

ENGINEERING PROCEDURE MANUAL

ADDITIONAL BASE AND LINE FACILITY - CONTROL OF AIRCRAFT PARTS / CONSUMEABLE

1.0 Propose

1.1 This procedure is to ensure all aircraft parts / consumable being use at GAM's approved additional base and line facility are properly manage, control and record as required by the regulation.

2.0 Procedure

2.1 When there is a requirement of aircraft parts / consumable to be used during schedule maintenance, a request via email must be made by Engineer-In-Charge (EIC) for the base to GAM's store in Subang for the required items.

2.2 GAM's store in Subang will then process the request and storeman shall fill in the Material Issue Voucher (MIV) GAM/E-022 on behalf of the requester and sign off the necessary column.

2.3 The items shall be packed properly with all the necessary document including the applicable ARC/COC, Serviceable Label and a copy of MIV.



2.4 Items shall be shipped from GAM's store in Subang to the respective destination via registered forwarding company or any other mean i.e government transport (Police's Kingair) whichever convenience.

2.5 Upon received at receiving destination, EIC should be checked for:

- a. Damage during transportation and general condition.
- b. Availability of document attachment to item.
- c. Part number and description of item as per requested.

2.6 If found any discrepancies during the check, the components should be quarantined and segregated from the serviceable components and materials until the finding has been cleared / satisfied.

2.7 If found satisfactory, EIC will then make a record of the received item and place the item in the respective holding area for aircraft parts in the Holding Room together with all the accompanied documents until it been utilized for the schedule maintenance.

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