

AMO MEMO

To: ALL
From: Engineering Manager
Date: 21 October 2020
Re: Revised Daily Maintenance Book and fill-in instruction

Daily Maintenance Book has been revised (GAM/E-14R1) to comply with the requirement of the organization and CAAM respectively.

The Daily Maintenance Book can be printed on an A4 paper with 2 pages or 1 page per paper depending on operation suitability and convenience. The record shall be achieved monthly and kept at respective base for a minimum of 3 years in a file mark by month i.e. OCTOBER 2020.

Revised Daily Maintenance Book and the fill-in instruction attached to this MEMO for reference.

Respective Engineer-In-Charge must ensure compliance of this requirement.

Thank you

Syafrul Yamani



Daily Maintenance Book

Location

Date

Shift

MORNING / NORMAL / EVENING

A/C REG.	WORK/DESCRIPTION	REMARKS
	FOD WALK BEGINNING OF SHIFT	SIGNATURE:
	FOD WALK END OF SHIFT	SIGNATURE:
	TOOLS CHECK CARRIED OUT	SIGNATURE:
PREPARED BY	SIGNATURE	TIME
ACKNOWLEDGED BY	SIGNATURE	TIME

Instruction for Daily Maintenance Book GAM/E-014

Location	Print the maintenance location: PGU AW139 – Subang PGU KA350 – Subang PGU AW139 - KK APMM AW139 – Subang JBPM Fleet – Subang JBPM Fleet – Bertam JBPM Fleet – Miri GA Fleet – Subang
Date	Print date of fill-in *NO SKIP OF DATE ALLOW FOR ROSTERED OPERATION
Shift	MORNING / NORMAL / EVENING (delete as applicable)
A/C Registration Number	Print all Aircraft Registration Number on site
Work/Description	Print the maintenance/job/task or any relevant activities. i.e. Post/Pre-Flight Check, 100H Insp., aircraft washing, defect etc.
Remarks	Print highlighted information related to activities carried out or status of aircraft i.e. Serviceable, MRB removed, MGB oil drained, troubleshooting carried out on the, awaiting PTF etc.
FOD walk beginning of shift	Print signature of team leader of the shift (LAE / MI/S B1)
FOD walk end of shift	Print signature of team leader of the shift (LAE / MI/S B1)
Tools check carried out	Print signature of the assigned personnel by EIC / SMM
Prepared By	Print name of team leader of the shift (LAE / MI/S B1) making the entry
Signature (next to Prepared By)	Print signature of team leader of the shift (LAE / MI/S B1) making the entry
Time (same row to Prepared By)	Print time of the signature was printed
Acknowledge by	Print name of team leader of the following shift (LAE / MI/S B1) acknowledging the entry
Signature (next to Acknowledge By)	Print signature of team leader of the following shift (LAE / MI/S B1) acknowledging the entry
Time (same row to Acknowledge By)	Print time of the signature was printed