

PART 4B PERMIT TO FLY PROCEDURES

4B.1 Introduction

- a. This procedure is only applicable for GAM fleet.
- b. A Permit to Fly (PTF) may be issued by the [authorised](#) ARS as GAM-CAMO is an approved Organisation under Regulation 31(1)(a) which has been granted the privilege to issue PTF as specified in [CAD 8305 Para. 2.3 \(b\)](#).
- c. As specified in [CAD 8305 Para 2.2 \(b\)](#), GAM-CAMO with PTF privilege can issue:
 - i. PTF for performing maintenance check flight. This maintenance check flight is required for post-maintenance activities as specified in Part 5, Part 5.10;
 - ii. PTF for performing airworthiness flight test for aircraft due to Certificate of Airworthiness ([C of A](#)) has not been issued. This airworthiness flight test is required for initial C of A application for used aircraft.

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

- a. Pursuant to Regulation 26(2)(d) of MCAR 2016, an aircraft may be flown when a PTF has been issued by GAM-CAMO in accordance with Part 4B of this CAME.
- b. Under Paragraph 10.0 of CAD 6802, the nominated ARS after being approved by CAAM to issue PTF, shall be authorised by GAM QA to issue PTF in accordance with this approved procedure.
- c. The privilege to issue PTF will remain as long as the CAMO Approval remains valid.
- d. In any case when PTF privilege is revoked or due to non-availability of airworthiness review staff, the PTF request shall be submitted to CAAM in accordance with the procedures stipulated in [CAD 8305](#).

4B.3 Conformity with flight condition and with conditions

- a. PTF with Flight Conditions applicable for aircraft with temporary loss of airworthiness in which Certificate of Airworthiness of the aircraft ceased to be in force due to the following:
 - i. maintenance is not performed in accordance with approved maintenance programmes;
 - ii. operation beyond the applicable operating limits;
 - iii. an Airworthiness Directive has not been complied with;
 - iv. showing compliance with regulations or certification requirements;
 - v. certain equipment outside the approved Minimum Equipment List (MEL) is unserviceable; or
 - vi. when the aircraft has sustained damage beyond the applicable limits.
- b. PTF with Conditions for Certificate of Airworthiness has not been issued is applicable for aircraft due to a Certificate of Airworthiness has not been issued
- c. PTF with Conditions for Maintenance Check Flight is applicable for aircraft due to performing Maintenance Check Flight that originate from the TC holder approved data as specified in CAME Part 1 Section 1.12.
- d. PTF for limited scope of maintenance as specified in Part 5, Para 5.10 does not require a Flight Conditions. However, the ARS shall identify any applicable flight conditions or restrictions required for the related PTF.
- e. The ARS can only issue the PTF when he is satisfied that all the maintenance task has been completed in accordance with the approved aircraft maintenance manual, relevant supporting document provided has been reviewed and maintenance release has been properly issued.
- f. The appointed LAE shall brief the flight crew on any flight conditions or restrictions as stated in the TC holder approved data as specified in CAME Part 1 Section 1.12.

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

- a. Reference is made to regulation 29(4) of the MCAR 2016 and [CAD 8305 Para 4.1](#), a PTF shall cease to be in force if any conditions of the permit are not complied with. The conditions of the permit are specified in the Flight Conditions, or any other documents as specified on the permit.
- b. An application for the approval of the Flight Conditions shall be made to CAAM using application form CAAM/AW/8305-02. However, Flight Conditions which is not related to the safety of the design may be approved by a design organisation approved under regulation 21 of the MCAR 2016 that has been granted such privilege.
- c. The application for approval of Flight Conditions shall include::

- i. any condition or restriction necessary for safe operation of the aircraft including:
 1. condition or restrictions on itineraries or airspace, or both, required for the flight(s);
 2. any conditions or restrictions on the flight crew in regard to the flight test qualifications and the nature of the flight test(s);
 3. any conditions or restrictions regarding carriage of persons other than flight crew;
 4. the operating limitations, specific procedures or technical conditions to be met;
 5. the specific flight test programme (if applicable); and
 6. the specific continuing airworthiness arrangements including maintenance instructions and regime under which they will be performed;
- ii. the substantiation that aircraft is capable of safe flight under the conditions or restrictions paragraph 4B.3.1 (c) (i) above;
- iii. the configuration(s) of the aircraft at the time the application for the Flight Condition is submitted; and
- iv. the method used for the control of the aircraft configuration, in order to remain within the established conditions.

4B.4 ARS assessment for PTF issuance

- a. ARS nominated by the GAMS CAMO shall be authorized by GAM QA to issue PTF when the respective ARS has been approved by CAAM as an approved signatory for the PTF
- b. CAMM and QAM shall be responsible to assess the qualification, competency of the person nominated for issuance of PTF and submit to CAAM for acceptance.
- c. The following qualification criteria, provide the basic requirements for nominating selected ARS(s) for PTF authorisation:
 - i. At least 5 years' experience in continuing airworthiness, and;
 - ii. An appropriate license in compliance with CAAM Part 66 or relevant engineering degree acceptable to CAAM, and
 - iii. Formal aeronautical maintenance training, and
 - iv. A position within approved CAMO with appropriate responsibility, and
 - v. Demonstrate to have good knowledge and understanding experience in PTF procedures and requirements acceptable to CAAM, and
 - vi. The ARS(s) shall be evaluated in accordance with the followings:
 1. PTF competence in accordance with CAME and [CAD 8305](#).
 2. Continuing airworthiness and technical competence in accordance with CAME, [CAD 6801](#) and [CAD 6802](#).
 3. Continuing airworthiness and technical experience in accordance with [CAD 6802](#).
 4. Conversant with AMO maintenance document.
- d. Once authorised by the GAM-CAMO QA, a formal record of evaluation will be kept in the ARS personal file and archived, during their assigned functions. The records of personal file shall include:
 - i. Any appropriate qualification held;
 - ii. List of PTF issued;
 - iii. A copy of authorisation by QA, and;
 - iv. Approved signatory [certificate](#) by CAAM.
- e. These ARS personal file shall be retained for 2 years after the ARS(s) have left GAM-CAMO.
- f. List of ARS authorised to issue PTF shall be updated in this CAME, Part 5 Para 5.2.

4B.5 Procedure

- a. CAMM shall be responsible to ensure the compliance of this procedure.
- b. CAMM shall submit a copy of PTF to CAAM accompanied with an appropriate fee at the earliest opportunity from the date of PTF is issued, and to inform CAAM immediately on any cancellation of PTF.
- c. When there is a request for the issuance of PTF by AMO, AMO LAE shall immediately notify ARS of the requirement through electronic mail.
- d. There are 3 types of PTF issuance covered under this procedure:
 - i. PTF with Flight Condition
 1. PTF with Flight Conditions shall be issued by CAAM once the CAAM is satisfied that the GAM-CAMO has fulfilled the following requirements:
 - a. Submission of an application form CAAM/AW/8305-01 and accompanied by the prescribed fee; and
 - b. The associated Flight Conditions has been approved.
 2. Application for the approval of Flight Conditions shall be made in accordance with Airworthiness CAD 8305 Paragraph 4.0, application form CAAM/AW/8305-02.
 - ii. PTF with condition for C of A has not been issued
 1. New aircraft
 - a. Flight test is not required. A satisfactory production flight test is acceptable.
 - b. PTF is not required unless it involves any maintenance activities that required maintenance check flight in accordance with TC Holder approved data.

Note: CAMO can only issue PTF for maintenance activities stipulated in CAME Part 5, Para 5.10.
 2. Used aircraft
 - a. PTF is required when it involves any maintenance activities that required maintenance check flight in accordance with TC Holder approved data. The PTF shall be issued by GAM-CAMO authorised ARS.
 - b. Upon satisfactory completion of maintenance check flight (if required), the airworthiness flight test shall be carried out in accordance with Approved AFTS issued by CAAM. The PTF shall be issued by GAM-CAMO authorised ARS.

Note: CAMO can only issue PTF for maintenance activities stipulated in CAME Part 5, Para 5.10.
 - iii. PTF with condition for Maintenance Check Flight:
 1. PTF is required for any maintenance activities stipulated in CAME Part 5, Para 5.10.

2. The PTF shall be issued by GAM-CAMO authorised ARS.
- e. For the issuance of “PTF with condition for C of A has not been issued” is initiated by GAM-CAMO.
 - f. The issuance of “PTF with Flight Condition” and “PTF with condition for Maintenance Check Flight” shall be requested via electronic mail by appointed LAE (AMO) to ARS.
 - g. ARS shall assign the PTF reference number to process the PTF application and identify if the requested PTF is for PTF with Flight Conditions or PTF with Conditions
 - h. PTF reference number shall be in the format, PTF/Aircraft registration/sequence number example PTF/9M-PMA/19/010. The master List of the issued PTF by GAM-CAMO shall be kept by ARS.
 - i. The nominated ARS shall raise a PTF form with the assigned PTF reference number and send to the appointed LAE.
 - j. PTF form shall consists of:
 - i. Section A: PTF Application
 - ii. Section B: PTF Certificate
 - iii. Section C: PTF Aircrew Briefing
 - k. The appointed LAE shall provide the details and declaration in the PTF form Section A PTF Application (form GAM/CAMO-022 latest revision) with all the supporting documents required for the PTF. This form and all the supporting documents shall be sent to the ARS when the aircraft is ready to carry out the flight.
 - l. The nominated ARS shall review and verify the supporting documents for the PTF application.
 - m. The nominated ARS shall issue the PTF Certificate once satisfied that all requirements pertaining to the PTF has been met.
 - n. The appointed LAE shall print the completed PTF form.
 - o. PTF form Section B: PTF Certificate shall be printed in duplicate. One copy to be displayed on board of aircraft and one to be kept at line office.
 - p. PTF form Section C: PTF Aircrew Briefing shall be completed by the appointed LAE and the flight crew. The appointed LAE shall electronic mail the completed Section C to the nominated ARS prior to the intended flight. This process shall be repeated whenever there are changes in the flight crew.
 - q. A PTF issued by GAM CAMO shall only be valid for 7 days. For a PTF issued by CAAM, the duration and validity is stipulated under Para. 6.0 of CAD 8305..
 - r. CAMM and QAM shall be copied in all communication pertaining to the issuance of PTF by the ARS.
 - s. The CAMM through his/her nominated ARS shall ensure;

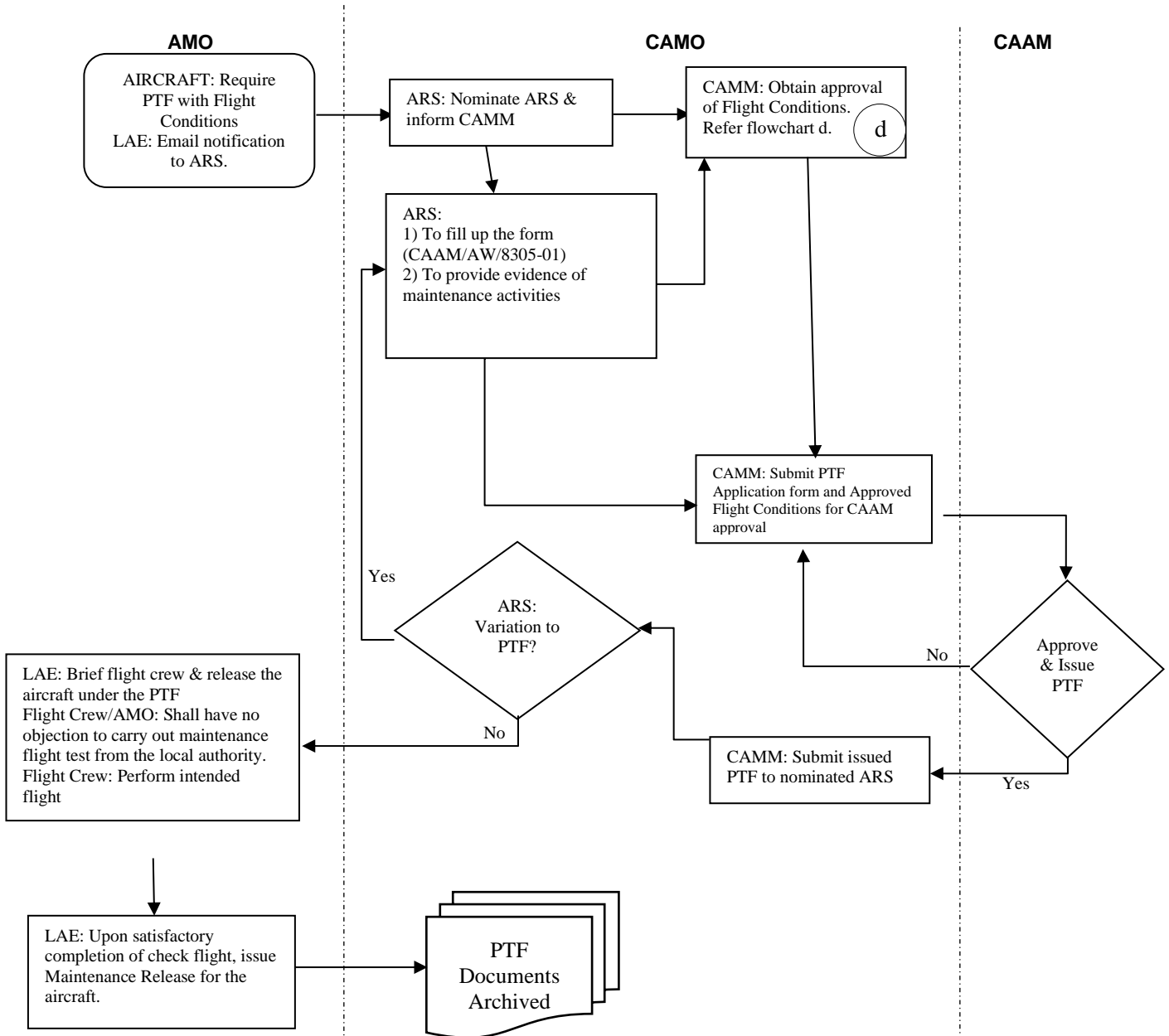
- i. The LAE has completed the maintenance task that related to the PTF application and appropriately certified.
 - ii. The appointed LAE has briefed the flight crew on the conditions, restrictions and any other operating limitations associated with the PTF Form Section B, prior to the intended flight.
 - iii. The intended flight crew have acknowledged the criteria briefed as para (b) above and have certified in the PTF Form Section C.
 - iv. The PTF Form Section B shall be carried on board and displayed in the aircraft at all times when operating under the terms of the PTF.
- t. For all PTF issued for the purpose of check flight (maintenance check flight or airworthiness flight test), upon satisfactory completion of check flight, the LAE shall issue a maintenance release on the respective Work Order and Aircraft Journey Log. The completed PTF form (Section A, B & C), respective Work Order and related MCFS/AFTS shall be kept together as aircraft records.
- u. A new PTF request shall be submitted to ARS for the following conditions:
- i. Additional maintenance task requiring PTF (Initial maintenance task to be included in the new PTF application form)
 - ii. Issued PTF has expired
- v. There shall be only one PTF issued for an aircraft at any one time. In the event of a new PTF issued, it shall supersede the previous one. This will be annotated in the front page of the PTF form by ARS.
- w. For any variation or renewal of PTF issued by CAAM, an application for the variation or renewal of PTF shall be made to CAAM using form CAAM/AW/8305-01 and accompanied by the prescribed fee.
- x. For PTF issuance with:
- i. Flight Conditions, refer to flowchart 4B.7 (a);
 - ii. Condition for C of A has not been issued, refer to flowchart 4B.7 (b);
 - iii. Condition for maintenance check flight, refer to flowchart 4B.7 (c).

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

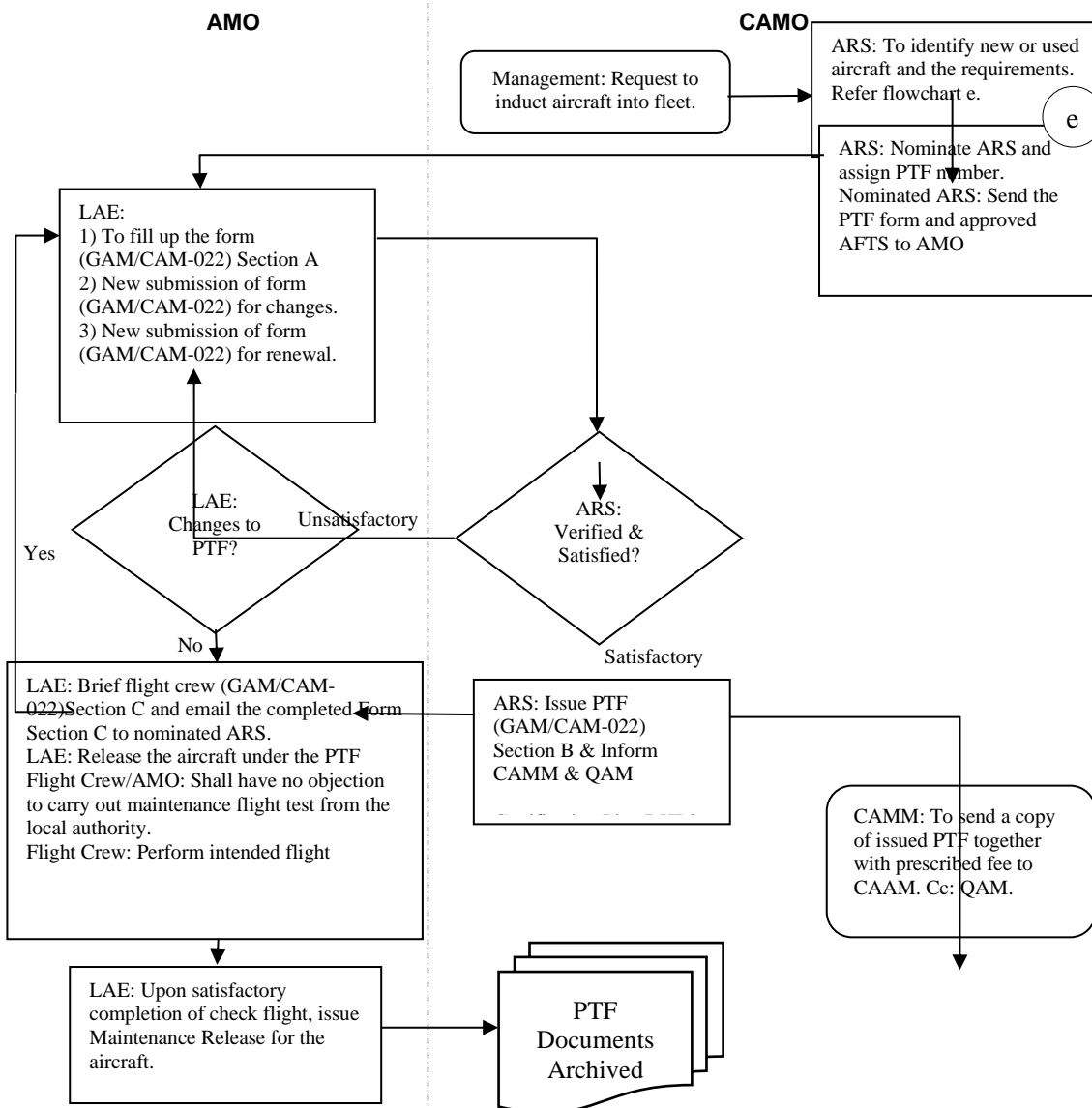
- a. PTF records which includes all documentary evidence produced to establish and justify the Flight Conditions (if applicable), and for showing compliance with all conditions and restrictions associated with the PTF including the supporting documents forms part of the Continuing Airworthiness records for respective aircraft.
- b. CAMM shall be responsible for safe keeping of these records.
- c. The records shall be retained for two (2) years after the aircraft has been permanently withdrawn from service.
- d. The records shall only be accessible to GAM CAMO authorised personnel. CAAM has full authority to access all continuing airworthiness records.

4B.7 PERMIT TO FLY FLOWCHART

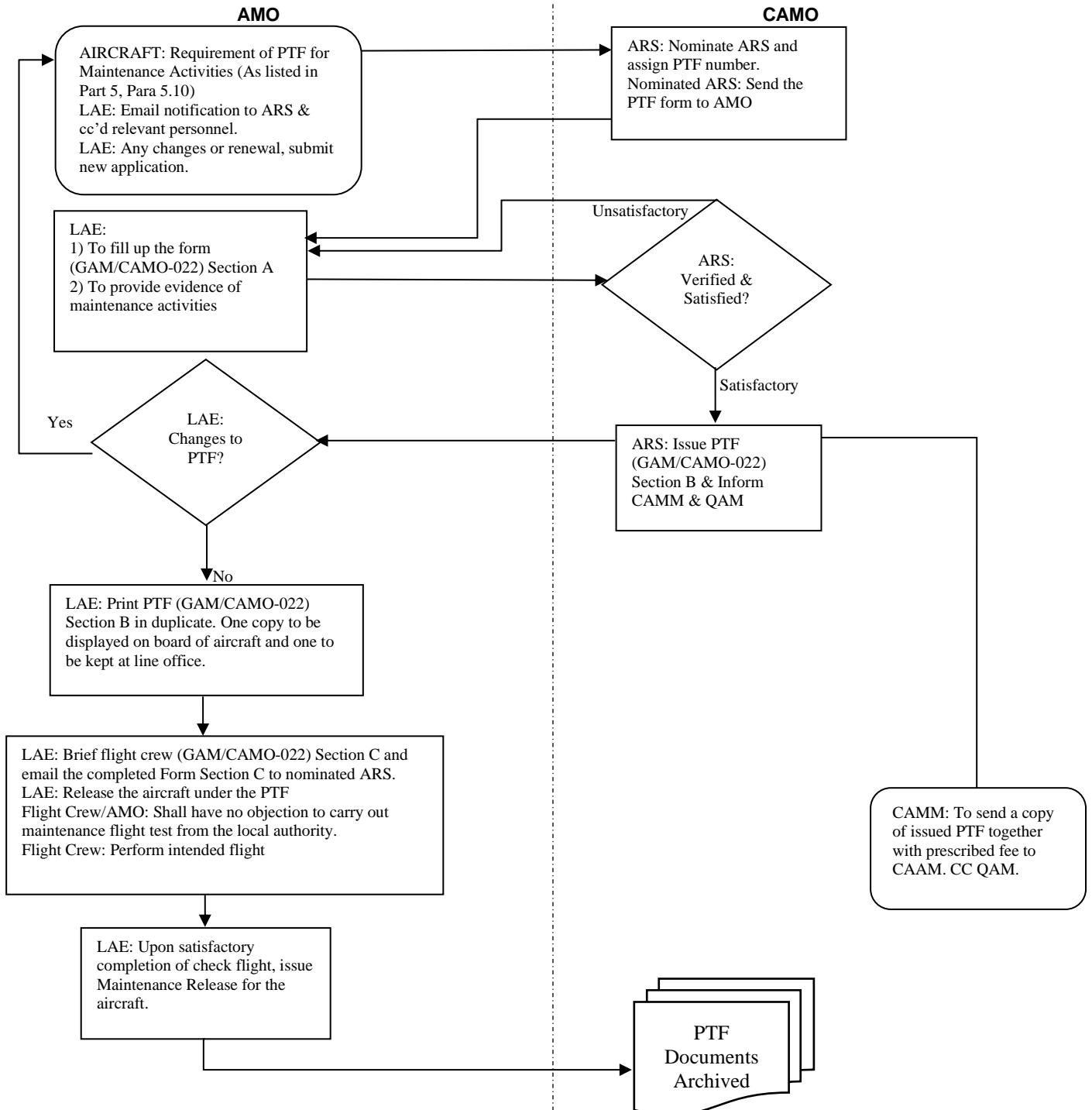
PTF WITH FLIGHT CONDITIONS



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



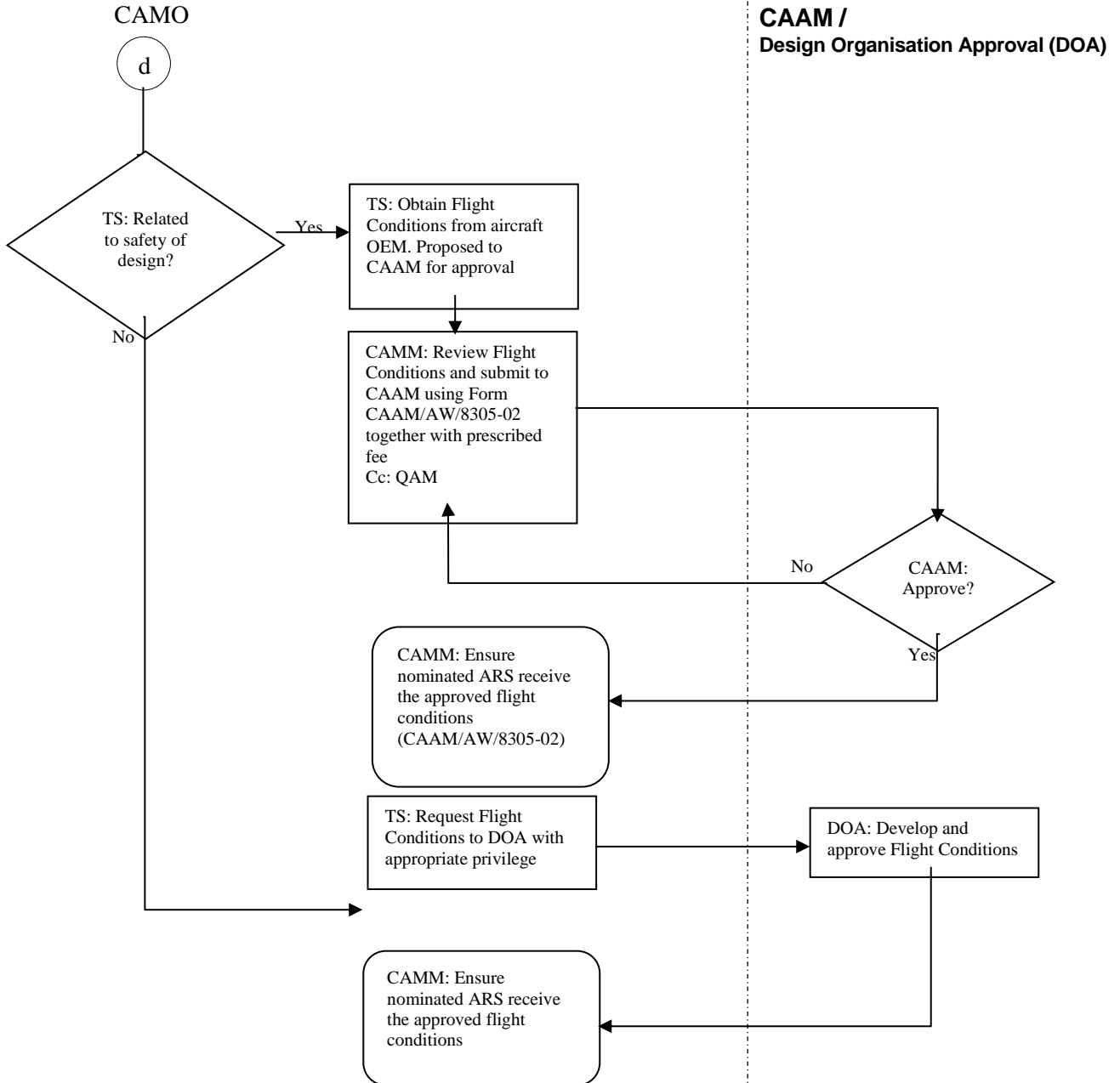
PTF WITH CONDITIONS FOR MAINTENANCE CHECK FLIGHT





Issue No.	2
Revision No.	0

APPROVAL OF FLIGHT CONDITIONS





Issue No.	2
Revision No.	0

IDENTIFICATION OF NEW OR USED AIRCRAFT, AND THE REQUIREMENTS

