

To: All GAM-145 personnel
From: Quality Assurance Department
cc: Safety Department
Issue: 16122020-01
Re: Maintenance Organisation Exposition Update

Dear All,

Kindly note that MOE issue 2, revision 2 is now withdrawn from use. MOE issue 2 revision 03 dated 13th November 2020 has been issued to reflect new changes to the policy and procedure.

Main changes to the MOE are as follows:

1. MOE Part 1.8.2, Engineering premises
 - a. Added capability for the following:
 - i. Added C5 and C6 scope into the Engineering premises table.
2. MOE Part 1.9.3, Component Maintenance
 - a. Added C5 and C6 rating.
3. MOE Part 1.10.2, Changes to the organization
 - a. Added policy for change in workshop scope of approval.
4. MOE Part 1.11.2, Introduction to GAM documents
 - a. Amended 2nd and 3rd level documents
5. MOE Part 1.11.4, Approval process for workshop capability list.
 - a. Added policy for workshop capability list approval
6. MOE Part 2.1.2, Definitions
 - a. Amended Supplier definition for better explanation
7. MOE Part 2.1.3, Supplier Company Policy
 - a. Amended policy for suppliers of critical components (engine and propeller)
8. MOE Part 2.2.3, Incoming Inspection for component/material
 - a. Added policy for acceptance of component for new parts and used parts.
9. MOE Part 2.2.4, Acceptance and Incoming Inspection of internal fabricated parts
 - a. Added policy for acceptance and incoming inspection of internal fabricated parts
10. MOE Part 2.2.5, Unserviceable components received from customers for workshop maintenance
 - a. Added policy for unserviceable components received from customers for workshop maintenance.

11. MOE Part 2.3.4, Segregation of civil and military items
 - a. Added policy for segregation, tagging and storage of Civil and military items
12. MOE Part 2.9.3, Fabrication of parts policy
 - a. Added policy on fabrications of parts
13. MOE Part 2.11.2, Airworthiness Directive Procedure
 - a. Amended Airworthiness Directive procedure to include components
14. MOE Part 2.13.2, Type of documentations used
 - a. Amended policy to include component maintenance
15. MOE Part 2.14.2, Control of Records file
 - a. Amended policy for control of records file.
16. MOE Part 2.14.5, Records archives
 - a. Amended policy for maintenance record retention duration.
17. MOE Part 2.15, Rectification of defects arising during base maintenance
 - a. Amended policy to include rectification of defect for components
18. MOE Part 2.16.4, Issue of DCAM/CAAM Form 1 for component maintenance
 - a. Added policy for issuance of DCAM/CAAM form 1 for component maintenance
19. MOE Part 2.16.5, Release of component removed serviceable from aircraft
 - a. Added policy for release of component removed serviceable from aircraft under DCAM/CAAM form 1.
20. MOE Part 2.18.1, Responsibility
 - a. Amended policy to add safer card and occurrence report form as a means of reporting.
21. MOE Part 3.4.2, Company Approval procedure
 - a. Amended policy for initial and extension of company approval
22. MOE Part 3.4.3, Company approval certificate
 - a. Amended expiry date of approval holders other than aircraft certifying staff to 2 years.
23. MOE Part 3.4.5, Initial/Continuation Training
 - a. Amended policy for initial and continuation training for maintenance personnel
24. MOE Part 3.4.7, Company Approval Authorisation renewal
 - a. Added policy for renewal of company approval
25. MOE Part 3.4.9, Demonstration of 6/24 months maintenance experience
 - a. Added policy to define 6/24 months maintenance experience, and the criteria needed to comply with the clause.
26. MOE Part 3.6.2, Internal Auditor
 - a. Amended policy on internal auditor's requirements and qualifications.
27. MOE Part 3.7.2, Store Inspector approval
 - a. Amended store inspector approval policy for better explanation.
28. MOE Part 3.9.2, Concession
 - a. Amended policy on concession application
29. MOE Part 3.10.2, General
 - a. Amended policy on concession for deviation from organisation's procedure

30. MOE Part 5.5, Company License and approval system
 - a. Added Component (W) rating to Table 1
 - b. Added function 13 (Form 1) and 16 (Overhaul) to Table 3
 - c. Added table for category W1 & W2 for component certifier requirements

Thank you.

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Quality Assurance Officer
16/12/2020