIVE DATE
2	0	17-02-22	48. 4.5.2 MEL Defer Defect Procedure a. Added new procedures to include the requirement for MEL Defer Defect Procedures. 49. 4.5.3 MEL Repair Interval Extension a. Added new procedures to include the requirement for MEL Repair Interval Extension 50. 4.6 Technical Instruction Compliance / Sentencing a. Revised procedure to include a detailed procedures on the sentencing of Technical Instruction Compliance for AD and SB. b. Revised form control number format 51. 4.10 Repair Process Management a. Revised procedures to remove the requirement for Technical Service personnel to evaluate the repair documents from DOA TC Holder using EOAS. b. Revised form control number format 52. 4.11 Technical Note a. Amended STSE to Deputy CAMM b. Revised form control number format 53. 5.4 Airworthiness Review Plan a. Revised procedures to reflect current CAMO Operation activities and include the requirements to review the airworthiness review plan annually or more frequent b. Added Airworthiness Review Plan Form GAM/C-049 54. 5.5 Airworthiness Review Preparation a. Revised procedures to reflect current CAMO Operation activities and include the requirement to verify the records prior submission to ARS.	DEPUTY CAMM	17-02-22

ISS. NO	REV NO	DATE	DETAILS	BY	EFFECTIVE DATE
2	0	17-02-22	55. 5.6.1 Aircraft Records a. Revised procedures to include CAD and requirements for the location of airworthiness review activities b. Revised procedures to include the requirements for ARS to have unrestricted access to aircraft records. 56. 5.6.2 Physical Survey a. Revised form control number format. b. Revised procedures to reflect changes in CAME. 57. 5.7 Airworthiness Review Finding a. Revised form control number format. b. Amended Notice 6102 to CAD 6802. 58. 5.8 Issuance of Airworthiness Review Report a. Revised form control number format 59. 5.10 Issuance / Renewal of Certificate of Airworthiness a. Revised procedures to reflect current CAMO Operation activities. 60. 5.11 Permit to Fly Issuance a. Amended Notice 8305 to CAD 8305 b. Revised procedures to include new reference for List of Approved Limited Scope of Maintenance Activities c. Revised procedures to include requirements for copy of valid Pilot's license and to utilise PTF Checklist. d. Revised form control number format 61. 5.12 Airworthiness Review Record Retention a. Revised procedures to include the requirement to utilise the Airworthiness Review Record Acknowledgement form. b. Amended from para to Part. 62. 6.1 List of Forms a. Revised form control number format. b. Added new form.	DEPUTY CAMM	17-02-22

ISS. NO	REV NO	DATE	DETAILS	BY	EFFECTIVE DATE
2	0	17-02-22	63. 6.2 List of Approved Limited Scope of Maintenance Activities a. Chapter deleted and transferred to CAME Part 5.10	DEPUTY CAMM	17-02-22

DISTRIBUTION LIST

COPY NUMBER	HOLDER	FORMAT
GAM/CAMP/MASTER	Quality Assurance Manager GAM CAMO	Paper
GAM/CAMP/01	Technical Publication – Library GAM CAMO	Paper
GAM/CAMP/02	CAM Manager GAM CAMO	Paper
GAM/CAMP/03	Galaxy Aerospace Management System (GAMS) portal	Electronic copy

ABBRIEVIATIONS LIST

A/C	Aircraft
AD	Airworthiness Directives
AFTS	Airworthiness Flight Test Schedule
AJL	Aircraft Journey Log
AMO	Aircraft Maintenance Organisation
AMP	Aircraft Maintenance Programme
APU	Auxiliary Power Unit
ARC	Authorised Released Certificate
ARF	Airworthiness Review Finding
ARR	Airworthiness Review Report
ARS	Airworthiness Review Staff
BMRC	Base Maintenance Release Certificate
BT	Bolletino Tecnico (Technical Bulletins)
CAAM	Civil Aviation Authority of Malaysia
CAD	Civil Aviation Directive
CAGM	Civil Aviation Guidance Material
CAM	Continuing Airworthiness Management
CAME	Continuing Airworthiness Management Exposition
CAMM	Continuing Airworthiness Management Manager
CAMO	Continuing Airworthiness Management Organisation
CAMP	Continuing Airworthiness Management Procedure
CAMS	Continuing Airworthiness Management System
CMM	Component Maintenance Manual
EMM	Engine Maintenance Manual
GAM	Galaxy Aerospace (M) Sdn Bhd
GAMS	Galaxy Aerospace Management System
ICA	Instruction for Continuing Airworthiness
IETP	Interactive Electronic Technical Publication

LBE	Log Book Entry
MEL	Minimum Equipment List
MMEL	Master Minimum Equipment List
MRB	Maintenance Review Board
O.R.I.O.N	Optimized Reader for Internet and Other Networks
OEM	Original Equipment Manufacturer
P/N	Part Number
PSR	Physical Survey Report
QAM	Quality Assurance Manager
RFM	Rotorcraft Flight Manual
S/N	Serial Number
SB	Service Bulletin
SMI	Schedule Maintenance Inspection
STC	Supplemental Type Certificate
TC	Type Certificate
TIC	Technical Instruction Compliance
TSN	Time Since New
TSO	Time Since Overhaul
WO	Work Order
WP	Workpack
WS	Worksheet

PART 0

GENERAL ORGANISATIONS

PART 0 GENERAL ORGANISATION

0.1 INTRODUCTION

a. This Continuing Airworthiness Management Procedures (CAMP) defines the procedures and guidelines for CAMO personnel on managing the continuing airworthiness of the aircraft in accordance with the requirements defined in GAM CAME and CAAM Part M Regulations.

0.2 SCOPE

a. This chapter covers the role and responsibilities of each personnel within the CAMO.

0.3 RESPONSIBILITIES

a. All CAMO personnel

0.4 DESCRIPTION OF THE ORGANISATION

a. Galaxy Aerospace Malaysia (GAM) Continuing Airworthiness Management Organisation (CAMO) is a Civil Aviation Authority of Malaysia (CAAM) approved organisation performing Part M Subpart G and I privileges for commercial and non-commercial aircraft.

b. Galaxy Aerospace Malaysia is also an independent Part 145 approved organisation to satisfy the requirement of CAAM continuing airworthiness requirements and/or may also uses a suitable CAAM AMO contractor.

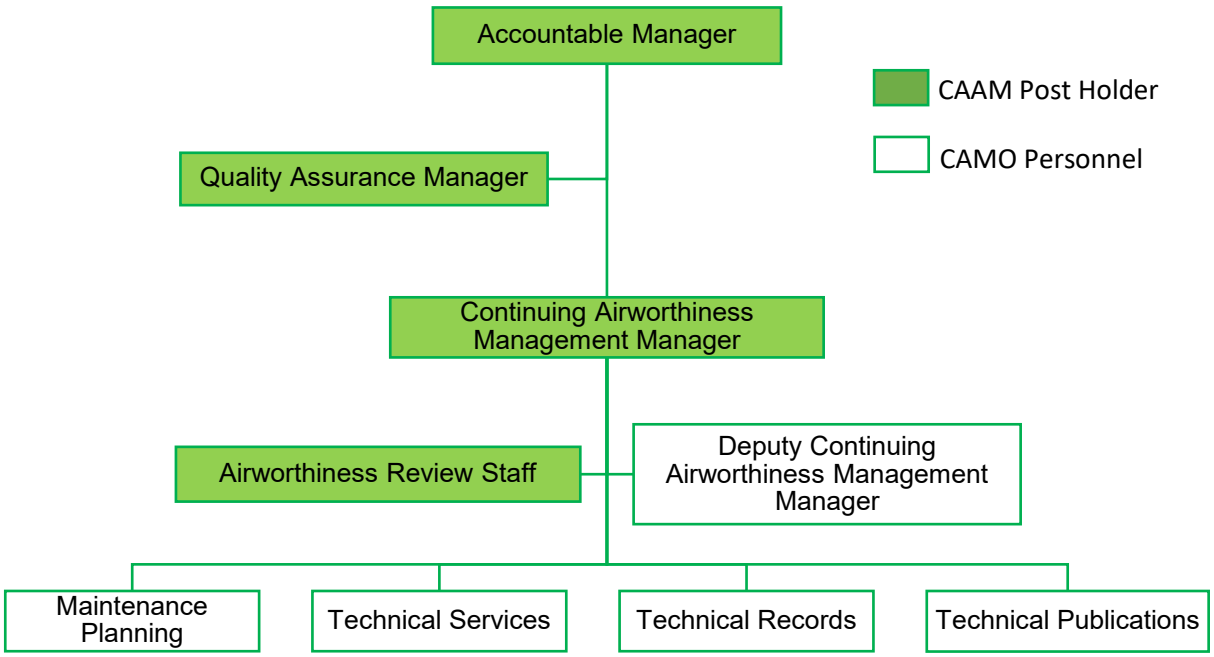
c. GAM CAMO office is located at:

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

   ii. CAMO PGU
   Pangkalan Semenanjung,
   Pasukan Gerakan Udara PDRM,
   47200 Subang, Selangor.

d. The scope of approval for GAM CAMO shall be referred to CAME Part 0.2.4

0.5 CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION



0.5.1 TECHNICAL PUBLICATIONS

a. Technical Publication personnel is responsible for the following:

i. procure and administer all airworthiness and operational data / instruction /documents required for continuing airworthiness and maintenance activities according to the scope of work available for the organisation;

ii. maintain and update the master set of technical documents, and applicable manuals used for the continuing airworthiness of aircraft managed by GAM-CAMO;

iii. establish an effective system to replicate and distribute all required information /documents distributed to the relevant recipient;

iv. establish and maintain a register of all airworthiness and operational data / instruction /documents acquired and distributed including their location and status;

v. the focal point to receive report for publication discrepancy;

vi. any other duties as directed by the CAM Manager.

0.5.2 TECHNICAL RECORDS

a. The Technical Record personnel is the one responsible for the assistance in the upkeep of all aircraft maintenance records with compliance to relevant civil aviation authority requirements. The Technical Records are responsible for the following functions:

   i. maintain and manage any records associated with the maintenance management or operation such as aircraft logbooks;

   ii. liaison with Maintenance Planning and Part 145 AMO in particular in respect of component configuration and status;

   iii. support Airworthiness Review Staff (ARS) for the performance of Airworthiness Reviews process to ensure correct availability of back to birth records for Continuing Airworthiness;

   iv. importation and Exportation of Aircraft Technical Records as required;

   v. perform QC Data checks of the various information's which managed by the Technical records office and resolve any ambiguities, technical or other problems from Engineering, Operations and Crew.

   vi. any other duties as directed by the CAM Manager

0.5.3 TECHNICAL SERVICES

a. Technical Service personnel is the one whose main responsibility to provide technical service support to operation and production area pertaining to all company's aircrafts. The Technical Service personnel are responsible for the following functions:

   i. evaluate and sentence TIC applicability to aircraft type or components, Serial No.;

   ii. provide engineering and technical support;

   iii. prepare technical documents such as used aircraft report, aircraft maintenance programme, minimum equipment list, airworthiness flight test schedule, maintenance flight test schedule and etc;

   iv. to perform and monitor the reliability program to improve aircraft, power plants, and/or systems reliability through data collection, analysis, corrective action, and follow-up;

   v. perform any other duties as assigned by CAM Manager

0.5.4 CAMO PLANNER

a. CAMO Planner personnel is to ensure all aircraft maintenance planning is in place and is responsible for the following functions:

i. gather and consolidate maintenance and inspection requirement for a maintenance or workshop work, as per approved maintenance programme requirement;

ii. gather and advise customer of any additional requirement especially Airworthiness Directives or Service Bulletins;

iii. Update and Monitor all Scheduled Maintenance Inspection including AD and SB in CAMS.

iv. raise Work Pack for any maintenance required;

v. register the Workpack and Worksheets raised;

vi. prepare Workpack and associated Worksheets and consult Part 145 AMO to verify scope and content of the Workpack;

vii. coordinate with Part 145 AMO for aircraft maintenance downtime or period needed to complete a particular maintenance or workshop task;

viii. prepare Maintenance Forecast and distribute to CAM Manager, Part 145 AMO and Operator for planning purposes.

ix. ensure all parts used on aircraft or a workshop task are recorded in the worksheet;

x. to assist Part 145 AMO organising all outstanding parts for a maintenance or workshop task

xi. to compile, check and acceptance of all completed Workpack and Worksheets are accounted for, completed and duly signed. For Scheduled Inspections, ensure the Maintenance Release Certificate raised and duly signed;

xii. Any other tasks deem fit by CAM Manager.

0.5.5 DEPUTY CAMM

a. The Deputy CAM Manager is responsible to assist CAM Manager with day-to-day activities as per CAME Part 0 para. 0.3.5.2.

b. He/she will also be additionally assigned with the following tasks:

i. verification of Technical Instruction Compliance (TIC) sentencing;

ii. preparation of CAMO fleet for yearly forecast on C of A, C of R and any other regulatory requirements with CAAM;

iii. planning and scheduling of aircraft surveillance audit by ARS;

iv. monitor CAMO personnel training requirement and advise CAMM and;

v. any other tasks deem fit by CAM Manager.

0.6 MANPOWER MANAGEMENT

a. This procedure is to ensure that sufficient appropriate staff is always available to perform the continuing airworthiness management activities within GAM CAMO.

b. The manpower availability is monitored by means of automation manpower management tool which display the balance ratio of manpower to tasks and its sufficiency.

c. The current status of total man hours available in GAM CAMO can be referred to Part 5.9 of CAME.

d. The man hours availability are reviewed periodically in relation to increase number of aircraft and increase in work load.

e. The planning of man hours is calculated based on the available man hours against the required man hours.

i. Available Man Hours

These are the amount of man hours for personnel able to work (working hours). The working hours for GAM CAMO personnel are:

Time	:	0830 hours – 1730 hours
Break	:	1 hour
Duration	:	8 hours

Thus, the amount of work for a day is 8 hours for each personnel. Based on the company working days, 5 days a week, the available working hours for one personnel in a year, 52 weeks, is:

[52 (weeks/year) x 5 (days/weeks) x 8 (hours/day)] – [14 (Annual Leaves/year) x 8 (hours/day)] – [7 (Medical Leave/year (50% utilisation) x 8 (hours/day)] – [18 (Public Holiday/year) x 8 (hours/day)] – [260 (unproductive hours/year) = **1508 hours/year**

ii. Required Man Hours

These are the man hours for a CAMO personnel to complete a particular task. The man hours are then total up to achieve the required man hours for each personnel within GAM CAMO.

The required man hours are the amount of a personnel working hours that has to be provisioned in this department in order to accomplish all the work and functions as detailed in this chapter. The required man hours can be referred to Part 5.9 of CAME.

0.7 TRAINING REQUIREMENT

a. The main purpose for training is to equipped GAM CAMO personnel with the necessary skills, knowledge and work etiquette to carry out the functions of, and satisfy the responsibilities associated with, the Part M Subpart G and I continuing airworthiness management functions.

b. CAMM shall review the training needs yearly or when significant changes occur with the CAAM regulations, organisation procedures and/or the aircraft types managed by GAM CAMO.

c. The Quality department shall plan and execute training program and syllabus for all CAMO staff involved in the continuing airworthiness activities as requested by CAM Manager.

d. Courses that are not within the capability of GAM shall be outsourced to an organisation that are of acceptable to CAAM.

e. The type of training that is required for all CAMO personnel are listed in the following table:

No	Course	Position									Remarks	
		AM	QAM	CAMM	Deputy CAMM	ARS	CAMO Planner	Technical Service	Technical Record	Technical Publication	Initial	Continuation
1	Part M – Continuing Airworthiness Management	M	M	M	M	M	M	M	M	M	/	
2	CAME	O	M	M	M	M	M	M	M	M	/	/
3	CAMP	O	M	M	M	M	M	M	M	M	/	/
4	Human Factor	O	M	M	M	M	M	M	M	M	/	/
5	Air Legislation	O	M	M	M	M	M	M	M	M	/	
6	CAMS (AERONET)	O	O	M	M	M	M	M	M	M	/	
7	Level 1 Category C Type Training	O	O	O	O	M	O	O	O	O	/	
8	Aircraft General Familiarisation	O	O	O	O	O	O	O	O	O	/	

Legend

M	**Mandatory**
O	**Optional**

f. Initial training is provided to ensure that all personnel are equipped with the basic knowledge, skills and experience to enable them to perform continuing airworthiness management on aircraft.

g. Continuous training is also required to ensure that all personnel are continuously trained to familiarise on changes with the CAAM regulations, organisation procedures and/or the aircraft types managed by GAM CAMO.

0.8 COMPETENCY ASSESSMENT

a. The competency of staff performing the continuing airworthiness activities are established and control to a standard as agreed by the CAMM.

b. In addition to the necessary expertise related to the job function, competence must include an understanding of the application of human factors and human performance issues appropriate to that person's function in the organisation.

c. To attain the appropriate levels of competency, Job Competency Assessment form GAM/C-032 is used to conduct and record the competency assessment of all CAMO personnel.

d. Competency assessment shall be performed every two years by CAM Manager or his/her delegate together with appointed assessor and include analysis for the need of additional training or support to individuals according to the required task.

e. Based on the assessment, personnel that shows a satisfactory level of competency shall be granted with authorisation for signing and document validation in their respective work scope.

f. List of authorised personnel shall be controlled in Form GAM/C-050

PART 1

TECHNICAL PUBLICATION

PROCEDURES

PART 1 TECHNICAL PUBLICATION PROCEDURES

1.1 INTRODUCTION

This chapter defines the Technical Publication control procedures for all controlled maintenance data. This is inclusive of internally issued publications, Airworthiness Directives (AD), Service Bulletins (SB), Maintenance Manuals, Flight Manuals and those publications that are deemed relevant to the continuing airworthiness of the aircraft.

1.2 SCOPE

The process of publication control, distribution and updating the maintenance data within GAM CAMO.

1.3 RESPONSIBILITIES

a) Technical Publication Personnel

b) Publication Holder

1.4 PUBLICATION PURCHASE / RENEWAL / SUBSCRIPTION

a. Technical Publication shall ensure all airworthiness data are 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.

b. Aircraft publication subscription shall be provided by the owner of the aircraft or be subscribed by GAM as stipulated in the CAMO contract.

c. Technical Publication personnel shall subscribe for email notification from OEM and Authority to alert for any new/revised publications that had been issued.

d. A request for new publications subscriptions can be made to Technical Publication by providing the details required as per below:

   i. Publication reference/part number and description

   ii. Publisher/Vendor

   iii. Format of publication (hard copy/soft copy)

   iv. Subscription period

e. Technical Publication then shall liaise with the associated publishers and vendors on purchasing/renewing the required publications.

f. The newly acquired publications shall be control as per this chapter of the CAMP.

1.5 PUBLICATION REGISTER

a. Technical Publication personnel shall maintain a register of the following category of publication:

   i. Internal Publication

   ii. External Publication

b. Internal publication shall consist of minimum the following publication published by GAM CAMO:

   i. Continuing Airworthiness Management Exposition (CAME)

   ii. Continuing Airworthiness Management Procedure (CAMP)

   iii. Continuing Airworthiness Notices (CAN)

   iv. Mass and Balance Programme

   v. Mass and Balance Procedure

   vi. Aircraft Maintenance Programme

   vii. Minimum Equipment List

c. External publication shall consist of minimum the following airworthiness data:

   i. Applicable requirement, procedures, standard or information issued by the Authority of State of Design

   ii. Applicable airworthiness directives issued by the Authority of State of Design

   iii. Applicable instructions for continuing airworthiness, issued by holders of the type certificate, restricted type certificate, supplemental type certificate, TSO authorisation, major modification approval, major repair approval or any other relevant approval issued by the Authority

d. Internal publications that are published by CAMO Department shall be received by Technical Publication from the author of the publication.

e. Upon receipt of all publications, Technical Publication personnel will then register using form *GAM/C-026 Publication Register.*

f. Technical Instruction Compliance (TIC) form *GAM/C-001* will be raised by Technical Publication, not limited to AD, SB and MPD, for further evaluation of the publications via GAMS portal.

g. For every aircraft induction into GAM-CAMO, either new or used, TIC shall be raised by Technical Publication for all Airframe and Engine AD for re-verification and re-evaluation by GAM. Refer TIC procedure Part 4 para. 4.6 of this CAMP.

h. The *Publication Register* is filed yearly for record purposes.

1.6 PUBLICATION DISTRIBUTION

1.6.1 INTERNAL PUBLICATIONS

a. Internal publications are distributed according to the Distribution List of the publication. For those publications without Distribution List, Technical Publication shall consult with CAM Manager or his/her delegate to determine the number of copyholders.

b. Technical Publication personnel shall make copies of the publication for each copyholder. The copy number and locations of the publication are registered in the Publication Master List form *GAM/C-023.*

c. For revised publications, copies of the amendment pages are distributed to the publication holder in accordance with the Publication Master List.

d. Technical Publication shall issue 2 copies of Document Acceptance Statement form *GAM/C-016* with every distribution of hard copy of the publication to the relevant copyholders.

e. Once the publication had been updated by the copyholder, he/she shall sign both form and return to Technical Publications as an acknowledgement of receipt. One copies to be retained in front page of the publication and the other is returned to Technical Publication for record purposes.

f. The Document Acceptance Statement form shall be kept by Technical Publication as a means of record that the publication had been distributed.

g. The publications are also uploaded into the server and stored in a hard disk as a means of backup and kept in a secure vault room.

1.6.2 EXTERNAL PUBLICATIONS

a. Electronic publications issued by OEM such as IETP, EMM and SB's are downloaded by Technical Publication from the OEM portal.

b. For Airworthiness Directives, Notices, and Civil Aviation Directives issued by Authority, Technical Publication shall download directly from the respective Authority website. Biweekly AD issued by EASA and FAA shall also be monitored by Technical Publication to prevent any missed receipt notification of individual ADs.

c. These publications will be uploaded into the server as the primary source of technical publication followed by an email for distribution and notification.

d. The recipient shall have restricted access to the publications and can only view and download without modifying the contents.

e. The publications are also uploaded into a controlled computer for end user to access the airworthiness data and stored in a hard disk as a means of backup and kept secured by the appointed Technical Publication personnel. Refer “CAN 42 – Designated Personnel for Administrator of CAMO Documents Access/Backup” latest revision.

f. For electronic manuals (IETP, EMM etc), the controlled computers shall also be updated with the latest revision of the publications.

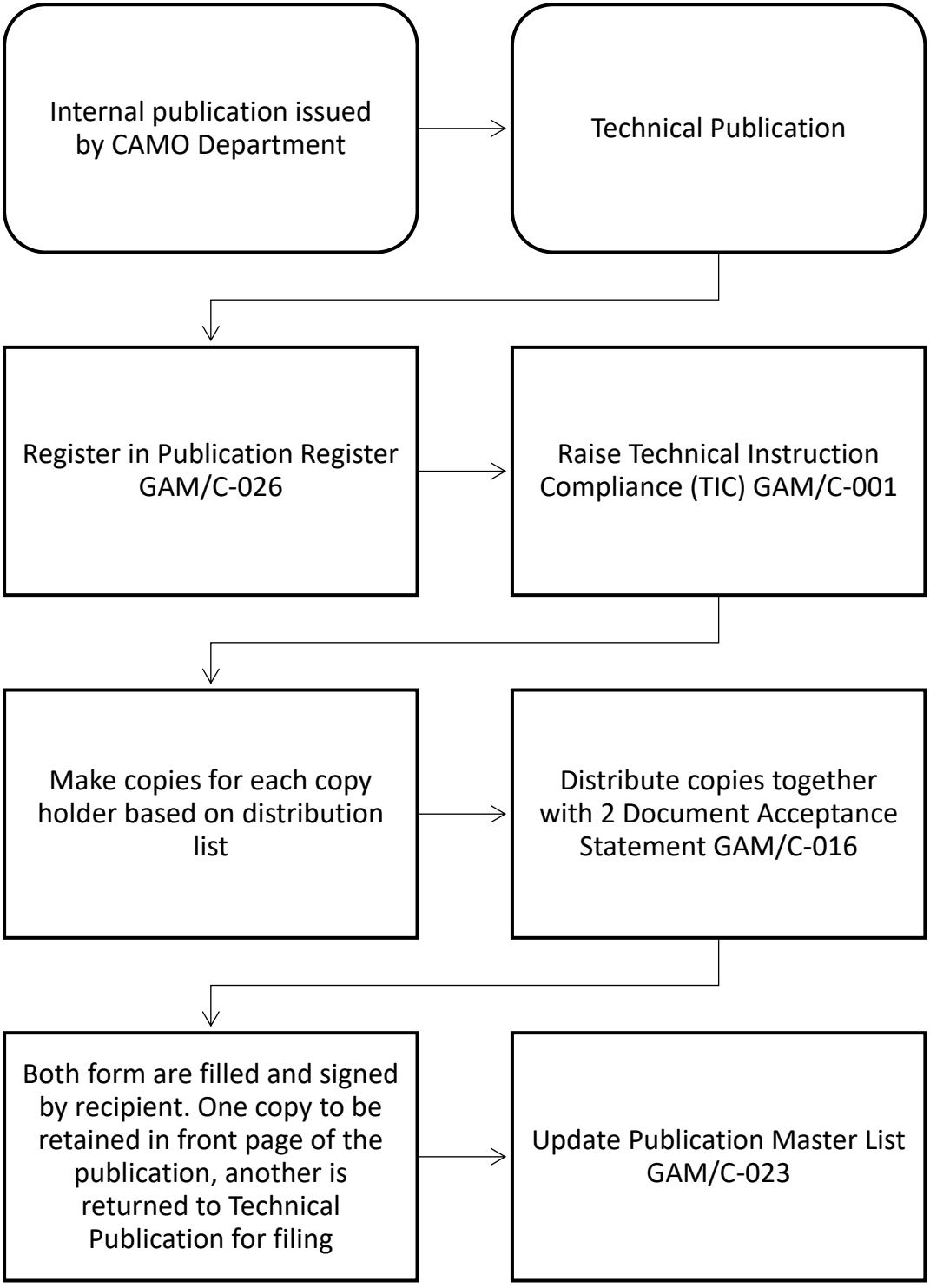


Figure 1 Internal Publications Control Workflow

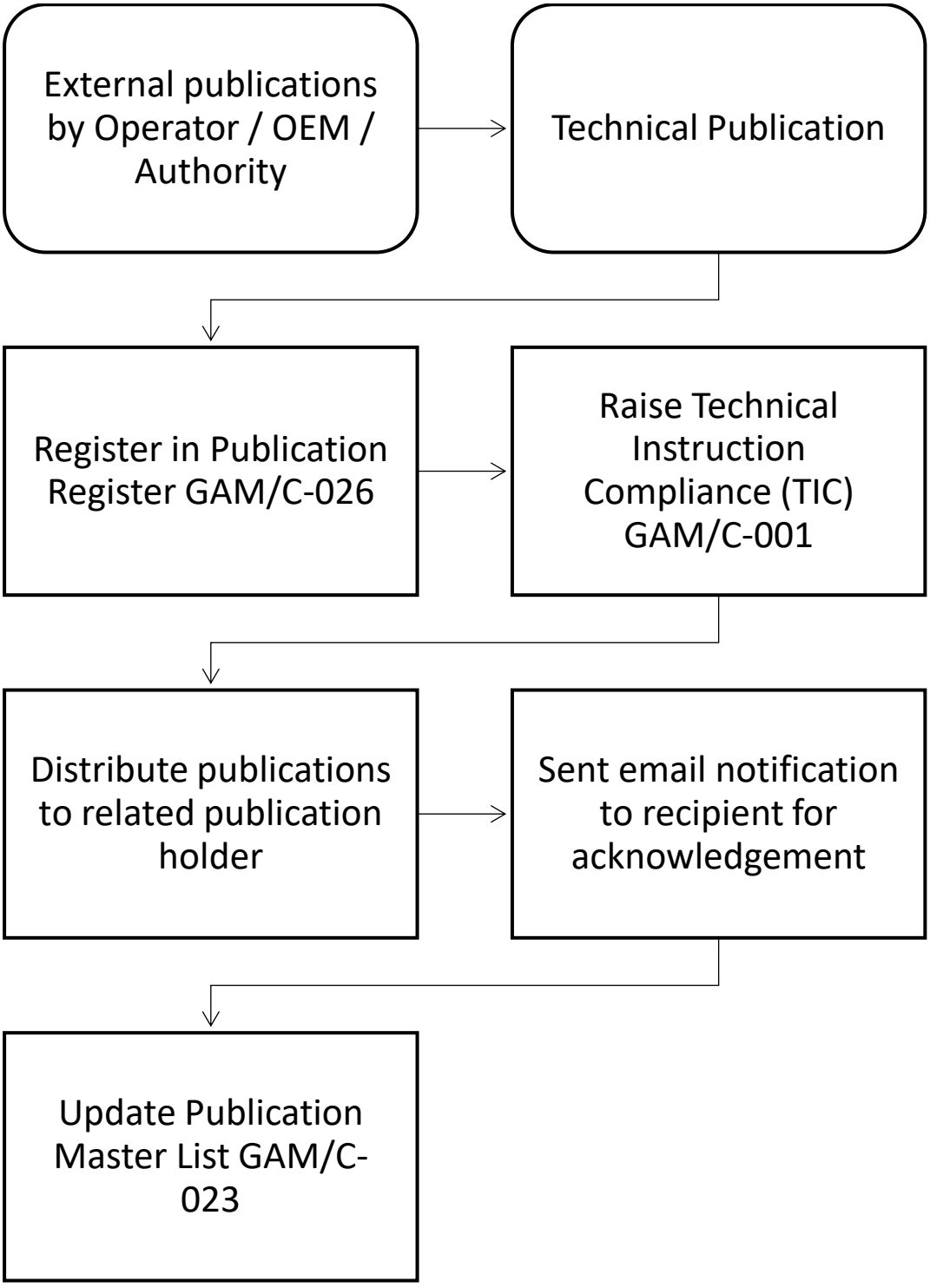


Figure 2 External Publications Control Workflow

1.7 PUBLICATION MASTER LIST

a. Technical Publication personnel shall be responsible for maintaining and updating the master set of internal and external publications used for the continuing airworthiness of the aircraft managed by GAM CAMO.

b. Technical Publication personnel shall generate a master listing every last week of the month using Publication Master List form *GAM/C-023* showing the list of current publications controlled by GAM CAMO and the publication revision status.

c. The Master Listing will records details of each internal and external publication including but not limited to the title, revision status, primary source, copy number and locations of the publications.

d. The list shall be checked for its latest revision and updated monthly. Publications that had been updated since the last issued master list shall be identified with a vertical bar.

e. For external publications, a master list will be generated and controlled by each aircraft type.

f. Internal publications shall have a separate Master List from the external publications

g. The master listing shall be made available to end users and circulated electronically every month.

h. All superseded publications must be promptly removed or guarded against inadvertent use.

i. All documents that are not being controlled and updated as per the master listing must be marked “UNCONTROLLED”. This also applies to obsolete documents retained legally.

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

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

l. Technical Publication shall keep a copy of each generated Master Listing into their respective file in the server.

PART 2

TECHNICAL RECORD

PROCEDURES

PART 2 TECHNICAL RECORD PROCEDURES

2.1 INTRODUCTION

The Technical Records are responsible for updating and archiving of aircraft records following the requirements of CAD 6801 para 3.5 and CAME, Part 1 Continuing Airworthiness Procedure.

2.2 SCOPE

This section outlines the procedure of managing the aircraft continuing airworthiness records within the GAM organisation.

2.3 RESPONSIBILITIES

Technical Records Personnel

2.4 AIRCRAFT JOURNEY LOG FILING

a. Technical Record personnel shall be accountable to retrieve the completed AJL page by any means either received from Operator/AMO or personally obtain from the AJL.

b. The AJL shall be reviewed by Technical Record to ensure that:

i. the AJL are properly filled and closed

ii. the total flight hours, landing, start, cycle, etc. are correct

iii. all open items in the AJL are closed with sign and stamp

iv. all Deferred Defect are recorded/closed in accordance with MEL

c. If any discrepancy is found within the AJL, Technical Record shall consult with the flight operation department or the Part 145 organisation as applicable for correction.

d. When transferring between two AJL, ensure that a reference number between the two AJL is available. The contracted AMO's Maintenance Engineer shall enter a statement in the defect and rectification column by writing down the AJL Page Serial Number where the data is transferred to or from as applicable. Refer Figure 4 and 5.

e. The first copy is filed, and each aircraft registration shall have their own AJL file for record keeping purposes.

f. The AJL would also require to be scan and stored in the server and hard disk, as a means of backup.

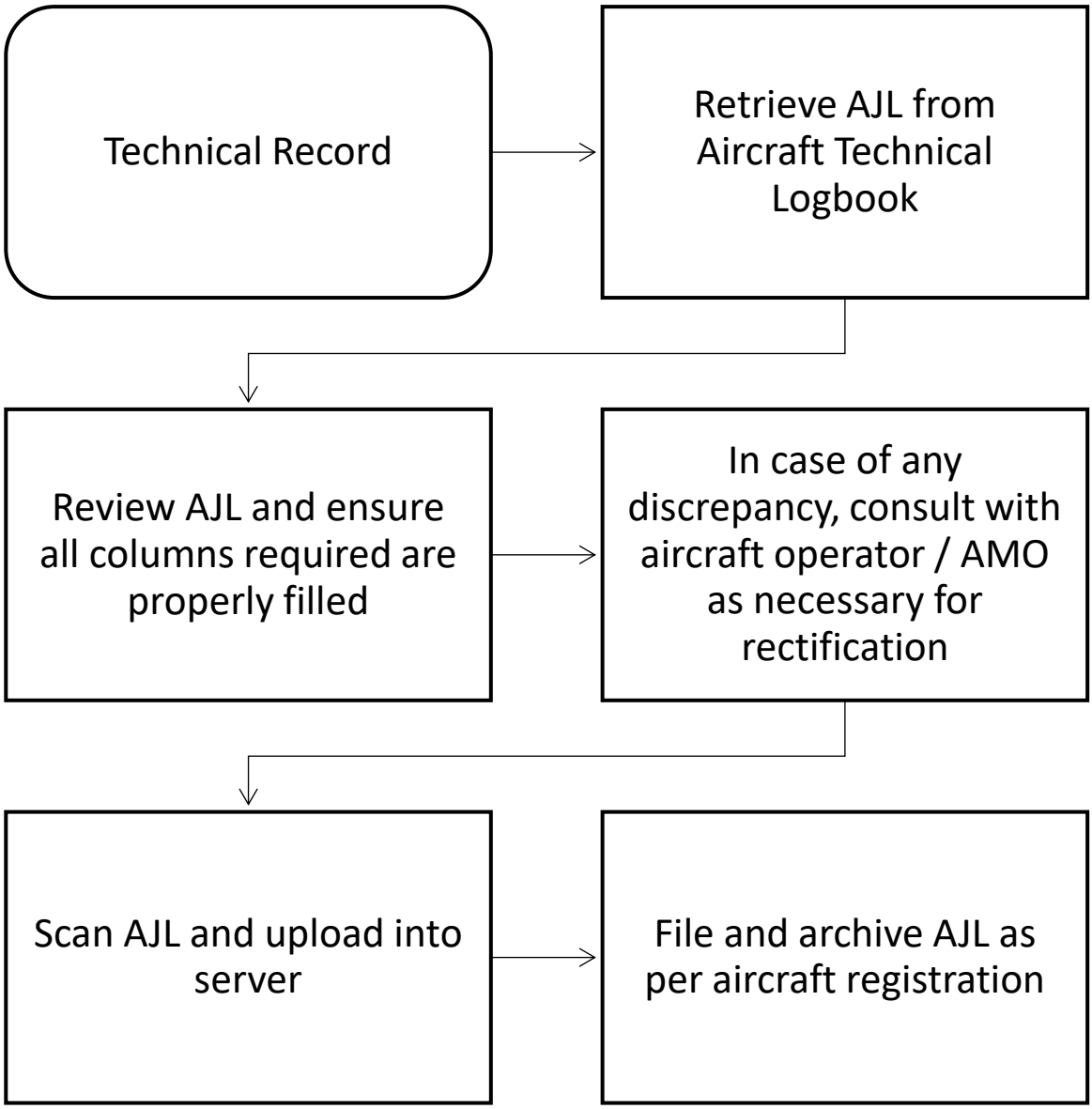


Figure 3 AJL Process Workflow

Figure 4 Transferring Data to New AJL

Figure 5 Transferring Data from Previous AJL

2.5 MAINTENANCE RECORDS UPDATING

a. All continuing airworthiness records shall be updated as soon as practicable but no later than within 30 days from the date of maintenance completion.

2.5.1 LOG BOOK UPDATING

a. A separate log book must be kept for each aircraft, engine/s, APU and Propeller.

b. 'Instruction for Use' of the log book and particulars to be recorded can be found in the Log Book itself.

c. Technical Record personnel shall make an entry in the log book in ink or using pre-printed log book form and form *GAM/C-014 Log Book Entry.*

d. Instruction for Completing Form GAM/C-014 Log Book Entry can be found in CAN 01 latest revision

e. Any error entry made in the log books shall be corrected with a single strikethrough and initialled upon. The use of any other correction method on the logbooks are not allowed.

f. Only technical record personnel that have been assessed and authorised by CAM Manager shall validate with his/her signature and stamp on the LBE.

g. All entries in the log book using pre-printed log book form or LBE Form and attached to the Log Book shall be stamped between the attached entries and Log Book for traceability if any alteration was made.

h. In the event of transferring the data from previous CAMO's, operator's, or OEM's Log Book to GAM CAMO Log Book, the Technical Record personnel shall enter a statement in the previous Log Book, by writing down the new GAM CAMO Log Book reference number where the data is transferred.

i. Technical Record personnel shall ensure that the data are correctly entered and reference of the previous Log Book document reference number are available whenever Log Book data transferring from other Log Book into GAM CAMO Log Book take place.

2.5.1.1 AIRCRAFT LOG BOOK

a. *Form GAM/C-018 Aircraft Log Book* shall be identified by aircraft type and registration mark with the following reference format:

REG/AC TYPE/AC SN/XX

where;

REG: registration marks (e.g., 9M-PMA)

AC TYPE: aircraft type (e.g., AW139, B300, EC120B)

AC SN: aircraft serial number

XX: running number (e.g., 01, 02)

b. It shall be used to record the following information:

i. The date, together with total flight time and/or flight cycles and/or engine cycles and/or landings, as appropriate.

ii. Particular of all maintenance work done on aircraft including reference to the relevant work pack.

iii. Particular of all overhauls, repairs, replacement, modification and mandatory inspections to the aircraft or its equipment including reference to the relevant work pack.

iv. Particular of any defect occurring in the aircraft or its equipment and the rectification of such defects, including reference to the relevant entries in the Journey Log.

v. The result of test performed i.e. engine power assurance check, ground run, track and balance reading etc.

vi. Approved Concessions (include copy of Concession form).

vii. AD / SB / Modification compliance.

2.5.1.2 ENGINE LOG BOOK

a. OEM engine log book or *Form GAM/C-019* shall be identified with the following reference format:

REG/ENG TYPE/ENG SN/XX

where;

REG: registration marks (e.g., 9M-PMA)

ENG TYPE: engine type (e.g., PT6C-67C, CT7-2E1)

ENG SN: engine serial number

XX: running number (e.g., 01, 02)

b. The engine log book shall be used to record the following information

i. The date, together with total flight time and/or flight cycles and/or engine cycles and/or landings and/or Time Since New (TSN), as appropriate.

ii. Particular of all maintenance work done on the engine including reference to the relevant workpack.

iii. Particular of all overhauls, repairs, replacements, modifications and mandatory inspections to the engine or its equipment.

iv. Particular of any defect occurring on the engine or its equipment and the rectification of such defects, including a reference to the relevant entries in the Journey Log.

v. Time Since New (TSN), Time Since Overhaul (TSO)

vi. The result of test performed i.e. engine power assurance check

vii. AD / SB Compliance

viii. ARC engine (include copy)

ix. Approved Concessions (include copy of Concession form)

2.5.1.3 APU LOG BOOK

a. Engine log book *Form GAM/C-019* shall also be used for APU Log Book and be identified with the following reference format:

REG/APU TYPE/APU SN/XX

where;

REG: registration marks (e.g., 9M-PMA)

APU TYPE: APU type (e.g., e-APU60 342)

APU SN: APU serial number

XX: running number (e.g., 01, 02)

b. For APU log book, record the following:

i. Flying hours and Cycles

ii. Time Since New (TSN), Time Since Overhaul (TSO)

iii. Maintenance, Modifications, Inspections

iv. AD / SB Compliance

v. APU change

vi. Approved Concessions (Include Concession slip)

vii. Component / Sub-assembly replacement

2.5.1.4 PROPELLER LOG BOOK

a. Propeller log book *Form GAM/C-034* shall also be used and be identified with the following reference format:

REG/PROP TYPE/PROP SN/XX

where;

REG: registration marks (e.g., 9M-PMA)

PROP TYPE: propeller type (e.g., HC-B4MP-3)

PRO SN: propeller serial number

XX: running number (e.g., 01, 02)

b. It shall be used to record the following information:

i. Flying hours and Cycles

ii. Time Since New (TSN), Time Since Overhaul (TSO)

iii. Maintenance, Modifications, Inspections

iv. AD / SB Compliance

v. Propeller change

vi. Approved Concessions (Include Concession slip)

vii. Component / Sub-assembly replacement

2.5.2 LOG CARDS UPDATING

a. A component log card is required for monitoring each hard time component with their respective interval as listed in OEM Section 4 and Section 5 Time Limits of the maintenance publication.

b. The log card for components that are installed on the aircraft shall be in ATA chapter sequence compiled in the OEM Helicopter Log Book.

c. The replacements of component may be due to overhaul, scheduled/unscheduled inspections, and operational requirements

d. The log cards shall be updated for:

   i. any installation/removal of components;

   ii. any maintenance inspection (including AD/SB/modification) that had been carried out on the component.

e. Instructions on filling up the log card can be referred to Figure 6 – Figure 15 and CAN 28 latest revision

2.5.2.1 COMPONENT REMOVAL

a. Technical Record shall verify the correct P/N and S/N as per workpack raised and remove the log card from the logbook.

b. He/she shall then update the component log card for TSN and TSO hours during removal.

c. Log card for component removed from aircraft to be kept in store shall be removed and scanned before being kept in a separate quarantine file segregated by aircraft type and ATA Chapter.

d. Log card for component removed from aircraft for repair, replacement, or overhaul exchange shall be removed and scanned before sending to Part 145 organisation for component processing.

2.5.2.2 COMPONENT INSTALLATION

a. Verify the correct P/N and S/N as per workpack raised.

b. Check the status of component (either new, overhaul, repair, inspected or etc.) from the EASA/FAA form 1.

c. Check the hours for TSN and TSO from the ARC and component log card.

d. Update the log card for component installation details if not already have been filled by Part 145.

e. The log card is scan and update in the server before kept in the log book.

2.5.2.3 COMPONENT MAINTENANCE/MODIFICATION

a. The log card shall be updated should there be any maintenance performed or modification (SB) embodied on the component.

b. The data that are required for updating are the aircraft hours/cycles the maintenance performed and date.

c. Authorised Technical Record personnel shall sign the log card upon updating.

FINMECCANICA
HELICOPTER DIVISION

LOG CARD

NOTICE:THIS FORM, DULY UPDATED, MUST FOLLOW THE ASSY

Section 1

ATA Chapter .....

DESCRIPTION (1)	P/N (2)	S/N (3)	MANUFACTURER NAME (4)	ASSEMBLY/MANUFACTURING DATE (5)	RETIREMENT LIFE / TIME LIMITS (6)
	P/N (7)	S/N (8)	MANUFACTURER NAME (9)	DATE OF CHANGE (10)	RETIREMENT LIFE / TIME LIMITS (11)
	P/N (7)	S/N (8)	MANUFACTURER NAME (9)	DATE OF CHANGE (10)	RETIREMENT LIFE / TIME LIMITS (11)

NOTES

ASSEMBLY HISTORICAL RECORD

INSTALLATION						REMOVAL							
DATE (12)	A/C R. MARKS (13) / S/N (14)	A/C TOTAL FLIGHT HOURS (15) / TOTAL LANDINGS (15) / TOTAL LIFTS/CYCLES (15)	ASSY TOTAL HOURS (16) / TOTAL LANDINGS (16) / TOTAL LIFTS/CYCLES (16)	ASSY TIME SINCE OH (17) / LANDINGS SINCE OH (17) / LIFTS/CYCLES SINCE OH (17)	ORGANIZATION, STAMP AND SIGNATURE (18)	DATE (19)	A/C TOTAL FLIGHT HOURS (20) / TOTAL LANDINGS (20) / TOTAL LIFTS/CYCLES (20)	ASSY ACTUAL TOTAL HOURS (21) / ACTUAL TOTAL LANDINGS (21) / ACTUAL TOTAL LIFTS/CYCLES (21)	ASSY TOTAL HOURS WITH PENALTY FACTOR (22) / TOTAL LANDINGS. WITH PENALTY FACTOR (22)	ASSY TIME SINCE OH (23) / LANDINGS SINCE OH (23) / LIFTS/CYCLES SINCE OH (23)	REASON FOR REMOVAL (24)	ORGANIZATION, STAMP AND SIGNATURE (25)

Figure 6 Component Log Card – Section 1

SECTION 1 - HEADER

1. P/N description
2. P/N
3. S/N
4. Manufacturer name (Vendor / Finmeccanica S.p.A. – Helicopter Division plant)
5. Assembly or manufacturing date
6. Approved data applicable time limits description: "RL": Retirement Life, "DT": Discard Time, "OH": Overhaul or "N/A": Not Applicable
7. New P/N replacing previous P/N
8. New S/N replacing previous S/N
9. New manufacturer name (Vendor / Finmeccanica S.p.A. – Helicopter Division plant)
10. Modification date
11. Approved data applicable time limits description: "RL": Retirement Life, "DT": Discard Time, "OH": Overhaul or "N/A": Not Applicable

SECTION 1 - ASSEMBLY HISTORICAL RECORD

12. Assy installation date
13. Helicopter registration
14. Helicopter S/N
15. Helicopter total flight hours / landings / lifts/cycles at the assy installation date
16. Assy total hours (flight hours, operating hours, running hours, rotor hours) / landings / lifts/cycles at the installation date (hours / landings / lifts at the date of the last removal + penallty factors, if applicable)
17. Assy hours (flight hours, operating hours, running hours, rotor hours) / landings / lifts/cycles since last overhaul at the installation date
18. Organization that performed the installation, Stamp and signature of the technician that performed the installation
19. Assy removal date
20. Helicopter total flight hours / landings / lifts/cycles at the assy removal date
21. Assy total hours (flight hours, operating hours, running hours, rotor hours) / landings / lifts/cycles at the removal date
22. Total flight hours / landings calculated applying Penalty Factors, if applicable (refer also to Log Card Annex A for Penalty Factors data)
23. Assy hours (flight hours, operating hours, running hours, rotor hours) / landings / lifts/cycles since last overhaul at the removal date
24. Reason for assy removal from the helicopter
25. Organization that performed the removal, Stamp and signature of the technician that performed the removal

Figure 7 Log Card Filling Instructions – Section 1

FINMECCANICA HELICOPTER DIVISION

LOG CARD

NOTICE:THIS FORM, DULY UPDATED, MUST FOLLOW THE ASSY

Section 2

ATA Chapter .....

COMPONENTS INSTALLED ON ASSY

ASSY P/N (26)		ASSY S/N (27)	

COMPONENT DATA			INSTALLATION				REMOVAL				
			ASSY	COMPONENT			ASSY	COMPONENT			
DESCRIPTION (28)	P/N (29)	MANUFACTURING DATE (31)	TOTAL HOURS (33)	TOTAL HOURS (34)	TIME SINCE OH (35)	DATE (36)	TOTAL HOURS (38)	TOTAL HOURS (39)	TOTAL HOURS WITH PENALTY FACTOR (40)	TIME SINCE OH (41)	DATE (42)
			TOTAL LANDINGS (33)	TOTAL LANDINGS (34)	LANDINGS SINCE OH (35)	STAMP AND SIGNATURE (37)	TOTAL LANDINGS (38)	TOTAL LANDINGS (39)	TOTAL LANDINGS WITH PENALTY FACTOR (40)	LANDINGS SINCE OH (41)	STAMP AND SIGNATURE (43)
	S/N (30)	RETIREMENT LIFE / TIME LIMITS (32)	TOTAL LIFTS/CYCLES (33)	TOTAL LIFTS/CYCLES (34)	LIFTS/CYCLES SINCE OH (35)		TOTAL LIFTS/CYCLES (38)	TOTAL LIFTS/CYCLES (39)		LIFTS/CYCLES SINCE OH (41)	

Figure 8 Component Log Card - Section 2

SECTION 2 - COMPONENTS INSTALLED ON ASSY

26. Assy P/N (refer to box 2 or 7)
27. Assy S/N (refer to box 3 or 8)
28. Component description
29. Component P/N subject to time limits
30. Component S/N or batch number (**mark with * S/N with a dedicated Log Card**)
31. Manufacturing date for components with a calendar time limit
32. Approved data applicable time limits description: "RL": Retirement Life, "DT": Discard Time, "OH": Overhaul or "N/A": Not Applicable
33. Assy total hours (flight hours, operating hours, running hours, rotor hours) / landings / lifts/cycles at the component installation date
34. Component total hours (flight hours, operating hours, running hours, rotor hours, rotor hours) / landings / lifts/cycles at the installation date on the assy
35. Component hours (flight hours, operating hours, running hours, rotor hours) / landings / lifts/cycles since last overhaul at the installation date
36. Component installation date
37. Stamp and signature of the technician that performed the installation
38. Assy total hours (flight hours, operating hours, running hours, rotor hours) / landings / lifts/cycles at the component removal date
39. Component total hours (flight hours, operating hours, running hours, rotor hours) / landings / lifts/cycles at the removal date from the assy
40. Total flight hours / landings calculated applying Penalty Factors, if applicable (refer also to Log Card Annex A for Penalty Factors data)
41. Component hours (flight hours, operating hours, running hours, rotor hours) / landings / lifts/cycles since last overhaul at the removal date
42. Component removal date
43. Stamp and signature of the technician that performed the removal

Figure 9 Log Card Filling Instructions - Section 2

FINMECCANICA HELICOPTER DIVISION

LOG CARD

NOTICE:THIS FORM, DULY UPDATED, MUST FOLLOW THE ASSY

Section 3

ATA Chapter .....

ASSEMBLY ACTIVITY HISTORY

ASSY P/N (44)		ASSY S/N (45)	

DATE (46)	TOTAL HOURS (47) TOTAL LANDINGS (47) TOTAL LIFTS/CYCLES (47)	TASKS (48)	ACTIVITIES (49)	ORGANIZATION (50)	STAMP AND SIGNATURE (51)

Figure 10 Component Log Card - Section 3

SECTION 3 - ACTIVITY HISTORY

44. Assy P/N (refer to box 2 or 7)
45. Assy S/N (refer to box 3 or 8)
46. Activity date
47. Assy total hours (flight hours, operating hours, running hours, rotor hours) / landings / lifts/cycles at the date fo the activity
48. Specify the type of the activity (repair, overhaul, modification, test, inspection,…) to be performed on the assy or on components listed in Section 2
49. Detailed description of the activity
50. Organization that performed the installation
51. Stamp and signature of the technician that performed the activity

Figure 11 Log Card Filling Instructions - Section 3

FINMECCANICA HELICOPTER DIVISION

LOG CARD

NOTICE:THIS FORM, DULY UPDATED, MUST FOLLOW THE ASSY

Section 4

ATA Chapter .....

AIRWORTHINESS DIRECTIVES AND BULLETINS COMPLIANCE

ASSY P/N (52)		ASSY S/N (53)	

AIRWORTHINESS DIRECTIVES AND MANDATORY BULLETINS

AIRWORTHINESS DIRECTIVE/ MANDATORY BULLETIN NUMBER (54)		ASSY TOTAL HOURS (57)	ORGANIZATION (58)	STAMP AND SIGNATURE (59)
ISSUE / REVISION (55)	DATE OF COMPLIANCE (56)	ASSY TOTAL LANDINGS (57) / ASSY TOTAL LIFTS/CYCLES (57)		

OPTIONAL BULLETINS

OPTIONAL BULLETIN NUMBER (59)		ASSY TOTAL HOURS (57)	ORGANIZATION (58)	STAMP AND SIGNATURE (59)
ISSUE / REVISION (55)	DATE OF COMPLIANCE (56)	ASSY TOTAL LANDINGS (57) / ASSY TOTAL LIFTS/CYCLES (57)		

Figure 12 Component Log Card - Section 4

SECTION 4 - AIRWORTHINESS DIRECTIVES AND BULLETINS COMPLIANCE

52. Assy P/N (refer to box 2 or 7)
53. Assy S/N (refer to box 3 or 8)
54. Identification number of the applicable document (Airworthiness Directive, Bollettino Tecnico, Service Bulletin,...)
55. Document issue / revision index; in case of document composed of multiple sections applied separately, record compliance with each section on different rows
56. Document compliance date
57. Helicopter/assy total hours (flight hours, operating hours, running hours, rotor hours) / landings / lifts/cycles at the date fo the directive compliance
58. Organization that performed the installation
59. Stamp and signature of the technician that performed the activity

Figure 13 Log Card Filling Instructions - Section 4

FINMECCANICA HELICOPTER DIVISION

LOG CARD

NOTICE:THIS FORM, DULY UPDATED, MUST FOLLOW THE ASSY

Annex A

ATA Chapter .....

PENALTY FACTORS RECORD

ASSY/COMPONENT DESCRIPTION (60)		ASSY/COMPONENT P/N (61)		ASSY/COMPONENT S/N (62)	

FLIGHT ID / # (63)	DATE (64)	HOURS (65)	APPLICABLE PENALTY FACTOR (66)		(68)		(70)		(72)		(74)	
		LANDINGS (65)	HOURS (67)	LANDINGS (67)	HOURS (69)	LANDINGS (69)	HOURS (71)	LANDINGS (71)	HOURS (73)	LANDINGS (73)	HOURS (75)	LANDINGS (75)

Figure 14 Component Log Card - Annex A

ANNEX A - PENALTY FACTORS RECORD

The use of Annex A is not mandatory. Any other method to track and record penalty factors data is acceptable.

60. Assy/Component description (if penalty factors are applicable to component installed on assy)
61. Assy/Component P/N (if penalty factors are applicable to component installed on assy)
62. Assy/Component S/N (if penalty factors are applicable to component installed on assy)
63. Identification of the flight affected by penalty factors
64. Date of the flight affected by penalty factors
65. Flight duration (hours) and number of landings performed during flight
66. Specify the applicable Penalty Factor
67. Flight hours / landings calculated applying penalty factor defined as per note (66)
68. Specify the applicable Penalty Factor
69. Flight hours / landings calculated applying penalty factor defined as per note (68)
70. Specify the applicable Penalty Factor
71. Flight hours / landings calculated applying penalty factor defined as per note (70)
72. Specify the applicable Penalty Factor
73. Flight hours / landings calculated applying penalty factor defined as per note (72)
74. Specify the applicable Penalty Factor
75. Flight hours / landings calculated applying penalty factor defined as per note (74)

Figure 15 Log Card Filling Instructions - Annex A

2.5.3 MODIFICATION RECORD BOOK

a. The modification record book is a document produced by GAM CAMO to show the current aircraft configuration status.

b. The document consists a compilation of:

   i. CAAM Civil Aviation Directives and MCAR declaration;

   ii. CAD 8301 and CAD 7101 compliance (for C of A issuance)

   iii. Airframe, Engine and APU (if applicable) AD compliance status.

   iv. Airframe, Engine and APU (if applicable) SB compliance status.

   v. Aircraft Modification/De-modification.

   vi. CAD 6 compliance

   vii. Aircraft software declaration (if available).

c. For repetitive ADs and SBs, only the last application should be recorded in the AD / SB compliance status.

d. The Airworthiness Directives, Service Bulletin, and Modification status report can be generated directly from AERONET for update in the Modification Record Book. The report generated needs to be verified and signed by the authorised Technical Record personnel.

e. The Airworthiness Directives, Service Bulletin and Modification Status Report shall be updated and printed monthly every first week of the following month.

f. Technical Record shall also update all Airworthiness Directives issued and complied within the month into Airworthiness Directives – Monthly Compliance Form (Form Ref: CAAM/AW/6801-02) every first week of the following month and forward to CAMM for verification and submission to CAAM.

g. The instructions for completing the form shall be referred to page 2 of the form. Refer to CAN 27 for sample of completing form CAAM/AW6801-02. The latest applicable form shall always be referred to CAAM official website.

2.6 CONTINUING AIRWORTHINESS RECORDS FILING, RETENTION AND ARCHIVING

a. Continuing airworthiness records shall include the following:

   i. Aircraft logbook

   ii. Engine logbook(s)

   iii. Propeller logbook(s) (if applicable)

   iv. Auxiliary Power Unit logbook(s) (if applicable)

   v. Engine module log cards,

   vi. Service life limited component log cards

   vii. Aircraft Journey Log

   viii. Modification record book

   ix. Complete work package

   x. Aircraft Certificate File

   xi. Mass and Balance Report

   xii. Airworthiness review records

b. Technical Records personnel shall ensure that the records listed above are retained for a period of at least 24 months after aircraft have been permanently withdrawn from service and AJL are retained for at least 36 months after the date of the last entry.

c. The aircraft records at GAM CAMO Main office are all kept securely in a vault room. The vault room is secured with a 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. Refer “CAN 42 – Designated Personnel for Administrator of CAMO Documents” latest revision.

d. The aircraft records at GAM CAMO PGU Office are stored in locked cabinet with controlled and restricted access.

e. Technical Record personnel shall ensure the aircraft records shelves/compartment storage of each aircraft are properly labelled indicating the aircraft registration and serial number to which the records belong to.

f. The label shall be affixed to the shelves/compartment storage by appropriate means and shall be easily identified the records for each aircraft.

g. Technical Record personal shall ensure that each individual binder or box can be properly identified of its contents and the attached decal is visible and readable.

h. Technical Records personnel shall control all access to aircraft records. Any personnel other than Technical Record shall register into a registry logbook and shall be escorted by a Technical Record personnel to gain access to the requested records. Any records taken out from the vault room shall be recorded in the registry logbook.

i. Technical Records personnel shall carry out periodic inspection of the facility to ensure the good condition of the area and no damage due to weather or attacked and infested by termites and rats. This inspection must be duly recorded.

j. Technical Record personnel shall ensure that a dedicated inventory or recording logbook are available and updated monthly.

k. Technical Record personnel shall ensure that all the records as per Part 2 of this CAMP are also scanned, stored and updated into the server and hard disk every last week of the month as a means of backup and kept in a secure location.

l. The hard disk for all aircraft records at GAM CAMO main office shall be kept and stored in a locked cabinet at GAM CAMO PGU office and the hard disk for all aircraft records at GAM CAMO PGU shall be kept and stored in a vault room at GAM CAMO main office.

PART 3

CAMO PLANNING PROCEDURES

PART 3 CAMO PLANNING PROCEDURES

3.1 INTRODUCTION

The CAMO planning department are responsible to ensure that the maintenance required for each aircraft are accomplished in a timely manner and to provide the optimum aircraft availability for operation while strictly adhering to the airworthiness requirements of the operator's aircraft.

3.2 SCOPE

The CAMO Planning department shall be responsible for monitoring, forecasting and planning of the aircraft maintenance tasks based on but not limited to:

a. Approved Aircraft Maintenance Programme

b. Aircraft Maintenance Publication Tasks

c. Airworthiness Directives (AD's)

d. Service Bulletins (SB's)

e. Modification Document

3.3 RESPONSIBILITIES

CAMO Planner personnel

3.4 AIRCRAFT REGISTER

a. Every aircraft inducted into GAM CAMO, either used or new, shall be registered using the Continuing Airworthiness Management Software (CAMS). For interim aircraft, any other means of registered is acceptable for tracking.

b. Initial aircraft setup in the CAMS shall be done in the Aircraft Configuration module. Refer Figure 16.

c. Each type of aircraft shall have their own aircraft configuration template.

d. The inspections and tasks templates, derived from the aircraft maintenance programme and the aircraft maintenance publications, are created in this module.

e. There are several tabs in the module which include for the creation of scheduled inspections and tasks, airframe and engine components and AD's and SB's template.

f. After completing the particular aircraft type configuration template, an aircraft of the same type later can be easily created and registered in the AERONET.

g. Aircraft Templates will ensure consistency with individual aircraft data and make certain that inspections are not missed or overlooked.

h. Upon completion of the aircraft register, the Life Limited Parts and Airworthiness Directives AERONET status report shall be printed by CAMO Planner.

i. Then, the status report shall be signed and verified by CAMM or Deputy CAMM.

j. The verified report shall be kept for archive and records.

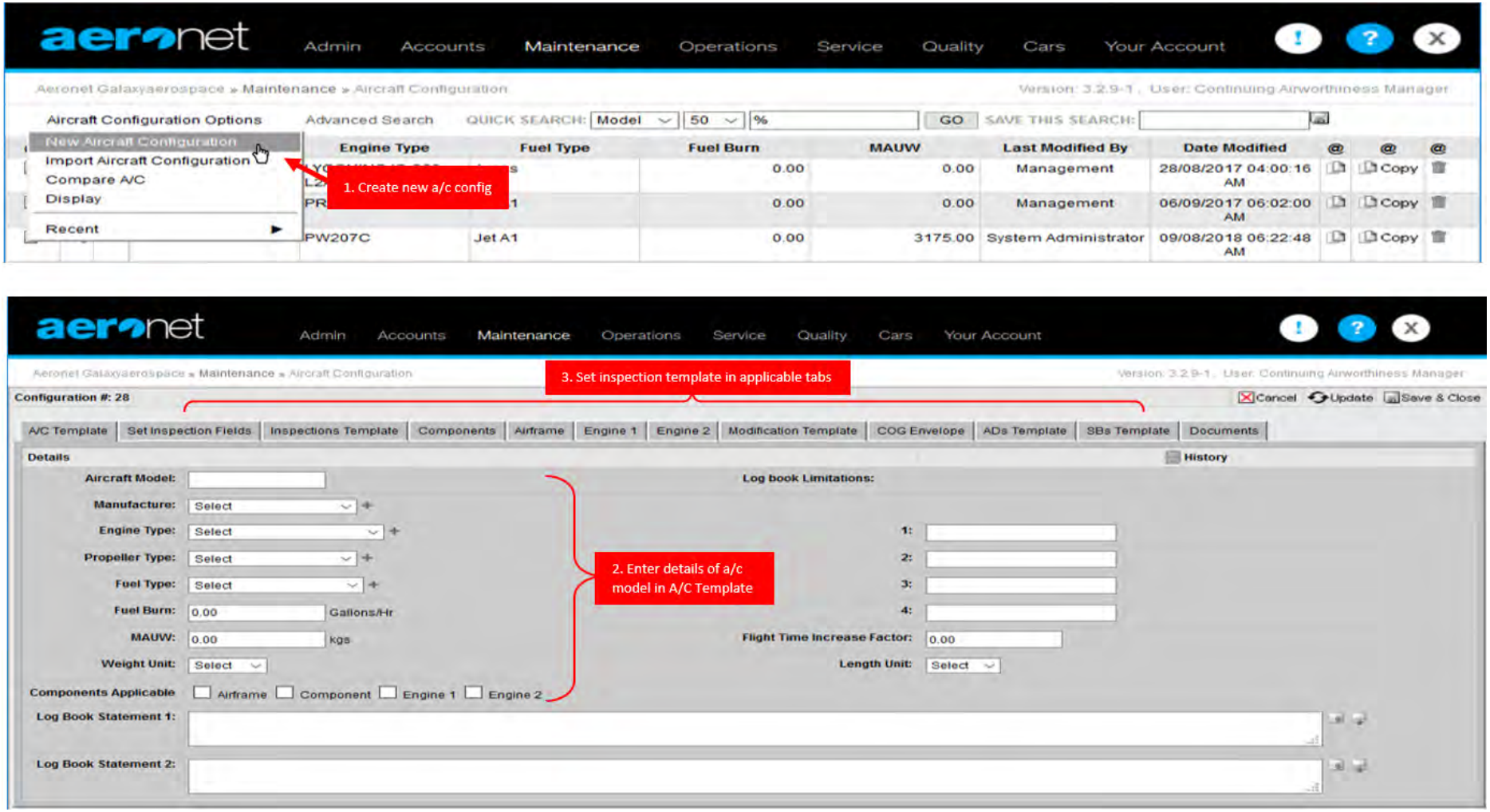


Figure 16 Aircraft Register in AERONET

3.5 AIRCRAFT MONITORING

a. The CAMO planner shall at all times monitor the aircraft maintenance status to ensure that all maintenance is performed within the prescribed limits.

b. The AERONET Aircraft Module are colour coded for quick reference:

   i. If text displays RED, the limitation is overdue.

   ii. If text displays BLUE, the limitation is within the warning period.

   iii. If text displays GREEN, the limitation has an extension applied.

c. The warning limit of inspections in the AERONET shall be set to:

   i. 50% of flight hours and calendar interval for inspection below 100 hours included and 6 months included,

   ii. 50 hours for inspections above 100 hours, and 90 days for inspections above 6 months.

   iii. 6 months for service life limit component identified as a Dangerous Good

   iv. 12 months for Engine Module

d. Daily Fleet Status are issued daily to the operator, if required, at the end of the day using respective format. This summarizes the aircraft serviceability within the 24 hours period.

e. In addition to the aircraft monitoring, CAMO planner shall monitor all AMP Review and AMP Temporary Revision expiry status in AERONET and advise CAMM or Deputy CAMM to ensure that all AMP with Temporary Revision has been submitted to CAAM for approval.

3.6 MAINTENANCE FORECAST

a. A Maintenance Forecast can be generated through AERONET under Part 1 of Tech Log module. Refer Figure 17.

b. For forecast generated through AERONET, a range of values for limitation can be set and the AERONET will automatically project the hours and landings based on the aircraft average burn rate calculated by the system.

c. These maintenance forecasts are able to be downloaded and save in a pdf format.

d. The types of forecast to be distributed are dependent upon the client's request.

3.6.1 YEARLY FORECAST

a. A yearly (12 month) forecast shall be generated on a three-monthly basis

b. This forecast will display the major maintenance and component replacement tasks only.

c. The forecast is then distributed to the aircraft operator and the contracted maintenance organisation for the planning of operations and maintenance.

3.6.2 QUARTERLY FORECAST

a. A quarterly (3 month) forecast is generated minimum once a month in advanced to show the predicted downtime of the aircraft for all maintenance required.

b. This includes for the line and base maintenance check, modification, airworthiness directives, service bulletin and etc.

c. The forecast shall be used as a planning tools for spares, manpower and downtime for maintenance.

3.6.3 WEEKLY FORECAST

a. This shows the nearest maintenance within the 100 hour and 3-month period interval.

b. The forecast shall be used by operator for the planning of flight operations.

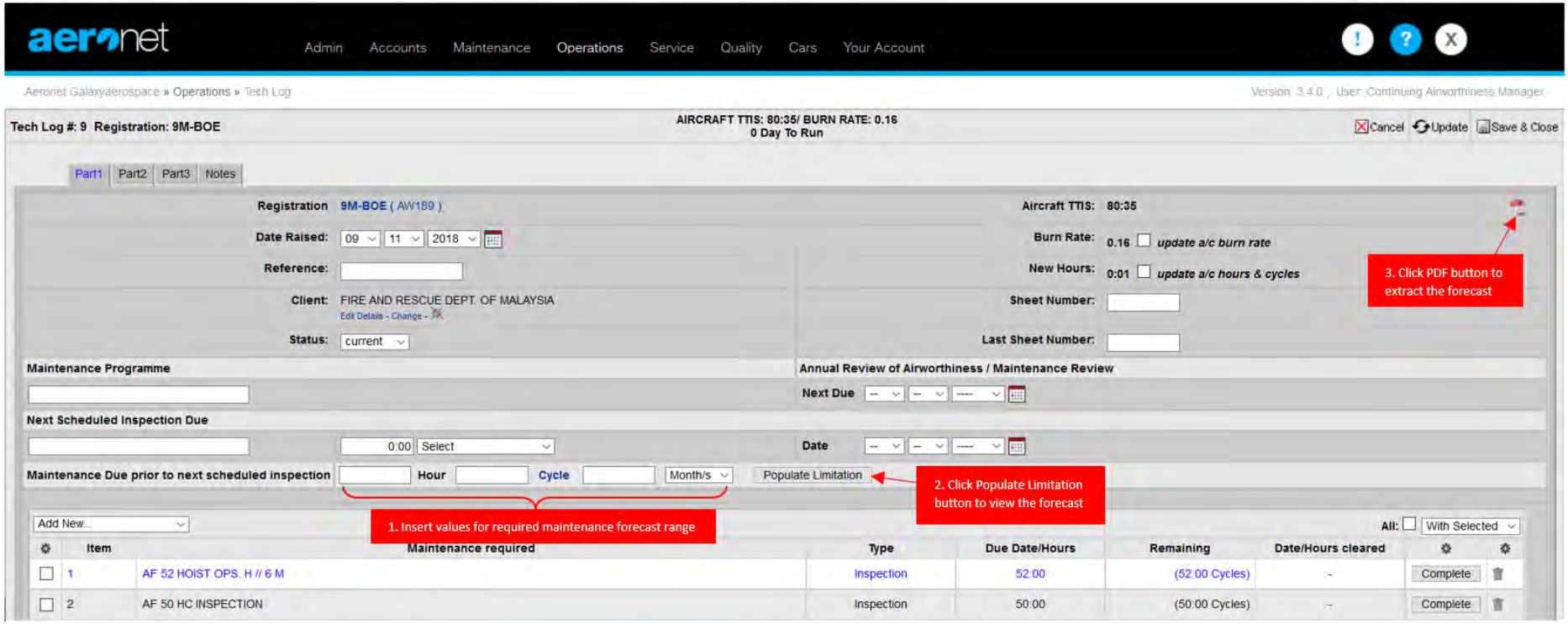


Figure 17 Generate Maintenance Forecast in AERONET

3.7 CAMO PLANNING

a. The CAMO Planner shall plan that all aircraft maintenance checks required by the approved aircraft maintenance programme are performed within the prescribed time limits.

b. Particular attention should also be paid on AD and SB requiring repetitive compliance. A maintenance check shall be performed within the required time limit. Additionally, out of phase maintenance requirement shall also be reviewed particularly those that are aligned within the scheduled maintenance.

c. Rectification of defects including deferred defect shall be planned to the nearest scheduled maintenance check except in the case of defect hazards seriously affect the flight safety, rectification shall be carried out before further flight.

d. Accomplishment of modifications shall be planned in such away it is aligned with a suitable scheduled maintenance check for optimum aircraft downtime.

3.8 AMO COORDINATION

a. CAMO Planner shall liaise with the contracted Part 145 organisation to ensure that all maintenance activities are properly coordinated.

b. For scheduled base maintenance workpack, the CAMO planner shall initiate and call out for a pre-check workscope meeting with the AMO, 1 month prior to inspection commencement.

c. The meeting will encompass of the following matter:

   i. Maintenance timeline;

   ii. Scope of work package; and

   iii. Spares availability.

   iv. Man power.

   v. Or any other issue related to maintenance.

d. For AD/SB Inspection, CAMO Planner shall advise AMO on the applicable AD at the earliest opportunity with a view to establishing compliance and ensuring the required spares are being purchased prior to implementing the applicable AD/SB.

3.9 WORK ORDER ISSUANCE

3.9.1 SCHEDULE MAINTENANCE

a. All Work Order are issued by CAMO Planning for maintenance inspections required to the contracted Part 145 Organisation.

b. The maintenance paperwork is issued either by GAM CAMO or the contracted Part 145 organisation based on the stipulated contract.

c. For paperwork issued by GAM CAMO, a Workpack Control form *GAM/C-004* together with the Worksheet form *GAM/C-005* are used (if required).

d. All Work Sheet must be accompanied with the necessary reference data for the accomplishment of the maintenance task. For other associated approved data such as AD, SB, ICA's and etc., it shall be printed and attached together with the Work Sheet.

e. For complex maintenance tasks (e.g. task that require other components to be removed and reinstalled to access the main component to perform maintenance), CAMO Planner shall transcribe each task onto the Work Sheet and subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task.

f. Parts Report is required for any replacement of components that had been performed during the maintenance.

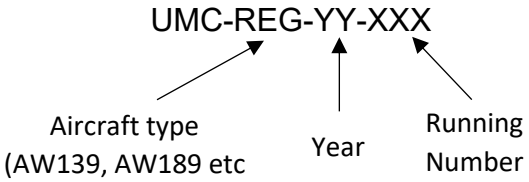
g. A column for independent inspection is required to be include in the Work Sheet for control system components that are disturbed during maintenance as defined in CAGM 8601.

3.9.2 UNSCHEDULE MAINTENANCE

a. For unscheduled maintenance or defects rising from maintenance/operations, additional workpack will be raised by the Part 145 organisation.

b. For paperwork raised by the contracted AMO, CAMO shall be informed prior task carried out and the Worksheet form GAM/C-005 may be used for rectifications.

c. The reference for unscheduled maintenance shall bear the following reference no.:



3.10 WORK PACKAGE REVIEW AND ACCEPTANCE

a. Upon completion of maintenance by the Part 145, CAMO Planner shall review and verify the work package before acceptance

b. CAMO Planner shall ensure that the completed work package shall consist of:

   i. the work park and worksheet properly filled, signed, stamp and dated by AMO as per CAN 01 latest revision.

   ii. a minimum of serviceable tag (ARC/CoC for any components/parts installation).

   iii. Parts report for all components replacement that had been properly filled, signed, and stamped as per CAN 01 latest revision.

   iv. Log cards for hard time component installation available and properly filled

   v. Test reports such as borescope inspection, battery servicing, maintenance flight test report etc.

   vi. AJL copies for ground run performed.

   vii. BMRC for base scheduled maintenance and all inspections including unscheduled maintenance that had been carried out during the time.

c. CAMO Planner shall also check for the completed work packs for any outstanding task due to deferred work, spares availability or any other requirements.

d. CAMO Planner shall raise additional work orders or instructions to the contracted Part 145 organisation where any inspection tasks are not completed and not in full compliance with the regulations.

e. All completed work package received and reviewed are signed for acceptance by the CAMO Planner and updated for maintenance completion in the CAMS system (AERONET).

3.11 AERONET SYSTEM UPDATING

a. CAMO Planner shall update AERONET system for every flight and maintenance completed, and component removal and/or installation to ensure all maintenance and component status can be always monitored effectively

3.11.1 TECH LOG MODULE

a. The aircraft values recorded in AJL are updated in the Tech Log module of AERONET. This shall be done by entering the values in Part 2 of Tech Log module. Refer Figure 18.

b. Once the values had been saved in Part 2, tick the “update burn rate” and “update a/c hours and cycles” box and click the “Update” button in Part 1 of Tech Log module. This will update the system to the new aircraft values. Refer Figure 19.

c. Ensure that the total aircraft values reflected in the AERONET are identical to those values recorded in the Aircraft Journey Log

3.11.2 AIRCRAFT MODULE

a. For maintenance performed on the aircraft, the update shall be done under Aircraft module in AERONET.

b. The aircraft maintenance shall be update either in the Inspection, Modification, ADs, and/or SBs tab depending on the inspection performed.

c. A “Complete” button can be found aligned along each of the inspection. Technical Record shall update the maintenance that had been performed by clicking the button. Refer Figure 20.

d. A pop-up will open as per Figure 21 and require the user to enter the aircraft hours, cycles and date in which the inspection had been performed.

e. The system then will automatically calculate the next due for the inspection to be carried out

f. The maintenance complete shall not be updated by editing the last inspection column and insert the new values. Updating this way will erase previous data and thus, there will not be a history of the maintenance performed.

3.11.3 COMPONENT REMOVAL

a. The AERONET is also updated for the component removal by unlinking from the aircraft in the airframe or engine tab of AERONET as applicable. Refer Figure 22

3.11.4 COMPONENT INSTALLATION

a. Create and link the component in the AERONET to the applicable aircraft. Refer Figure 23. Ensure the hours/cycle/landing of component and the component life limit interval are entered correctly in the system

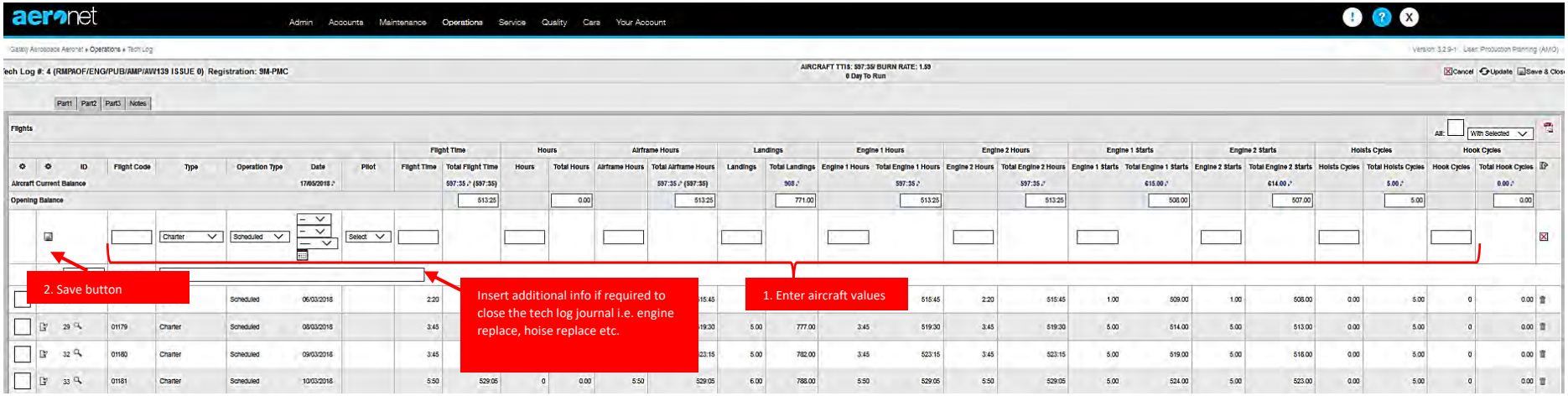


Figure 18 Aircraft Values Entry in AERONET Tech Log Module Part 2

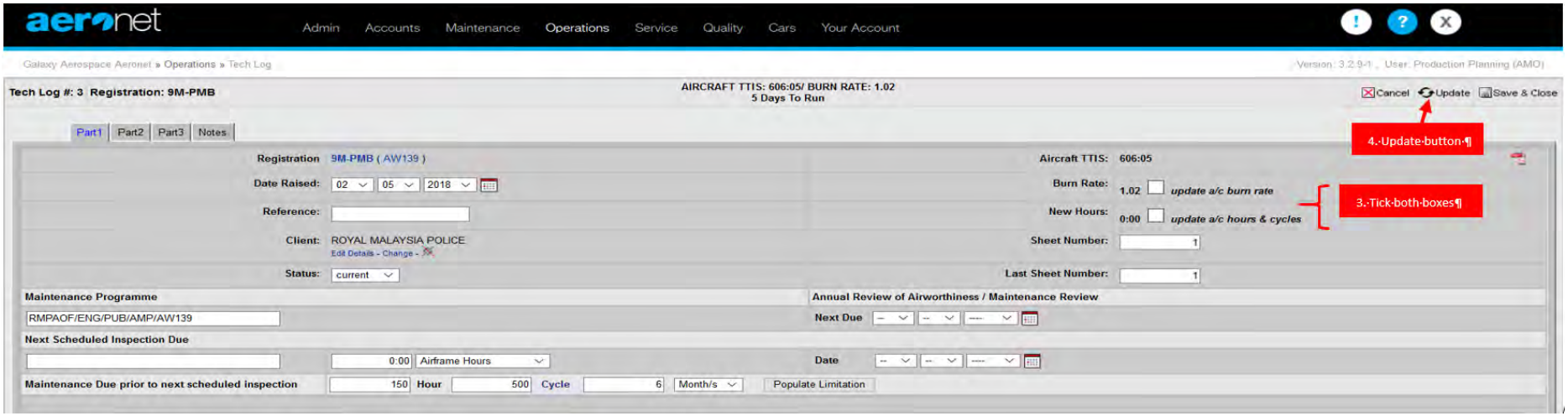


Figure 19 Aircraft Values Update in AERONET Tech Log Module Part 1

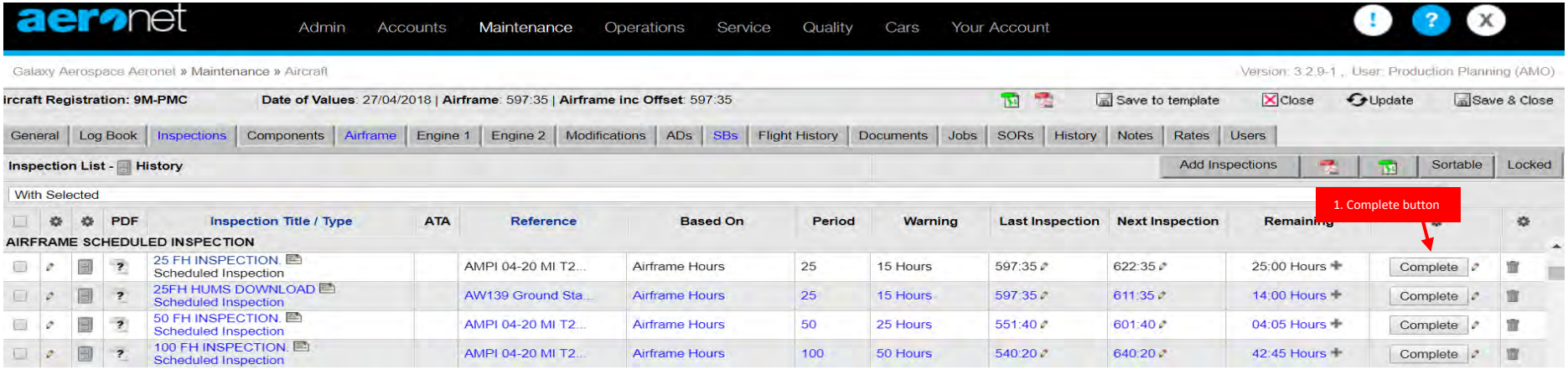


Figure 20 AERONET Inspection Completion Update

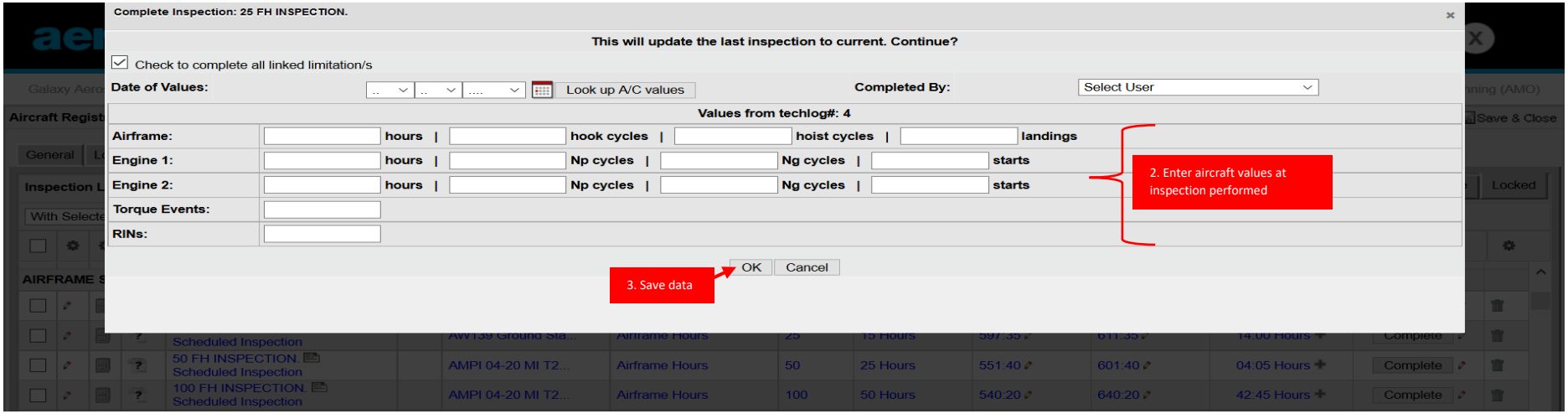


Figure 21 Aircraft Value Request from AERONET upon Inspection Completion Update

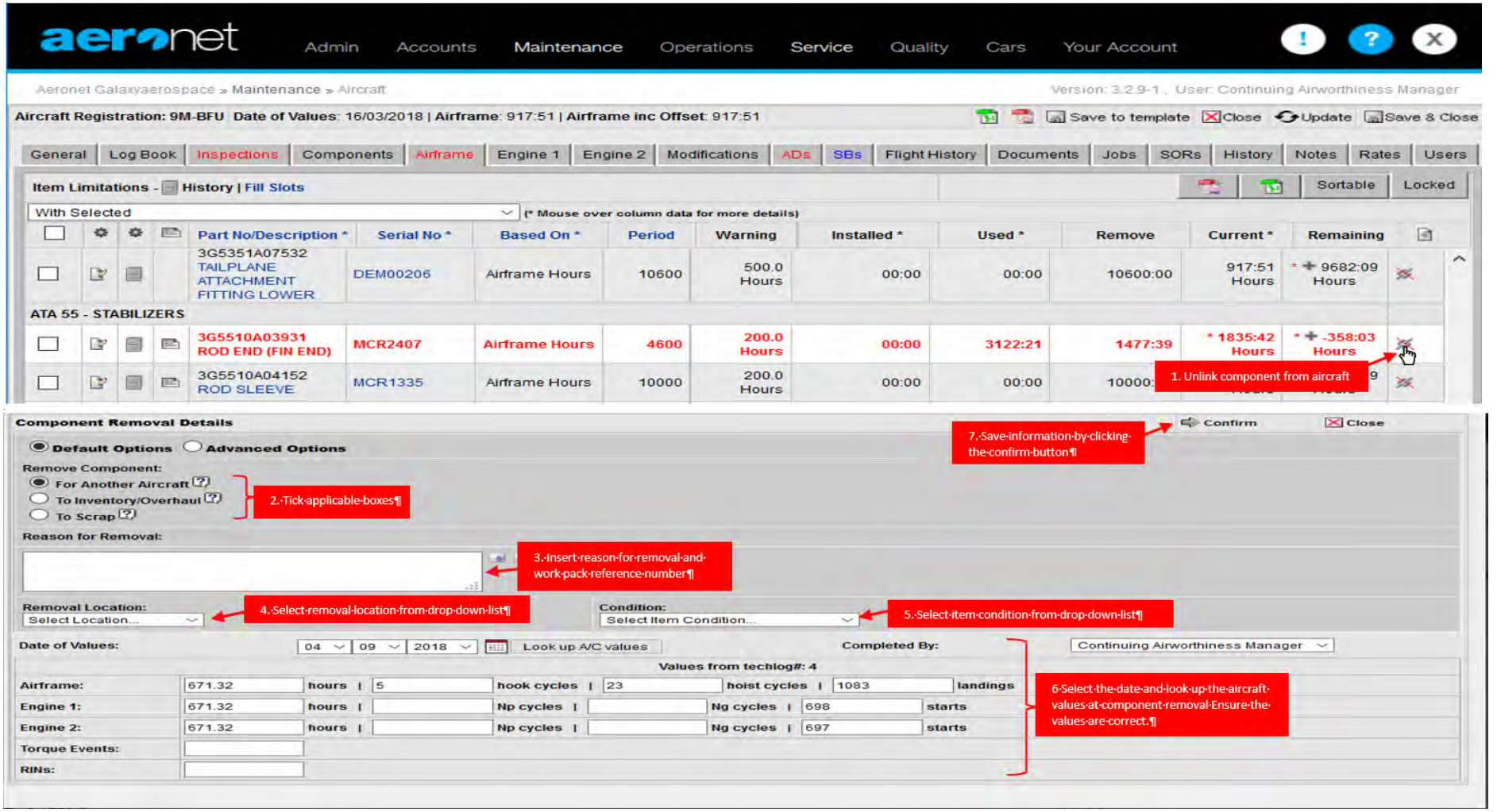


Figure 22 Component Removal in AERONET

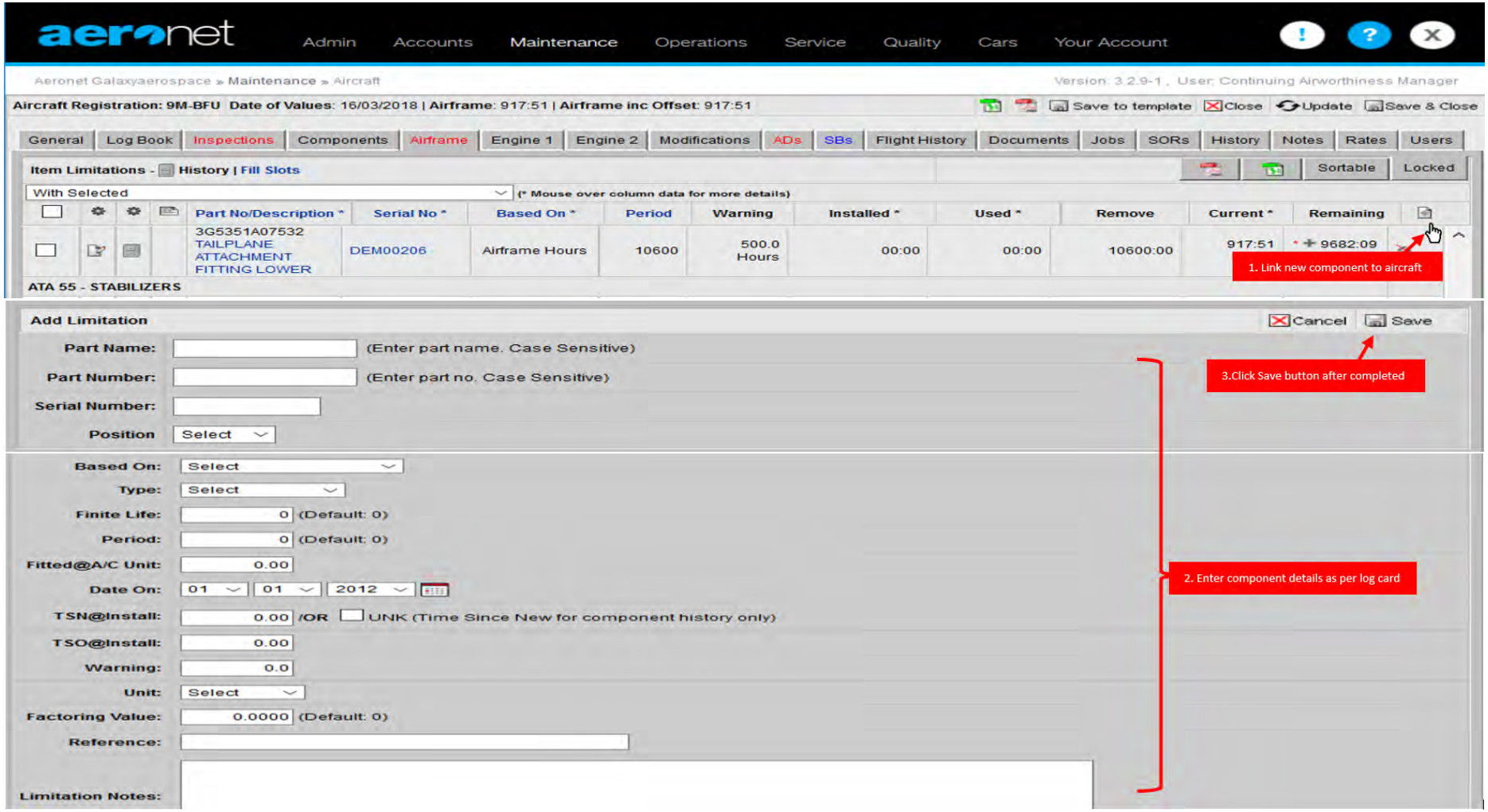


Figure 23 Component Installation in AERONET

PART 4

TECHNICAL SERVICE

PROCEDURES

PART 4 TECHNICAL SERVICE PROCEDURES

4.1 INTRODUCTION

a. This section outlines the procedure to ensure that the operations of the aircraft remains adheres to the aircraft continuing airworthiness.

4.2 SCOPE

a. The CAMO Technical Services Department shall be responsible for the compliance with the approved aircraft maintenance programme, airworthiness directives, modification and repairs for all of GAM CAMO aircraft.

4.3 RESPONSIBILITIES

a. Technical Services Personnel

4.4 AIRCRAFT MAINTENANCE PROGRAMME

4.4.1 AMP DEVELOPMENT

a. For those AMP request by operator to be establish by GAM CAMO, the CAM Manager or his/her delegated personnel shall be responsible for the preparation of the AMP.

b. The AMP is developed by extracting the information from the OEM aircraft and engine maintenance program along with the relevant ADs, SBs, modifications and any other requirements by the OEM, CAAM, Operator and other related regulatory bodies.

c. The basis of developing the AMP are the following:

   i. Maintenance tasks and intervals as recommend by the OEM.

   ii. MRB.

   iii. OEM Airworthiness Limitations & Inspections Requirements.

   iv. The requirements of Airworthiness Directives, Alert/Mandatory Service Bulletin, SIL's SL's, etc applicable to the aircraft.

   v. Maintenance Manuals.

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

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

   viii. Requirements due to operating experiences.

   ix. When applicable, continuing structural integrity program and/or corrosion control program.

   x. When applicable, reliability programs for condition monitoring aircraft systems, components and power plants.

   xi. Mandatory maintenance task and interval as declared by the OEM shall be specified in the AMP.

d. The AMP shall be initially reviewed and signed by the operator before submission by GAM CAMO to CAAM for approval. A Minute of meeting for the review conducted will be issued.

e. 2 copies of AMP, AMP checklist and the Minute of Meeting shall be submitted to CAAM for approval.

f. Once approved by CAAM, it shall then be distributed according to the Distribution List page of the AMP.

4.4.2 AMP AMENDMENTS

a. The AMP shall be reviewed annually or more frequent to reflect the current operating experiences and the latest revisions of all relevant and applicable documentations

b. Type of Aircraft Maintenance Programme amendments are:

i. "A" Amendment

These are mandatory amendments promulgated by the authority, Civil Aviation Authority of Malaysia.

ii. "B" Amendment

These are amendments which have been requested by the operator and approved by the authority, Civil Aviation Authority of Malaysia.

i. "C" Amendment

Amendments initiated by GAM CAMO and approved by QAM. Correction to typographical errors; reflection of part numbers changes to consumable parts; changes to not decreasing the inspection frequency and life of any components are reflected in the 'C' amendments.

c. Temporary Revision shall be issued to ensure the requirements are not to be missed from time to time should there be additional instructions and/or requirement.

d. These Temporary Revision shall be accompanied together with the Document Revision Amendment Form (GAM/C-025 latest revision) and obtain the approval from QAM and the operator prior implementation and distribution to all AMP holders.

e. This 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.

f. The Temporary Revision shall be submitted to CAAM for approval within 90 days.

4.4.3 AMP COMPLIANCE

a. GAM CAMO shall adhere to the maintenance requirements as defined in the AMP by means of maintenance planning procedures.

b. Under normal operating conditions, an established interval for accomplishment of scheduled maintenance cannot be exceeded.

c. However, circumstances may exist that justify, under controlled conditions, use of a tolerance or a maintenance interval configurable as a onetime extension of an interval for an individual aircraft.

d. These tolerances, subject to CAAM approval, shall respect the following rules:

   i. The operator may vary the period described by the AMP provided that such a variation within the limits indicated in AMP.

   ii. Interval tolerances can be applied ONLY when the period prescribed by this Inspection Program cannot be complied with due to circumstances which could not reasonably have been foreseen by operator.

   iii. Interval tolerances cannot be assumed as maintenance planning tool

   iv. Interval tolerances DO NOT apply to AD, authority requirement, interval specified in the Minimum Equipment List (MEL), mandatory airworthiness limitations task prescribed by the AMP.

e. When an interval tolerance is used, IT IS NOT CUMULATIVE, therefore the subsequent interval shall be computed as per the original scheduled interval. Example:

   i. Task interval: 100 FH, Maximum variation; 10 FH, if the task is conducted at 105 FH, the subsequent task must be performed as per original scheduled at 200 FH (+10 FH)

   ii. Task interval: 24 months, Maximum variation: 30 days. If the task is conducted at 25 months, the subsequent task must be performed as per original scheduled at 48 months (+ 30 days)

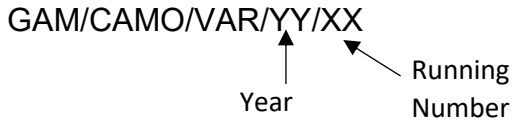
   iii. Task interval: 100 FH, Maximum variation; 10 FH, if the task is conducted at 85 FH, the subsequent task must be performed as per original scheduled at 185 FH (+10 FH)

iv. Task interval: 24 months, Maximum variation: 30 days. If the task is conducted at 23 months, the subsequent task must be performed as per original scheduled at 47 months (+ 30 days).

f. For items controlled by more than 1 limit, i.e. items controlled by flying hours and calendar time, the more restrictive limit shall be applied.

4.4.4 AMP VARIATION

a. For circumstances defined in para. 4.4.3 (c) above, the variation to the interval can be requested to CAAM using AMP Variation Request form GAM/C-033. The controlled number are formatted as below:



b. CAMM shall filled the form with necessary information on the inspection/component requested for variation.

c. The application shall be attached together with the supporting documents below as applicable:

i. related section of approved AMP and the maintenance manuals;

ii. risk assessment on the variation requested;

iii. worksheet of mitigation inspections carried out; and

iv. supporting technical note from OEM (for airworthiness limitation components).

d. The application then shall be forwarded to QAM for review.

e. Upon satisfactory review, the application shall be submitted to CAAM for approval.

f. CAMM shall advised AMO on the deviation from the AMP once approved by CAAM.

4.5 MINIMUM EQUIPMENT LIST (MEL)

a. For those MEL requested by operator to be established by GAM CAMO, the Technical Service department shall be responsible for the preparation of the MEL.

b. The MEL will be based upon the following documents which is then suited to the aircraft configuration and operating environment:

   i. Master Minimum Equipment List

   ii. MCAR 2016

   iii. CAAM CAD 6

   iv. Rotorcraft Flight Manual

   v. Aircraft Maintenance Manual

c. The MEL shall contain the following:

   i. List of Effective Pages (LOEP).

   ii. Preamble including statement on the incorporation of the latest MMEL revision.

   iii. Table of Contents.

   iv. Revision Index.

   v. Explanation of abbreviations/symbols.

   vi. Policy/Procedure to defer MEL defects.

   vii. Air Transport Association (ATA) specification numbering.

   viii. Repair categories/interval – Operator shall comply to the repair categories/interval as stated in the MEL Deviations to the repair categories/interval shall be approved by the CAAM through the operators Quality Section.

d. Any item which is related to the airworthiness of the aircraft or is required by Civil Aviation Legislation which is not included in this MEL must be operative before a flight is dispatched.

e. The MEL prepared will then be initially reviewed by a committee member of CAM Manager, QAM, Part 145 representative and aircraft operator before submission to CAAM for approval.

f. Upon satisfactory review, the MEL shall be submitted to CAAM Airworthiness Sector and Flight Operations Sector for the final approval.

4.5.1 MEL AMENDMENT

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

b. MEL shall be reviewed and amended as necessary when the following changes occurs:

   i. A revision to the MMEL that affect the content of the MEL.

   ii. New airworthiness or operation requirement introduced that affect the content of the MEL

   iii. Embodiment of modification on the aircraft affecting the additional components introduced that are in relation with MMEL.

c. MEL amendment shall be prepared by Technical Service personnel and checked and verified by CAMM, QAM and operator before submission to CAAM for approval

d. Where the MMEL revision affect the MEL Category and is more restrictive, the MEL amendment shall be submitted to CAAM immediately upon receipt of MMEL revision for approval.

e. If the MMEL revision affect a procedure (M) or (O), the MEL amendment shall be submitted to CAAM within 60 days for approval

f. If the MMEL revision does not affects a procedure (M) or (O), the MEL amendment shall be submitted to CAAM within 120 days for approval.

4.5.2 MEL DEFER DEFECT PROCEDURE

a. When an item of equipment is discovered to be inoperative, it is reported by making an entry in AJL.

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

d. 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.

e. 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.

f. AMO LAE shall annotate an entry in the rectification column of the AJL for any deferred defect including the Deferred Defect Form D.D. No. where the defect was deferred.

g. Enter the required details of the defect deferred in the Aircraft Deferred Defect Record form (GAM/C-013)

h. The Item deferred must be PLACARDED, a Stick-ON sticker or similar means acceptable will be affixed to the instrument or next to the switch operating the system.

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

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

k. After rectifying the defect, AMO shall records full details of action taken into the worksheet and attach to the Deferred Defect Form and return to CAMO Planner for processing and updating of CAMS.

4.5.3 MEL REPAIR INTERVAL EXTENSION

a. GAM-CAMO shall notify related CAAM Airworthiness PMI and CAAM Flight Operations POI within two working days any time it becomes necessary to continue or extend the item repair interval period beyond the expiry date.

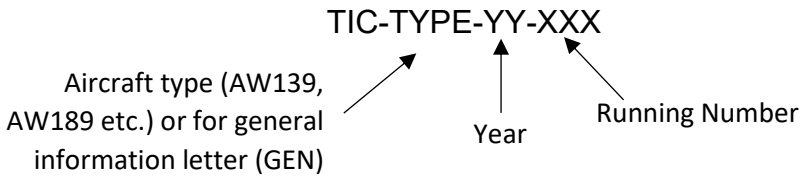
b. Defect rectification cannot be postponed unless agreed by the operator and in accordance with a procedure approved by the CAAM.

4.6 TECHNICAL INSTRUCTION COMPLIANCE/SENTENCING

a. *Technical Instruction Compliance/Sentencing (TIC) form GAM/C-001* are used for the evaluation and sentencing of the AD's, SB's and any other technical publications by Technical Service for the aircraft contracted to CAMO.

b. Technical service personnel will receive the TIC raised by Technical Publication through GAMS Portal.

c. The TIC controlled number are formatted as below:



d. Only Technical Service personnel that have been properly accessed and accepted as qualified per para. 0.8 are authorised to sentence the TIC's.

e. For AD and SB sentencing, Technical Service personnel shall evaluate the TIC and identified the following information:

   i. Type of AD/SB

      i. Time limit imposed

      ii. One time inspection

      iii. Repetitive Inspection

      iv. Modification required

      v. Optional requirement (for SB)

      vi. For information only

   ii. Applicability to aircraft type, engine type/model, and/or component model/part number.

   iii. Applicability to aircraft serial number, engine serial number, and/or component serial number.

   iv. The reason AD/SB issued.

   v. Compliance time either in flight hours and/or calendar days, or combination of both

   vi. Action required to be performed.

vii. Spare and/or special tools required for compliance.

f. Supporting documents such as log card, worksheet, equipment list, etc., shall be attached to the TIC for evidence and reference as required.

g. The sentenced TIC will then go through CAM Manager or his/her delegate for verification and task delegation to CAMO Planner.

h. CAM Manager or his/her delegate shall verify that:

   i. The sentencing made by Technical Service are correct.

   ii. The supporting documents attached justify the evaluation made by Technical Service personnel.

i. CAM Manager or his/her shall then advise CAMO Planner on the following action to be taken:

   i. If the AD / SB require Aircraft Maintenance Programme to be amended.

   ii. If AD / SB require pre-planned worksheet to be created or updated in AERONET for monitoring and compliance.

   iii. If component need to be removed and send to authorised facilities for compliance of AD/SB.

j. CAMO planner will include and update the AD/SB inspection and sentencing in the AERONET and monitor accordingly.

k. CAMO Planner shall advise AMO on the applicable AD/SB at the earliest opportunity with a view of establishing compliance and ensuring the required spares are being purchased prior to implementing the applicable AD.

l. CAMO Planner shall raise and issue a work order to AMO for implementation of AD/SB and attach the completed work package of the AD/SB accomplishment to the TIC

m. CAMO Planner shall identify which part of a multi-part directives/bulletins has been accomplished and attach the work package of the AD/SB Part accomplishment to the TIC.

n. Repetitive AD Inspections will be incorporated into the affected Aircraft Maintenance Program until full compliance is achieved.

o. After CAMO Planner have updated the status of AD/SB accomplishment together with the required supporting documents, the TIC form will go through CAM Manager or his/her delegate for compliance verification.

p. CAM Manager or his/her delegate shall ensure that:

   i. For applicable AD/SB with one time inspection, a completed work package of the AD/SB accomplishment has been attached to the TIC.

   ii. For applicable AD with repetitive inspection, the work package of latest accomplishment of the AD repetitive inspection has been attached to the TIC and incorporated into the affected AMP.

   iii. For applicable SB with repetitive inspection, the work package of the latest accomplishment of the SB repetitive inspection has been attached to the TIC

   iv. For AD and SB with multi-part compliance, the completed work package of each AD/SB part accomplishment has been attached to the TIC.

q. Technical Publication personnel will receive a notification of the TIC completion and will extract the completed TIC forms together with all the supporting documents from GAMS portal and kept in the server for record and safekeeping.

4.7 FLIGHT TEST SCHEDULE

a. The purpose of the airworthiness flight test is to ensure that the aircraft's flight characteristics and its functioning in flight do not differ significantly from the normal characteristics for the type and to check the flight performance against the appropriate sections of the flight manual.

b. Additionally, maintenance flight test may be carried out following a maintenance activity on an aircraft to provide reassurance of performance or establish the correct functioning of a system that cannot be fully establish during ground checks.

c. Both of these flight tests must only be conducted in accordance with the schedules that had been prepared by Technical Service and approved by CAAM or internally approved by QAM as applicable.

4.7.1 AIRWORTHINESS FLIGHT TEST SCHEDULE (AFTS)

a. The scope of the Airworthiness Flight Test shall include:

i. Aircraft Performance

The aircraft's performance must meet with the scheduled performance contained within the Rotorcraft Flight Manual (RFM). The performance should not have significantly degraded since the last flight test and any measured degradation shall be accounted for.

ii. Handling Qualities

The aircraft should handle/fly as intended. Stall characteristics should be benign or normal for the type.

iii. Systems

All aircraft systems should be serviceable and fit for purpose or, if permissible, clearly labelled as inoperative. Autopilots and Flight Control Systems should be comprehensively tested to ensure the perform as intended with degraded modes assessed where possible.

b. The AFTS shall have the following reference number:

GAM/CAMO/AC TYPE/AFTS
↑
Aircraft Type

c. The content and conduct of the flight test shall be standardised as far as possible to ensure that the appropriate tests are always made.

d. The schedules should at least cover the following:

i. Procedures in respect of minimum flight test crew, RFM limitations and approved flight test pilots

ii. Flight Test Certificate or equivalent

iii. Flights under Permit to Fly

iv. Mandatory placards/markings checking

v. Defects and their rectifications

vi. Load sheet

vii. Low speed handling tests, climb tests, autorotation test, power assurance checks and dive to never exceed speed (Vne) test

viii. Columns for test crew to record as satisfactory or not

ix. Comparison of actual test results with the RFM data

e. The completed scheduled together with CAAM Statement of Compliance (SOC) form CAAM/AW/8101-01 each in 2 copies shall be submitted to CAAM for approval.

4.7.2 MAINTENANCE FLIGHT TEST SCHEDULE (MFTS)

a. The maintenance flight tests shall be performed either due to:

i. Extensive maintenance check outside of the scope of aircraft maintenance manual or major modification affecting the aircraft performance that cannot be checked on ground; or

ii. Rotor Track and Balance as instructed in the aircraft maintenance manual after post maintenance operations or adjustment to the dynamic control components; or

iii. Functional Check Flights as instructed in the aircraft maintenance manual, for instance after engine installation affecting the aircraft performance that cannot be checked on ground.

b. For maintenance flight test due to (i) above, the maintenance flight test schedule shall be submitted to CAAM for approval.

c. For maintenance flight test due to (ii) above, the maintenance flight test schedule shall be internally approved by QAM.

d. For maintenance flight test due to (iii) above, the check flight will be performed in accordance with the aircraft maintenance manual.

e. The MFTS shall have the reference number:

i. for CAAM approved MFTS:

GAM/CAMO/AC TYPE/MFTS

↑

Aircraft Type

ii. for GAM approved MFTS:

GAM/CAMO/AC TYPE/MFTS/RTB

↑

Aircraft Type

f. The MFTS shall have the following content but not limited to:

i. Procedures in respect of minimum flight test crew, RFM limitations and approved flight test pilots

ii. Flight Test Certificate or equivalent

iii. Flights under Permit to Fly

iv. Mandatory placards/markings checking

v. Defects and their rectifications

vi. Load sheet

vii. Columns for test crew to record as satisfactory or not

4.8 MAINTENANCE REVIEW BOARD

a. The Maintenance Review Board (MRB) holds monthly meetings and constitutes of the following members:

i	Technical Services Engineer	Permanent member
ii	CAM Manager or his/her delegate	Permanent member
iii	EM or his delegate	Permanent member
iv	Logistic supervisor or his delegate	Permanent member
v	QAM or his delegate	Permanent member
vi	Technical Services Engineer (Reliability)	Secretary

b. Other personnel or specialists (non-voting) shall be enlisted to provide expert advice as required, depending on the circumstances.

c. The MRB meeting must comprise of the five permanent members for the meeting to be conducted.

d. The followings shall be in the agenda but not limited to:

i. Reliability reports are evaluated, and a review of each delay and cancellation is carried out.

ii. Identify any adverse trends and associated technical problems for further investigation.

iii. Determine required actions to reduce recurring defect or significant event.

iv. Formulate actions that can rectify dispatch reliability being below set targets.

v. Review actions taken on PIREP Rate Alert's and high unscheduled removal rate components.

vi. Proposals for corrective and preventive actions and for Maintenance Program changes are evaluated from incident, decisions made by majority vote. The minutes of board meetings, administrative files and substantiating data for decisions are retained by Technical Services Department.

vii. To discuss any other matter related to aircraft current status and Maintenance operation activity in related to CAMO and Technical Services department.

viii. To discuss the current status of Airworthiness Directive and Service Bulletin implementation and consideration

e. Technical Services shall carry out an annual review of the program for effectiveness which includes (but not limited to) the following areas:

i. Suitability of ALERTS (upper control limits) values for each ATA parameter being monitored.

ii. Completeness and integrity of data sources.

iii. Effectiveness of actions taken for ALERTS being investigated

iv. Any corrective action issued and matter discussed in MRB meeting should be recorded in Minutes of Meeting.

4.9 AIRCRAFT RELIABILITY PROGRAM

a. Technical Service shall collect reliability data every month and the results collected are published in a reliability report which includes trend analysis. The reliability report is produced on monthly, quarterly and annually basis.

b. The reliability report must contain details on the reportable defects, such as the aircraft involved, date, finding and any other relevant details as follows but not limited to:

REPORT DATA	RELIABILITY INDICATOR	REPORTING PERIOD
Utilization • Number of AC • Total flight hour • Total flight cycles (landing)	• Aircraft and APU flight hours and cycle	• Monthly • 3-month rolling average • 12-months rolling average
Technical Delays • Delays more than 30 minutes caused by technical problem.	• Technical Dispatch Reliability	
Component removals • Scheduled and unscheduled engine removals • Component removals defect	• Component removal rates • Threshold exceedances • Threshold exceedances by ATA chapter	
Defects • PIREP (Pilot Report) • Repetitive defects (when same defect repeated 3 times within 1 month or 30 FH)	• PIREP count by ATA chapter	
Engine monitoring • Engine TBO • Engine current performance	• Engine flight hours • Power Assurance Check	

c. The reliability report is then distributed to at least the permanent member of MRB and to the appropriate type certificate holders if the aircraft is subscribed under their reliability data sharing program.

d. The reliability data and reliability indicator published in the reliability report is reviewed and analyse during the monthly MRB meeting for:

i. identification of recurrence defects and unscheduled removal component trends;

ii. adverse trend in reliability;

iii. unreliable systems and components;

iv. maintenance task and system resulting in high defect levels.

e. The MRB meeting shall determine if further action is necessary to improve fleet reliability result from Reliability Report Review

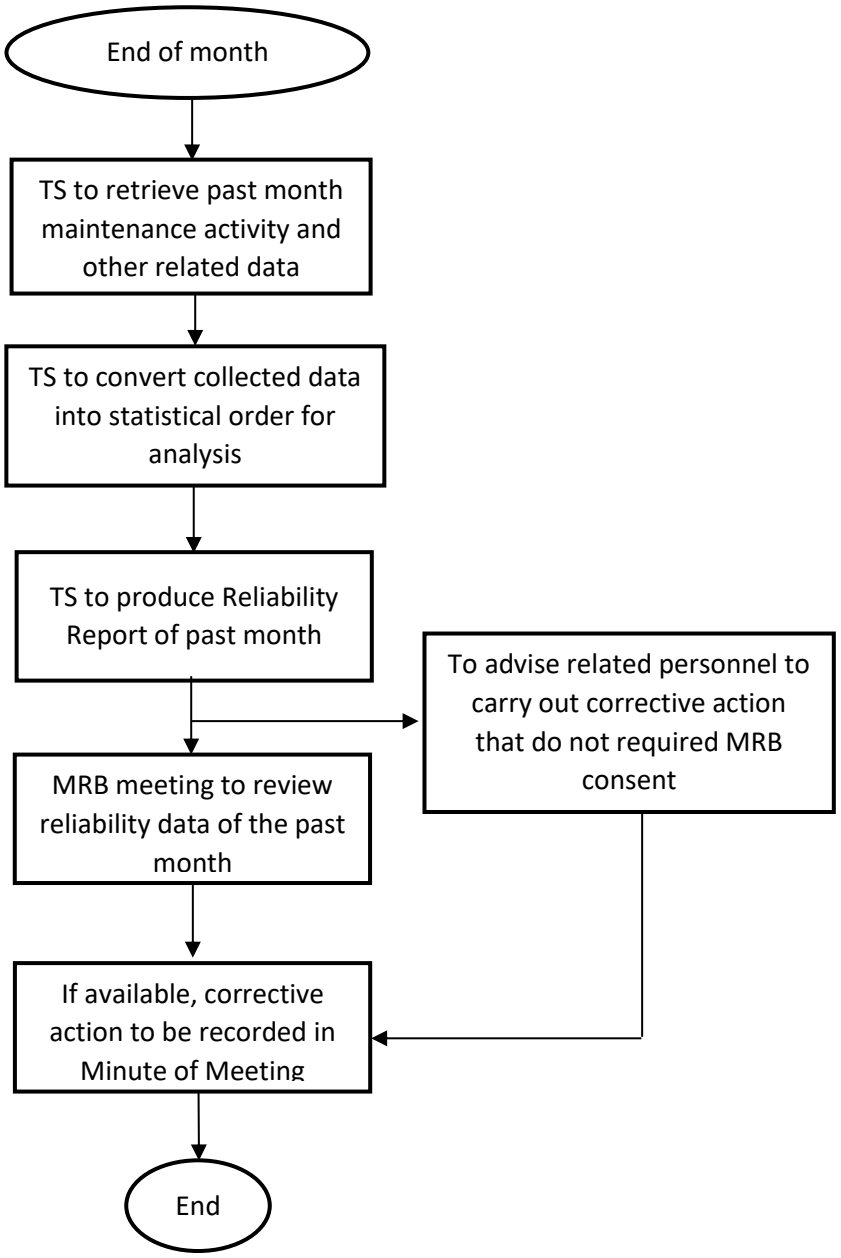


Figure 24 Reliability Program Process Flow

4.10 REPAIR PROCESS MANAGEMENT

a. This procedure details how Technical Services manages repair process en route for approval.

b. Repair means elimination of damage and/or restoration to an airworthy condition following initial release into service by the manufacturer of any product, part, or appliance.

c. If the repair of damage is not covered by an existing repair solution according to the Repair Manual or other approved data, the damage details shall be forwarded by the AMO to the Technical Services Department.

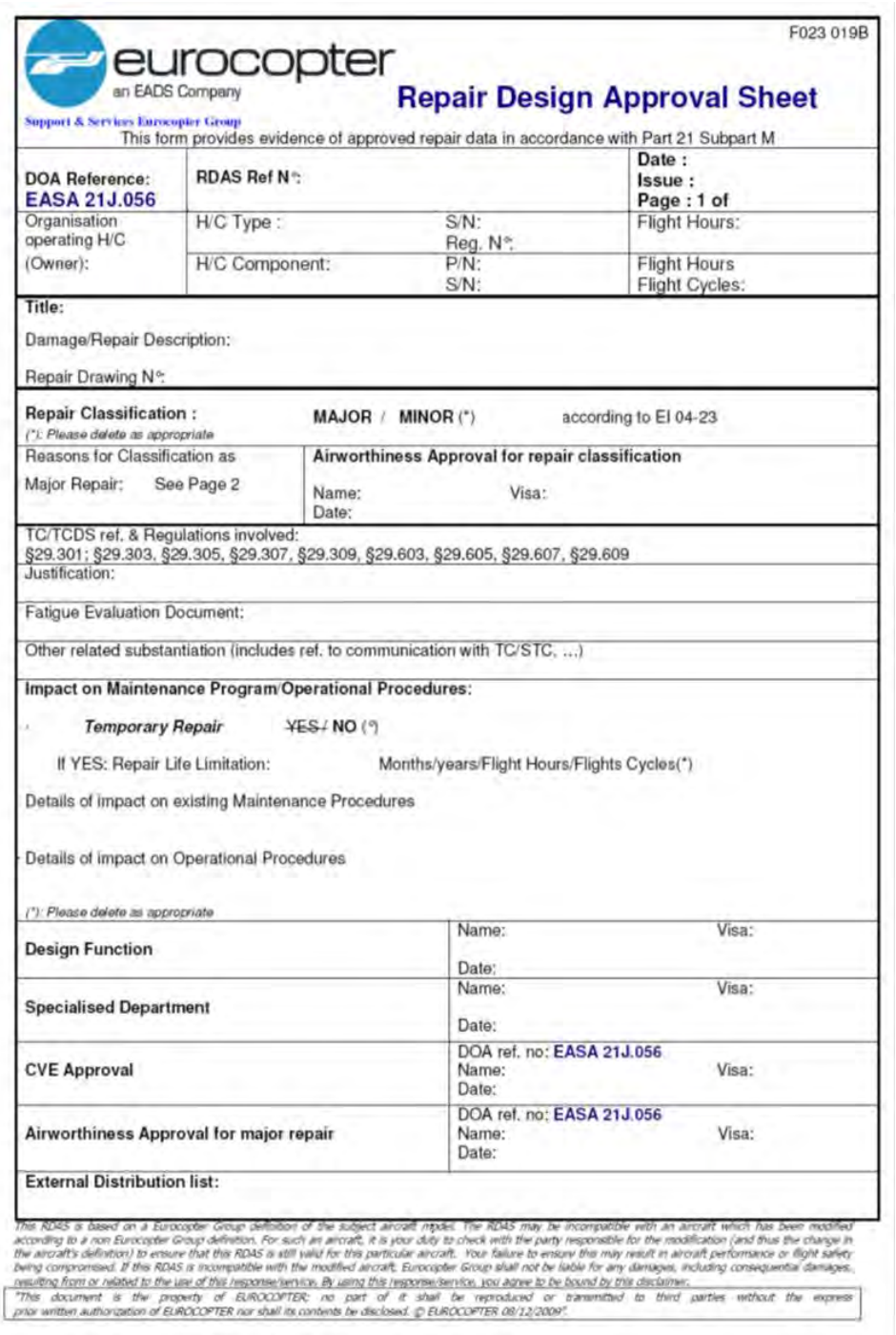
d. Technical Service then shall liaise with the TC Holder by raising Technical Query (TQ) and/or Repair Instruction Query (RIQ), as applicable, for the repair procedure.

e. For Airbus Helicopter (AH) product repairs document, AH will issue a Repair Design Approval Sheet (RDAS) See Figure 26 for a sample of Airbus Helicopter RDAS.

f. For Leonardo Helicopter (LH) product repairs document, LH will issue PSEAW and/or Repair Scheme for the repair instruction. Refer Figure 27 for a sample of Leonardo Helicopter (PSEAW).

g. These documents contain the essential information for implementation of repair, including applicability, repair classification, reference of parts, damage description, related substantiation documents, impact on Maintenance Program and Operational Procedures (incl. limitations) and detailed repair procedure.

h. All document shall be submitted to GAM-DOA for processing and approval.



F023 019B

eurocopter
an EADS Company
Support & Services Eurocopter Group

Repair Design Approval Sheet

This form provides evidence of approved repair data in accordance with Part 21 Subpart M

DOA Reference: **EASA 21J.056**	**RDAS Ref N°:**		**Date :** **Issue :** **Page : 1 of**
Organisation operating H/C (Owner):	H/C Type :	S/N: Reg. N°:	Flight Hours:
	H/C Component:	P/N: S/N:	Flight Hours Flight Cycles:

Title:

Damage/Repair Description:

Repair Drawing N°:

Repair Classification : **MAJOR** / **MINOR** (*) according to EI 04-23

(*): Please delete as appropriate

Reasons for Classification as Major Repair: See Page 2	**Airworthiness Approval for repair classification** Name: Visa: Date:

TC/TCDS ref. & Regulations involved:
§29.301; §29.303, §29.305, §29.307, §29.309, §29.603, §29.605, §29.607, §29.609

Justification:

Fatigue Evaluation Document:

Other related substantiation (includes ref. to communication with TC/STC, ...)

Impact on Maintenance Program/Operational Procedures:

Temporary Repair ~~YES~~ / **NO** (*)

If YES: Repair Life Limitation: Months/years/Flight Hours/Flights Cycles(*)

Details of impact on existing Maintenance Procedures

Details of impact on Operational Procedures

(*): Please delete as appropriate

Design Function	Name: Visa: Date:
Specialised Department	Name: Visa: Date:
CVE Approval	DOA ref. no: **EASA 21J.056** Name: Visa: Date:
Airworthiness Approval for major repair	DOA ref. no: **EASA 21J.056** Name: Visa: Date:

External Distribution list:

This RDAS is based on a Eurocopter Group definition of the subject aircraft model. The RDAS may be incompatible with an aircraft which has been modified according to a non Eurocopter Group definition. For such an aircraft, it is your duty to check with the party responsible for the modification (and thus the change in the aircraft's definition) to ensure that this RDAS is still valid for this particular aircraft. Your failure to ensure this may result in aircraft performance or flight safety being compromised. If this RDAS is incompatible with the modified aircraft, Eurocopter Group shall not be liable for any damages, including consequential damages, resulting from or related to the use of this response/service. By using this response/service, you agree to be bound by this disclaimer.

Figure 26 EUROCOPTER RDAS SAMPLE – PAGE 01

F023 019B

eurocopter
an EADS Company
Support & Services Eurocopter Group

Date :
Issue :
Page : 2 /
Aircraft:

RDAS N° |_|_|_|_|_|_|_|_|_|_|_|_|_|_| / |_| |_|

Reasons for Classification:

Criterion	Appreciable Effect? (*)
Limitations	~~YES~~/NO
Structural performance (including long term maintenance programme changes)	~~YES~~/NO
Fatigue behaviour if the new lifetime of the repaired part is below the lifetime published for the original part in the airworthiness limitations section (ALS) of the maintenance manual	~~YES~~/NO
Weight and balance (significant modification)	~~YES~~/NO
Aerodynamics	~~YES~~/NO
H/C performance	~~YES~~/NO
The repair has repercussions on the airworthiness limitations section of the maintenance manual	~~YES~~/NO
The repair constitutes the subject or impacts the content of an Airworthiness Directive	~~YES~~/NO
Analysis or calculation methods used to substantiate the repair of a critical part are innovative or concern new technology	~~YES~~/NO
Means of compliance with certification rules are unusual	~~YES~~/NO
Significant impact on a critical function	~~YES~~/NO
Noise	~~YES~~/NO

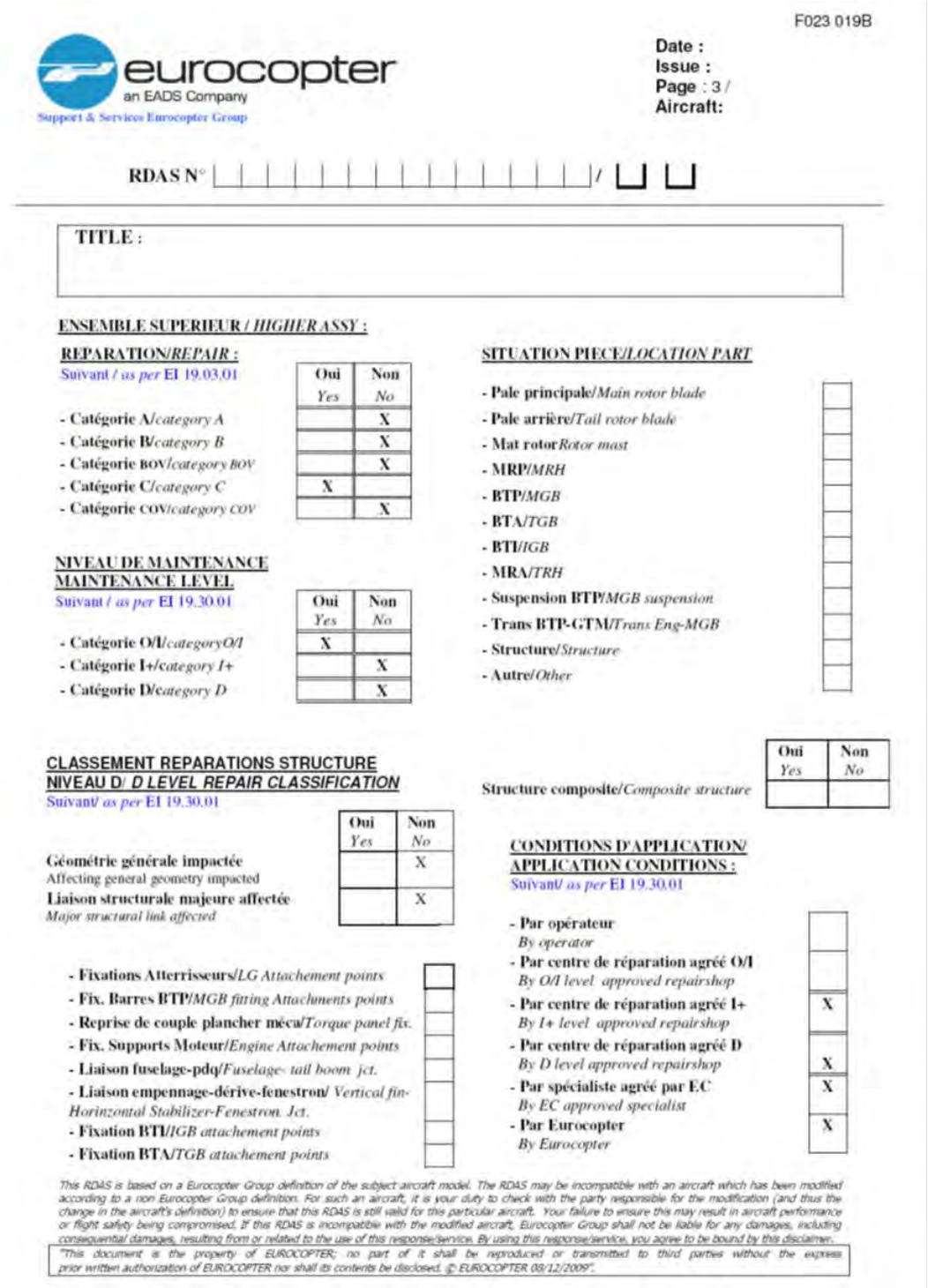
(*): Please delete as appropriate

Issues:

Issue	Page Modified	**Design Function**	Date /Visa	**CVE Approval**	Date /Visa	**Airworthiness Approval for major repair**	Date /Visa
Description							
Issue	Page Modified	**Design Function**	Date /Visa	**CVE Approval**	Date /Visa	**Airworthiness Approval for major repair**	Date /Visa
Description							

This RDAS is based on a Eurocopter Group definition of the subject aircraft model. The RDAS may be incompatible with an aircraft which has been modified according to a non Eurocopter Group definition. For such an aircraft, it is your duty to check with the party responsible for the modification (and thus the change in the aircraft's definition) to ensure that this RDAS is still valid for this particular aircraft. Your failure to ensure this may result in aircraft performance or flight safety being compromised. If this RDAS is incompatible with the modified aircraft, Eurocopter Group shall not be liable for any damages, including consequential damages, resulting from or related to the use of this response/service. By using this response/service, you agree to be bound by this disclaimer.

Figure 26 EUROCOPTER RDAS SAMPLE – PAGE 02



F023 019B

eurocopter
an EADS Company
Support & Services Eurocopter Group

Date :
Issue :
Page : 3 /
Aircraft:

RDAS N° |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_| / |_| |_|

TITLE :

ENSEMBLE SUPERIEUR / *HIGHER ASSY* :

REPARATION/*REPAIR* :
Suivant / *as per* EI 19.03.01

	Oui *Yes*	Non *No*
- Catégorie A/*category A*		X
- Catégorie B/*category B*		X
- Catégorie BOV/*category BOV*		X
- Catégorie C/*category C*	X	
- Catégorie COV/*category COV*		X

NIVEAU DE MAINTENANCE
MAINTENANCE LEVEL
Suivant / *as per* EI 19.30.01

	Oui *Yes*	Non *No*
- Catégorie O/I/*categoryO/I*	X	
- Catégorie I+/*category I+*		X
- Catégorie D/*category D*		X

SITUATION PIECE/*LOCATION PART*

- Pale principale/*Main rotor blade*	
- Pale arrière/*Tail rotor blade*	
- Mat rotor*Rotor mast*	
- MRP/*MRH*	
- BTP/*MGB*	
- BTA/*TGB*	
- BTI/*IGB*	
- MRA/*TRH*	
- Suspension BTP/*MGB suspension*	
- Trans BTP-GTM/*Trans Eng-MGB*	
- Structure/*Structure*	
- Autre/*Other*	

CLASSEMENT REPARATIONS STRUCTURE
NIVEAU D/ *D LEVEL REPAIR CLASSIFICATION*
Suivant/ *as per* EI 19.30.01

	Oui *Yes*	Non *No*
Géométrie générale impactée Affecting general geometry impacted		X
Liaison structurale majeure affectée *Major structural link affected*		X

	Oui *Yes*	Non *No*
Structure composite/*Composite structure*		

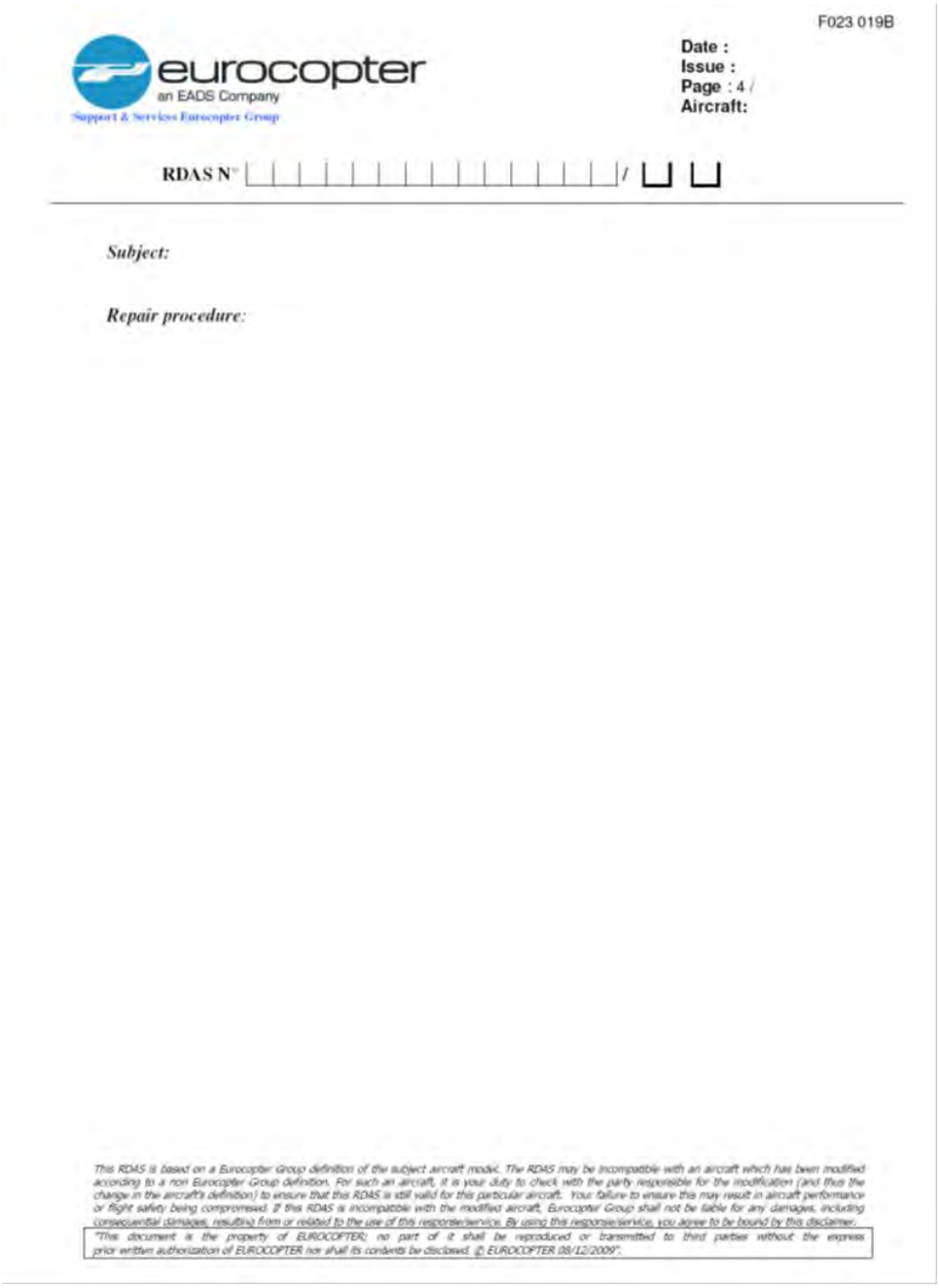
CONDITIONS D'APPLICATION/
APPLICATION CONDITIONS :
Suivant/ *as per* EI 19.30.01

- Par opérateur *By operator*	
- Par centre de réparation agréé O/I *By O/I level approved repairshop*	
- Par centre de réparation agréé I+ *By I+ level approved repairshop*	X
- Par centre de réparation agréé D *By D level approved repairshop*	X
- Par spécialiste agréé par EC *By EC approved specialist*	X
- Par Eurocopter *By Eurocopter*	X

- Fixations Atterrisseurs/*LG Attachement points*
- Fix. Barres BTP/*MGB fitting Attachments points*
- Reprise de couple plancher mécu/*Torque panel fix.*
- Fix. Supports Moteur/*Engine Attachement points*
- Liaison fuselage-pdq/*Fuselage- tail boom jct.*
- Liaison empennage-dérive-fenestron/ *Vertical fin-Horinzontal Stabilizer-Fenestron. Jct.*
- Fixation BTI/*IGB attachement points*
- Fixation BTA/*TGB attachement points*

This RDAS is based on a Eurocopter Group definition of the subject aircraft model. The RDAS may be incompatible with an aircraft which has been modified according to a non Eurocopter Group definition. For such an aircraft, it is your duty to check with the party responsible for the modification (and thus the change in the aircraft's definition) to ensure that this RDAS is still valid for this particular aircraft. Your failure to ensure this may result in aircraft performance or flight safety being compromised. If this RDAS is incompatible with the modified aircraft, Eurocopter Group shall not be liable for any damages, including consequential damages, resulting from or related to the use of this response/service. By using this response/service, you agree to be bound by this disclaimer.

Figure 26 EUROCOPTER RDAS SAMPLE – PAGE 03



F023 019B

eurocopter
an EADS Company
Support & Services Eurocopter Group

Date :
Issue :
Page : 4 /
Aircraft:

RDAS N° |_|_|_|_|_|_|_|_|_|_|_|_|_|_|/ |_| |_|

Subject:

Repair procedure:

This RDAS is based on a Eurocopter Group definition of the subject aircraft model. The RDAS may be incompatible with an aircraft which has been modified according to a non Eurocopter Group definition. For such an aircraft, it is your duty to check with the party responsible for the modification (and thus the change in the aircraft's definition) to ensure that this RDAS is still valid for this particular aircraft. Your failure to ensure this may result in aircraft performance or flight safety being compromised. If this RDAS is incompatible with the modified aircraft, Eurocopter Group shall not be liable for any damages, including consequential damages, resulting from or related to the use of this response/service. By using this response/service, you agree to be bound by this disclaimer.

"This document is the property of EUROCOPTER; no part of it shall be reproduced or transmitted to third parties without the express prior written authorization of EUROCOPTER nor shall its contents be disclosed. © EUROCOPTER 08/12/2009".

Figure 26 EUROCOPTER RDAS SAMPLE – PAGE 01

LEONARDO HELICOPTERS

AgustaWestland Products

TO :	**Galaxy Aerospace**	Date:	25/07/2019
Attn. :	**Yussyuwari**	Pag. (incl.this page):	7
Email :	yussyuwari@galaxyaerospace.my	Our ref :	PSEAW189/2019/102936/302684
Ref. :	TQ20102936	From:	**AW189 Product Support Engineering**
		Phone:	+39 0331 664444
		e-mail:	dhanaraj.eliyathamby@leonardocompany.com
Copy to:	G. Tellone; H.Gliori		

☐ Urgent ☐ For review ☐ Please Comment ☐ RSVP ☒ For info

SUBJECT : AW189 S/N 49045 (TT 295:29 FH): Main Rotor Blade P/N 4F6210A00132 S/N 269 REPAIR

Dear Customer,

with reference to your request reported in Annex A, please be informed that Leonardo Helicopters Technical Advice is that it is possible to keep the Main Rotor Blade P/N 4F6210A00132 S/N 269 (TT 295:29 FH) installed, provided that the maintenance procedure reported in Annex B is performed before next flight. Take some pictures of the applied repair and send to AW189 Product Support Engineering for internal records purpose.

Please be also informed that the above prescriptions must be considered valid only if the aircraft has been maintained in accordance with all Leonardo Helicopters mandatory recommendations, in addition to local authority requirements.

For any additional information do not hesitate to contact AW189 Product Support Engineering.

Best Regards,

Emanuele Bianchi
AW189 Chief Project Engineer

Federica Tagarielli
AW189 Product Support Engineering Mgr.

Note: *The technical content of this document is approved under the authority of DOA no. EASA.21J.005. Please note that this document could be subject to approval from Local Airworthiness Authority, depending on the privileges granted to your organization.*

If this document is received incomplete or illegible, please call the phone number indicated in the "Phone" field.

AgustaWestland Products
Leonardo – Società per azioni
Registered Office:
Piazza Monte Grappa, 4 – 00195 Rome - Italy
Ph. +39 06 324731 - Fax +39 06 3208621
Head Office:
Via Indipendenza, 2 - 21018 Sesto Calende(VA) - Italia
Tel. +39 0331 915011 - Fax +39 0331 915142
elicotteri@pec.leonardocompany.com

Company Share Capital € 2,543,861,738.00 fully paid up
Tax Code & Company Registered no. 00401990588
VAT no. 00881841001
R.E.A. n. 7031

Figure 27 LEONARDO HELICOPTER PSE SAMPLE – PAGE 01

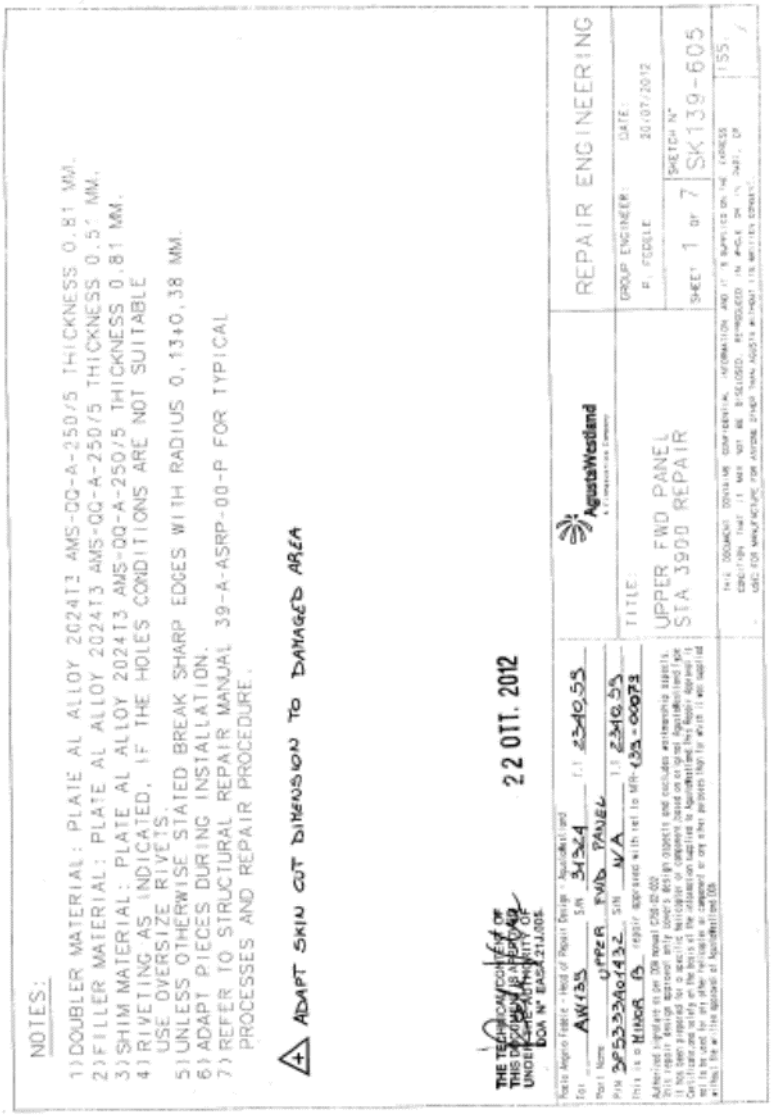


Figure 27 LEONARDO HELICOPTER PSE SAMPLE – PAGE 02

4.11 TECHNICAL NOTE

a. This paragraph outlines the process for providing an official response to all technical queries from other GAM departments, Suppliers and Customers.

b. Technical Note (TN) is used to address technical queries that require an extensive investigation by Technical Services department. It is also used to capture & record all technical investigations for future references.

c. In addition, it provides a means to check that all contents are verified before distribution.

d. This paragraph is applicable to all technical queries which are not related to design document change and requires extensive technical investigation.

e. The scope of technical queries includes but not limited to:

   i. Technical Proposal to Commercial department

   ii. Feasibility Report to Commercial department

   iii. Non-compliance Report to Quality department

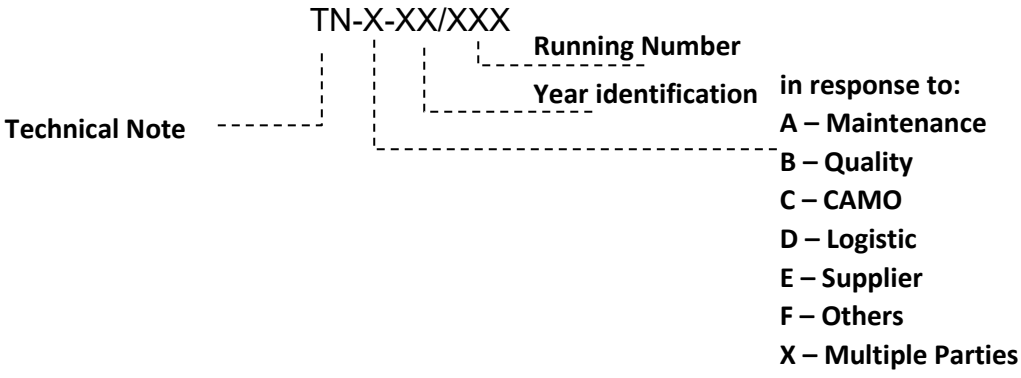
f. The technical queries shall be requested in the form of electronic mail which has been verified accordingly.

g. Technical query may be requested by any other GAM departments (including CAMO, Quality & Maintenance), suppliers or direct customers.

h. Technical Services personnel shall determine if this query is related to change of Technical documents. If yes, an email shall be raised by the requestor.

i. Technical Services personnel shall determine if this query involves extensive investigation which a TN is necessary.

j. Upon confirmation of the need for Technical Note, Technical Services shall register the TN using form GAM/C-036 by assigning a new reference number as follows:



k. A summary of the request must be recorded to provide an overview of the technical query.

l. Consecutively, any assumption, condition and requirement shall be stated clearly to facilitate the investigation.

m. A full investigation report shall be detailed by the TSE. Upon finalization, the TN shall be checked Deputy CAMM and verified by CAM Manager.

n. If approved, the TN shall be archived and distributed to relevant parties. If not approved, proper definition of assumptions, requirements and conditions shall be re-checked.

PART 5

AIRWORTHINESS REVIEW

PROCEDURES

PART 5 AIRWORTHINESS REVIEW PROCEDURES

5.1 INTRODUCTION

The Airworthiness Review Activities, Process Flow and Procedures of GAM are defined within this part of the CAMP.

5.2 SCOPE

This section applies to all CAAM approved and GAM authorised Airworthiness Review Staff.

5.3 RESPONSIBILITIES

Airworthiness Review Staff

5.4 AIRWORTHINESS REVIEW PLAN

a. A periodic airworthiness review of the aircraft on its continuing airworthiness records ensures that the aircraft or its engine, propeller or part complies with the applicable airworthiness requirements and remains in a condition for safe operation throughout its operating life.

b. The airworthiness review may be performed up to a maximum of 90 days prior to the expiry of the certificate of airworthiness

c. ARS shall prepare the airworthiness review plan using form *GAM/C-049 Airworthiness Review Plan* and submit to CAMM for approval. CAMM or his/her delegate shall appoint ARS to perform the airworthiness review of all GAM CAMO contracted aircraft for the renewal of Certificate of Airworthiness.

d. The plan shall be reviewed annually or more frequent together with CAMM or his/her delegate and any feedback provided will be considered and amend accordingly.

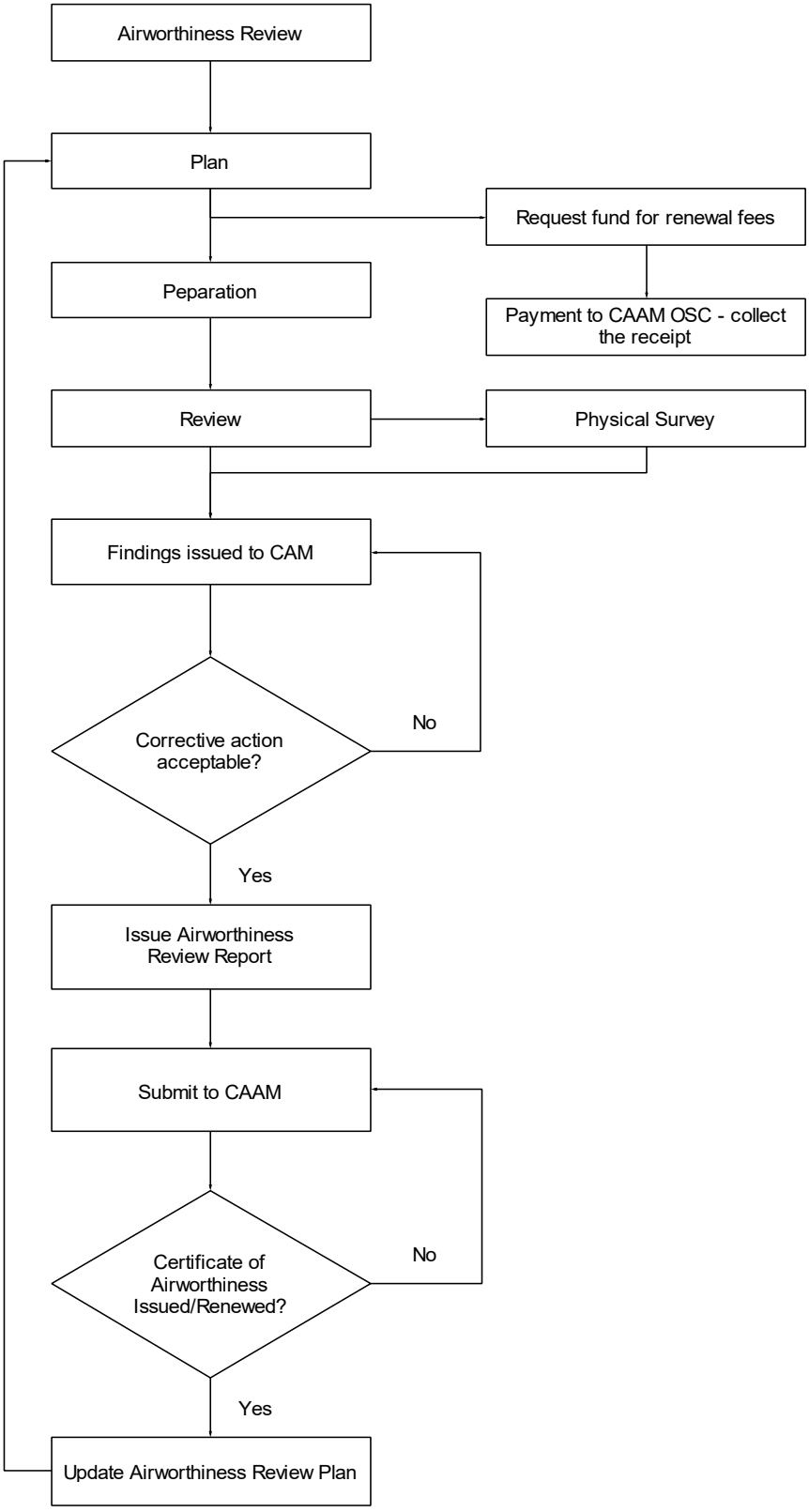


Figure 25 Airworthiness Review Process Flow

5.5 AIRWORTHINESS REVIEW PREPARATION

a. The ARS shall notify CAMM and the respective CAMO department for review of continuing airworthiness records within reasonable days in advance.

b. The ARS shall submit a request to CAMM to perform an aircraft physical survey together with the proposed date for the physical survey and CAMM will notify the respective maintenance contractor for aircraft physical survey within reasonable days prior to the physical survey.

c. Technical Record Personnel shall ensure that all continuing airworthiness records listed below are updated and readily made available at the time of the review:

   i. Aircraft Logbook

   ii. Engine Logbook

   iii. APU Logbook

   iv. Component Log Card

   v. Aircraft Journey Log and Complete Work Package from last airworthiness review

   vi. Modification Record Book

   vii. Weight and Balance

   viii. Maintenance Status

   ix. Component Status

   x. OEM Publication Index (Printed from OEM portal)

   xi. Publication Master List

   xii. Aircraft Certificates

d. All continuing airworthiness records shall be submitted to CAMM / DCAMM for verification 3 working days prior to submission to ARS for airworthiness review.

5.6 AIRWORTHINESS REVIEW

5.6.1 AIRCRAFT RECORDS

a. The ARS shall perform a full documented review of the aircraft continuing airworthiness records at their assigned workstation located at GAM HQ.

b. The ARS shall ensure 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 maintenance programme has been carried;

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 reflect the configuration of the aircraft and is valid;

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

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

c. The document review shall make against the requirement as specified in the following documents:

i. MCAR 2016

ii. Airworthiness Notices

iii. Civil Aviation Directives

iv. CAME

v. Maintenance data

vi. Flight Manual

vii. Airworthiness Directives / Service Bulletin

viii. Aircraft Maintenance Programme

ix. Minimum Equipment List

x. Type Certificate

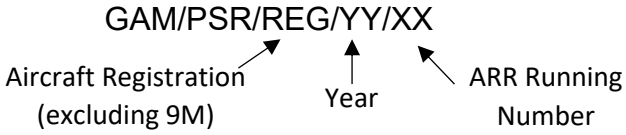
d. The authorised ARS shall have unrestricted access to all aircraft records for the airworthiness review.

e. Any findings found during the review shall be raised using form *GAM/C-024 Airworthiness Review Finding.*

5.6.2 PHYSICAL SURVEY

a. The ARS shall carry out a physical survey of the aircraft by using Physical Survey Report form (*GAM/C-003 latest revision).*

b. The PSR shall have the reference number related to the ARR:



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

i. all required markings and placards are properly installed;

ii. the aircraft complies with its approved flight manual;

iii. the aircraft configuration complies with the approved documentation;

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

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

d. For ARS not appropriately qualified to the aircraft type being surveyed shall be assisted by Type Rated LAE.

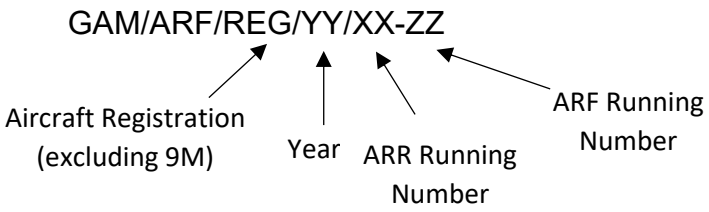
e. Attachment of photos during the physical survey in the report is highly recommended.

f. Any findings found during the review shall be raised using form *GAM/C-024 Airworthiness Review Finding*.

5.7 AIRWORTHINESS REVIEW FINDING

a. Any findings found during the review shall be raised using form GAM/C-024 Airworthiness Review Finding.

b. The ARF shall have the reference number related to the ARR:



c. The findings raised shall be addressed to CAM Manager for the appropriate actions and rectifications.

d. Attachment showing the findings shall be attached together for evidence recording purposes.

e. The findings are classified into the following categories:

   i. Level 1 – Any significant non-compliance with requirements in CAD 6802 which lowers the safety standard and hazards seriously the flight safety. The corrective actions shall be immediately rectified.

   ii. Level 2 – Any non-compliance with requirements laid down in CAD 6802 which could lower the safety standard and possibly hazard the flight safety. The corrective actions shall be taken within 14 days.

f. The written corrective actions shall be attached together with the rectification and signed by the appropriate auditee in form *GAM/C-024 Airworthiness Review Finding* and returned to ARS for his/her review.

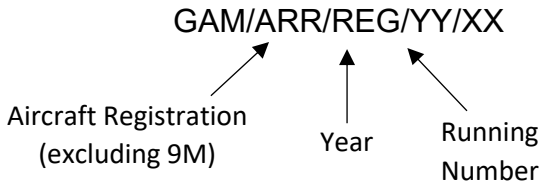
g. The ARS shall either accept or reject the corrective action taken. If the corrective action is not acceptable, the ARS shall state the reason and raised the ARF with a new revision number.

h. All ARF raised during the review shall be filed together with the Airworthiness Review Report.

5.8 ISSUANCE OF AIRWORTHINESS REVIEW REPORT

a. Upon satisfactory review of the aircraft continuing airworthiness records, the ARS shall issue the Airworthiness Review Report form (*GAM/C-002 latest revision)*.

b. The ARR shall have the following reference number:



c. At the end of the report, ARS shall sign the report to certify that all of the records have been reviewed for the said period and a physical survey of the aircraft undertaken on the said aircraft was found to be fully in compliance with all of the applicable requirements of CAAM Part M.

5.9 SUBMISSION TO CAAM FOR C OF A APPLICATION

a. The following shall be submitted to CAAM for the application of issuance/renewal of Certificate of Airworthiness:

   i. Cover Letter (2 copies)

   ii. CAAM Application for Certificate of Airworthiness (form AW8301)

   iii. Airworthiness Review Report

   iv. Physical Survey Report

   v. Airworthiness Review Findings

   vi. Copy of payment receipt of fees

   vii. Original Certificate of Airworthiness

b. An email regarding the C of A application submission shall also be sent to CAAM with the attachment of all of the above documents

c. For avoidance of application being unnecessarily rejected by the CAAM, CAM Manager shall review the application before the submission.

d. The application shall be submitted at least 14 days before the expiry date of the current Certificate of Airworthiness to ensure a consecutive period of validity.

5.10 ISSUANCE/RENEWAL OF CERTIFICATE OF AIRWORTHINESS

a. The Certificate of Airworthiness is issued upon satisfactory review of the application by CAAM.

b. CAMM shall liaise with CAAM for the issuance/renewal of C of A.

c. CAMM or his/her delegate shall collect the C of A and forward the certificate to Technical Record for safekeeping and updating.

d. ARS shall update the Airworthiness Review plan to reflect the new C of A expiry date.

5.11 PERMIT TO FLY ISSUANCE

a. GAM has been granted the privilege to issue the Permit to Fly (PTF) in accordance with CAAM CAD 8305 for aircraft as listed in CAME Part 5.2.

b. Only ARS that have been approved by CAAM and authorised by QAM for the privilege can issue the PTF as per the procedure herein.

c. The scope for the issuance of PTF by the ARS are only limited to maintenance flight test as required by the maintenance manual and for airworthiness flight test as per CAAM approved Airworthiness Flight Test Schedule (AFTS).

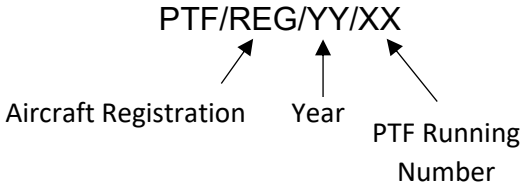
d. The scope for the maintenance activities that require for the flight test are stipulated in CAME Part 5.10 List of Approved Limited Scope of Maintenance Activities.

e. The PTF with condition for aircraft which the C of A has not been issued shall be initiated by CAMO Planner.

f. For PTF with Flight Condition and PTF with condition for maintenance flight test shall be initiated by Engineer-in-Charge (EIC) of the AMO.

g. The request for PTF shall be via electronic mail to the ARS and copied to CAM Manager and QAM Manager.

h. ARS then shall identify if the requested PTF is for PTF with Flight Conditions or PTF with Conditions. He then shall process the PTF application and register in a Master List with PTF reference number:



i. The respective ARS shall raise the PTF form GAM/C-022 with the assigned PTF number and send to the appointed EIC.

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 Section A: PTF Application with all the supporting documents required for the PTF . This form and all the supporting documents including a valid license copy of the Pilot shall be forwarded to the ARS when the aircraft is ready to carry out the flight test.

l. The nominated ARS shall review and verify the supporting documents for the PTF application using Permit to Fly Checklist (Form Ref: GAM/C-040). The nominated ARS shall issue Section B: PTF Certificate once satisfied that all requirements pertaining to the PTF has been met.

m. The appointed LAE shall print the completed 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.

n. Section C: PTF Aircrew Briefing shall be completed by the appointed LAE and the flight crew. The appointed LAE shall email 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.

o. A PTF issued by GAM CAMO shall only be valid for 7 days. The completed PTF form (Section A, B & C), respective Work Order and related MCFS/AFTS and PTF Checklist shall be kept together as aircraft records.

p. A new PTF application shall be required 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

q. 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.

r. CAM Manager and QAM shall be copied in all communication pertaining to the issuance of PTF by the ARS. CAM Manager shall notify CAAM on monthly basis for the permit to fly issuance for reporting purposes.

5.12 AIRWORTHINESS REVIEW RECORDS RETENTION

a. The Airworthiness Review Report (ARR) and the Permit to Fly (PTF) issuance shall form part of the respective aircraft continuing airworthiness records.

b. Upon each issuance of ARR or PTF, ARS shall forward a copy of ARR or PTF accompanied with two copies of Airworthiness Review Records Acknowledgement Form GAM/C-044 to Technical Records personnel responsible for the respective aircraft registration.

c. Technical Record personnel shall fill and sign both forms as an acknowledgement of receipt. One copy to be retained on the front page of the respective airworthiness review records and one copy to be returned to ARS for records.

d. The airworthiness review records shall be uploaded into the server and stored in a hard disk as a means of backup and kept in a secured location.

e. Each ARR and PTF together with all its supporting document shall be retained in accordance with Part 2.6 of this CAMP.

f. These records shall be retained until a period of two (2) years after the aircraft has been permanently withdrawn from service.

g. The access to these records shall be restricted and retained in a damage, theft, and alteration protected environment.

PART 6

APPENDICES

PART 6 APPENDICES

6.1. LIST OF FORMS

1. Technical Instruction Compliance Form (GAM/C-001 Rev 0 (01/22))
2. Airworthiness Review Report (GAM/C-002 Rev 0 (12/21))*
3. Physical Survey Report (GAM/C-003 Rev 0 (12/21))*
4. Workpack Control (GAM/C-004 Rev 2 (09/21))
5. Worksheet (GAM/C-005 Rev 2 (09/21))
6. Maintenance Release Certificate (GAM/C-006 Rev 0 (01/22))
7. Company Authorization Certificate (GAM/C-007 Rev 0 (01/22))
8. Aircraft Journey Log AW139 (GAM/CAMO-008/AW139 R3)*
9. Aircraft Journey Log AW189 (GAM/CAMO-008/AW189 R1)*
10. Aircraft Journey Log General (GAM/CAMO-008/GEN R1)*
11. Aircraft Journey Log B300 (GAM/CAMO-008/B300 R1)*
12. Aircraft Journey Log Helang Flying Academy (GAM/CAMO-008/HELANG R0)*
13. Aircraft Journey Log Layang-Layang Flying Academy (GAM/CAMO-008/LLFA R0)
14. Aircraft Journey Log A109E (GAM/C-008/A109E Rev 0 (12/21))
15. Aircraft Journey Log YTL Power Generation (YTL/AW139/001 R0)
16. Audit Check List (GAM/C-009 Rev 0 (01/22))
17. Audit Plan (GAM/C-010 Rev 0 (01/22))
18. Work Package Handover (GAM/C-011 Rev 0 (01/22))
19. Parts Report (GAM/C-012 Rev 2 (09/21))
20. Aircraft Deferred Defect Record (GAM/C-013 Rev 0 (01/22))
21. Logbook Entry (GAM/C-014 Rev 2 (09/21))
22. Test Flight & Ground Run Form (GAM/C-015 Rev 0 (01/22))
23. Document Acceptance Statement (GAM/C-016 Rev 0 (01/22))
24. Modification Record Sheet – Airworthiness Directive (GAM/C-017 Rev 0 (01/22))
25. Aircraft Logbook (GAM/C-018 Rev 0 (01/22))
26. Engine Logbook (GAM/C-019 Rev 0 (01/22))
27. Conformity Inspection (GAM/C-020 Rev 0 (01/22))
28. Modification Installation Approval (GAM/C-021 Rev 0 (01/22))
29. Permit to Fly Form (GAM/C-022 Rev 0 (12/21))*

30. Publication Master List (GAM/-023 Rev 0 (01/22))
31. Airworthiness Review Finding (GAM/C-024 Rev 0 (01/22))
32. Document Revision Amendment Form (GAM/C-025 Rev 0 (01/22))
33. Publication Register (GAM/C-026 Rev 0 (01/22))
34. Modification Record Sheet – Service Bulletin (GAM/C-027 Rev 0 (01/22))
35. Engineering Order Approval Sheet (EOAS) (GAM/C-028 Rev 0 (01/22))
36. Pilot Limited Certification Authorisation – Application form (GAM/C-029 Rev 0 (01/22))
37. Pilot Limited Certification Authorisation – Task Training (GAM/C-030 Rev 0 (01/22))
38. Component Log Card (GAM/C-031 Rev 0 (01/22))
39. Job Competency Assessment Form (GAM/C-032 Rev 0 (01/22))
40. AMP Variation Request Form (GAM/C-033 Rev 0 (01/22))
41. Propeller Logbook (GAM/C-034 Rev 0 (01/22))
42. CAMO Variation Approval Checklist (GAM/C-035 Rev 0 (01/22))
43. Technical Note (GAM/C-036 Rev 0 (01/22))
44. Mass and Balance Report (GAM/C-037 Rev 1 (10/21))
45. Mass and Balance Master List (GAM/C-038 Rev 1 (10/21))
46. Weighing Process (GAM/C-039 Rev 1 (10/21))
47. Permit to Fly Checklist (GAM/C-040 Rev 0 (01/22))
48. Notice to Crew and Maintenance Engineer (GAM/C-041 Rev 0 (11/21))
49. List of Mass and Balance Approval Holder (GAM/C-042 Rev 0 (11/21))
50. Dent and Buckle Chart (GAM/C-043 Rev 0 (11/21))
51. Airworthiness Review Records Acknowledgement Form (GAM/C-044 Rev 0 (12/21)
52. List of Applicable Supplements (GAM/C-045 Rev 0 (12/21)

** Forms reflected in CAME approved by CAAM*