ENGINEERING PROCEDURE MANUAL

GAM/EPM/AMO/ISS.2 REVISION. 0

GALAXY AEROSPACE (M) SDN. BHD.

SUITE 11-14, HELICOPTER CENTRE
MALAYSIAN INTERNATIONAL AEROSPACE CENTRE
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COPY NO.1 – ENGINEERING MANAGER GAM

AUTHORISATION

This Engineering Procedure Manual (EPM) document no. **GAM / EPM / AMO / ISSUE 2, REVISION 0** is hereby prepared by the Engineering Manager and approved by Quality Assurance Manager.

The Engineering Manager is responsible to ensure that the policies, procedures and instructions contained in this EPM are adhered to by all persons employed in the GAM Engineering Department in the execution of their duties.

Prepared by	Verified by	Accepted by
.....	.....	.....
Roslina Mohd Sobri	Syafrul Yamani Safruddin	Omar Bin Ahmad
Training Executive AMO	Engineering Manager	Quality Assurance Manager
Date: 05/11/2021	Date: 05/11/2021	Date: 10 NOV 2021

RECORD OF REVISIONS

Each revision to this EPM will be accompanied by a letter of transmittal showing the pages to be removed and those to be inserted. All pages will show the date of issue which can be cross checked with the list of effective pages to ensure it's current.

Issue No	Revision No.	Revision Date
1	0	17 Sep 2020
2	0	31 Oct 2021

Issue No	Revision No.	Revision Date

DISTRIBUTION LIST

COPY NO. 1 (Master Copy):	ENGINEERING MANAGER.
COPY NO. 2:	ACCOUNTABLE MANAGER.
COPY NO. 3:	QUALITY ASSURANCE MANAGER.
COPY NO. 4:	TECHNICAL PUBLICATION.
COPY NO. 5:	GAM Internal Data Server. (Accessible to all GAM Engineering and QA personnel)

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Roslina Mohd Sobri	Syafrul Yamani Safruddin	Omar Bin Ahmad
Training Executive AMO	Engineering Manager	Quality Assurance Manager
Date: 05/11/2021	Date: 05/11/2021	Date: 10 NOV 2021

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Prepared by	Verified by	Accepted by
..... Roslina Mohd Sobri Training Executive AMO Date: 05/11/2021	..... Syafrul Yamani Safruddin Engineering Manager Date: 05/11/2021	..... Omar Bin Ahmad Quality Assurance Manager Date: 10 NOV 2021

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Training Executive AMO	Engineering Manager	Quality Assurance Manager
Date: 05/11/2021	Date: 05/11/2021	Date: 10 NOV 2021

ABBREVIATIONS

1.0 Abbreviations.

AAT	Airworthiness Approval Tag
AD	Airworthiness Directives
AH	Approval Holder
AJL	Aircraft Journey Log
AMM	Aircraft Maintenance Manual
AMO	Approved Maintenance Organization
APU	Auxiliary Power Unit
ARC	Authorized Release Certificate
ATC	Air Traffic Controller
CAAM	Civil Aviation Authority of Malaysia
CAM	Continuing Airworthiness Manager
CAMO	Continuous Airworthiness Maintenance Organisation
CE	Chief Engineer
COC	Certificate of Conformity
EASA	European Aviation Safety Agency
EC	Engineering Controller
EIC	Engineer In-Charge
EGR	Engine Ground Run
EM	Engineering Manager
EPM	Engineering Procedure Manual
FAA	Federal Aviation Administration
FOD	Foreign Object Damage
GAM	Galaxy Aerospace (M) Sdn Bhd
GiN	Goods in note
GSE	Ground Service Equipment
LAE	Licensed Aircraft Engineer
MIV	Material Issue Voucher
MOC	Management of Change
MOE	Maintenance Organisation Exposition
MRB	Material Review Board
MWO	Maintenance Work Order
NHA	Next Higher Assembly
OEM	Original Equipment Manufacturer
PPE	Personnel Protective Equipment
PPC	Production, Planning and Control
POL	Petroleum, Oil and Lubrication
QA	Quality Assurance
QAM	Quality Assurance Manager
SB	Service Bulletin
SI	Store Inspector
TSE	Technical Service Engineer
TSO	Time Since Overhaul

TSN	Time Since New
UMC	Unscheduled Maintenance
U/S	UnServiceable

Interpretation

Aeronet System; Aeronet System is the Enterprise Resource Planning (ERP) system that used by GAM AMO to register aircraft parts, components and tools that entering the Warehouse and Logistic Department. The Aeronet System will also monitor the stock in and out, calibration of the tools and shelf life of consumable item.

Class 1; A complete aircraft, aircraft engine, or propeller that has been type-certificated in accordance with the applicable regulations, and TC data sheets have been issued.

Class 2; A major component of a Class I product (e.g., wings, fuselages, empennage assemblies, landing gears, power transmissions, or control surfaces, etc.), the failure of which would jeopardize the safety of a Class I product; or any part, material, or appliance, approved and manufactured under the Technical Standard Order (TSO) system in the ‘‘C’’ series.

Class 3; Any part or component that is not a Class I or Class II product, including standard parts. Class III products are considered to be parts.

Warehouse; Warehouse is the facility that formally known as bonded store in EPM.

ADMINISTRATION AND CONTROL

1.0 Citation

1.1 This EPM is cited as EPM 0-07, Issue 2, Revision 0: Administration and control

2.0 Objective

2.1 To provide a systematic procedure of administration and control of the EPM which include changes, revisions and distribution.

3.0 Interpretation

3.1 EPM means Engineering Procedure Manual. This EPM is the 'second level document' to Galaxy Aerospace (M) Sdn. Bhd (GAM).

3.2 This EPM is the second level document to support Maintenance Organisation Exposition(MOE) for GAM to qualify for the Maintenance Organisation Approval (CAAM Part 145).

3.2.1 This EPM is designed to be dual purpose:

a. Mandatory

With regard to procedures that must be adhered to by all personnel in the Engineering Department

b. Advisory

There may be requirements or procedures either not covered or vaguely discussed in the MCAR, AN or even MOE. As and when required, the EPM will be revised accordingly to help the Part 145 personnel to address these issues.

4.0 Applicability

4.1 Applicable to every personnel within the Engineering Department of GAM

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 Quality Procedure Manual (2.9 Internal Document Control)

7.0 Documentation

7.1 Publication Amendment Request (ref: GAM/E-002)
7.2 Document Change Request Form (ref: GAM/Q-070)

8.0 The Procedure

8.1 Method of Amendment.

8.1.1 This EPM is issued on the authority of the Company. The Quality Assurance Manager (QAM) will review and accept all amendments as required by the Company if not contradict with MOE.

8.1.2 All amendments will be in the form of printed individual replacement pages. Handwritten amendments are not permitted. Each page of the manual will show the date of issue. Left side vertical marginal lines will indicate a changed or revised portion of the text.

8.1.3 Each paper amendment will be accompanied by a revised List of Effective Pages, with their dates of issue, and acknowledge form to manual holder. Whenever a change is made to a page, the amendment will show the new date.

8.1.4 A record of amendments incorporated is shown on the Amendment Record page. This page will not be replaced but will rather accrue signatures showing the amendment history.

8.2 Amendment Process Form.

8.2.1 Amendment request to add, delete, or amend the EPM can be made using the Publication Amendment Request (ref: GAM/E-002) accompanied with the MOC when compulsory.

8.3 Source of Amendments.

8.3.1 Amendments may be suggested by any Company personnel. Amendments may be prompted by:

a. Editorial changes.

b. Identification of inadequacies or deficiencies.

c. Changes in GAM activities.

d. Changes in GAM Bases.

e. Changes in customer requirements or standards.

f. Changes in Legislation or Regulations.

g. Changes in Company Management Structure.

h. Changes in relation to Company Capability and its procedure.

8.4 Amendment Proposals.

8.4.1 Refer QPM (Internal Document Control).

8.4.2 Amendment proposals should be made through the Document Change Request form (GAM/Q-070), see Section 3.0 below, to the EM including:

a. Manual part and paragraph affected.

b. Management of Change, MOC (if necessary).

8.4.3 After the package is reviewed and approved be EM, submission has to be made to the QA Department.

8.4.4 The proposal will be further assessed for a decision on incorporation by QAM. QA Personnel will communicate the result to the person who initiated the request via email.

8.4.5 Accepted amendment will be uploaded to GAMS Portal and notified to all personnel via Official Announcement.

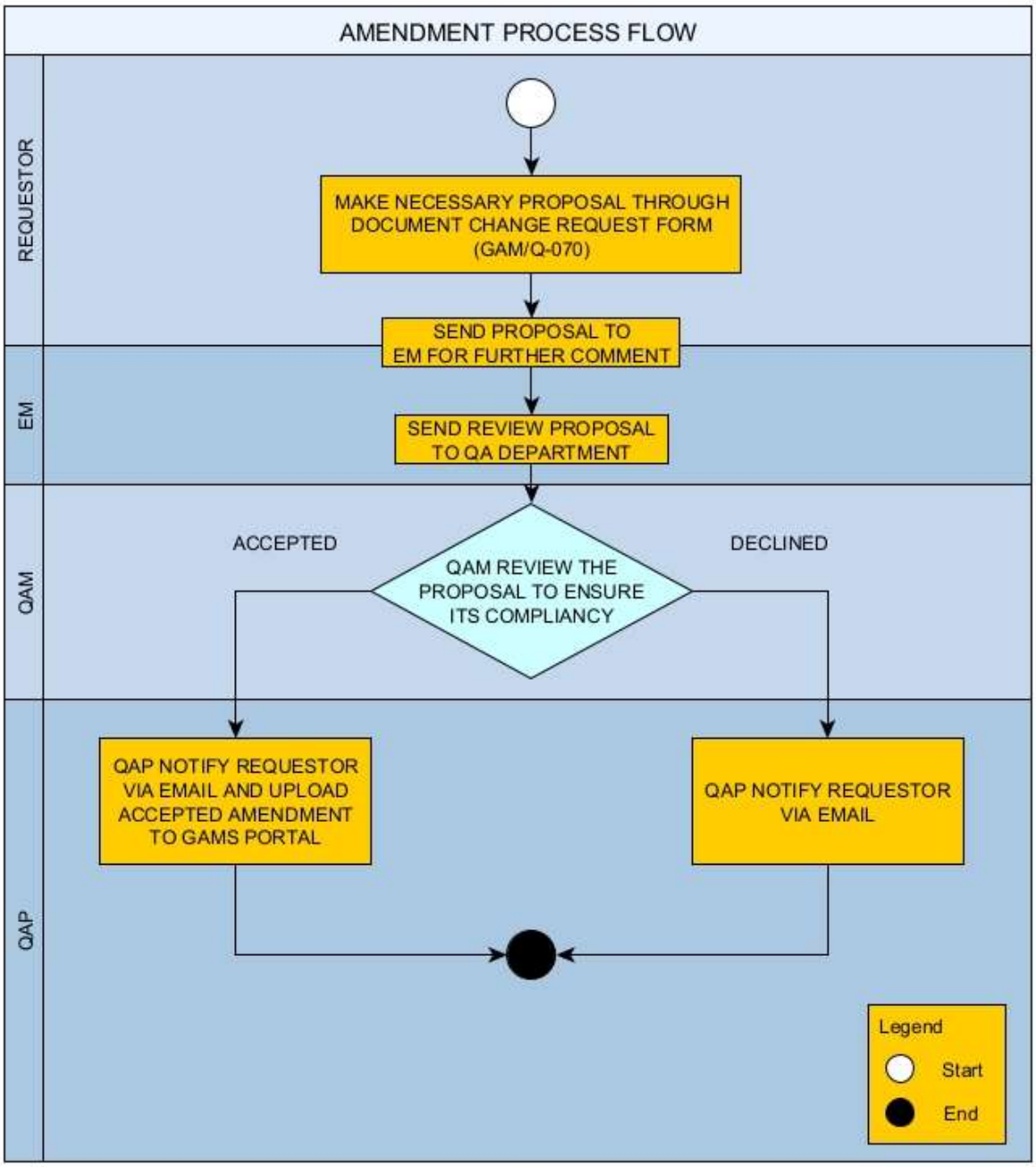
8.5 Distribution.

8.5.1 The Company will ensure that all personnel in the Distribution List is given a copy of the EPM.

9.0 Cancellation

This issue cancels EPM 0-08 Issue 1, Rev 0 dated 17 Sept 2020, which should be destroyed.

END.


AMENDMENT PROCESS FLOW
REQUESTOR
MAKE NECESSARY PROPOSAL THROUGH DOCUMENT CHANGE REQUEST FORM (GAM/Q-070)
EM
SEND PROPOSAL TO EM FOR FURTHER COMMENT
SEND REVIEW PROPOSAL TO QA DEPARTMENT
QAM
ACCEPTED
QAM REVIEW THE PROPOSAL TO ENSURE ITS COMPLIANCY
DECLINED
QAP
QAP NOTIFY REQUESTOR VIA EMAIL AND UPLOAD ACCEPTED AMENDMENT TO GAMS PORTAL
QAP NOTIFY REQUESTOR VIA EMAIL
Legend
Start
End

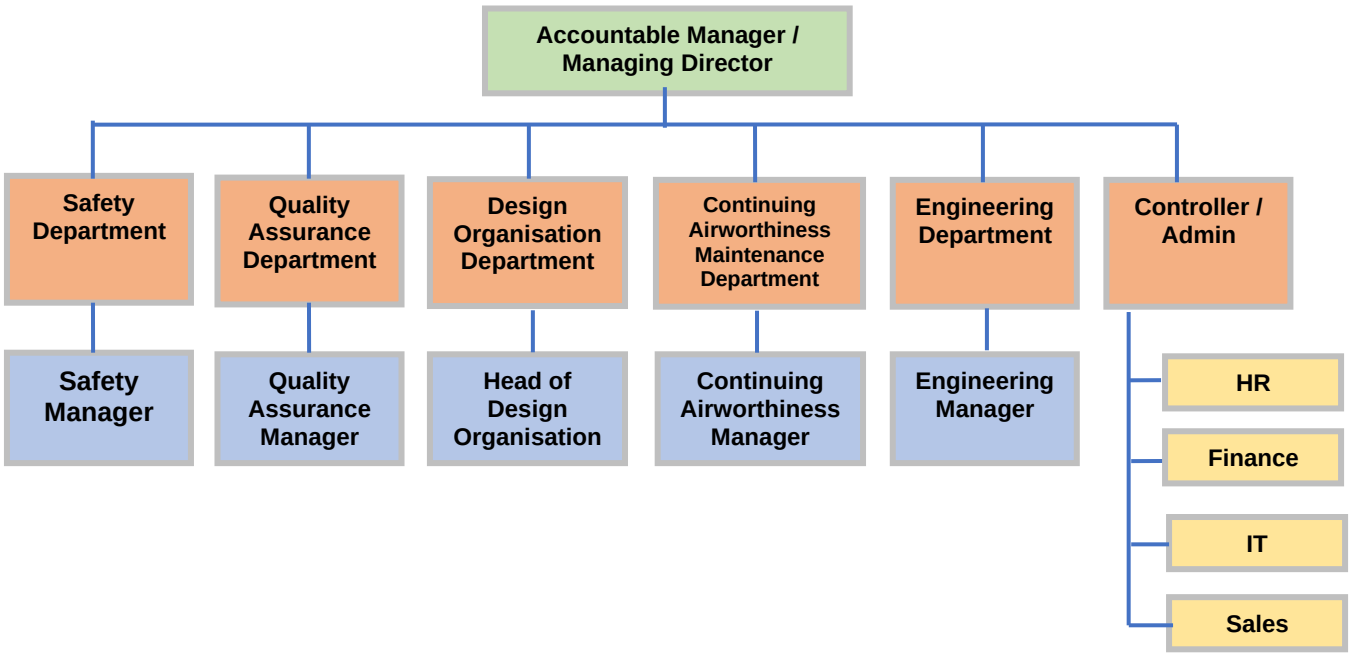
ORGANISATION DETAILS.

1.0 Name and Address of the Organisation.

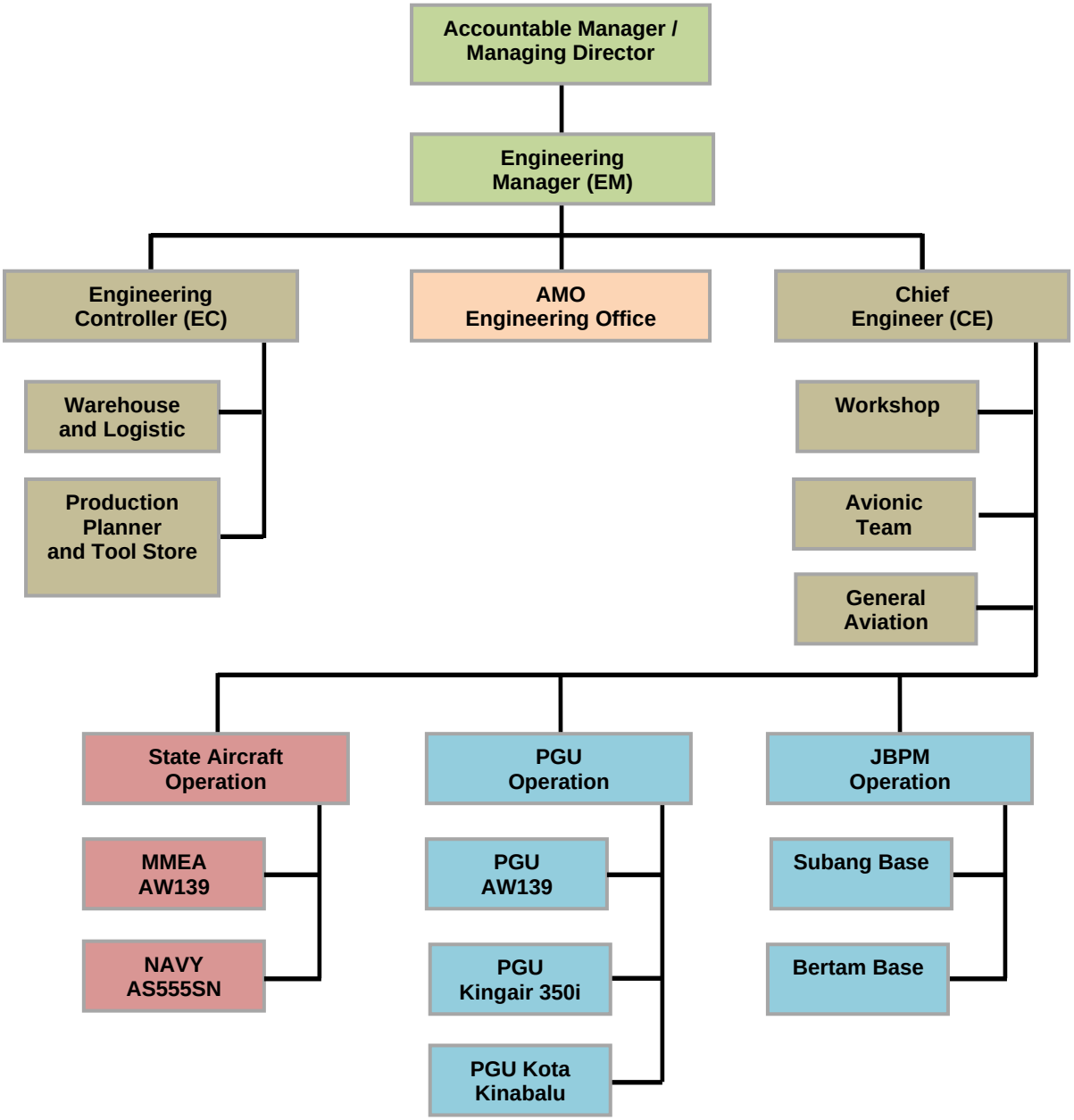
Name of Company	:	**Galaxy Aerospace (M) Sdn. Bhd (GAM).**
Head Quarter Office	:	Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre, Sultan Abdul Shah Airport, 47200 Subang, Selangor Darul Ehsan, Malaysia.
Telephone No Fax No	: :	+603-7734 7226 +603-7734 7526
Extension Base / Operation Base JBPM: Line Maintenance	:	**Hangar 2, UniKL MIAT** Subang Campus Persiaran A, Off Jalan Lapangan Terbang Subang, Seksyen U3, 47200 Subang, Selangor
Operation Base PGU Subang	:	**Pasukan Gerakan Udara (PGU) PDRM.** Pangkalan Semenanjung, Lapangan Terbang Sultan Abdul Aziz Shah, 47200 Subang, Selangor
Operation Base JBPM Bertam	:	**Bertam Fire and Rescue Department Air Base.** Kampung Tambang, 13200 Kepala Batas, Penang.
Operation Base PGU Kota Kinabalu	:	**Pasukan Gerakan Udara (PGU) PDRM.** Pangkalan Sabah, Jln. Johor off Jln. Selangor, Tanjung Aru, 88100 Kota Kinabalu, Sabah.
Operation Base MMEA (State Registered Aircraft)	:	**Malaysian Maritime Enforcement Agency.** Stesen Udara Maritim Subang, Jalan TUDM, 40150 Shah Alam, Selangor.
Operation Base Langkawi		Helioutpost Langkawi Helipad, Jalan Kuala Muda 07100, Langkawi, Kedah
Operation Base JBPM Miri		**Pangkalan Operasi Udara Miri, JBPM Miri,** General Aviation, Hangar 3 MAHB, Miri Airport, 98000, Miri, Sarawak

2.0 Organisation Structure.

2.1 Galaxy Aerospace (M) Organisation Structure.



2.2 Galaxy Aerospace (M) AMO Engineering Structure.



3.0 Job Description and Responsibility.

This Engineering Circular is to define the functions, responsibilities and job descriptions of Galaxy Aerospace (M) Sdn. Bhd. (GAM) Approved Maintenance Organisation CAAM Part 145 personnel with regards to their position.

All GAM-145 personnel must understand and adhere to their respective job description. To ensure the smooth operation of the organisation by ensuring the appropriate position knows it's duties, responsibilities, scope and working conditions of the job along with the jobs title.

3.1 Engineering Manager (EM).

Immediate superior: Managing Director / Accountable Manager.

a) Responsible to ensure aircraft planning and management in the context of maintenance activities is perform accordingly to provide safe and airworthy aircraft, meet the requirement of CAAM Approved Maintenance Organisation (AMO) and client's requirements.

b) To advise QAM any changes which affect the company's AMO certification.

c) To ensure that all organization activities including maintenance, overhaul and repair of aircraft and components and its related supporting program meets the quality standards and all requirements for the grant as an AMO.

d) To facilitate maintenance and meet the requirement of AMO with the provision of:

   i. Office accommodation appropriate to the management of the planned work

   ii. A working environment appropriate to tasks being undertaken

   iii. Storage facilities for parts, tools, equipment and materials

   iv. Appropriate and sufficient tools, material to perform the planned tasks.

   v. Sufficient personnel to plan, perform, supervise, inspect and certify the work being performed.

   vi. Maintenance data and publication from the aircraft manufacturer necessary to the task being performed.

e) Establish and maintain administration and operation of the organisation.

f) To receive and monitor all work order / work pack from CAMO for the maintenance to be carried out.

g) Make available to maintenance personnel the necessary publication, service bulletins, service letters, airworthiness directives, maintenance manual and any other required technical data.

h) Communicate with QAM and relevant aviation authority on airworthiness matters to ensure that all its operations conform to statuary and legal requirements.

i) Liaise with manufacturers, vendors and approved design organisations in support of aircraft and component maintenance.

j) To ensure that all audit findings carried out internally and by relevant aviation authority are attended to and resolved within the agreed time-frame.

k) To monitor the level of service provided to clients and take appropriate steps to achieved desired levels.

l) Cultivate a positive attitude and response on the compliance of industrial safety, health and environmental regulations, procedures and practices to ensure safe working environments in the interest of personnel and the organisation.

m) To ensure that all Maintenance personnel are provided with appropriate technical, knowledge and skill training.

n) Direct the planning and implementation of training, development, projects and growth related to the AMO.

o) Oversee the Engineering Support Section of their function as Technical Planning, Publication and Record, Warehouse and Logistic.

p) To ensure that maintenance personnel are authorized to perform maintenance activities through an approved and documented system under Quality Department based on the evaluation of formal qualification, knowledge and experience.

q) To establish FOD control programs/systems.

r) To set maintenance duty time limits.

3.2 Chief Engineer (CE).

Immediate superior: Engineering Manager.

a) Carry out aircraft planning, restoration and maintenance of an aircraft under GAM responsibility to a serviceable, safe and airworthy condition in accordance with an approved methods and procedures.

b) Daily administration control of Maintenance Department.

c) Ensure correct and efficient execution of maintenance activities and task associated with aircrafts and parts.

d) Liaise with Engineering Manager to facilitate the provision of adequate facilities, supporting equipment and qualified personnel to perform maintenance on aircraft and equipment.

e) Coordinate with Warehouse and Logistic section for proper up keep of store section and provision of adequate spare and consumable for forecasted maintenance and defect rectification.

f) To allocate and supervise work for personnel under his control.

g) Manage all activities concerned with aircraft status, maintenance forecast and maintenance programs (Approved Maintenance Program) in accordance with statuary and legal requirements to ensure timely availability of aircraft to meet contractual obligation.

h) Ensures the necessary documentations and paperwork for all works performed on aircraft and its equipment for proper completion and certification.

i) Review relevant Airworthiness Directives, Service Bulletin and any other technical instruction together with other member of AD/SB review board for applicability and compliance.

j) Liaise and consult Quality Assurance Manager on airworthiness matter such as Certificate of Airworthiness renewal, concession or extension etc.

k) Ensures all acceptable deferred defects are monitored and rectified within the stipulated time frame.

l) Ensures that aircraft released to service meets the technical contractual obligation and quality of workmanship is acceptable to the organization and the manufacturer.

m) Provides updates to the Engineering Manager on technical matters which affect the aircraft airworthiness status.

n) Ensure that all Maintenance personnel are in possession of correct skills and are given appropriate training.

o) Act in the capacity of Engineering Manager when required and/or called upon to do so and ensure proper hand-over is accomplished.

p) Plan, organize and control the hangar operation to restore and maintain the aircraft serviceability in accordance with company, customer and relevant aviation authority requirements in the most effective and productive manner.

q) Responsible for maintaining a clean and safe working environment at all time.

3.3 Engineering Controller (EC).

Immediate superior: Engineering Manager.

a) Daily administration and control of engineering support group as per AMO organisation structure.

b) Ensure correct and efficient execution of maintenance planning on aircraft downtime and all task associated with tools, GSE and parts.

c) Liaise with Engineering Manager to facilitate the provision of adequate facilities, supporting equipment and personnel to perform maintenance on GSE.

d) Coordinate with Warehouse and Logistic section for proper upkeep of store section and provision of adequate spare and consumable for forecasted maintenance and defect rectification.

e) Coordinate and liaise with finance department on allocation of fund for the procurement of spares, consumable and GSE. To plan and forecast the requirement for schedule inspection and anticipate for the unscheduled rectification.

f) Coordinate with commercial department for AMO related matters with regard to contract obligation and client requirement.

g) To lead the engineering support team in setting up new base or new operation and coordinate with Chief Engineer for the manpower arrangement for the setup.

h) To allocate and supervise work for personnel under his control.

i) Provides updates to the Engineering Manager on engineering support matters which affect the aircraft maintenance activities.

j) Ensure that all Engineering Support personnel are in possession of correct skills and are given appropriate training.

k) May act in the capacity of Engineering Manager when required and/or called upon to do so and ensure proper hand-over is accomplished.

l) Plan, organize and control the ground support equipment, spares and consumable as required by Maintenance personnel for the maintain of aircraft in accordance with company, customer and relevant aviation authority requirements in the most effective and productive manner.

m) Responsible for maintaining a clean and safe working environment at all times.

3.4 Engineer in Charge (EIC).

Immediate superior: Chief Engineer.

a) Carry out aircraft planning, restore and maintain GAM aircraft to a serviceable, safe and airworthy condition in accordance with company approved methods and procedures.

b) Daily administration control of Maintenance Department.

c) Ensure correct and efficient execution of maintenance activities and task associated with aircrafts and parts. All maintenance task and procedures must conform to the organization standards.

d) Facilitate the provision of adequate facilities, supporting equipment and qualified personnel to perform maintenance on aircraft and equipment.

e) Make available to maintenance personnel the necessary overhaul manual, service bulletins, service letters, airworthiness directives, maintenance manual and any other required technical data.

f) Coordinate with Warehouse and Logistic section for proper upkeep of store section and provision of adequate spare and consumable for forecasted maintenance and defect rectification.

g) The EIC will allocate and supervise work for personnel under his control.

h) Manage all activities concerned with aircraft status, maintenance forecast and maintenance programs (Approved Maintenance Scheduled Program) in accordance with statuary and legal requirements to ensure timely availability of aircraft to meet contractual obligation.

i) Ensures the necessary documentations are raised for all works performed on aircraft and its equipment for proper completion and certification.

j) Review relevant Airworthiness Directives, Service Bulletin and any other technical instruction together with other member of AD/SB review board for applicability and compliance.

k) Responds to quality deficiencies arising from Quality Audit and CAAM audit findings.

l) Ensures all acceptable deferred defects are monitored and rectified within the stipulated time frame.

m) Ensures that aircraft released to service meets the technical contractual obligation and quality of workmanship is acceptable to the organization and the CAAM.

n) Provides updates to the EM on technical matters which affect the aircraft delivery status.

o) Ensure that all Maintenance personnel are in possession of correct skills and are given appropriate training.

p) Plan, organize and control the hangar operation to restore and maintain the aircraft serviceability in accordance with company, customer and relevant Aviation Authorities requirements in the most effective and productive manner.

q) Responsible for maintaining a clean and safe working environment at all time.

r) EIC is authorized by EM to manage specific maintenance activities in the AMO

s) The authority for the EIC may be revoked by EM if the Engineer In-charge is unable to demonstrate a sound working knowledge of the organization.

3.5 License Aircraft Engineer (LAE)

Immediate superior: Chief Engineer.

a) To undertake and supervise the maintenance, inspection, repair, replacement, modification, rectification and certification of aircraft in accordance with organisation and relevant aviation authority's / OEM's approved methods and procedures.

b) The LAE shall have a sufficient knowledge of maintenance, supervision, verification and inspection process. He is responsible for correctness and quality of specific tasks performed by personnel under his supervision.

c) Carry out aircraft, components and ground equipment maintenance tasks efficiently.

d) Carry out and certify (as applicable) assigned tasks in accordance with the requirements of the relevant aviation authority's regulation.

e) Carry out and certify as required assigned tasks in accordance with the requirements of the MOE and/or Engineering Circular.

f) Organize available manpower and other resources to meet operational requirements.

g) Ensure defects are rectified correctly in an efficient manner.

h) Ensure the component / parts to be fitted to an aircraft came from an approved source and in a satisfactory condition, release on an Authorised Release Certificate (ARC) / Airworthiness Approved Tag (AAT) acceptable to the relevant aviation authority.

i) Ensure that the part or component is eligible to be fitted when different modification and/or airworthiness standard may be applicable by referring to the CAMO.

j) Exhibit high standard and quality of maintenance work and corresponding certification in accordance with company and relevant aviation authority requirements.

k) Co-ordinate and liaise with Chief Engineer or other relevant personnel for efficient maintenance action.

l) Ensure high standard of engineering housekeeping and security in the place of work such as aircraft interior/exterior, hangar, workshops and other maintenance areas.

m) Ensure relevant documentation and procedures are in accordance to established practices.

n) Ensure technical instructions, manuals are in good condition and up-to-dated when being used.

o) Ensure correct inventory of special tool and support equipment are in serviceable condition for proper and safe usage.

p) Ensure personnel under his supervision namely Technicians maintain a high standard of personal and work discipline.

q) Maintain constant and effective communication with his superior, peers and subordinates.

r) Provide guidance and on-job-training to personnel under his charge to maintain desired quality and standard of work.

s) Act in the capacity of Chief Engineer when required and/or called upon to do so and ensure proper hand-over is accomplished.

t) On a daily basis to record maintenance activities and aircraft status in the Daily Diary.

u) Carry out any other duties assigned by immediate superior.

3.6 Technician.

Immediate superior: Engineer in Charge.

a) To perform aircraft maintenance related tasks as assigned to the best quality standards in a specific time frame whilst maintaining conducive working environment and observing safety and discipline in accordance with the company and relevant aviation authority requirements.

b) Carry out aircraft, components and equipment maintenance tasks efficiently.

c) Carry out and certify as required assigned tasks in accordance with the requirements of the MOE and/or Engineering Circular.

d) Communicate and liaise with LAE, Chief Engineer or other relevant personnel for efficient maintenance actions.

e) Exhibit high standard and quality of maintenance work and corresponding certification (if applicable) in accordance with company and relevant aviation authority requirements.

f) Ensure high standard of engineering housekeeping and security in the place of work such as aircraft interior/exterior, hangar, workshops and other maintenance areas.

g) Carry out any other duties assigned by any duly delegated superior.

3.7 Tool Store & GSE Supervisor

Immediate superior: Engineering Controller

a) Responsible in monitoring and managing the Tool Store and GSE Supervisor.

b) Monitoring and managing tool store inventory and GSE equipment in accordance with the CAAM and GAM's requirement.

c) Monitor the tool store and GSE inventory, new items order and managing delivery or pickup of the item according to schedule (load, pack, wrap, label, ship)

d) Perform inventory controls and keep quality standards high for audits

e) Coordinate storekeeper to keep a clean and safe working environment and optimize space utilization

f) Supervise orders and arrange stocking of raw material and equipment to ensure they meet needs

3.8 Technical Record, Planning and Documentation

Immediate superior: Engineering Manager

a) To support Maintenance Department by:

i. Providing the necessary publication for aircraft maintenance, planning and logistic activities to meet requirements as an AMO.

ii. Administer on all matter related to Technical Records, Technical Library and Planning.

iii. Implement co-ordination to ensure timely availability of parts and material to carry out maintenance of aircraft and other related maintenance support tasks under the AMO context.

b) Facilitate and manage all activities concerned with aircraft status, maintenance forecast and maintenance programs (Approved Maintenance Program) to support aircraft maintenance activities.

c) To receive and accept all work order / work pack from CAMO for the maintenance to be carried out on behalf of the Engineering Manager and distribute to the Chief Engineer / LAE.

d) To ensure the completion and correctness of the work pack / work sheet for all completed maintenance prior to handing over to CAMO.

e) Maintain an up-to-date Publication Section for the maintenance of the type of aircraft under the responsibility of the AMO.

f) To ensure the AMO is updated with the latest issue of applicable Service Bulletin, Airworthiness Directive and Service Letter advised by CAMO for the relevant aircraft.

g) Organize and maintain Technical Record system to retain, update and provide accurate maintenance and operational histories of aircraft, engines, components and associated equipment's in accordance with the AMO requirement.

h) To complete and submit to CAMO, various relevant documents required for the renewal of Certificate of Airworthiness of aircraft.

3.9 Warehouse and Logistic Controller

Immediate superior: Engineering Controller

a) Develop Warehouse & Logistics Support policies, responsibilities and tasks to establish appropriate guidelines for the efficient support of GAM operations.

b) Plan, develop and monitor the activities of the following units in the department:

a. Purchasing Unit

b. Warehouse Unit

c) To manage all activities concerned with material handling, receipt, storage, issue, inventory control, purchasing, import and export services and related activities in support of clients and GAM Engineering Department and be responsible to ensure all work and processes conforms to statutory and legal requirements and meet quality standards.

d) Strategically plan and manage logistics, warehouse, transportation and customer services.

e) Liaise and negotiate with suppliers, manufacturers, retailers and consumers.

f) Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.

g) Arrange warehouse, catalog goods, plan routes and process shipments.

h) Collaborate with other managers to determine supply needs.

i) Purchase supplies and materials according to specifications.

j) Coordinate and supervise receiving and warehousing procedures.

k) Control inventory levels and ensure availability of material during emergencies.

l) Keep detailed records on procurement activity, materials quantity, specifications etc.

m) Monitor inventory control for improved inventory accuracies and security of GAM assets.

n) Maintain metrics and analyze data to assess performance and implement improvements.

o) Monitor the effectiveness of the vendor performance program for responsive support of GAM operation.

p) Initiate and monitor an effective system of Priority/AOG processing and gauge effectiveness in minimizing priority arising.

3.10 Store Inspector (SI)

Immediate superior: Warehouse & Logistic Manager

a) Responsible for receiving, storing, packing and/or unpacking of goods as well as delivering goods to/from the store.

b) Checking the incoming paperwork against the purchase order to ensure the correct part has been supplied and checking the part against the paperwork to ensure they match.

c) To perform physical inspection on the receiving component / parts to ensure that hasn't been damaged in transit.

d) Assign the part a unique 'batch' number so there is a paperwork trail when that part is fitted to the aircraft.

e) Allocate the part a location in the store so that it can be found in the future and maintaining a register of parts in the store.

f) To supply the part to the maintenance personnel (requestor) to be fitted to the aircraft when requested.

g) Ensure aircraft spares to be kept in a bonded store. That is, a place with restricted access.

h) Maintaining a register of parts which have a shelf life and removing those that have reached the limit.

i) Receiving unserviceable parts from the maintenance engineers and despatching unserviceable parts for repair or scrapping them if they are no repairable items.

j) To ensure serviceable aircraft parts cannot be mixed with commercial parts, which have a separate store, and unserviceable parts which should also have their own area.

k) Order parts from an approved supplier.

l) To ensure the parts fitted to an aircraft have come from an approved source, are kept in a controlled environment and are in a serviceable condition when fitted.

m) Keeping a daily record of the store temperature and humidity.

n) Maintaining a stock of consumable items, such as cloths, cleaning fluids etc.

o) Maintaining a stock of oils and greases.

3.11 Lead Production Planner.

Immediate Supervisor: Engineering Controller.

a) Monitor Production Planner's task to minimize unnecessary delay in Maintenance activities.

b) Ensure timely closure of work orders as requested and specified by CAMO.

c) Facilitate the provision of adequate facilities and supporting equipment to perform maintenance on aircraft and equipment.

d) Facilitate coordination with Warehouse and Logistic section for proper upkeep of store section and provision adequate spare and consumable for maintenance and defect rectification.

e) Respond to quality deficiencies arising from Quality Audit and CAAM Audit findings.

f) Monitor updates of AMO 145 publication and ensure publications are accessible to all AMO personnel in GAM.

g) Plan monitor and control PPC manpower.

h) Plan proper training for PPC personnel.

i) Involve in Post Activity Evaluation of completed and closed maintenance task review opportunity for improvement and optimization.

j) Assist in forecast and plan Base maintenance check and aircraft maintenance activities in the hangar.

k) Assist to Review Base maintenance check Work Order from CAMO and plan for the resources.

l) Perform duties as assigned by Superior.

3.12 Production Planner & Control.

Immediate Supervisor: Lead Production Planner.

a) Check and validate Work Order/Work Pack received from CAMO, ensuring all inspections are include in the work pack.

b) Record work order receive from CAMO in AMO Work Order and Work Pack Masterlist

c) Discuss with EIC to prepare work package which include spares to order, tools, manpower and hangar slot for every schedule and unscheduled inspection.

d) Coordinate with Warehouse and Logistics section for proper upkeep of store section and provision of adequate spare and consumable for forecasted maintenance and defect rectification.

e) Coordinate with Tool Store section for tools and equipment require for the forecasted maintenance and defect rectification.

f) Managing the maintenance activities timeline to ensure targets are meet.

g) Ensuring appropriate communication throughout the delivery of maintenance activities.

h) Checking completed Work Pack for completeness and following procedures as per MOE.

i) Facilitate to ensure necessary documentation are raised for all works performed on the aircraft and its equipment for proper completion and certification.

j) Make soft copy of Work Pack ready in Google Drive before hand over to CAMO upon completion.

k) Engage in post activity evaluation of completed maintenance work to review opportunities for improvement and optimisation.

l) Provide aircraft hours to Commercial Department for claim purposes.

m) Perform duties as assigned by the superior.

3.13 Production Planner and Control / AMO Publication.

Immediate Supervisor: Lead Production Planner.

Perform job function as Production Planner and Control as per para 3.12 and including job function describe below;

a) Monitor publication email from CAMO to ensure AMO publication are up to date.

b) Ensuring updated publications are disseminated to Engineer In Charge (EIC) and to Production Planner & Control (PPC) outside MIAT – PGU, Miri, Bertam and Kota Kinabalu whenever there is updated publication.

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c) Update Publication Master Listing (GAM/E-020R1) at any time new publication is emailed.

d) Update all registered PC on the updated publication.

e) Send email on the updated Publication Master Listing to all AMO personnel to inform on the update.

END.

AIRCRAFT TOWING AND PARKING

1.0 Introduction

1.1 This EPM is cited as EPM 1-01, Issue 2, Revision 0: Aircraft Towing and Parking.

2.0 Objective

2.1 As a guideline for AMO personnel in performing aircraft towing and parking in order to minimize probability of incident and/or accident.

3.0 Interpretation

3.1 Towing is a process of moving an aircraft from one place to another without the engine running. Person in charge to the towing procedure should first, refer to Aircraft Maintenance Manual (AMM) Chapter 9 for Towing and Chapter 10 for Parking, before carrying out the process.

4.0 Applicability

4.1 Applicable to all maintenance personnel

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 ICAO Annex 2 – Rules of the Air
6.2 CAAM CAD 8601: Maintenance Organisation Approval (CAAM Part 145)
6.3 CAAM CAD 6010: Ground Handling

7.0 Documentation

Not applicable

8.0 Procedure

8.1 Safety Department is responsible to ensure that the tow tug drivers are trained prior to handing out authorization.

8.2 A procedure to approve a tug driver must be in place and adhered to strictly. Only a tug driver approved by Safety Manager may tow an aircraft.

8.3 Towing Preparation:

8.3.1 Ensure that the towing vehicle is suitable and serviceable for the intended task.

8.3.2 Prior to attaching the towing vehicle to the towing bar, the vehicle brake must be tested for its functionality. This procedure has to be carried out at a safe distant of minimum 50 ft from an aircraft, and in a direction away from the aircraft.

8.3.3 Prepare the aircraft in accordance with the AMM instructions, with the particular attention to the following, if applicable:

a. Brake system pressures
b. Steering system disengaged
c. Aircraft ground locks fitted, and wheel choke are ready and serviceable.
d. Doors (including baggage holds) closed.
e. Undercarriage component i.e. wheel, brake, wheel hub, oleo is in good condition.
f. Landing skid in good condition for the use of towing wheel.
g. Ensure the tow bar or the towing wheel are is serviceable condition.

8.3.4 Ensure the manoeuvring path is clear from all ground equipment, maintenance platform and other obstructions.

8.3.5 Always connect the tow bar to the aircraft first before connecting the tow bar to tow tractor.

8.4 Manoeuvring standard practises:

8.4.1 All aircraft towing operations are to be carried out in accordance with the AMM instructions.

8.4.2 The operation of aircraft brakes whilst in motion is prohibited except in an emergency.

8.4.3 The ‘brake on’, ‘brake off’ hand signals are to be instigated by the tug driver when the aircraft is stationary and repeated by the flight deck personnel when complied with, where applicable.

8.4.4 Aircraft brakes must be on or wheel choke in place prior to tow bar 'hook up' and 'unhook'.

8.4.5 Requirements to operate brakes in emergencies are to be indicated by a shout of 'brakes' or using the hand signal.

8.4.6 Personnel involve with the towing must at all times be alerted with the surrounding condition and always ready for any unforeseen situation.

8.4.7 Tractor light and aircraft navigation light shall be switched 'ON' under poor visibility condition.

Caution: *All staff involved with a manoeuvring aircraft should be aware of, and remain clear of, aircraft wheels / undercarriages.*

8.5 Manoeuvring in the airfield:

8.5.1 A portable radio or aircraft communication must be used for communication with the Air Traffic Controller (ATC) if required. Use only approved/standard radiotelephony procedure. The communication to ATC will be made by pilot from aircraft.

8.5.2 The observer may board the towing vehicle when moving across the airfield but must always alert for any obstruction. At such times, the observer should be positioned at the appropriate view of the vehicle driver at all times.

8.5.3 Aircraft anti-collision beacons should be utilised at all times as an indication of aircraft in motion and, additionally, aircraft navigation lights on all movements in the darkness or adverse weather conditions. A radio 'watch' is to be maintained listening out on the air traffic ground frequency.

8.5.4 Immediately prior to moving, clearance to commence towing must be obtained from the ATC via a radio using aircraft designated call sign, as appropriate. Only proceed when the clearance is obtained and been acknowledged, and completely understood. Stop at the point to which the clearance has been given unless further instruction is obtained.

8.5.6 During towing, airfield speed limit of the tow vehicle must be observed.

8.5.7 If during an airfield towing operation an emergency occur, such as vehicle breakdown or tow bar failure, call ATC immediately and inform them of the situation and current position on the airfield and, if necessary, ask for an apron control vehicle to come and assist.

8.6 Manoeuvring within or around a Hangar:

8.6.1 Driving speed within or around a hangar is to be kept to a minimum.

8.6.2 Ground equipment which may cause obstruction must be cleared from the intended manoeuvring area.

8.6.3 Observers are to remain in view of the tug driver while the aircraft is in motion. All helicopter blades or airplane wings must have a proper clearance of any obstruction. Attention must also be paid to the clearance of the tail rotor and rudder/stabilizer.

8.6.4 The tug driver should stop the movement and beckoning the observer if he lost sight of the observer.

8.6.5 The supervisor or appointed LAE should supervise all hangar manoeuvres.

8.7 Parking

8.7.1 Aircraft with wheel must be parked with wheels chocked on. For a limited parking area, a helicopter can be parked close to each other with a condition that the blades **must not** overlapping or overhanging stands or other obstructions.

8.7.2 Aircraft brakes may be released once the aircraft has been properly chocked.

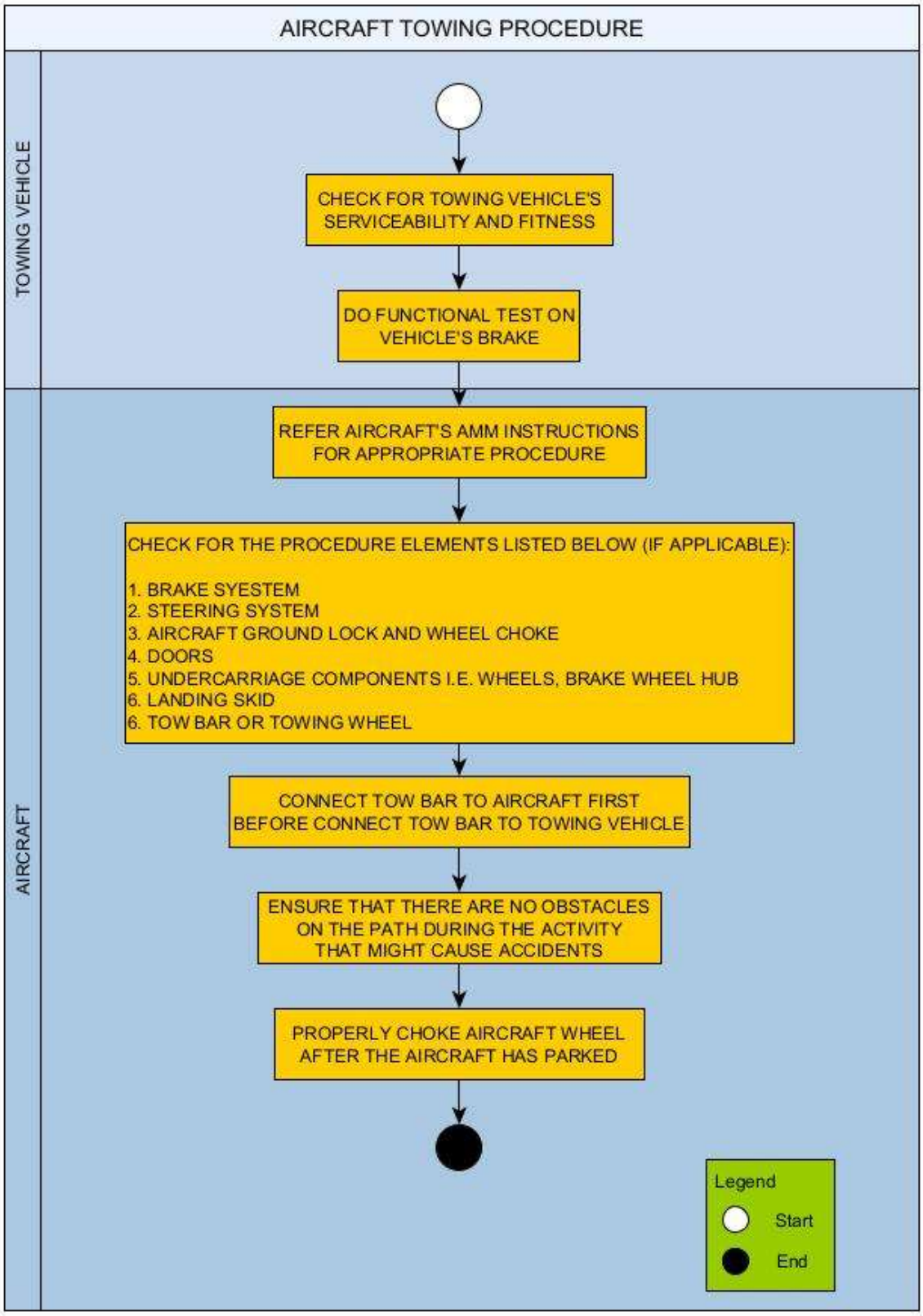
8.7.3 Ensure electrical services used when towing is switched off, i.e. Radio, Lights, Main batteries (battery topping charge should be performed if a battery have been used for a long duration during towing).

8.7.4 Ensure all windows and baggage doors are closed.

8.7.5 If the aircraft is park outside a hangar, respective aircraft AMM Chapter 10 must be referred to, for the necessary precaution with regard to high wind and other severe condition.

9.0 Cancellation

This issue cancels EPM 1-01 Issue 1, Rev 0 dated 17 Sept 2020, which should be destroyed.


AIRCRAFT TOWING PROCEDURE
TOWING VEHICLE
AIRCRAFT
CHECK FOR TOWING VEHICLE'S SERVICEABILITY AND FITNESS
DO FUNCTIONAL TEST ON VEHICLE'S BRAKE
REFER AIRCRAFT'S AMM INSTRUCTIONS FOR APPROPRIATE PROCEDURE
CHECK FOR THE PROCEDURE ELEMENTS LISTED BELOW (IF APPLICABLE):
1. BRAKE SYESTEM
2. STEERING SYSTEM
3. AIRCRAFT GROUND LOCK AND WHEEL CHOKE
4. DOORS
5. UNDERCARRIAGE COMPONENTS I.E. WHEELS, BRAKE WHEEL HUB
6. LANDING SKID
6. TOW BAR OR TOWING WHEEL
CONNECT TOW BAR TO AIRCRAFT FIRST BEFORE CONNECT TOW BAR TO TOWING VEHICLE
ENSURE THAT THERE ARE NO OBSTACLES ON THE PATH DURING THE ACTIVITY THAT MIGHT CAUSE ACCIDENTS
PROPERLY CHOKE AIRCRAFT WHEEL AFTER THE AIRCRAFT HAS PARKED
Legend
Start
End

END.

CLEANLINESS OF AIRCRAFT (FOD CONTROL)

1.0 Introduction

1.1 This EPM is cited as EPM 1-02, Issue 2, Revision 0: Cleanliness of Aircraft (FOD Control)

2.0 Objective

2.1 To minimize probability of incident and/or accident due to FOD. This EPM addresses the procedures pertaining to identification of FOD, minimizing FOD damage and reporting of potential damages or finding.

3.0 Interpretation

3.1 Foreign Object Damage (FOD) refers to any item, material or substance that either deliberately or inadvertently, is left in or gains access to any part of aircraft or aeronautical product.

4.0 Applicability

4.1 Applies to all maintenance personnel and personnel directly responsible and involve in the airworthiness of an aircraft.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 Environmental Quality (Scheduled Wastes) Regulations 2005
6.2 MOE Issue 2 Revision 04. (2.7 Facility)
6.3 CAAM CAD 8601: Maintenance Organisation Approval (CAAM Part 145)

7.0 Documentation

7.1 Unairworthy Incident Reporting Form (ref: GAM/E-046)
7.2 Daily Maintenance Book (ref: GAM/E-014R1)

7.3 GAM Occurrence Reports (ref: GAM/Q-038)

8.0 What is FOD?

8.1 FOD is acronym for Foreign Object Damage. FOD means any article or substance, alien to an aircraft or system, which could potentially cause damage to an aircraft or causes injury to whoever that works with the aircraft.

8.2 The presence of FOD can cause damage, or present a hazard to aircraft, aeronautical product and personnel safety, for example:

8.1.1 Dirt or grit in moving parts can cause excessive wear and other damage, reduction in working clearances, seizure or scoring of working surfaces, and deterioration seals etc.

8.1.2 Loose articles such as nuts, bolts, rivets and hand tools can cause jamming of controls, motor etc.

8.1.3 Damage to electrical installations and cooling air filters.

8.1.4 Chafing of pipes caused through restriction in pipe clearances.

8.1.5 Extraneous fluids may damage protective coatings and promote corrosion.

9.0 Working Practices

9.1 To prevent small tools, torches, pencils/pens, badges etc., from falling into the aircraft structure, engineering personnel should ensure that articles are stowed in places, such as closed pockets, which will prevent them being drop and lost.

9.2 A suitable footwear is worn, or mats used, to ensure that aircraft surfaces are not scratched or damaged.

9.3 A safety goggles, caps etc. must be worn properly fitted so that they are not likely to fall and drawn into the engines.

9.4 All equipment, spares, or tools are accounted for when servicing or work has been completed to reduce the possibility of such items being left behind.

9.5 Aircraft components supplied with special transport cases or packaging should not be unpacked until ready for use. Blanking plates should only be removed prior to installation.

9.6 All tins and containers containing substances for use in aircraft maintenance, such as greases and jointing compound, should be kept closed when not in use, and any tins and containers that have been open for an unknown length of time, should be discarded.

9.7 Parts that is not required for immediate installation should be kept in warehouse or holding shelf near the aircraft.

9.8 Whenever it is necessary to open or dismantle a component (to the limits of GAM approval/capability listing), the work should be carried out in controlled environment in the appropriate place, where dust grit, etc., will not be introduced into the components.

10.0 Interior Cleanliness

10.1 At intervals prescribed in the Aircraft Maintenance Manual, floor panels and panels associated with areas of 'closed structure' are opened for inspection.

10.2 The area should be cleaned, and any corrosion prevention treatment restored where necessary. When a structure is to be closed, either permanently or by a removable panel, inspection should verify that the compartment is FOD free.

10.3 Wherever possible, vacuum cleaners should be used to remove debris. High pressure air jets should not be used where debris can be blown over a wider area or driven into lap joints, bearings, electrical components, etc.

10.4 The final inspection should be made when there is no likelihood of the compartment being reopened, and when it is certain that no further operations are necessary which might introduce extraneous matter into the compartment.

10.5 Compartments reopened for adjustments, etc., should be given further careful examination after the work has been completed.

10.6 On completion of the work, the Approval Holder should satisfy that the structure or compartment is perfectly clean and FOD free.

11.0 Cleanliness of Installations and Systems

11.1 Compartments into which engines, undercarriages, etc., are installed should be inspected for cleanliness prior to the installation. The compartment should also be checked for freedom from loose articles and other matters.

11.2 On removal of a component from an aircraft, all electrical plugs, ducts, pipes, hose, etc., should be suitably blanked to prevent ingress of FOD.

11.3 Disconnection of any system will require adequate blanking to prevent ingress of extraneous material. Any test equipment, ground equipment or any other equipment such as servicing units should be kept clean and all covers and blanks should be fitted when not in use.

12.0 Exterior Cleanliness

12.1 Exterior cleanliness must be carried out at least at an interval as specified in the Aircraft Maintenance Manual (AMM) under the Corrosion Control Program (CCP) although more frequent interval is recommended.

12.2 A recommended cleaning agent specified in the AMM to be used during cleaning process.

12.3 Any potential access / opening that may allow water to seep through and may damage a component / equipment inside shall be covered or blank off properly prior to washing.

12.4 A good practices during washing is to identify any visible damage i.e. scratch, dent, corrosion and also looks for missing screws, fastener etc.

12.5 Exterior of an aircraft also may be polished whenever required using an non-corrosive commercial product.

13.0 Potential F.O.D

13.1 Potential FOD refer to any item or workplace condition that are not FOD but can become FOD if not identify or control properly (i.e. loose screw on a working trolley).

13.2 FOD check have to be made on beginning of the shift and end of the shift and recorded in Daily Maintenance Book (GAM/E-014R1)

13.3 Before and after each engine ground run, the ground run crew shall ensure that FOD inspection is performed in the ground run area at least 100 feet radius.

13.3.1 Before and after aircraft take-off and landing, the marshaller shall ensure that FOD inspection is performed in the area at least 100 feet radius.

13.4 It is everybody's responsibility to ensure "NIL FOD AROUND US" at all times.

14.0 Reporting of Potential FOD or FOD Finding

14.1 If Potential FOD or FOD has been found in the aircraft or maintenance area, a person shall raise FOD / Incident / Accident / Dangerous Occurrence Report and submit to Safety Manager or Engineering Manager, where it will be reviewed, and necessary action to be taken.

15.0 Waste Management

15.1 Waste materials should be separated into those classified as scheduled wastes & non-scheduled wastes.

15.2 Scheduled wastes are waste material which falling within the categories listed in the First Schedule of Environmental Quality (Scheduled Wastes) Regulations 2005

15.3 Every containers of scheduled waste must be properly label for identification and warning purposes. It has been clearly mention in regulation 10, of Environmental Quality (Scheduled Waste) Regulation 2005. Regulation 10

15.4 Non-scheduled wate or general waste are waste which do not fall under First Schedule of Environmental Quality (Scheduled Wastes) Regulations 2005

15.5 Non-scheduled waste should be segregated into recyclable and non-recyclable waste

16.0 Cancellation

This issue cancels EPM 1-02 Issue 1, Rev 0 dated 17 Sept 2020, which should be destroyed

END.

ENGINE GROUND RUN

1.0 Introduction

1.1 This EPM is cited as EPM 1-3, Issue 2, Revision 0: Engine Ground Run

2.0 Objective

2.1 To enhance the Aircraft Maintenance Manual standard requirements for Engine Ground Run

2.2 To emphasis roles of personnel and procedure for added safety precaution

3.0 Interpretation

3.1 The term aircraft Engine Ground Run (EGR) is usually used to describe the operation of one or all of the engines of an aircraft, whilst on the ground, for the purpose of functional or operational check of the engines or aircraft systems.

3.2 Aircraft EGR is part of maintenance requirement to prove serviceability, for defect trouble shooting and testing of aircraft and the aeronautical products. As the name implies the procedure shall not make the aircraft lift or airborne.

Note: The procedure and limitation related to EGR in the Aircraft Maintenance Manual (AMM) and Flight Manual for each particular aircraft must be referred and strictly followed.
Taxiing an aircraft is prohibited for all maintenance personnel.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 CAAM CAD 8601: Maintenance Organisation Approval (CAAM Part 145)

7.0 Documentation

7.1 Air Journey Log (AJL)

8.0 The procedure

8.1 For fixed wing aircraft, only LAE with the appropriate type rating and valid Company Approval is allowed to perform EGR. This includes the starting and running of Auxiliary Power Unit (APU) for the purpose of operation or maintenance.

8.2 EGR for helicopter means rotor to be turned under power. This is strictly to be performed by a Pilot appropriately rated for the particular helicopter.

8.3 Personnel authorized in para 8.1 or 8.2 is responsible to make sure the EGR is carried out in safe and correct manner. They must fully understand and aware the Normal Procedure and Emergency Procedure for engine run, as stated in the Flight Manual.

8.4 All documentation and maintenance requirement i.e. pre-flight check, ground run form (if applicable), AJL must be filled in and signed prior to the ground run. (Prior to the ground run, all documentation and requirements must be filled in. In example, pre-flight check, ground run form(if applicable) and AJL.)

8.5 Prior to an EGR, all personnel involve including pilot (for helicopter) must be briefed by LAE in-charge on the requirement and purpose of the procedure and determine actions in the event of an emergency. Personnel must also be briefed on the safe approach zone and prohibited zone during EGR.

8.6 Before starting:

8.6.1 An aircraft and surrounding area check must be carried out by the LAE in-charge and personnel involve covering the following:

a. EGR shall only be carried out at appropriate ground run area with the consent of the control tower (if applicable).

b. For other than the appropriate area, LAE in-charge must ensure the surface level and condition is within the limitation as per AMM.

c. Ensure that the area is free from FOD such as debris, oil or fuel spillage and any equipment such as maintenance steps and servicing trolleys are move to a safe distance away from the aircraft.

d. Ensure all aircraft blanks (intake and exhaust) and any other covers / tie down are removed from the aircraft.

e. All panels, hatches and fairings are closed and secured. EGR with some fairing / panel removed are allowed for the purpose of leak checks or other requirement if permitted by the AMM.

f. Port and Starboard main wheel chocks (if applicable) are in place and correctly positioned. Ensure the use of appropriate and serviceable chocks.

g. External ground power is available (if required), in a serviceable condition and connected to the aircraft external power receptacle. The ground power unit must be positioned at a safe distance from the aircraft i.e out of the rotor disc area for helicopter.

h. Personnel Protection Equipment (PPE) such as ear defender, safety shoe and reflective vest must be worn during an EGR.

8.7 A minimum of 2 ground personnel (Maintenance Personnel) is required during the EGR. One personnel responsible to give start clearance and act as a marshaller during the ground run and another personnel is responsible with a fire extinguisher. The cockpit operation shall be performed by personnel stated in para 8.1 and 8.2.

8.8 Additional personnel is required when external ground power unit is used.

8.9 Personnel responsible with fire extinguisher must be briefed on procedure during emergency in the event of fire. Any action taken should be under the instruction of personnel in the cockpit unless a fire occur at an area with no indication from inside the cockpit and should this occur, the personnel in the cockpit must be informed by any means.

8.10 External fire extinguisher is for non-engine fire for aircraft fitted with engine fire protection / extinguishing system.

8.11 The same external fire extinguisher is to be used for any fire for aircraft not fitted with fire protection system.

8.12 A headset may be used by the personnel responsible for start clearance to maintain communication with the cockpit personnel when direct communication is deemed impossible.

8.13 Both ground personnel are responsible to monitor and prevent unauthorised person or vehicle entering the EGR area.

8.14 All airfield procedures and restrictions must be observed at all times. Person carrying out EGR must be aware of airfield procedures and restrictions and under no circumstances should be disregarded or varied in any way.

8.15 Communication with the control tower must be established prior to the EGR and maintain at all time during the ground run (if applicable).

8.16 Appropriate Pilot Checklist or the Flight Manual must be used at all times during the EGR. Personnel carrying out the EGR must fully understand and familiar with the instruction in the checklist or manual.

8.17 ‘All Clear’ signal must be obtained from the marshaller before starting an engine.

8.17 After Starting:

8.17.1 When the engine(s) have stabilised at idle speed, when appropriately signalled by the pilot the ground power unit should be disconnected (if utilized) and move away from the aircraft.

8.17.2 The marshaller should remain at a safe distance being clearly visible from the cockpit the whole time.

8.17.3 Both ground personnel shall continue to monitor and prevent unauthorised person or vehicle entering the EGR area during engine running.

8.18 Shut Down

8.18.1 A period of idle running must be allowed for the engine(s) temperatures to stabilise to prevent carbon formation in the oil system. The time may vary with different installations. Engine Maintenance Manual and Flight Manual to be referred.

8.18.2 Prior to engine shutting down, ground personnel have to be informed and acknowledged.

8.18.3 Unless really necessary, approach to aircraft during engine winding down must be avoided especially for helicopter as main rotor sailing may occur during this period.

8.19 Recording

8.19.1 Engine start count, running time (if applicable) and fuel burns are to be recorded in the AJL Any defects noted during the ground run are also to be recorded for further trouble shooting and rectification.

8.19.2 Pilot or LAE performing the EGR must sign off the applicable paperwork.

9.0 Cancelation

This issue cancels EPM 1-03 Issue 1, Rev 0 dated 17 Sept 2020, which should be destroyed.

END.

TOOL CONTROL

1.0 Introduction

1.1 This EPM is cited as EPM 2-01, Issue 2, Revision 0: Tool Control

2.0 Objective

2.1 To ensure tools are properly controlled.

2.2 No misused of tools or risked of becoming FOD.

2.3 At a minimum, tool control is a method to quickly determine that all tools are accounted for at the end of a maintenance task. This can only be done if each tool has a specific place where it is stored that allows for quick identification if the tool is missing or the movement of it been properly monitor and register.

3.0 Interpretation

3.1 Standard industrial tools are general tools common for all aircraft types. These are commercially available. Example of these are wrenches, sockets, pliers.

3.2 Special tools are specific design tools designed by the aircraft, engine or propeller OEM for specific use on a certain component or maintenance.

3.3 Work aid is an aid to accomplish specific task. This is not a tool. Most OEMs of aircraft or engine publish the work aid in the MM with details of the design including specification of materials and measurement. This is to allow the end user to fabricate the work aid in order to perform the required maintenance works. The work aid serviceable tag can be sign by Tool Store Supervisor.

3.4 Standard industrial test equipment are test equipment common for all aircraft types. Example of these are multimeter, bonding tester and specific test set. These are commercially available.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all Warehouse and Logistic personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.4 Acceptance Of Tools and Equipment
6.2 MOE 2.2 Acceptance / Inspection Of Aircraft Components And Materials From Outside Contractors

7.0 Documentation

7.1	Serviceable Label	(ref: GAM/E-005)
7.2	Unserviceable Label	(ref: GAM/E-006)
7.3	Tool Master List	(ref: GAM/E-016)
7.4	Tools and Equipment Acceptance Check Form	(ref: GAM/E-024)
7.5	Tool Control Register	(ref: GAM/E-025)
7.6	Missing Tool Declaration form	(ref: GAM/E-027)

8.0 Registration of Tool and Its Record

8.1 Tools Masterlist which is the inventory of GAM's tools is under responsibility of Tool Store Supervisor. The controlling and monitoring of the tools are executed by Tool Store Keeper.

8.2 All newly purchased tools must go through an acceptance process as per MOE 2.4 (Acceptance Of Tools And Equipment). The Tool Store Supervisor must fill the Tools and Equipment Acceptance Check Form upon registering it in the Tool Master List (ref: GAM/E-016) at the Main Tool Store.

8.3 After registration and given control number, the tool will be released with a Serviceable Label (ref: GAM/E-005). It can then be issued to the appropriate location.

8.4 Control number can only be assigned by the Main Tool Store. The number be identified as follow:

8.5.1 Gxxxxx – Standard tools with xxxx are the 4 digits running number

8.5.2 CTE/xx – Calibrated tools with xx are the 2 digits running number

8.5.3 STxxx – Special tools with xxx are the 3 digits running number

8.5.4 GSE/xxx – Ground Support Equipment

8.5.5 GSF/xxx – GSE Fabricated tools identified

8.5.6 SFT/xxx - Special Fabricated Tool

8.6 Tools Store in MIAT is a Main Tool Store for all special tools and test equipment. There is an exception for items that are frequently use and dedicated to one particular aircraft type to be kept at other location.

8.7 In cases where tools were purchased by the end user due to various reasons, the Tool Store Keeper of that operation is responsible to register the tool in the Tool Masterlist (ref: GAM/E-016).

8.8 In other operation bases, is the Engineer-in-Charge (EIC) of the operation or personnel delegated by EIC is responsible of the Tool Masterlist (ref: GAM/E-016) in their respective bases. The controlling and monitoring of the tools are executed by EIC delegated person.

8.9 The Main Tool Store responsible to monitor the calibration due date if any and call back to store for those items to be sent out for calibration when required. This procedure will further discuss in EPM Part 2-04 Procedures for Calibrated Tools.

9.0 Loan of Tool

9.1 Loan of Tool from Tool Store at MIAT Base

9.1.1 Tool Store supervisor is responsible for tools in Main Tool Store ensuring items are in good condition and accounted. The controlling and monitoring of the tools are executed by Tool Storekeeper.

9.1.2 Any tool loan out from store MUST be registered in the Tool Control Register (ref: GAM/E-025). Personnel loan the tool shall register the appropriate details as required in the form.

9.1.3 Prior to issuing a tool, Tool Storekeeper should ascertain that the tool is serviceable and ensure the calibration due is still valid, if applicable.

Note: *Should a toolbox set is booked out, the toolbox register number shall be filled inthe record. It is the responsibility of the loaner to ensure the quantity of the tools inside the toolbox exactly when returning back to store.*

9.1.4 It is the responsibility of loaner to ensure the condition of the tool is satisfactory during the transaction.

9.1.5 When returning the tool, the loaner is responsible to ensure the tool is in a clean and serviceable condition.

9.1.6 The loaner must fill up all the information required in the Tool Control Register (ref: GAM/E-025). If there is defect or to highlight issue with regard to the tool, it must be noted in the Tool Control Register (ref: GAM/E-025) accordingly.

9.2 Loan of Tool from Tool Store at other Bases

9.2.1 Tools store at other bases is under the control of the EIC of the base.

9.2.2 In the absent of EIC, the responsibility shall be transferred to delegated person on duty at the particular time.

9.2.3 Any tool loan out from store must be registered in the Tool Control Register (ref: GAM/E-025). Personnel loan the tool shall register the appropriate details as required in the form.

9.2.4 Prior to issuing a tool, the EIC or delegated person should ascertain item is serviceable and ensure the calibration due is still valid, if applicable.

Note: Should a set of toolbox is booked out, the toolbox register number shall be filled in the record. It is the responsibility of the loaner to ensure the quantity of the tools inside the toolbox exactly when returning back to store.

9.2.5 When returning the tool, the loaner is responsible to ensure the tool is return in a clean and serviceable condition.

9.2.6 The loaner must fill up all the information required in the Tool Control Register (ref: GAM/E-025). If there is defect or to highlight issue with regard to the tool, it must be noted in the Tool Control Register (ref: GAM/E-025) accordingly

9.2.7 The EIC or delegated person shall check the record and condition of all tools loaned and returned, as soon as he / she returns to work.

9.3 All personnel are responsible for the security and condition of tools in their possession or care. Any broken, lost or misplaced of any hand tool is to be immediately reported by the user to the person in charge.

9.4 Any discrepancies of the tools / equipment or found defective must not be used. It must be immediately withdrawn from use. Unserviceable Label (ref: GAM/E-005) shall be raised stating nature of defect. The Unserviceable Tag shall be attached to the tool / equipment. Such item must be reported to the EIC / Tool Storekeeper for necessary action.

9.5 It is the responsibility of the EIC/Tool Storekeeper to ensure that an accurate record is maintained of all tools issued. There is no definite period for any tools to be allowed for loan, but store personnel shall follow up with the loaner on following day for status of tools.

9.6 The Tool Storekeeper should annotate all outstanding items on the Tool Control Register, giving full details/reasons for each item that has not been returned during the duty period.

10.0 **Missing Tool**

10.1 As soon as a tool is confirmed lost, Missing Tool Declaration form (ref: GAM/E-027) shall be immediately raised by the user. The EIC must be quickly informed.

10.2 Tool suspected lost in an aircraft.

10.2.1 The lost tool and quatity must be identified

10.2.2 The probable area the tool is lost must also be identified

10.2.3 LAE / EIC shall consult Chief Engineer (CE) to temporary ground the aircraft.

10.2.4 All maintenance personnel will search for the missing tool. Panels shall be removed for detail inspection, to satisfy any doubt.

10.2.5 If the missing tool is not to be found, all the maintenance personnel and the EIC shall convene to assess the condition and risks.

10.2.6 Chief Engineer shall be consulted prior to release of the aircraft back to service.

10.3 Tool lost other than in an aircraft.

10.3.1 The lost tool and quantity must be identified

10.3.2 The probable area the tool is lost must also be identified

10.3.3 All maintenance personnel will search for the missing tool

10.4 Once confirmed of missing tool, CE / EM shall advice the Store Keeper of next action to be taken. CE / EM will state this advise in the 'Additional Remarks' column of the Form.

10.5 The Tool Storekeeper shall endorse at the Tool listing in the Tools Master List as 'lost'. An Unserviceable Label (ref: GAM/E-006) is placed at the tool location in the store.

10.6 If the item is subsequently found at later time after the new tool has been purchased, the tool needs to be return to the store.The Tool Storekeeper will clean, determine the serviceability of the tool then place it at the respective place in the store in order to reactivate the tool in the Tools Master List.

11.0 Personal Tool Control

11.1 Personal hand tools are the responsibility of the individual owner.

11.2 Tool listing shall be made by respective owner. Each tool shall be marked with uniques identification that must be registered with the CE.

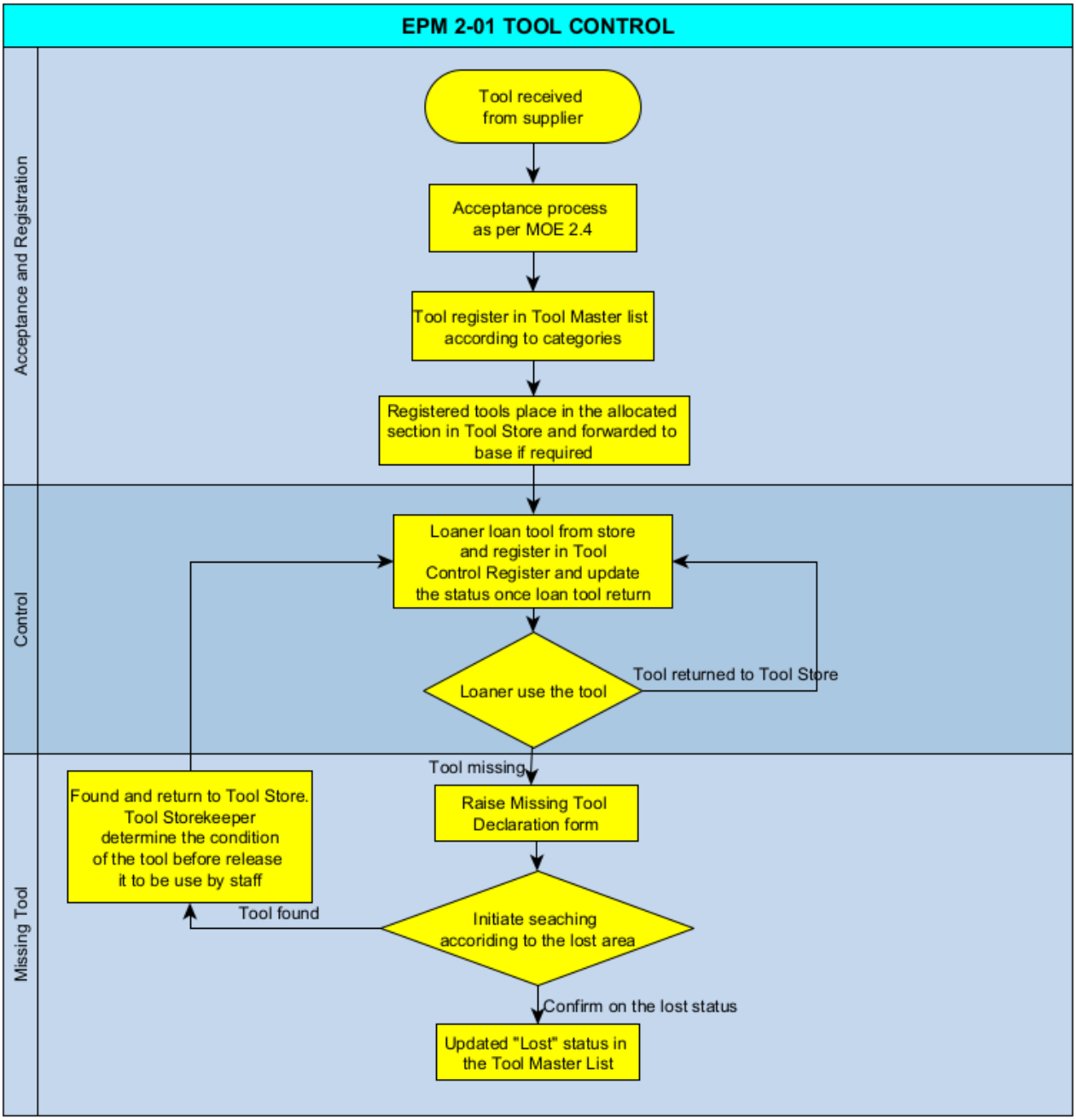
11.3 The respective owner shall keep a copy of his / her own listing. Another copy of the listing shall be kept by Quality Assurance department.

11.4 Random check shall be carried out at regular intervals to confirm the tool listing status and serviceability.

11.5 No personal precision tool / equipment should be used without being calibrated and maintained as part of company's list of controlled tools as per requirement of MOE Part 2.4 and MOE Part 2.5.

11.6 Specialized tools and equipment that are required shall be procured as recommended by the OEM. The maintenance personnel must adequately trained before allowing the usage of such tools or equipment. The training may be conducted by way of briefing, vidoes or any other relevant method by vendor or frequesnt user of the tool.

11.7 For newly purchased tools and equipment which are complicated in nature, the vendor / agent shall commission and demonstrate the proper functioning of such equipment, before final acceptance by the Engineering Manager or his/her designee.



12.0 Cancellation

This issue cancels EPM 1-06 issue 1 revision 0 dated 17 Sept 2020, which should be destroyed.

END

PETROLEUM OIL AND LUBRICATION (POL) CONTROL

1.0 Introduction

1.1 This EPM is cited as EPM 2-02, Issue 2, Revision 0: Petroleum Oil and Lubrication Control

2.0 Objective

2.1 To ensure POL are properly managed and controlled

2.2 No misused of POL items or use of expired material that risked of damaging the area of intended use.

2.3 At a minimum, POL control is a method of managing the POL material, by managing the availability, expiring date and issuance to the end user. The objective can be obtained by clearly stating the personnel accountability and procedure of updating and recording of the material in the POL cabinet..

3.0 Interpretation

3.1 POL is an aviation abbreviation for Petroleum, Oils, and Lubricants. However the definition also covers items like sealant, paint, cleaning chemical etc.

3.2 All POL items are to be stored in a fire proof cabinet to minimize the fire hazards and expose to the environment.

3.3 Each material may have a different serviceability life span and should be disposed accordingly once expired to avoid contamination.

3.4 Main POL cabinet are located in MIAT (Main Tool Store) where all the material received from GAM Warehouse will be kept and monitored. Un-common material (items that hardly required or for specialised use) kept in this POL cabinet for any other bases to use. This POL is under the control and monitoring of the Store Keeper and always locked.

3.5 At every respective AMO bases there will also a POL cabinet for storage of regularly use material for the particular type of aircraft maintain at those base. This POL in under the control and monitoring of the Engineer-In-Charge (EIC) of the base.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all Warehouse and Logistic personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE Part 2

7.0 Documentation

7.1	Serviceable Label	(ref: GAM/E-005)
7.2	Unserviceable Label	(ref: GAM/E-006)
7.3	POL Control Record (book)	(ref: GAM/E-044)
7.4	Tool Master List	(ref: GAM/E-016)

8.0 Acceptance of POL material received from GAM Warehouse

8.1 Tool Store keeper at MIAT is responsible to monitor the minimum quantity of material inside the POL cabinet in MIAT. A standard minimum quantity have to be discussed with EIC on a regular basis depending on usage.

8.2 Once the minimum quantity reaches, Tool Store Keeper will make a request to Logistic Department to replenish the depleted material.

8.3 Received material will be registered in the Tool Master List (ref: GAM/E-016) POL for record and monitoring purpose.

8.4 Each material received will be attached with the Serviceable Label to identified batches and expiry date. The list of material attached to the POL to be updated to the current status of the material inside.

8.5 Tool Store keeper shall ensure the expiry date of each material to be reviewed on a bi-weekly basis.

8.3 Production Planner from all bases must inform the Tool Store Keeper if new PN of material has been requested. All un-common (rarely use) material shall be recorded and kept in MIAT.

8.4 Material requires specific condition for storage shall be kept in the freezer located in MIAT.

8.6 Requirement in Para 8.1 – 8.5 of this EPM is under the EIC responsibility of each operation for their respective bases.

9.0 Issuance of POL material

9.1 Issuance from MIAT POL

9.1.1 Any issuance from MIAT POL must be registered in the POL Control Record (ref: GAM/E-044)

9.1.3 Request has to be made to Tool Store Keeper and the POL cabinet can only be opened by them.

9.1.4 It is the responsibility of the requestor to ensure the condition of the material is satisfactory during the transaction.

9.1.5 Material issued, either not been completely use or have been emptied has to be returned and recorded in the Return Column in POL Control Record (ref: GAM/E-044)

9.1.7 Tool Store Keeper will only be available during normal office hours. Access after the hours shall be controlled by EIC / LAE working late on that particular day.

9.1.8 Door key to the store shall be obtained from Tool Store Keeper and recorded properly in the Key Control Register (ref: GAM/E-026). The key shall be returned the next working day.

9.1.9 EIC / LAE shall book out POL key from store and record the transaction in Key Control Register (ref: GAM/E-026) everytime maintenance require to access POL cabinet or freezer. Key must be returned immediately after acquire necessary item from cabinet or freezer by signing Return Column on Ket Control Register (ref: GAM/E-026)

9.1.10 Person holding the key shall at all times ensure the security of the POL cabinet and its content is preserved.

9.1.11 EIC / LAE shall record all usage of material in the POL Control Record (ref: GAM/E-044) and update the Store Keeper as soon as possible.

9.2 Issuance from other Bases POL

9.2.1 POL at operational bases are control by their respective EIC. The list of material in the POL must be updated twice in a week. Every Monday and Friday by the EIC or personnel delegated by him. Any expired or empty material has to be disposed properly

9.2.2 Minimum quantity for material in the POL shall be determined by the EIC and request to purchase to be made to Logistic Department once required.

9.2.3 Only commonly use material such as engine oil, grease, cleaning material etc. applicable to its operation will be kept and the list must be updated as per para 9.2.1 of this EPM.

9.2.4 Maintenance personnel withdrawing any material from the POL cabinet must make an entry in the **POL Control Record (ref: GAM/E-044)**

9.2.5 When returning the remaining material, the personnel must again update the record book.

10.0 Expired Material

10.1 Expired material and empty container / can has to be disposed accordingly as per Safety Department recommendation.

12.0 Cancellation

Nil

END.

GROUND SUPPORT EQUIPMENT CONTROL

1.0 Introduction

1.1 This EPM is cited as EPM 2-03, Issue 2, Revision 0: Ground Support Equipment Control

2.0 Objective

2.1 To ensure Ground Support Equipment (GSE) are properly managed, controlled and safe to be used for it intended purpose.

2.2 GSE to be maintained in a serviceable condition and ready for use by the maintenance personnel when required. The maintenance shall include a periodic inspection recommended by the manufacturer (if any) or a standard interval decided by the organisation.

3.0 Interpretation

3.1 GSE is an aviation abbreviation for Ground Support Equipment to support the operation and maintenance of an aircraft. As the name suggests, ground support equipment is there to support the operations of aircraft whilst on the ground.

3.2 The GSE may be categorised as follow:

a. **Powered Equipments** i.e Hydraulic Servicing Cart, Ground Power Unit, Aircond Servicing Unit etc.

b. **Non-powered Equipments** i.e maintenance platform, towbar, hydraulic servicing pump, multipurpose trolley, jacks, battery pack etc.

c. **Commercial Equipment** i.e cone, step, trolley, fan, working table, mechanic working creeper etc.

3.3 Most Powered Equipment and some Non-powered Equipment may have a specific interval for servicing and maintenance as specify by the manufacturer.

3.4 Nevertheless, all GSE must be periodically inspected and determined the serviceability regardless of categories to ensure safe use for it intended purpose.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all Warehouse and Logistic personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 EPM 2-01 Tool Control

7.0 Documentation

7.1	Serviceable Tag	(ref: GAM/E-005)
7.2	Unserviceable Tag	(ref: GAM/E-006)
7.3	Tool Masterlist	(ref: GAM/E-016)
7.4	GSE Servicing Instruction	(ref: GAM/E-040)
7.5	GSE Inspection Sheet	(ref: GAM/E-034)
7.6	Damaged Tool/Equipment Report	(ref: GAM/E-037)

8.0 Acceptance and register of GSE.

8.1 Request for procurement of GSE may come from the engineer or tool store personnel. All request will be process and execute by the Logistic and Procurement section.

8.2 Acceptance of GSE will be performed by Store Inspector.

8.3 The inspection covers the physical inspection for condition and the operational aspect of the equipment if applicable. Cross refer to the Purchase Order is made to ensure the received equipment as per request made.

8.4 Equipment received from other source i.e aircraft owner, bought-over from other organization shall be processed as per para 8.3 with an exceptional to the Purchase Order cross refer. Tool Store personnel shall liaise with Commercial Department / Engineering Controller for the status.

8.5 Equipment which required a calibration shall be confirmed for the due date and must be properly recorded. Should the calibration hasn't been done, the equipment shall be sent out to an approved vendor.

8.6 An inspection or servicing interval shall be set in according to the manufacturer if applicable otherwise a standard 6 month interval will be chose.

8.7 Once all the requirement in para 8.2 to 8.8 has been satisfied, a Serviceable Label GAM/E-005 shall be attached to the equipment. The Serviceable Tag for GSE category b and c as define in the intrepretation can be signed-off by Tool Store Supervisor.

8.8 The serviceable tag signed by Tool Store Supervisor indicate that the tool is in satisfactory condition during the inspection recorded. However the user is responsible to check the condition of the tool before using it for operation.

8.9 The equipment shall be registed in the Tool Masterlist (GSE) together with the location where the equipment will be placed.

9.0 Usage and control of GSE

9.1 There are GSE stored inside the Tool Store in MIAT under the control of Store Keeper.

9.2 For GSE stored in the Tool Store, every usage will be recorded in the General/Calibrated/GSE record book. Requestor need to fill-in the details prior to issuing out the equipment. User is responsible to ensure the serviceability prior to usage.

9.3 GSE placed in hangar floor control base on category:

a. **Non-Powered Equipment** – These GSE can be used as and when required without any recording prior to it's use. It is the user responsibility to ensure that the equipment is serviceable and the Service Tag is available.

b. **Powered Equipment** – These GSE will have a Record Book attached to the equipment. It is the responsible of the user to record the details of usage in the book apart from ensuring serviceability of the equipment and the Service Tag is available prior to usage.

9.4 The user under the paragraph 10.2 and 10.3 must report any defect or abnormalities identified during use of the GSE to the GSE and Tool Supervisor using form Damaged Tool/Equipment Report GAM/E-037 for rectification.

9.5 GSE and Tool Supervisor shall rectify as per report finding and attached UnServiceable Label GAM/E-006 whilst the rectification process is pending to avoid the equipment from being use.

10 Monitoring and servicing of GSE

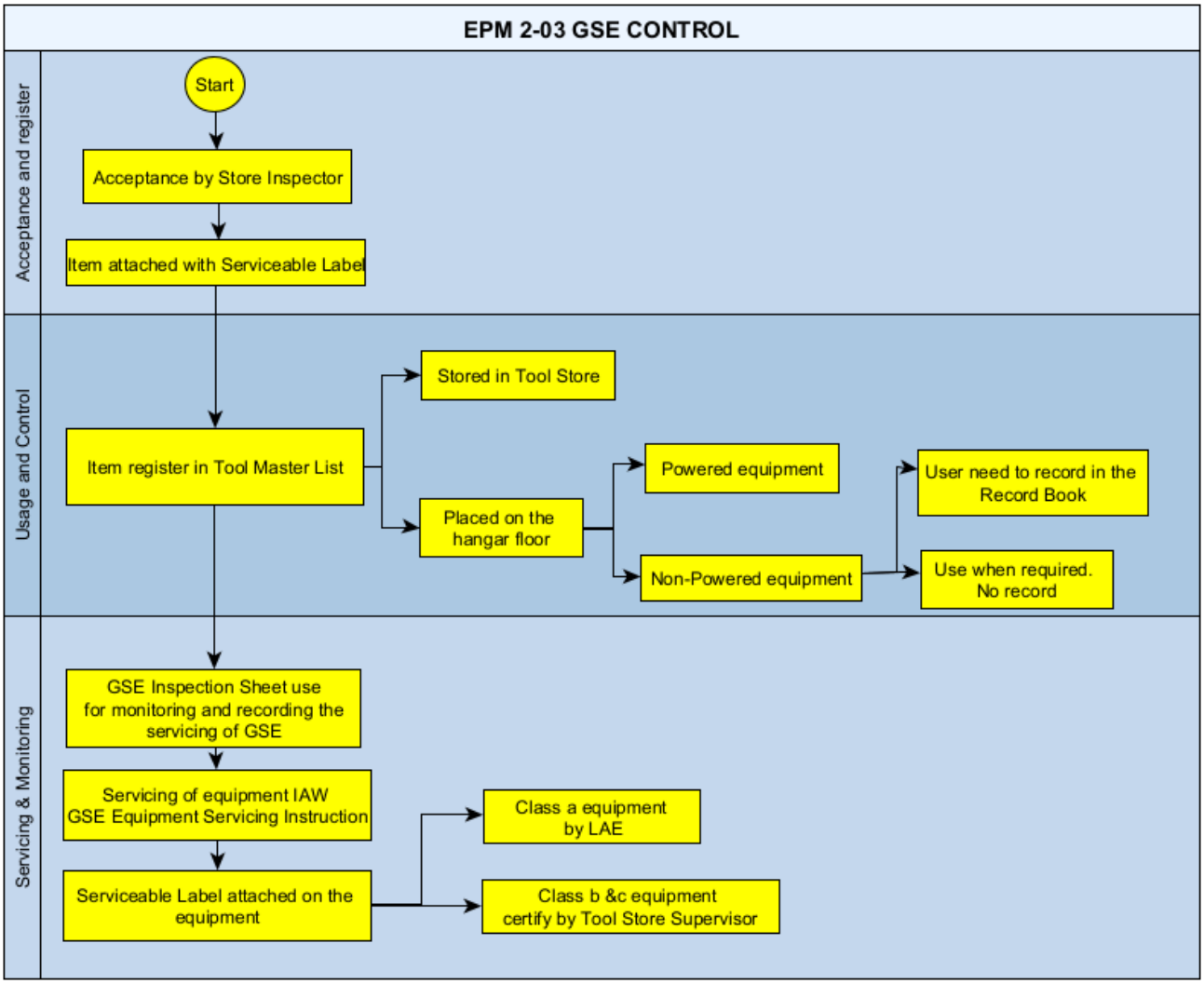
10.1 GSE and Tool Store Supervisor is responsible to ensure the servicing and inspection of all GSE are performed as per required interval.

10.2 The details of servicing instruction for dedicated GSE item is documented in the GSE Servicing Equipment Instruction (ref: GAM/E-040). This servicing instruction consist of a checklist to check the functionality of the equipment.

10.3 GAM/E-034 GSE Inspection Sheet will be used to monitor and record required schedule maintenance of GSE.

10.4 Serviceable Label GAM/E-005 for GSE category b and c as define in the intrepretation can be signed-off by Tool Store Supervisor.Category a must be sign off by LAE.

10.5 The signed Serviceable Label GAM/E-005 by Store Supervisor and LAE indicate that the tool is in satisfactory condition during the inspection recorded.However the user is responsible to check the condition of the tool before using it for operation.



11 Cancellation

Nil

END.

PROCEDURES FOR CALIBRATED TOOLS

1.0 Introduction

1.1 This EPM is cited as EPM 2-04, Issue 2, Revision 0: Procedures for Calibrated Tools

2.0 Objective

2.1 To ensure the calibrated tools is maintained and the measurement uncertainty is known and consistent with the required measurement capability.

2.2 To ensure the establishment of inspection and calibration time for calibrated tool.

2.3 To ensure the establishment of controlling the flow of calibration procedures in organisation.

3.0 Interpretation

3.1 Calibrated tool is the tool that require a visual inspection prior to each use and calibration at each frequency and servicing when applicable.

3.2 The following examples are normally considered to be “tooling subject to calibration”; all precision tooling used for measuring purpose according to maintenance data task, such as multi meter, torques wrench, manometer, test benches, crimping tools, etc.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all Warehouse and Logistic personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM’s Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.5 Calibration of Tools and Equipment

6.2 EPM 2-01 Tool Control

7.0 Documentation

7.1	Serviceable Label	(ref: GAM/E-005)
7.2	Unserviceable Label	(ref: GAM/E-006)
7.3	Damaged Tool/Equipment Report	(ref: GAM/E-037)
7.4	Tool Master List	(ref: GAM/E-016)

8.0 Acceptance of Calibrated tools

8.1 The acceptance of calibrated tools must be carried out as per EPM 2-0 Tool Control.

8.2 The Store Inspector is responsible for Calibrated Tools Acceptance. The Tool Store Supervisor is responsible for serviceability monitoring and calibration of the calibrated tools, he may delegate the execution of the task to Storekeeper.

8.3 Calibration interval for tools and equipment will not exceed 2 years unless it is allowed by the equipment manufacturer.

8.4 The identification of tool that approaching the calibration due can be found in Calibrated Tool Master list colour coded as per below.

Colour Code	Duration due for calibration
Green	6 months
Yellow	3 months
Red	1 month/due

9.0 Process of Tools and Equipment that due for calibration

9.1 A notice will be given to the main store supervisor and EIC for respective bases to notify the tool or list of tools that need to be calibrated within a month period via email.

9.2 The tool that need to be calibrated will sent to main store. In the main store, the storekeeper will log a damaged tool report as a formality of the due of calibration duration and if any damage or inaccuracy happen to the tool received.

9.3 The tool will be tag with the unserviceable label.

9.4 Tool Storekeeper will email the Logistic Department and to arrange for shipping out the tools for calibration.

9.5 After the completion of calibration process by vendor and the tools arrive at the main store, Tool Storekeeper will check the tools for.

a. Physical condition of the calibrated tool
b. Calibration certificate

9.6 Upon satisfied with the condition, tool storekeeper will prepare the acceptance form and including the signature from Store Inspector. The calibrated tool will be tag with a serviceable label and return to original base if applicable.

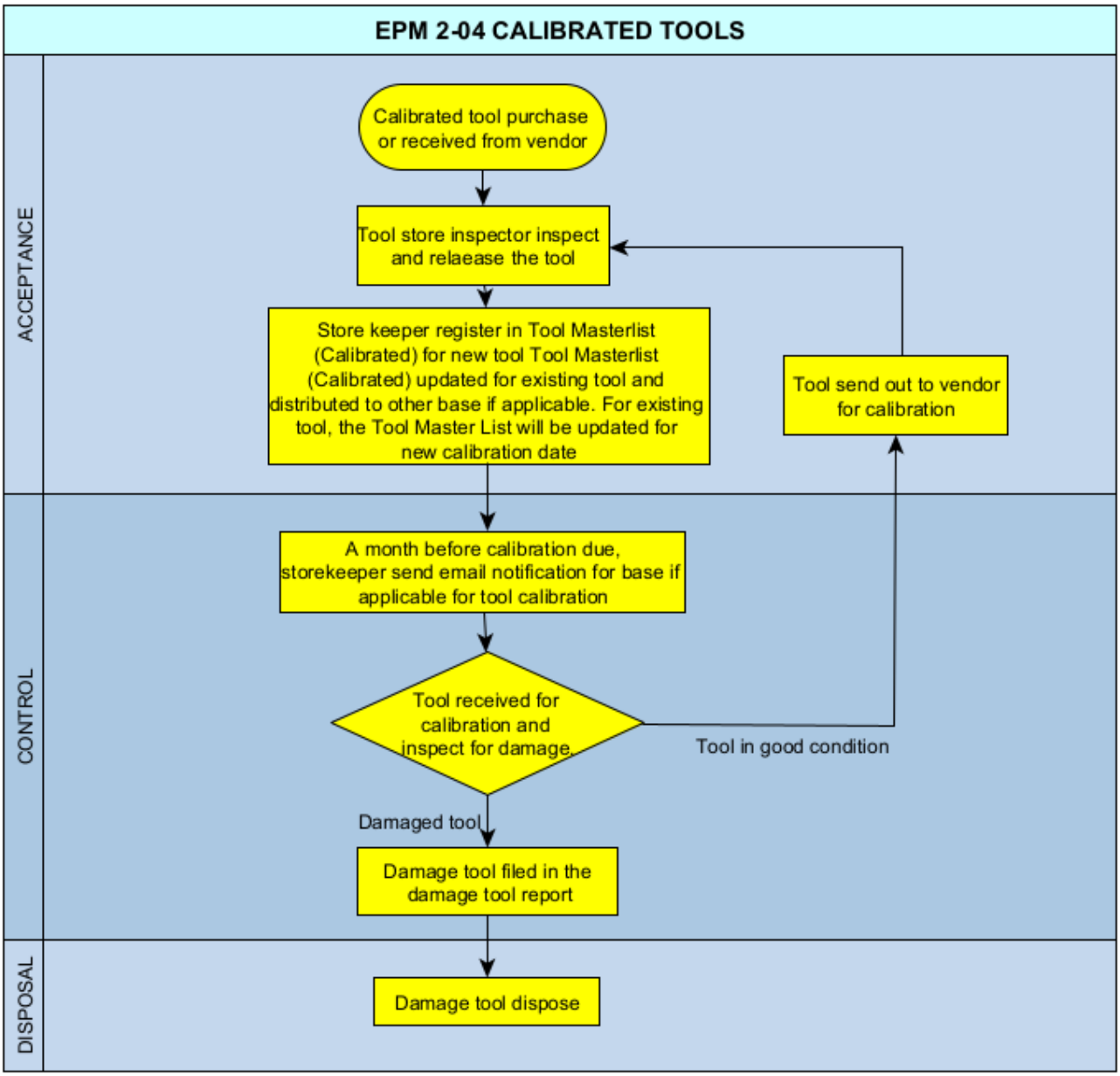
10.0 Control of Calibrated Tool

10.1 The issuance of the calibrated tool to maintenance personnel is carry out in accordance with EPM 2-01 Tool Control.

10.2 All maintenance personnel before using the calibrated tool are responsible to check the tool have current calibration label attached. If at any time a piece of equipment inadvertently exceeds its calibration due date, it shall immediately be removed from service until calibration check has been performed.

10.3 Any calibrated tool found to be out of range or overdue shall be identified with Unserviceable Label (GAM/E-006) and withdrawn from service. The equipment shall be repaired or replaced. After they are being repaired, they shall be re-calibrated as well.

10.4 Any affected article resulting form para 10.3 shall be recalled for reinspection and investigation. MOC shall raise address this matter, and further step will be decided in MOC.



11.0 Cancellation

Nil

END.

PROCEDURES FOR FABRICATED TOOL

1.0 Introduction

1.1 This EPM is cited as EPM 2-05, Issue 2, Revision 0: Procedures For Fabricated Tool

2.0 Objective

2.1 To ensure the procedures of fabricated tools are in line with the MOE requirement.

2.2 To ensure the tools fabricated is acceptable by GAM's system by way of controlling and monitoring.

3.0 Interpretation

3.1 Where available, the manufactures's recommended alternative tools shall be obtained,issued to and used by maintenance staff. However, if there are no alternative tools recommended or the recommended tools are unavailable for purchase nor loaned, GAM may fullfill the same requirement by fabricating the tools.

4.0 Applicability

4.1 Applicable to all Warehouse and Logistic personnel.

4.2 Applicable to Management of Change.

4.3 Technical Service Department

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.6 Use of Tooling and Equipment by Staff (Including Alternate Tool)

6.2 EPM 2-01 Tool Control

7.0 Documentation

7.1 Alternate Tool Record Form(ref: GAM/E-062)

7.2 Tool Master List (ref: GAM/E-016)

7.3 Management of Change (ref: GAM/QA-011)

8.0 Fabrication of Tools Procedure

8.1 The requestor shall raised the need of fabricate tools and fill in part A in the Alternate Tooling Record form (GAM/E-062). The email together with the form must be address to Deputy EC.

8.2 Deputy EC will initiate the fabrication process. He/she must provide the sample of the tool if applicable, to Technical Service Engineer to produce the drawing.This is basically for reserve engineering process. The sample may be provided by way of loan the tool from other operator.

8.3 Technical Service Engineer will produce the drawing in accordance to the sample provided by Deputy EC.

8.4 Deputy EC will raise MOC. The MOC will be review and approved by EM, QAM, SMS Manager and Accountable Manager.

8.5 After the MOC are ready and approved,Deputy EC must fill item 2, Part A-Requisition in Alternate Tooling Record GAM/E-062 the form shall be emailed to Warehouse and Logistic Department.

8.6 Warehouse and Logistic Department will associate with the concerned shop or activity center to fabricate the tool.

8.7 The finish product will be received by Tool Store Supervisor and he/she fill Part C-Receiving of the Tool.

8.8 Verification of the finish product must be perform by the requestor and TSE to ensure the specification and the functionalily of the tool is in satisfactory condition.

8.9 This verification by TSE is in accordance with the drawing and technical specification provided.

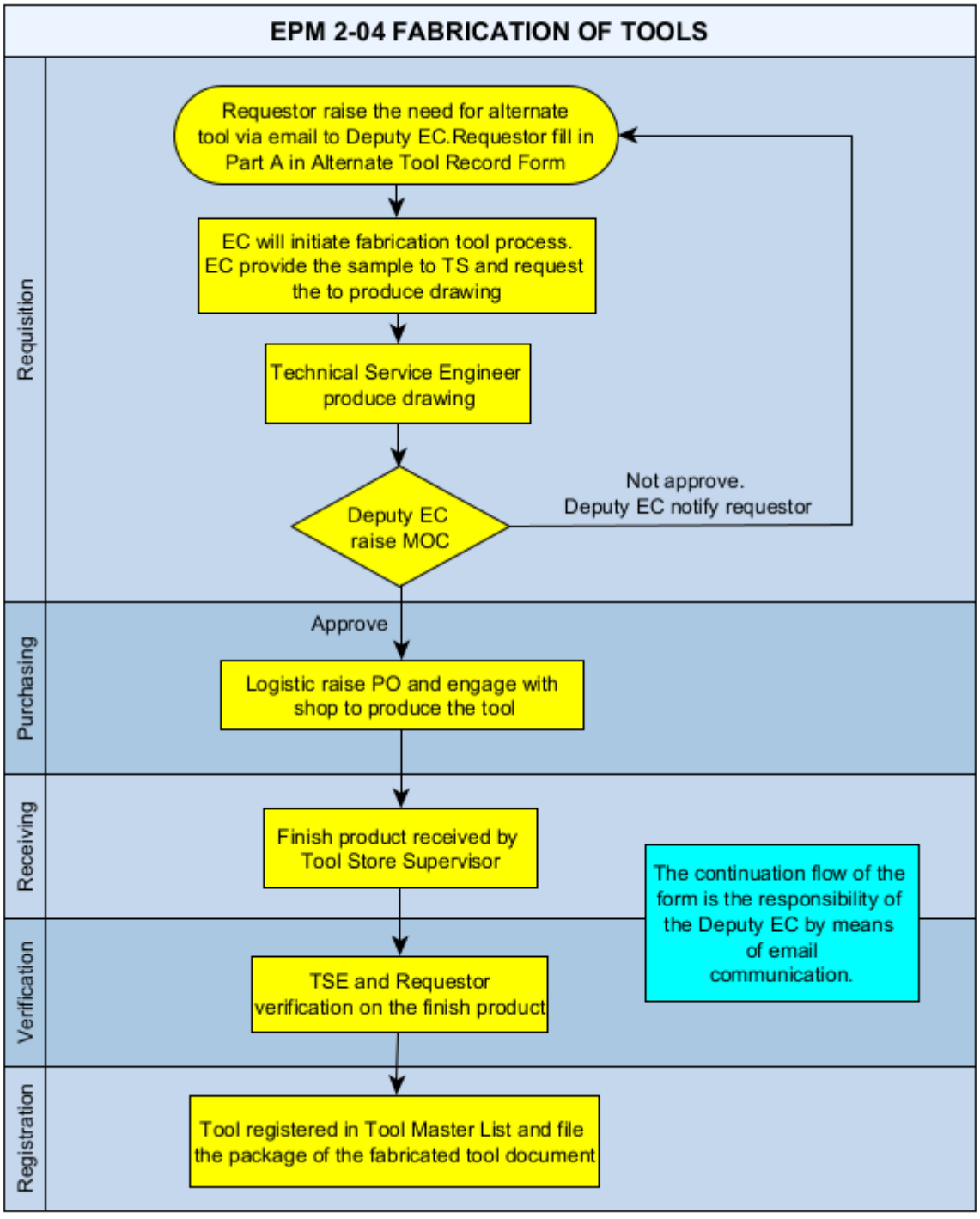
8.10 The verification by Requestor is in accordance with the functionality aspect of the tool.

8.11 Any discrepancy found shall be recorded and item shall be returned to the shop or activity center for repair via Warehouse and Logistic Department.

8.12 Registration in Tool Master List,retention of the document and control of the fabricated tool will be carry out by Tool Store Supervisor as per EPM 2-01 Tool Control.

8.13 The filing on fabricated tool form and related document is kept in the Main Tool Store. The Tool Store Supervisor is responsible on filing and updating the fabricated tool document.

8.14 The instruction to fill the Alternate Tooling Record form (GAM/E-062) is available in EPM 6-0 Appedices – Sample of form.



Cancellation

Nil

END

ACCEPTANCE OF AIRCRAFT COMPONENT AND MATERIAL

1.0 Introduction

1.1 This EPM is cited as This EPM is cited as EPM 3-01 Issue 2 Revision 0: Acceptance of Aircraft Component and Material.

2.0 Objective

2.1 To ensure all Aircraft Component and Material to be used on aircraft maintain by Galaxy Aerospace (GAM) is properly inspected, controlled and managed in accordance with the applicable aviation authority requirement..

3.0 Interpretation

3.1 Aircraft Component meaning all the system main assembly (Class 1 and 2) and its sub-assembly.

3.2 Materials meaning the class 3 items such as filters, washer etc. and consumable including oil, hydraulic fluids, grease etc.

3.3 Definition of class 1,2 and 3;

Class category	Definition
Class 1	A complete aircraft, aircraft engine, or propeller that has been type-certificated in accordance with the applicable regulations, and TC data sheets have been issued.
Class 2	A major component of a Class I product (e.g., wings, fuselages, empennage assemblies, landing gears, power transmissions, or control surfaces, etc.), the failure of which would jeopardize the safety of a Class I product; or any part, material, or appliance, approved and manufactured under the Technical Standard Order (TSO) system in the ‘‘C’’ series.
Class 3	Any part or component that is not a Class I or Class II product, including standard parts. Class III products are considered to be parts

3.4 Aeronet System is the Enterprise Resource Planning (ERP) system that used by GAM AMO to register aircraft parts, components and tools that entering the Warehouse and Logistic Department. The Aeronet System will also monitor the stock in and out, calibration of the tools and shelf life of consumeable item.

4.0 Applicability

4.1 Applicable to all AMO Personnel: Maintenance, Store,Warehouse and Logistic,and AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.2 Acceptance / Inspection Of Aircraft Components And Materials From Outside Contractors

7.0 Documentation

7.1	Component Acceptance Check form	(ref: GAM/E-003)
7.3	Component Discrepancy Report form	(ref: GAM/E-003A)
7.4	Serviceable Label	(ref: GAM/E-005)
7.5	Quarantine Label	(ref: GAM/E-007)

8.0 Unserviceable Components Received from Customer for Workshop Maintenance

8.1 The unserviceable component from customer received for the purpose of transit before it being send to workshop for maintenance purpose.

8.2 The unserviceable component will follow the acceptance procedures and hold in the bonded store upon awaiting work order being generated.

9.0 Surplus Parts Coming from Customer

9.1 In certain situation, customer will supply the surplus parts to support his operation.This incoming parts will follow the acceptance procedures and will then be placed in the dedicated location in the bonded store.

10.0 The procedures

10.1 All incoming aircraft component, parts and material shall be properly handled and stored to prevent damage and deterioration.

10.2 The incoming inspection procedures and policy of component/material and Internal Fabricated Parts lie down in MOE 2.2

10.3 The inspection is of the item receive at the warehouse is done in “Good In” receiving area.

10.4 For bulky item acceptance, SI will be notified in advance for acceptance process to be carried out at the component usage location e.g for engine acceptance will be carried out in the hangar.

10.5 These items must be inspected prior to acceptance into GAM inventory system. The inspection is done by a Store Inspector for the following criteria but not limited to;

10.5.1 Verification of compliance with the purchase order with regards to part number, serial number and quantities.

10.5.2 Verify all components and materials received must accompanied by CAAM Form1 or CAAM Authorsed Released Certificate/Airworthiness Approval Tag (DCA ARC), EASA Form 1, FAA 8130-3, Certificate of conformity or equivalent.

10.5.3 Conduct visual inspection of the part for any irregularities.

10.5.4 Ensure that shelf life is not expired.

10.5.5 Confirm the packaging of the parts identifies the supplier / vendor and free from damage and alteration.

10.5.6 Standard part that is not the subject of specific product approvals is to be accompanied by a Certificate of Conformity pertaining to their standard of manufacture.

10.5.7 Engine component logbook or log card contains all the relevant details (certification, life, sub assembly, status of AD / SB / modification).

10.5.8 Item that has been repaired,overhauled,modified or inspected,must be accompanied by with release documents that detail the life used and relevant maintenance history in the component log card or log book.

10.5.9 Verify that actual part and delivery receipt reflect same information as per Deliver Order and Purchase Order with regard to part number, serial number, quantities and historical information.

10.5.10 Verify that the identification on the parts has not been tampered e.g. serial number stamped over, improper or missing decal / data plate, or serial numbers located not in standard area.

10.5.11 Verify accompanying certification documents to ensure part is traceable to an approved source and reflect the maintenance status

10.5. If applicable, the store Inspector might need LAE or Approval Holder to assist him/her to ensure that the criteria in 10.4 are complied.

10.6 Should an item does not fully comply with the criteria as detailed above or if doubt exists, the particular part is then quarantined for further evaluation and investigation.

10.7 If a component satisfies the acceptance requirement, an SI will certify the Acceptance Report (ref: GAM/E-003).

10.8 The Warehouse personnel will key in the details of the item in Aeronet System. The details of the item include but not limited to;

a) Date;
b) Goods-in-Number;
c) Description of the item;
d) Part No
e) Serial No
f) Stock Quantity

g) Shelf Life expiry date (if applicable);

10.9 If the item is subjected to shelf life,the Aeronet System will alert the Warehouse and Logistic Personnel by way of notification and email.

10.10 Item accepted by SI will be repackaged and transferred to Bonded Store together with the Serviceable Label by (ref: GAM/E-005):

10.10.1 Serviceable Label shall include details extracted from the ARC/AAT or Certificate of Conformity including Time Since Overhaul (TSO), Time Since New (TSN) or Life Remaining.

10.10.2 The item then located in its designated location within the Bonded Store.

10.11 The item log in the Aeronet system can be extracted and documented. The storage data will backup every 7 days.

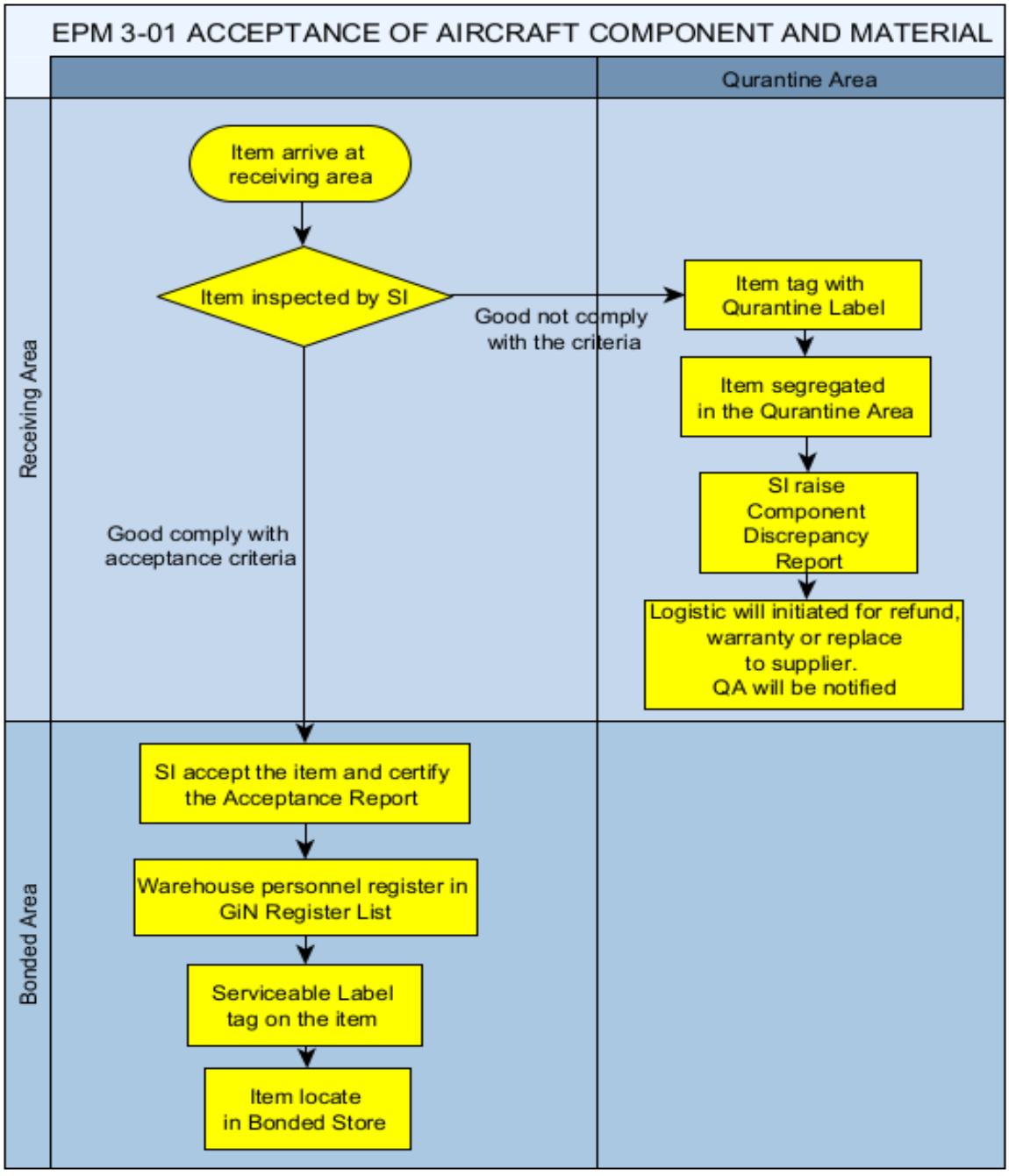
11. Additional - Investigation and Segregation of Unacceptable Aeronautical Product

11.1 If a part / component is suspected to be unapproved part / component or discrepancy found in its documentation during acceptance inspection, the component must remain in Quarantine Area and appropriately tagged using Quarantine Label (ref: GAM/E-007).

11.2 The Store Inspector will raise the Component Discrepancy Report form (ref: GAM/E-003A) for further action. A copy of Discrepancy Report shall be made available to Quality Assurance Manager.

11.2.1 If parts / components are confirmed to be unapproved, it will be sent back to the supplier and request for warranty / refund will be initiated by the Logistic personnel.

11.2.2 QAM will be notified, for further action to be taken towards the supplier (suspend or terminate).



12. Cancellation

This issue cancels EPM 1-07 Issue 1, Rev 0 dated 17 Sept 2020, which should be destroyed.

END.

STORAGE AND SHELF LIFE CONTROL OF AIRCRAFT COMPONENT AND MATERIAL

1.0 Introduction

1.1 This EPM is cited as EPM 3-02, Issue 2, Revision 0: Storage and Shelf Life Control of Aircraft Component and Material.

2.0 Objective

2.1 To ensure the correct control and safe storage of aircraft component and material

2.2 To minimize waste due to unused parts with expired shelf life.

3.0 Interpretation

3.1 Shelf Life is the length of time for which an item remains usable, fit for consumption, or saleable

3.2 Aircraft Component meaning all the system main assembly (Class 1 and 2) and its sub-assembly.

4.0 Applicability

4.1 Applicable to all AMO Personnel: Maintenance, Store,Warehouse and Logistics,and AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.2 Acceptance / Inspection Of Aircraft Components And Materials From Outside Contractors
6.2 MOE 2.3 Storage, Tagging and Release of Aircraft Component and Materials to Aircraft Maintenance

7.0 Documentation

7.1	Serviceable Tag	(ref: GAM/E-005)
7.3	Quarantine Label	(ref: GAM/E-007)
7.4	Unserviceable Label	(ref: GAM/E-006)
7.5	Temperature & Humidity Record	(ref: GAM/E-026)

8.0 Storage Facility

8.1 Storage facilities for serviceable aircraft components is a clean facility, well ventilated, environmentally controlled room maintained at a constant dry temperature to minimise the effects of condensation.

8.2 Ideal temperature is to be set at 18°C - 24°C and relative humidity is to be maintained between 55% and 75%. Any humidity increased above 76% should be monitored closely. The recording is using Temperature & Humidity Record (ref: GAM/E-026).

8.3 Storage recommendation by the manufacturer must be observed indefinitely to ensure parts are remain in a serviceable state.

8.4 Personnel movement into and out of storage area is to be strictly limited to avoid unnecessary opening of doors.

9.0 General Standard of Storage of Parts / Components

9.1 All aircraft parts, wherever practicable, should remain packaged in protective material to minimise damage and corrosion during storage.

9.2 Avionics parts, radio, instrument and electrical power system components are particularly prone to damage due to high humidity. During storage, they must be protected by a suitable anti-static wrapping to prevent dust and moisture ingress. All connectors and replaceable are to blanked or capped. Silica gel bags may be used to protect against moisture and inspected at regular intervals for sign of saturation.

9.3 . Whenever possible use the original sealed transit case or packing, otherwise use polythene bagging with open end folded or loosely stapled.

9.4 General parts may be stored in non-metallic containers, cardboard boxes or jars.

9.5. ‘O’ rings, seals and packings are to remain in sealed packets. Packing with opened sealed packet is be discarded.

9.6. Rubber parts should be stored in their original seal envelopes and should not be exposed to direct daylight or sunlight.

9.7. Flux Valves and Standby Compass must be stored on wooden or plastic shelving away from any magnetised material such as speakers and weather radar transceiver.

9.8 Components containing inhibiting fluid should be checked periodically for fluid loss and agitated to re-distribute the fluid.

9.9 Fuel, Pneumatic and hydraulic components all inlet and outlet must be covered with protective blanks and caps and stored in plastic bags.

9.10 Hoses are to be stored without kinks or bends and must be properly blanked.

9.11 Windshield and windows are to be stored in their original shipping container and be kept away from heat and other contaminant by solvent.

9.12 Tyres are to be stored away from sunlight, heat and must not allowed to become contaminated with oil and grease. Tyre are to be stored vertically, supported by two tubes with two third being above the support point. Tyres are to be turned periodically not exceeding 3 months to a new position. For complete wheel assembly storage position is the same as the requirements for tyres and storage pressure should not exceed 30 psi.

9.13 Fire Extinguisher is to be stored above the floor in their original shipping containers. Discharge outlets should be blanked.

9.14 Pyrotechnics such as fire extinguisher cartridges, flares and squibs are to be stored in a lockable steel container in a dry room.

9.15 Batteries are to be stored off the floor in a well-ventilated room. Ni-cad batteries must be strictly segregated from Lead Acid type.

9.16 Flammable fluids are to be stored in in separate POL store located separate from the store.

9.17 Engines, propellers and other bulky items are stored in (bonded) bulk store where possible. Where no suitable bulk storage is available the item is to be sealed/protected and positioned in the hangar or workshop where the likelihood of damage is minimal. Items stored as such are to be inspected prior to issue from stock.

9.18 Avionics material, radios and instrument must never be stored in racking underneath stored fuel, oil, or hydraulic system components. Any leakage of fluid from these components is capable seriously damaging the material stored below them.

9.19 Avionics parts are preferably to be segregated from fluid system parts and if storage space constraints total segregation, then the fluid system components should be always placed on the lower shelves, with avionics and electrical equipment above them.

9.20 Storage methods should ensure materials or parts are issued in strict rotation. Old stock is to be issued before new stock with particular attention to perishable goods, instruments or components with a definite storage limiting period.

9.21 Any additional control requirements specified on the manufacturer's label are to be closely followed.

9.22 Electrostatic sensitive components are to be stored on conductive racking that is grounded adequately. All blanks and storage packages used will be conductive to prevent static build up.

10.0 Determination of Shelf Life of Components / Parts and Methods of Control

10.1 The Store Inspector is responsible for the monitoring shelf life of components/parts. The controlling the shelf life item store will be carried out by Warehouse Personnel.

10.2 The Shelf Life must be determined in accordance with manufacturer instruction.

10.2 The component or part with shelf life will going through the acceptance procedure in EPM 3-01 Acceptance of Aircraft Component and Material.

10.3 The upon registration of the item in Aeronet System, SL issued and clearly indicated with the shelf life of the item.

10.4 The "First in, first out" policy must be observed by Warehouse Personnel during issuance item with shelf life. This can either be indicated by shelf life that register in the Aeronet System or the shelf life expiry of the item.

10.5 Aeronet system will indicated Items nearing storage life expiry by color code and will appear red in the list. the Aeronet System will alert the Warehouse and Logistic Personnel by way of weekly notification by email.

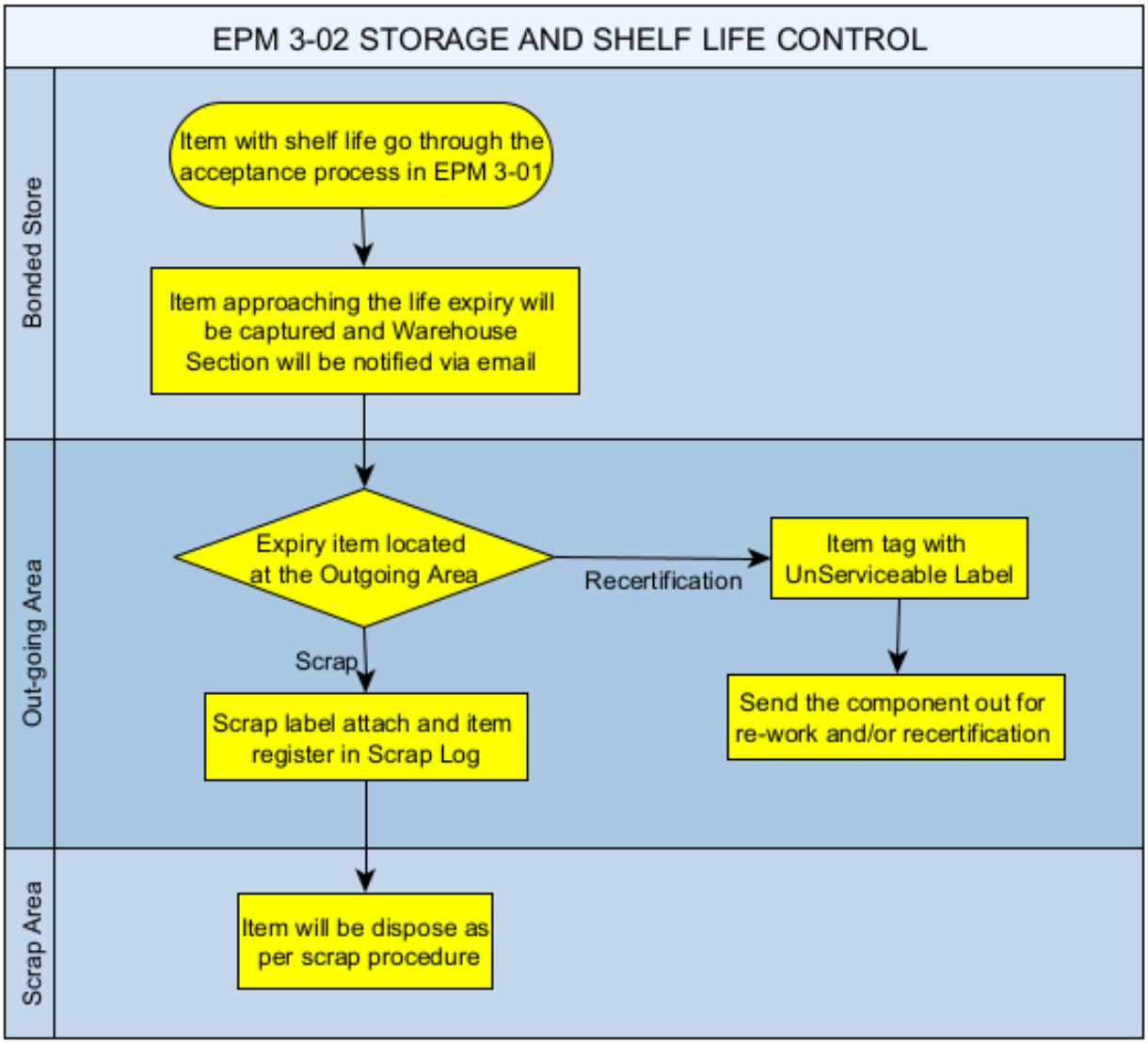
10.6 When the expiry date are due, such items are to be removed from the Bonded Store and place in an Out-going Area.The Warehouse Personnel will register the item in Scrap Log (ref: GAM/E-059) and label it with the Scrap Label (ref: GAM/E-058) for scrap action.

11.0 Recertification

11.1 In all cases where the shelf life has expired and an item is offered for recertification (if any), the unserviceable label (ref: GAM/E-006) must be raised with details:

11.1.1 The GiN Number.
11.1.2 The supplier, or last repair agency who handled the item, and its status on receipt at GAM (i.e. New / Overhauled / Repair).
11.1.3 The date it was received at GAM.
11.1.4 Details of any previous shelf life expiry since receipt at GAM.

11.2 The procedure to send the component out for re-work and/or recertification must be as per EPM 3-07.



12 Cancellation

This issue cancels EPM 1-08 Issue 1, Rev 0 dated 17 Sept 2020, which should be destroyed.

END.

ISSUANCE OF AIRCRAFT COMPONENT AND MATERIAL FROM WAREHOUSE

1.0 Introduction

1.1 This EPM is cited as EPM 3-03, Issue 2, Revision 0: Issuance of Aircraft Component and Material from Warehouse

2.0 Objective

2.1 To ensure all items issued from warehouse are properly recorded and accounted. Also, to ensure item been issued with all the necessary documents prior to be used on aircraft.

2.2 This procedure is for the issuance of component and material from the Bonded Store for the purpose of aircraft maintenance, component maintenance, sale or loan to a third party.

3.0 Interpretation

3.1 Aircraft Component meaning all the system main assembly (Class 1 and 2) and its sub-assembly.

3.2 Materials meaning the class 3 items such as filters, washer etc. and consumable including oil, hydraulic fluids, grease etc.

4.0 Applicability

4.1 Applicable to all maintenance personnel

4.2 Applicable to all Warehouse and Logistics personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.3 Storage, Tagging and Release of Aircraft Component and Material to Aircraft Maintenance.

7.0 Documentation

7.1 Serviceable Label (ref: GAM/E-005)
7.2 Material Issue Voucher (MIV) (ref: GAM/E-022)

8.0 The procedure

8.1 The issue (sales) of aircraft components or material to other operator is strictly under the discretion of the Engineering Manager.

8.2 A strict policy of 'First In, First Out' policy is practised. This means issuing the oldest stock first, in order to prevent a possibility of stocks becoming `Shelf Life Expired'.

8.3 Requisition of component or material via Aeronet;

8.3.1 Component/material that going to use for aircraft check may be request via Aeronet.The PPC or LAE will check the availability of the component/material in the Aeronet.
8.3.2 The PPC or LAE will request for issuance the component/material as per the maintenance task requirement
8.3.3 The deduction of available stock will be recorded instanteneuosly as the Aeronet receive the request of issuance via the system.
8.3.4 If the stock is unavailable, PPC/LAE demand for the item. This 'demand' will be email to purchaser to purchase the component/material.
8.3.5 Upon the component/material are available in the Warehouse, it will be issued to the PPC/LAE.

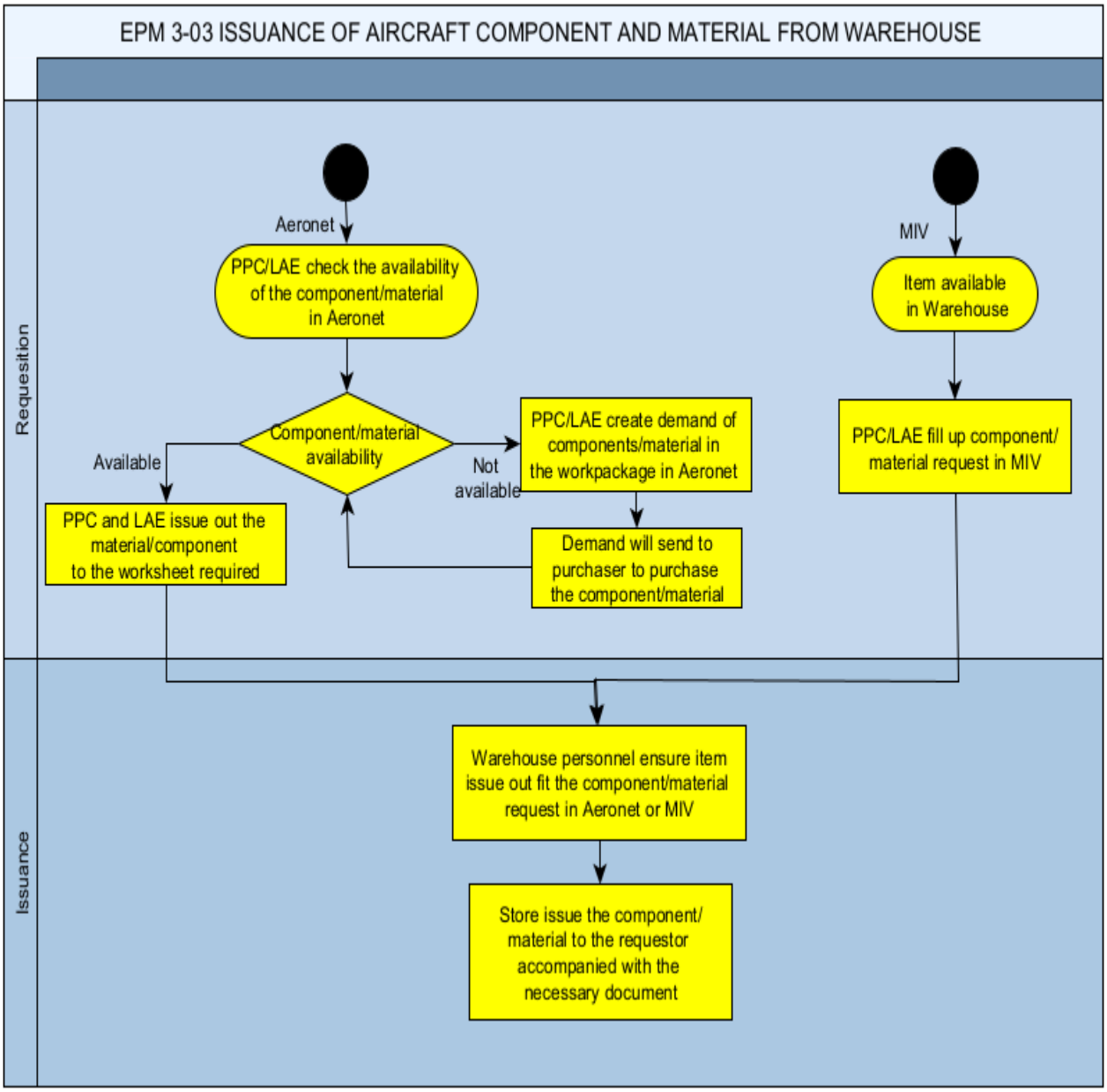
8.4 Requisition of component or material via Material Issue Voucher (MIV);

8.4.1 The reqeuest for issuance manually is by way of using MIV (ref: GAM/E-022). The MIV is the 'book' voucher which located in the Warehouse.
8.4.2 PPC or LAE for a part must fill up Material Issue Voucher (MIV) (ref: GAM/E-022) in the Warehouse for the component/material that is available in the Warehouse.
8.4.3 The MIV consist of 3 copies**;**
a) White – for the requestor
b) Pink – for PPC
c) Yellow – for Warehouse
8.4.4 For request from MIV, the Warehouse Personnel will manually deducted the stock in the Aeronet system.

8.5 The issuance of component/material will be carry out by Warehouse Personnel. He/she is responsible to ensure that each item to be issued from the warehouse fits the description in the MIV raised or request coming from Aeronet.

8.6 All aircraft parts released from the Bonded Store must be accompanied with Serviceable Tag (ref: GAM/E-005), Airworthiness Release Certificate (ARC) / Certificate of Conformity (CoC) and a log card (if any) except for consumable items, which the MIV act as the release document.

8.7 Only the Warehouse personnel is allowed to issue items from the Bonded Store.



8 Cancellation

This issue cancels EPM 1-09 issue 1 revision 0 dated 17 Sept 2020, which should be destroyed.

END.

RETURN OF COMPONENT OR MATERIAL (UNSERVICEABLE OR NOT USE, SURPLUS) TO WAREHOUSE AFTER MAINTENANCE

1.0 Citation

1.1 This EPM is cited as EPM 3-04, Issue 2, Revision 0: Return of Component or Material (Unserviceable or not use, surplus), to Warehouse After Maintenance.

2.0 Objective

2.1 To ensure all items, parts or components not used or surplus that had earlier been issued from the warehouse for aircraft maintenance, are properly returned to the quarantine store.

2.2 To return Unserviceable component (class 1 or 2) to warehouse for further process of re-certification or disposition

2.3 To ensure items are properly checked, tagged and counted for legal admission into the bonded store.

2.4 To ensure each unserviceable component is reviewed by the Material Review Board (MRB) for the next course of action

3.0 Interpretation

3.1 Aircraft Component meaning all the system main assembly (Class 1 and 2) and its sub-assembly.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all Warehouse and Logistics personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.19 Return of Defective Aircraft Component to Store
6.2 EPM 3-01 Acceptance of Aircraft Component and Material
6.3 EPM 3-08 Disposition of Scrap Material

7.0 Documentation

7.1 Serviceable Label (ref: GAM/E-005)
7.2 Unserviceable Label (ref: GAM/E-006)

8.0 Responsibility and procedure of returning the surplus or unserviceable component to Warehouse

8.1 Any item, part or component that has been withdrawn from the Warehouse for the purpose of aircraft maintenance but either not used, surplus, unserviceable or scrap (Class 1 & 2) must be returned to the Warehouse.

8.2 The LAE/PPC is responsible to return part or component to Warehouse and raise the Delivery Order with detail description of the return item.

8.2.1 For unused or surplus part, the original or copy Serviceable Label must attach to the part. In the absence of the Serviceable label (ref: GAM/E-005) due it being compiled in the work package, a copy of the Serviceable label (ref: GAM/E-005) is suffice.

8.2.2 For unserviceable part, the Unserviceable Label must attach to the part.

8.2.3 For scrap part, the Scrap Label must attach to the part.

8.3 All items must be returned in their original packaging. Consumable items like packings must be discarded if the original packing is torn.

8.4 The Warehouse personnel who receive the item shall.

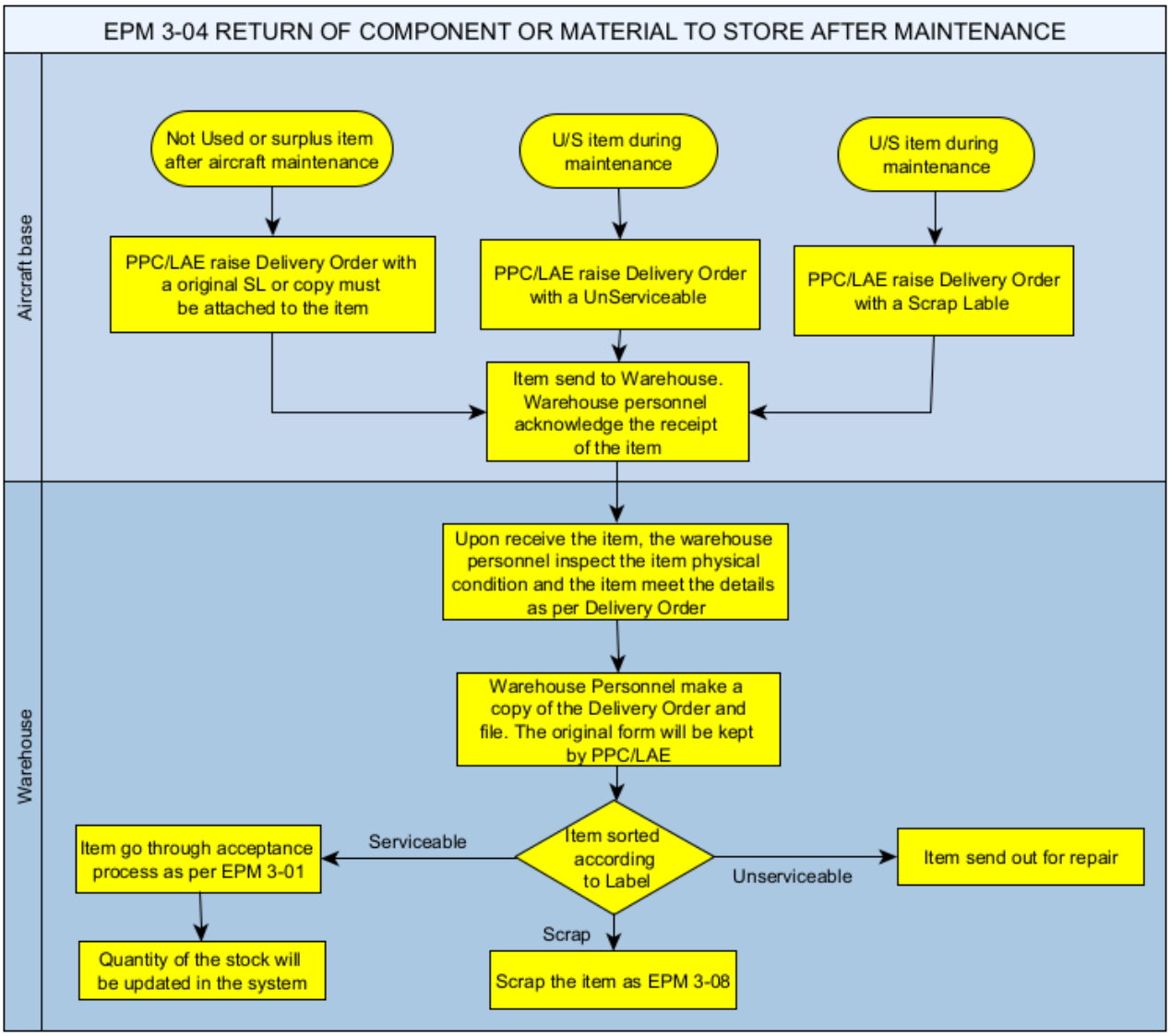
a) Inspect the returned item meeting the details specified in the Part Return Form. Inspect the physical condition of the item too.
b) Sign the delivery of the returned item on the Return Form. Make copy of the Return Form. Return the original to issuer.

8.5 The part will be sorted in accordance with the category of the part.

8.5.1 Unused or surplus part will undergo the part acceptance procedures in accordance with EPM 3-01 Acceptance of Aircraft Component and Material

8.5.2 Unserviceable part will be sent out for repair.

8.5.3 Scrap part will be scrapped in accordance with EPM 3-08 Disposition of Scrap Material.



9.0 Cancelation

Nil

END.

PARTS ROBBERRY PROCEDURE

1.0 Introduction

1.1 This EPM is cited as EPM 3-05, Issue 2, Revision 0: Parts Robbery Procedure

2.0 Objective

2.1 To ensure understanding of component robbing process by AMO personnel

3.0 Interpretation

3.1 'Robbery' or Cannibalization in aviation term defined as an authorised removal of urgently required component / parts from either the following sources in order to make serviceable a defective in-service aircraft:

a. Another aircraft currently down for maintenance

b. Another aircraft currently grounded due to other defect not affecting the component to be cannibalized.

Note: *Mission Equipment or Role Equipment transferred from one aircraft to another aren't categorise as cannibalization.*

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.16 Release to Service Procedure
6.2 CAD 8601, Appendix 2 : Parts Robbery Requirements

7.0 Documentation

7.1 Workshop Worksheet (ref: GAM/E-001C)
7.2 DCA/CAAM Form 1
7.3 Unschedule Maintenance Check

8.0 The procedure

8.1 Robbing or cannibalization is usually due to unavailability of spare parts in the inventory, due to an emergency, long resupply times, physical distance, or insufficient planning or budget whilst an aircraft is urgently required for operation.

8.2 This procedure is only allowed when all resources / factors and safety elements have been considered.

8.3 **E**IC shall discuss with the AMO planner on the proposal to cannibalise or rob. AMO planner shall check with CAMO and confirm the status of the donor aircraft, the component i.e. remaining hours for overhaul etc. to justify the rationale for the action.

8.4 The EIC or AMO planner must seek the permission of the donor aircraft operator.

8.5 When permission granted by the aircraft operator,LAE/AH doing the removal shall raised the Unscheduled Maintenace Check on the donor aircraft.The LAE/AH is then responsible to initiate a request to Store for a replacement component together with all the required consumable (if any).

Note: *Depending on contract, new serviceable component / part may be supplied by the CAMO / Operator of the aircraft. For this arrangement, the request shall be made to them directly by the LAE/AH who did the removal.*

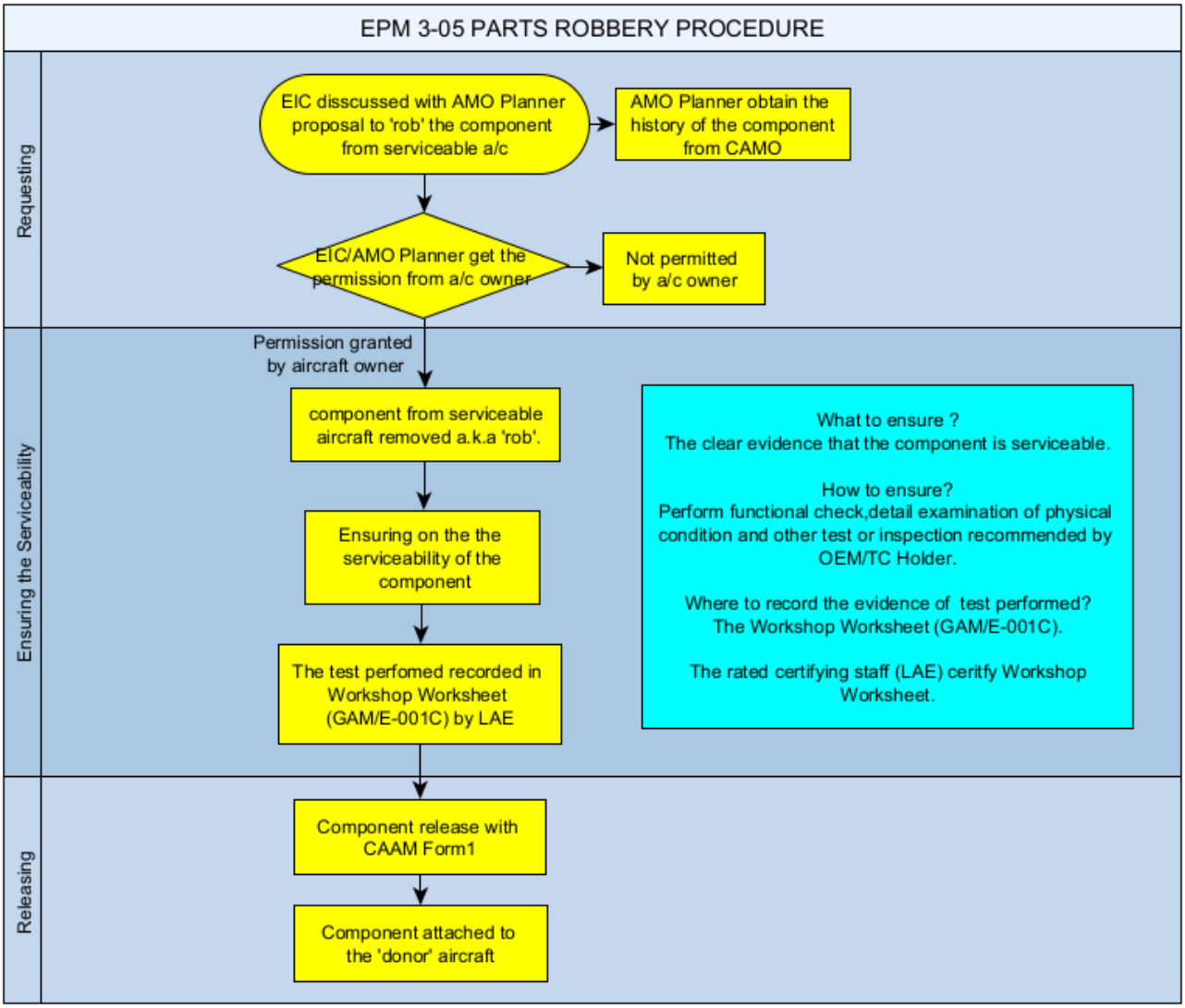
8.6 The component removed must be accertain its serviceability status by appropriate means but not limited to;

a) Perform functional check on aircraft in accordance with the maintenance data
b) Detail examination and physical condition visual check
c) Bench test (if required)
d) Other test or inspection recommended by the OEM/TC Holder.

8.7 The LAE must ensure the removed component is serviceable.The serviceability of the must be justified and recorded in Workshop Worksheet (GAME/E-001C).

8.8 Once Workshop Worksheet is completed with sufficient detail, component shall be released with DCAM/CAAM Form 1.

8.9 The tracking number of DCAM/CAAM Form 1 and the issued form is controlled kept by PPC.



9.0 Cancellation

Nil

END

COMPONENT / PART REMOVAL

1.0 Introduction

1.1 This EPM is cited as EPM 3-06, Issue 2, Revision 0: Component / Part Removal

2.0 Objective

2.1 To clarify the use of engineering forms and labels in part 145 environment in order to avoid the confusion on the status of component / part after removal from an aircraft.

2.2 To clarify the steps to be taken when removing a component / part from an aircraft or next higher assembly (NHA).

3.0 Interpretation

3.1 Component / part removal is removal of component from its installation on an aircraft. It is a common maintenance activity. There are many reasons for removal such as due to defect, inspection, troubleshooting or just for an access to perform other task.

3.1.1 Component or part may be removed under the following circumstances:

a. Removal from Aircraft

i. Planned removal arising from schedule maintenance, modification, replacement or for gaining access to another schedule requirement.

ii. Unplanned removal arising from a flight crew or maintenance reported defect or unsatisfactory condition including items removed for evaluation, and items found unserviceable prior or post installation.

b. Removal from Next Higher Assembly (NHA)

i. Purpose is to remove component or part as a separate unit from NHA for repair, refurbishment, cleaning, inspection, overhaul, etc.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.16 Release to Service Procedure

6.2 EPM 3-05: Parts Robbery Procedure

7.0 Documentation

7.1 These are labels to be utilised whenever a component / part removal has been carried out depending on the purpose of the removal itself:

7.1.1	Serviceable Label	(ref: GAM/E-005)
7.1.2	Unserviceable Label	(ref: GAM/E-006)
7.1.3	Holding Label	(ref: GAM/E-018)
7.1.4	Workshop Worksheet	(ref: GAM/E-001C)
7.1.5	Quarantine Label	(ref: GAM/E-007)

8.0 The procedure

8.1 Every component / part removed from aircraft must be properly labelled for easy identification and to prevent error during installation

8.2 For each circumstance, the following labels shall be used accordingly:

8.2.1 Serviceable Label (ref: CAM/E-005)

a. Use to label a component / part removed in serviceable condition from an aircraft or NHA for the purpose of safekeeping.

b. Serviceable label (ref: CAM/E-005) also to be used when transferring non-standard component / part i.e mission equipment, roll equipment from an aircraft to another aircraft.

c. LAE / Approval Holder (AH) must fill-in as much details available for the component / part in the Serviceable Label (ref: GAM/E-005). The person's name must be printed, sign and stamp an approval number in the

appropriate column. Aircraft registration from where the item removed must be stated in the “GIN/ID. NO:” box.

d. For component / part removed from NHA, the p/n and s/n of the NHA shall be stated instead of aircraft registration.

Note: Component / part from Store will also be attached with Serviceable Tag issued by Store Inspector with a Goods Received Notes (GIN) number in the appropriate box

8.2.2 Unserviceable Label (Ref: GAM/E-006)

a. Use to tag an unserviceable component / part removed from aircraft or NHA prior to return to Store for a required action such as repair, overhaul or to be discard later.

b. LAE/AH shall fill-in all the details in the appropriate boxes. Reason for removal must be stated in the “Remark” box and print name, sign and the approval number.

c. Unserviceable component / part is to be kept at an appropriate area segregated from serviceable component / part.

8.2.3 Holding Label (ref: GAM/E-018)

a. Component / part removed from aircraft / NHA for the purpose of gaining access for other inspection, or to perform an inspection out of aircraft, or to perform applicable repair as per AMM with an **intention to be reinstalled / fitted back to the same aircraft** must be labelled with Holding label (ref: GAM/E-018)

b. LAE/AH must fill-in all the appropriate boxes and emphasis the reason for removal. Name, sign and stamp must be filled in the “Removed By” box.

c. Component / Part must be kept in an appropriate area / rack while waiting to be reinstalled back to the aircraft from which it was removed.

Note: The Holding Label is just for identification of the status of a component / part during removal from an aircraft and the actual status prior to be installed back onto an aircraft is the responsible of the installer (LAE/AH)

8.2.4 Workshop Worksheet (ref: GAM/E-001C)

a. The Workshop Worksheet is the form that recorded the check or test that ensure the serviceability of a component removed from a serviceable aircraft.

b. The procedure to be followed is as detailed in the EPM 3-05: Parts Robbery Procedure

8.2.5 Quarantine Label (ref: GAM/E-007)

a. Component / part with unknown condition shall be tagged with Quarantine Tag for further evaluation and to determine the actual status.

b. LAE/AH must fill-in the appropriate boxes and reason for quarantine stated clearly. Evaluation and decision may be made after consulting the OEM of the component / part.

c. The Quarantine label (ref: GAM/E-017) will be replaced with Serviceable (ref: GAM/E-005) or Unserviceable label (ref: GAM/E-006) appropriately, once the condition has been determined with a supporting document attached.

d. Quarantine component / part must be returned to Store, to be registered and kept until decision is made.

Note: Store will also use the Quarantine Tag when an incoming component / part purchased is ambiguous in term of physical condition or the documentation.

8.3 All the labels are available pre-printed. However if unavailable, a printable copy is also available from a Production Planner.

9.0 Cancellation

This issue cancels EPM 1-04 Issue 1, Rev 0 dated 17 Sept 2020, which should be destroyed.

END.

OUTGOING PROCEDURE FOR DEFECTIVE COMPONENT FROM WAREHOUSE TO OUTSIDE CONTRACTORS

1.0 Introduction

1.1 This EPM is cited as EPM 3-07, Issue 2, Revision 0: Outgoing Procedure Outgoing Procedure for Defective Component from Warehouse to Outside Contractors

2.0 Objective

2.1 Selection of vendors for workshop level works meets the requirements of the CAAM.

2.2 The proper procedure is in place when shipping out items, with proper documents and labels for tracking purposes and control.

3.0 Interpretation

3.1 Aircraft Component meaning all the system main assembly (Class 1 and 2) and its sub-assembly.

4.0 Applicability

4.1 Applicable to all maintenance personnel

4.2 Applicable Warehouse and Logistics personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.20: Defective Components to Outside Contractors
6.2 MOE 5.2: List of Subcontractors

7.0 Documentation

7.1 ARC / FAA 8130-3 / EASA 8130-3 / CAAM Form 1

8.0 The Procedure

8.1 Dispatch the component for repair/overhaul/modification/calibration

8.1.1 The Warehouse and Logistics Manager is responsible to identify the Vendor capable for each workshop level work required.

8.1.2 The vendor must meet the requirement of CAAM as per MOE 2.1 Supplier Evaluation Procedure and Sub-contract Control Procedures.

8.1.3 For class 1 item, the vendor must be approved by the CAAM. If it has not, the QAM must liaise with the CAAM to organise audit on the vendor in order to be approved accordingly.

8.1.4 For class 2 item, the vendor must be adequately audited and approved by the QAM.

8.1.5 All the vendors must be properly listed as per MOE 5.2 List of Subcontractors. The List of Approved Vendor is control and maintained by QA Department.

8.2 Identification of required work

8.2.1 Warehouse and Logistics Department shall inform the requested work by way of email to vendors and gather the quote of price, turn-around time and warranty.

8.2.2 The Warehouse and Logistics Manager shall present this quote to the EM for approval. If the quote is acceptable, the Warehouse and Logistics department shall prepare the Purchase Order (PO). Only the EM and the MD has the authority to approve a PO for purchase or repair of components.

8.2.3 Once PO for repair / calibration / overhaul is transmitted to the vendor by the Warehouse and Logistics department, the defective component must be prepared for shipment

8.3 Control of dispatch, location and return

8.3.1 Only the Store Inspector is allowed to withdraw items from any store area: Outgoing, U/S or Scrap or bonded store.

8.3.2 The Warehouse and Logistics department shall track each shipment made. Upon receipt at the repair facility, a confirmation of receipt from the vendor must be requested and obtained.

8.3.3 The Warehouse and Logistics department must continue to monitor the progress of repair / overhaul / calibration as per the vendor's quote.

8.3.4 Once the item is shipped out by the vendor, the Store and Logistics department must monitor the shipment until the item is received at GAM Warehouse.

8.3.5 Serviceable component returned after maintenance at vendor facility shall be routed through the receiving inspection procedure in accordance with EPM 3-01: Acceptance of Components

8.4 Return of unserviceable loan parts

Reserve

8.5 Management of packaging and special transportation condition

8.5.1 Component for shall be packed appropriately for shipment in accordance with the required shipping containers e.g. Correct ATA300 or electrostatic sensitive devices packaging, when necessary.

8.5.2 Component must be properly wrapped and labelled. All openings must be capped. All fluids must be fully drained. Layers of bubble wrap is preferred. Item must be boxed and tagged for easy identification and minimize risk of lost. U/S label must be properly and clearly filled up and attached with the item inside the box.

9.0 Cancelation

Nil

END.

DISPOSITION OF SCRAP AIRCRAFT COMPONENT AND MATERIAL

1.0 Introduction

1.1 This EPM is cited as EPM 3-08, Issue 2, Revision 0: Disposition of Scrap Aircraft Component and Material.

2.0 Objective

2.1 To provide information and guidance to persons involved in the maintenance, sale, or disposal of aircraft parts meets the requirements of the CAAM.

2.2 To provide information and guidance to prevent scrap aircraft parts and materials from being sold or acquired as serviceable parts and materials

2.3 To ensure disposed aircraft part/component to be reintroduced in the aviation service.

3.0 Interpretation

3.1 Scrap means part or material that the owner/company has decided to dispose because of the condition beyond economical repair, considered to be of little value or unusable for any other airworthiness reason which one of the following:

3.1.1 Parts with non-repairable defects, either physically or operationally.

3.1.2 Parts that do not meet design specifications and cannot be brought into conformity with such specifications or further processing or rework cannot make them eligible for certification.

3.1.3 Parts subjected to unapproved modification or rework.

3.1.4 Certified life-limited parts that have reached their certified life limits or have missing/ incomplete records.

3.1.5 Parts that cannot be returned to airworthy condition due to exposure to extreme forces, heat or adverse environment.

3.1.6 Parts for which conformity with an applicable airworthiness directive cannot be accomplished.

3.1.7 Parts for which maintenance records and/or traceability to the manufacturer cannot be retrieved.

3.2 Misrepresentation of the status of parts and material and the practice of making these items appear serviceable could result in the use of non-conforming parts and material.

3.3 Definition of Class 1, 2 and 3.

Class category	Definition
Class 1	A complete aircraft, aircraft engine, or propeller that has been type-certificated in accordance with the applicable regulations, and for which Federal Aviation Specifications or TC data sheets have been issued.
Class 2	A major component of a Class I product (e.g., wings, fuselages, empennage assemblies, landing gears, power transmissions, or control surfaces, etc.), the failure of which would jeopardize the safety of a Class I product; or any part, material, or appliance, approved and manufactured under the Technical Standard Order (TSO) system in the ‘‘C’’ series.
Class 3	Any part or component that is not a Class I or Class II product, including standard parts. Class III products are considered to be parts

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all Warehouse and Logistics personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM’s Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.19 Return of Defective Aircraft Components to Store
6.2 EPM 3-04 Return of Component or Material to Store After Maintenance

7.0 Documentation

7.1	Unserviceable Label	(ref: GAM/E-006)
7.2	Shelf-Life Expiry Tracking List	(ref: GAM/E-008)
7.3	Scrap Label	(ref: GAM/E-058)
7.4	Scrap Log	(ref: GAM/E-059)
7.5	Scrap Part Report	(ref: GAM/E-060)

8.0 The Procedure

8.1 Persons involve in the maintenance of aircraft and store personnel responsible for disposing scrap parts and material must understand the intent of the interpretation of this EPM and diligently apply it.

8.3 Component removed from aircraft:

8.3.1 All Unserviceable, defective or life expired components that was removed from an aircraft must be tagged with an Unserviceable Label (ref: GAM/E-006). When the LAE decide that the removed component will be scrapped, he will fill in the Scrap Label (ref: GAM/E-058). He/she is responsible for removing this component must fill in details, the reason for that component rendered scrap.

8.3.2 For class 1 and 2 components the LAE/PPC will return the components to the Warehouse in accordance with EPM 3-04 Return of Component or Material to Store After Maintenance. The Warehouse personnel will send the scrap item to the scrap room. The Scrap Log must be fill in by Store Inspector

8.3.3 All class 3 items must be scrapped. This can be performed in situ, by the LAE removing the component. The component must be mutilated in such a manner that the parts become unusable for their original intended use, nor should they be able to be reworked or camouflaged to provide the appearance of being serviceable.

8.4 Component removed from Warehouse:

8.4.1 Only the Store Ins allowed to withdraw items from the Warehouse.

8.4.2 All components to be scrapped from store must be labelled with a Scrap Label (ref: GAM/E-058)

8.4.3 Tool store inventory record and Shelf-Life Expiry Tracking List (ref: GAM/E-008) must be updated accordingly.

8.5 Store Inspector will update the scrap item in Scrap Log GAM/E-059.

8.6 The Warehouse and Logistics Manager is responsible to provide and ensure currency of a Scrap Log record.

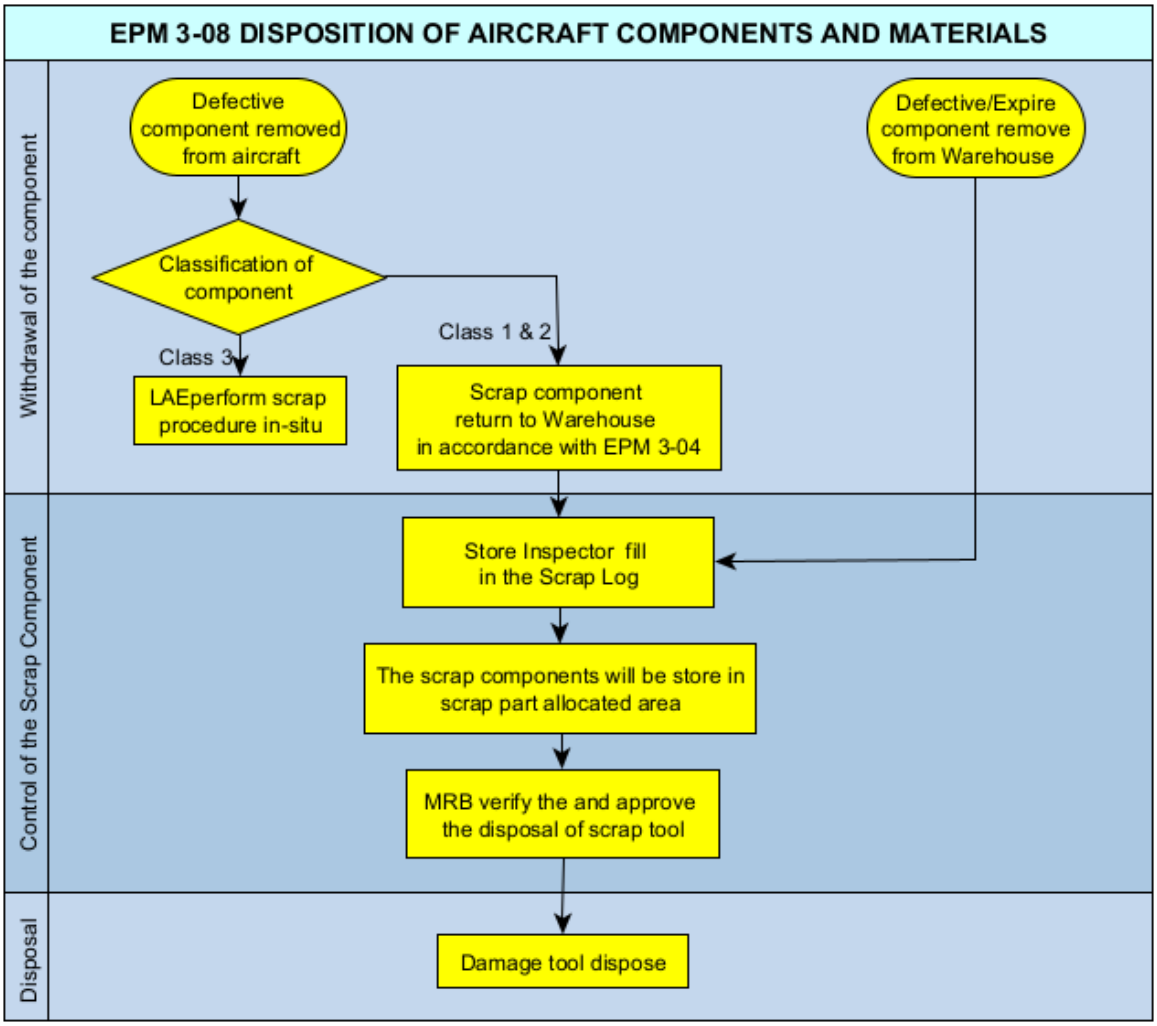
8.7 All parts for disposal will be accumulated and report will be raised using Scrap Part Report (ref: GAM/E-060) and send to Warehouse and Logistic Manager for his further action to arrange for Material Review Board (MRB) to verify and approve disposal.

8.7 The MRB will consist of representative from Quality Assurance Department, Engineering Department and chaired by the Warehouse and Logistic Manager.

8.8 The warehouse personnel will arrange the disposal as approved by the MRB.

8.9 All disposed parts will be recorded in Scrap Part Report.

8.10 Complete Scrap Report shall be filed accordingly in the Warehouse filing cabinet. Completed form shall be kept in good condition for 2 years since the date of disposal.



9.0 Cancelation

Nil

END.

AIRCRAFT DOCUMENTATION FLOW CONTROL

1.0 Introduction

1.1 This EPM is cited as EPM 4-01, Issue 2, Revision 0: Aircraft Documentation Flow Control

2.0 Objective

1.2 To ensure the proper flow and control of documentation from CAMO to AMO vice versa.

3.0 Interpretation

3.1 Aircraft documentation in this chapter is referring to maintenance instruction coming from CAMO which derive from Approved Maintenance Program, AD, SB, SIL, Modification Package, Technical Instruction and etc.

3.2 CAMO in this chapter is referring to GAM CAMO and Operator's CAMO.

3.3 Customer in this chapter means the AMO's customer which do not have CAMO system.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.13 Maintenance Documentation in Use and Its Completion

6.2 MOE 2.8 Maintenance Instructions and Relationship to Aircraft / Aircraft Component Manufacturer's Instruction Including Updating and Availability to Staff.

6.3 MOE 2.15 Rectification of Defects Arising During Base Maintenance

6.4 CAMP 3.9.2 Unscheduled Maintenance

7.0 Documentation

7.1 Work Order GAM/E-030
7.2 Worksheet GAM/E-001A
7.3 Work pack GAM/E-001B
7.4 Work Order/Work Pack Master List

8.0 The Procedure

8.1 Technical Instruction flow from CAMO to AMO

8.2.1 CAMO will issue a Work Pack and consist of Work Sheet for a scheduled maintenance or unscheduled maintenance to be carried out to Production Planner and Control (PPC) via email.

8.2.2 After PPC Check and validate Work Pack received from CAMO, the Work Pack will register in Work Order/Work Pack Master List in AMO work pack data.

8.2.4 PPC and EIC will discuss to prepare the work for every schedule and unscheduled maintenance. The Work Pack will then be issued to the AMO maintenance team to be performed on the planned date and duration.

8.2.5 Upon completion of work, PPC check the Work Pack for completeness of the work and document attached.

8.2.6 PPC make a scan copy of completed Work Pack for AMO record.

8.2.7 PPC will send the completed Work Pack to CAMO.

8.2.8 In case of inaccuracy or incomplete of record found by CAMO who received the completed Work Pack from AMO, CAMO will return to PPC for correction.

8.2.9 A complete maintenance document shall then be recorded by PPC in Work Pack before handing over to CAMO.

8.2 Technical Instruction Coming from (Customer)

8.2.1 For aircraft managed by Customer and GAM AMO as contracted maintenance organization, the customer shall brief the PPC, A copy of briefing attendance sheet shall be filed by PPC.

8.2.2 AMO will produce work pack which consist of worksheet system for maintenance activities to be carried out. The PPC will transcribe from the maintenance data.

8.3 **Defect found during maintenance**

8.3.1 For defect found during either line or base maintenance, worksheet will be raised by LAE and register under Unscheduled Maintenance Check (UMC) control number:

8.3.2 CAMO shall be informed prior task carried out and the worksheet GAM/CAMO-005 may be used for rectification. The procedure and control of the UMC is available in GAM CAMP 3.9.2 Unscheduled Maintenance

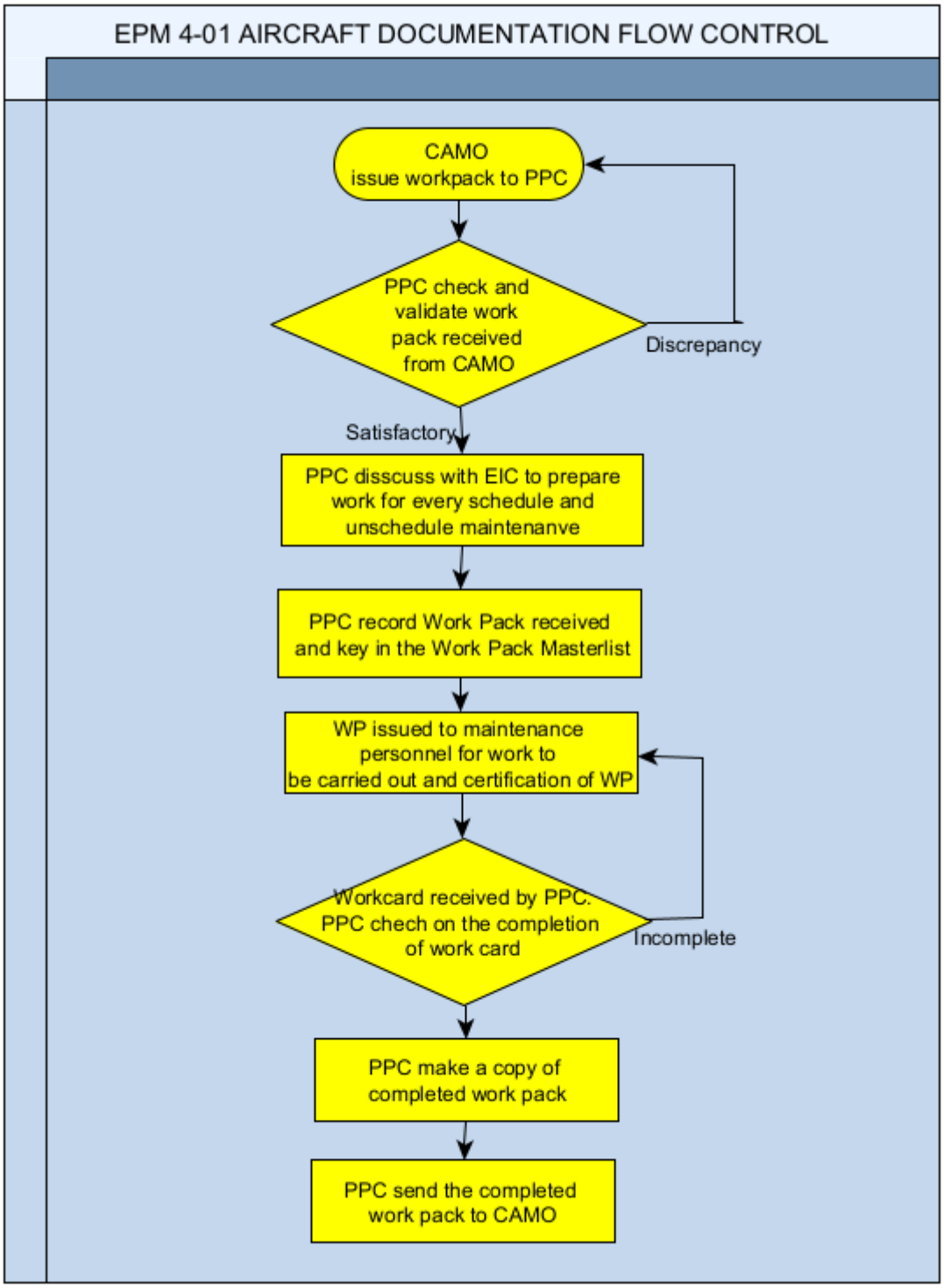
a. For Line Maintenance defect, the worksheet must be closed prior to releasing the aircraft to service by either rectification or deferring as per MEL, if applicable.

b. For Base Maintenance defect, the worksheet must be closed prior to releasing the aircraft to service by either rectification or deferring as per MEL, if applicable. The worksheet shall be included in the maintenance Work Pack.

8.3.3 Defects may be deferred within the scope of the approved operator Minimum Equipment List (MEL). Only an appropriately Licensed Aircraft Engineer or Approval Holder may defer these defects using the appropriate document.

8.3.4 All defects shall be made known to the pilot/flight crew whenever possible, prior to their arrival at the aircraft. The notifying process shall be in accordance with the operator's procedure (i.e.AJL, Notice to Crew, etc)

8.3.5 The EIC shall plan the termination of deferred defects. Opportunity shall be taken to terminate a deferred defect at the earliest convenient time but not to exceed the repair interval. Any concession for repair interval as stipulated in the respective aircraft MEL might be exceeded, CAMO office must be consulted for approval from the CAAM.



9.0 Cancellation

This issue cancels EPM 1-10, Issue 1, Revision 0: Aircraft Documentation Flow Control dated 17 Sept 2020, which should be destroyed

END.

PUBLICATION AND MAINTENANCE DATA CONTROL

1.0 Introduction

1.1 This EPM is cited as EPM 4-02, Issue 2, Revision 0: Publication and Maintenance Data Control.

2.0 Objective

2.1 To ensure a manageable and control of Publication and Maintenance data from CAMO to AMO.

3.0 Interpretation

3.1. Aircraft Publication and Maintenance Data refers to all data required to maintain an aircraft, its components and accessories to be in airworthiness condition. These include but not limited to the Maintenance Manual, Parts Catalogue, Component Manual.

3.2. CAMO in this chapter is referring to GAM CAMO and Operator's CAMO.

3.3. Customer in this chapter means the AMO's customer which do not have CAMO system.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.8 Maintenance Instructions and Relationship to Aircraft / Aircraft Component Manufacturer's Instruction Including Updating and Availability to Staff.

7.0 Documentation

7.1 Publication Register Form GAM/E-012
7.2 Publication Master List GAM/E-020

8.0 The Procedure

8.1 Maintenance data coming from External Sources

8.1.1 Engineering Manager is responsible to provide and control all Aircraft Publication and Maintenance Data by way of contractual agreement with CAMO/Operator.

8.1.2 In case of maintenance data provided by CAMO/Operator, that organization shall hold such data and provide to GAM Production Planner and Control (PPC) /AMO Publication when work in progress.

8.2 Subscription Control

8.2.1 The PPC/AMO Publication is responsible to maintain and update the publication whenever a new revision received from CAMO/Operator.

8.2.2 CAMO/Operator will notify the publications related to maintenance for each aircraft type to the PPC/AMO Publication. Upon receiving the publication, PPC/AMO Publication will register the publication the Publication Register Form GAM/E-012 which contain the information of publication received, date received and owner of the subscription.

8.1.3 Publication Master List GAM/E-020 which contain the maintenance data and the latest revision will be updated to reflect the changes and distributed to all engineering staff by PPC/AMO Publication. A new revision of aircraft publication and maintenance data shall be registered in a registered PC and laptops by PPC at respective base.

8.1.4 Operational related publication such as Quick Reference Handbook (QRH) or Flight Manual are under the responsibility of CAMO/Operator to update.

8.1.5 Generally AD, ASB, SB and SIL information distributed to AMO staff using GAMs portal as a platform. The implementation of AD and SB executed as a work order that coming from CAMO**.** This procedure reflected in MOE 2.11 Airworthiness Directive Procedure and MOE 2.12 Optional Modification Procedure

8.3 Technical Information Amendment Procedures

8.3.1 If at any time the maintenance data or instructions distributed to AMO staff found to be outdated or with error the EIC shall report the discrepancy to the PPC/AMO Publication via email.

8.3.2 PPC/AMO Publication will inform the maintenance data provider which is CAMO/Operator for update or correction.

8.4 **Control of customer supplied maintenance data –Customer with non-CAMO system.**

8.4.1 Customer shall provide the maintenance data to GAM PPC when work in progress.

8.4.2 Alternatively if the customer/operator owns the subscriptions, they will forward them for use on their aircraft or authorize GAM in writing for access rights to assess the maintenance data from the manufacturers' websites.

8.4.3 For those manufacturers/OEMs who update the technical literature in their web sites, the PPC/AMO Publication will visit these websites and download the updates at least once a month and disseminate the information to all the concerned**.**

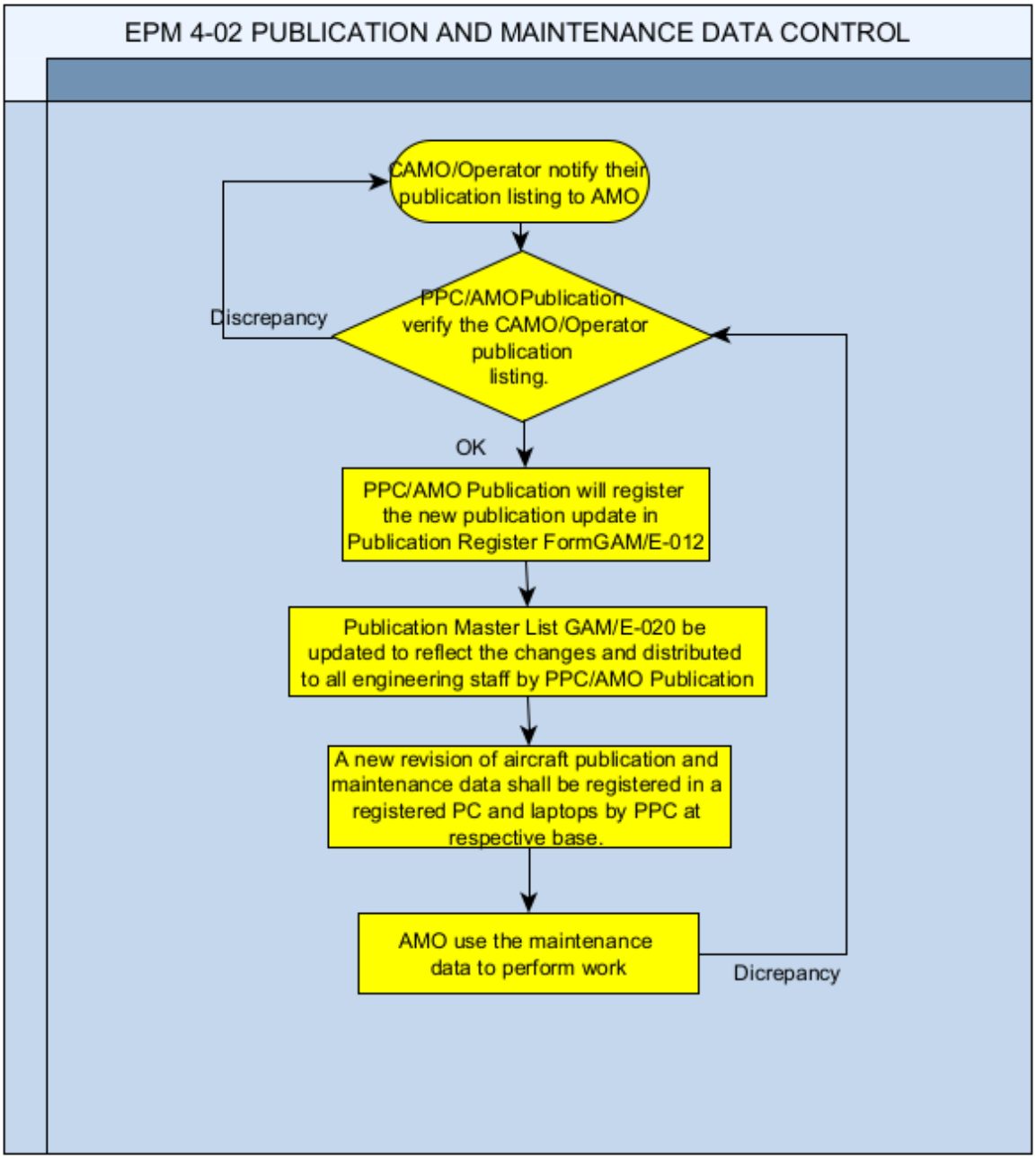
8.4.4 The dissemination of the information will be executed as per publication flow in accordance with para 8.2.

8.4.5 AD, ASB, SB and SIL information distributed to AMO staff using GAMs portal as a platform. The Technical Instruction Compliance (TIC) form will be use as the assessment to verify the compliant status of the task.

8.4.5 The implementation of AD and SB will be executed as a work order that coming from the TIC if applicable**.**

9.0 Cancellation

This issue cancels EPM 4-02, Issue 1, Revision 0: Publication and Maintenance Data Control dated 17 Sept 2020, which should be destroyed**.**


EPM 4-02 PUBLICATION AND MAINTENANCE DATA CONTROL
CAMO/Operator notify their publication listing to AMO
PPC/AMOPublication verify the CAMO/Operator publication listing.
Discrepancy
OK
PPC/AMO Publication will register the new publication update in Publication Register FormGAM/E-012
Publication Master List GAM/E-020 be updated to reflect the changes and distributed to all engineering staff by PPC/AMO Publication
A new revision of aircraft publication and maintenance data shall be registered in a registered PC and laptops by PPC at respective base.
AMO use the maintenance data to perform work
Dicrepancy

END.

PROCEDURE TO FILL IN DAILY MAINTENANCE BOOK / SHIFT HAND OVER / DAILY DIARY

1.0 Introduction

1.1 This EPM is cited as EPM 4-03, Issue 2, Revision 0: Procedure to fill in daily maintenance book / shift handover/ daily diary.

2.0 Objective

2.1 To ensure:

2.1.1 Precise information is being relayed to all maintenance crew

2.1.2 No aircraft is released to service with a defect

2.1.3 Progress of works can be reviewed by all stake holders

3.0 Interpretation

3.1 Daily maintenance book / shift handover / daily diary refers to the same document officially known as daily maintenance book (ref: GAM/E-014)

3.2 "Daily maintenance book" is not a certifying document.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.26 Shift/Task Handover Procedures

7.0 Documentation

7.1 Daily Maintenance Book (ref: GAM/E-014)

8.0 The Procedure

8.1 The crew leader or Shift Leader of the outgoing shift shall record in detail the status of each aircraft under his / her care and any other concern during his / her shift.

8.2 If there is defect to any of the aircraft, the defect must be written in precise detail. If troubleshooting is in progress, it must be spelled out. The status of each aircraft must be clearly stated.

8.3 The person making the entry shall sign and clock / date the entry.

8.4 The Shift Leader of the following shift must review the entry as soon as he / she clocks in for work.

8.5 The Shift Leader must acknowledge the entry by the outgoing shift's Shift Leader with a signature and clock / date it accordingly. This is to ensure that no aircraft is released to service with a defect or unfinished maintenance work.

8.5 Any ambiguity or defect whether cleared or in the rectification process must be clearly communicated with the outgoing shift's Shift Leader.

8.6 The Shift Leader must always communicate in person on other requirements planned in the next 24 hours period.

8.7 The Daily Maintenance Book (ref: GAM/E-014) shall be archived monthly and kept at respective base for a minimum of 2 years in a file mark by month i.e. JULY 2021

8.9 The Daily Maintenance Book and instruction how to fill in is available in EPM 6-01 Appendices.

9.0 Cancelation

This issue cancels EPM 4-03 Issue 1, Rev 0 dated 17 Sept 2020, which should be destroyed.

END.

ADDITIONAL BASE AND LINE FACILITY - CONTROL OF AIRCRAFT COMPONENT AND MATERIAL

1.0 Introduction

1.1 This EPM is cited as EPM 5-01, Issue 2, Revision 0: Additional Base and Line Facility – Control of Aircraft Component and Material.

2.0 Objective

2.1 This procedure is to ensure all aircraft component and material being use at Galaxy Aerospace (GAM) approved additional base and line facility are properly managed, controlled and recorded as required by the regulation.

3.0 Interpretation

3.1. Aircraft Component meaning all the system main assembly (Class 1 and 2) and its sub-assembly.

3.2. Materials meaning the class 3 items such as filters, washer etc. and consumable including oil, hydraulic fluids, grease etc.

3.3. Additional Base and Line Facility are GAM's approved facility located out of Subang.

4.0 Applicability

4.1 Applicable to all maintenance personnel

4.2 Applicable to all Store and Logistics personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE L2.1 Line Maintenance Control of Aircraft Components, Tools, Equipment, Etc.

7.0 Documentation

7.1	Serviceable Label	(ref: GAM/E-005)
7.2	FAA 8130-3 / EASA 8130-3 / CAAM Form 1	
7.3	Material Issue Voucher (MIV)	(ref: GAM/E-022)

8.0 The Procedure

8.1 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.

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

8.3 The items shall be packed properly with all the necessary document including the applicable ARC/COC, Serviceable Label (ref: GAM/E-005) and a copy of MIV.

8.4 Items shall be shipped from GAM's store in Subang to the respective destination either using courier services, registered forwarding company or other legal transport services eg. Operator's flight.

8.5 Upon receipt at receiving destination, EIC should check for:

8.5.1 Damage during transportation and general condition.

8.5.2 Availability of document for the item.

8.5.3 Part number and description of item as per requested.

8.6 If any component found with discrepant, the component should be quarantined and segregated from the other good components and materials until the finding has been cleared / satisfied.

8.7 When all is satisfactory, the EIC will then make a record of the received item. The item will be held in the Holding room for aircraft parts together with all the accompanied documents until it been utilized.

9.0 Cancellation

This issue cancels EPM 5-01 Issue 1, Rev 0 dated 17 Sept 2020, which should be destroyed.

END.

ADDITIONAL BASE AND LINE FACILITY - CONTROL OF AIRCRAFT DOCUMENTS

1.0 Introduction

1.1 This EPM is cited as EPM 5-02, Issue 2, Revision 0: Additional Base and Line Facility – Control of Aircraft Documents.

2.0 Objective

2.1 To ensure all aircraft documents such as Aircraft Journey Log (AJL), Work Pack or Worksheet for an aircraft being stationed at an Approved Base other than GAM's Main Base at MIAT are properly managed, controlled, record and transmitted to the CAMO office at GAM main base, as required by the regulation.

3.0 Interpretation

3.1. Additional Base and Line Facility are GAM's approved facility located out of Subang

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all AMO Planners.

4.3 Applicable to CAMO personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE L2.4 Line Procedure for Completion of Technical Log

7.0 Documentation

7.1 Aircraft Journey Log
7.2 Work Pack (ref: GAM/CAMO-004)
7.3 Work Sheet (ref: GAM/CAMO-005)

8.0 The procedure

8.1 Aircraft Journey Log.

8.1.1 There are 4 (four) copies to each serial page of the AJL:

a. First copy: White (for CAMO Technical Record)
b. Second copy: Blue (for Store & Logistics)
c. Third copy: Pink (for Standby)
d. Fourth copy: Yellow (for AJL copy)

8.1.2 Once a serialized page is utilized whether for ground works (i.e. EGR), flight or an errored entry, the White, Blue and Yellow copies of the AJL shall be teared off by the LAE responsible for the aircraft.

8.1.3 All the copies will then be kept in a dedicated folder in a metal cabinet by the base Engineer-In-Charge (EIC) until it is ready to be sent out to AMO Planner in GAM's Main Base in Subang.

8.1.4 The EIC shall scan each serial page used and e-mail to CAMO by end of day.

8.1.5 All original copy of AJL will be kept no longer than 7 days at the base before sending it out to Subang.

8.1.6 Each serialized AJL must be registered by EIC before sending out. The transportation of these documents must either by a mail system that has proper tracking system (courier system) or hand carry by a staff of CAMO or AMO of GAM. Normal snail mail is not an acceptable method because the shipment cannot be tracked.

8.2 Work Order / Worksheet.

8.2.1 The Work Order / Worksheet will be emailed by CAMO Planner to the Base EIC for the incoming schedule maintenance or defect rectification. The Work Order received must be registered by the base EIC and initiate the plan downtime to perform the due Scheduled Maintenance Inspection (SMI.

8.2.2 After completion of SMI, the EIC shall ensure the completeness of the paperwork i.e. signed, stamped.

8.2.3 EIC will then keep all the completed documentation in a dedicated folder in metal cabinet while waiting for it to be sent out to AMO Planner in GAM's Main Base in Subang.

8.2.4 All original copy of completed Work Order or Worksheet will be kept no longer than 7 days at the base before sending it out to Subang.

8.2.5 Each Work Order or Worksheet must be registered by EIC before sending out. The transportation of these documents must either by a mail system that has proper tracking system (courier system) or hand carry by a staff of CAMO or AMO of GAM. Normal snail mail is not an acceptable method because the shipment cannot be tracked.

8.2.6 Upon receipt at GAM Subang, all the documentation will be registered by the AMO Planner.

8.2.7 The AMO planner shall scan the completed work package and save it electronically. A soft copy shall be e-mailed to the CAMO Planner.

9.0 Cancellation

This issue cancels EPM 1-13 Issue 1, Rev 0 dated 17 Sept 2020, which should be destroyed.

END.

IDENTIFICATION AND CONTROL OF CRITICAL TASK

1.0 Citation

1.1 This EPM is cited as EPM 5-03, Issue 2, Revision 0: Identification and control of critical task.

2.0 Objective

2.1 To ensure:

2.1.1 Critical tasks are correctly identified

2.1.2 Appropriate maintenance action can be performed following a critical task to prevent errors that may lead to catastrophe

3.0 Interpretation

3.1 Critical task means a maintenance task that involves the assembly or disturbance of a system on any part of an aircraft, engine or propeller that, if an error occurred during its performance, could directly endanger the flight safety.

3.2 Control system is defined as a system by which the flight path, attitude or propulsive force of an aircraft is changed, including the flight, engine and propeller controls, the related system controls and associated operating mechanism

4.0 Applicability

4.1 Applicable to all maintenance personnel

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.23 Control of Critical Task

7.0 Documentation

7.1 Work Pack (ref: GAM/CAMO-004)
7.2 Work Sheet (ref: GAM/CAMO-005)

8.0 The procedure

8.1 The CAMO department will identify critical task based on requirement of inspection as detailed in the AMM.

8.2 The CAMO department will add Duplicate Inspection in the Work Order to meet the requirement of the AN.

8.3 The requirement for the Duplicate Inspection following the Critical tasks as per the SMI will become part of the Aircraft Maintenance Program (AMP).

8.4 In the field, Critical task may be needed in order to perform certain tasks or to rectify defects.

8.5 The Engineer performing the critical task will be responsible to generate Worksheet and register UMC accordingly for the added requirement for Duplicate Inspection following the Critical task.

8.6 The EIC shall ensure the availability of personnel to legally certify the Duplicate Inspection performed.

9.0 Cancellation

This issue cancels EPM 5-03 Issue 1, Rev 0 dated 17 Sept 2020, which should be destroyed.

END.

SAMPLE OF FORM

1.0 Introduction

1.1 This EPM is cited as EPM 6-01, Issue 2, Revision 0: Sample of Form

2.0 Form

2.1 Copy of form sample inserted at the end of EPM 6-01.

2.2

No.	Reference	Form Title
1	GAM/E-001A	Workpack
2	GAM/E-001B	Worksheet
3	GAM/E-001C	Workshop Worksheet
4	GAM/E-001H	Part Report Form
5	GAM/E-003	Acceptance Report
6	GAM/E-003A	Component Discrepancy Report
7	GAM/E-005	Serviceable Tag
8	GAM/E-006	UnServiceable Label
9	GAM/E-007	Quarantine Label
10	GAM/E-014	Daily Maintenance Book
11	GAM/E-016	Master List
12	GAM/E-018	Holding Label
13	GAM/E-020	Publications Master List
14	GAM/E-025	Tool Control Register
15	GAM/E-027	Missing Tool Declaration
16	GAM/E-034	GSE Inspection Sheet
17	GAM/E-037	Damaged Tool/Equipment Report
18	GAM/E-040	GSE Servicing Instruction
19	GAM/E-044	POL Control Record
20	GAM/E-058	Scrap Label
21	GAM/E-059	Scrap Log

3.0 Cancellation

NIL

END

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WORKPACK

CLIENT/OWNER:		SERIAL NO.	HOURS	LDG/CYCLE		WORKPACK NO:
AIRCRAFT TYPE:	AIRCRAFT					WORK/INSP/DESC:
REGISTRATION:	#1 ENGINE:			N/A	N/A	AERONET JOB NO.:
BASE/FACILITY:	#2 ENGINE:			N/A	N/A	LBE REF NO.:
DATE IN: OUT:				NG / N1	NF / N2	SHEET: 1 OF 1

Reason for raising:

Raised by and date:

Other requirements/information:

List of scheduled inspection and all work carried out under this workpack including individual reference.			Master Signature Schedule			
NO.	INSPECTION / WORK	WORKSHEET REF	NAME	TECH/INITIAL	SIGNATURE	APP/STAMP

PART 145 - AMO RELEASE STATEMENT

THIS IS TO CERTIFY THAT ALL WORK LISTED ABOVE HAS BEEN INSPECTED AND ACCOMPLISHED IN ACCORDANCE WITH CONTRACTED AMO EXPOSITION AND PROCEDURE LATEST REVISION.

NAME	FIRM	SIGN & APPROVAL	DATE

GALAXY AEROSPACE (M) SDN. BHD. [1040262-D]
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WORKSHEET

CLIENT/OWNER:		SERIAL NO.	HOURS	LDG/CYCLE		WORKSHEET NO:
AIRCRAFT TYPE:	AIRCRAFT					WORK/INSP/DESC:
REGISTRATION:	#1 ENGINE:			N/A	N/A	WORKPACK REF:
BASE/FACILITY:	#2 ENGINE:			N/A	N/A	LBE REF NO.:
DATE IN: OUT:				NG / N1	NF / N2	SHEET: OF

Reason for raising:	Raised by and date:	Other requirements/information:

Item	Description	Technician	* Eng. CRS	Date

ABBREVIATIONS USED (Inspection Column)			
	DI – Detailed Inspection	CHK – Check	DRN - Draining
	GVI – General Visual Check	CLN – Cleaning	GR – Ground Run
	SDI – Special Detailed Inspection	CM – Condition Monitoring	LUB – Lubrication
		OC – On Condition	SVC – Servicing
		FT – Functional Test	VC – Visual Check

The work recorded above has been carried out in accordance with the Airbus AS555SN Maintenance Manual, Airbus AS555SN Airworthiness Limitations Section (ALS) and Master Servicing Manual (MSM) and Arrius 1 A Maintenance Manual.

The work recorded above has been carried out in accordance with the requirements of the Technical Airworthiness Management Manual (TAMM) for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

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WORKSHOP WORKSHEET

CUSTOMER: BASE/FACILITY: GAM xxxxx DATE IN: DATE OUT:	AIRCRAFT REG		CSN*		WORKSHOP WORKSHEET NO: WW-W/XXX-FF WORK ORDER REF: SHEET: 1 OF 2
	AIRCRAFT S/N		CSO*		
	TSN*				
	TSO*				
	*IF APPLICABLE				

	Raised by and date:	Other requirements/information:

Item	Description	Technician	*Approval Holder	Date
	Component Detail: **Description** / **P/N** / **S/N** / **D.O.M**			
1.0				

☐ *The work recorded above has been carried out in accordance with the requirements of the Malaysian Civil Aviation Regulation for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

☐ *The work recorded above has been carried out in accordance with the requirements of the _____ for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

☐ *TICK WHERE APPLICABLE

PARTS LABELED & RETURNED	D.D. RAISED	DUPLICATE INSP.	GROUND RUN	FLIGHT TEST	TORQUE CHK.	ADDITIONAL WORKSHEET	MONITORED DEFECT	PLANNING FORCAST	DIARY UPDATE	STATUS UPDATE	D.D. STATUS	AIRCRAFT LOG BOOK	ENGINE LOG BOOK	PROPELLER LOG BOOK	LOG CARD	OEM/COMP LOG CARD	MOD RECORD BOOK

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WORKSHOP WORKSHEET

CUSTOMER: BASE/FACILITY: GAM xxxxx DATE IN: DATE OUT:	AIRCRAFT REG		CSN*		WORKSHOP WORKSHEET NO: WW-W/XXX-FF WORK ORDER REF: SHEET: 2 OF 2
	AIRCRAFT S/N		CSO*		
	TSN*				
	TSO*				
	*IF APPLICABLE				

	Raised by and date:	Other requirements/information:

Item	Description	Technician	*Approval Holder	Date

ITEM REF.	PART NO.	DESCRIPTION	SERIAL NO. ON	SERIAL NO. OFF	APPROVED CERT NO.	QTY

Table 1: Part/Component Replacement Details

☐ *The work recorded above has been carried out in accordance with the requirements of the Malaysian Civil Aviation Regulation for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

☐ *The work recorded above has been carried out in accordance with the requirements of the _____ for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

☐ *TICK WHERE APPLICABLE

PARTS LABELED & RETURNED	D.D. RAISED	DUPLICATE INSP.	GROUND RUN	FLIGHT TEST	TORQUE CHK.	ADDITIONAL WORKSHEET	MONITORED DEFECT	PLANNING FORCAST	DIARY UPDATE	STATUS UPDATE	D.D. STATUS	AIRCRAFT LOG BOOK	ENGINE LOG BOOK	PROPELLER LOG BOOK	LOG CARD	OEM/COMP LOG CARD	MOD RECORD BOOK

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PARTS REPORT

CLIENT/OWNER:		SERIAL NO.	HOURS	LDG/CYCLE		WORKSHEET NO:
AIRCRAFT TYPE:	AIRCRAFT		REFER WORKPACK			WORK/INSP/DESC:
REGISTRATION:	#1 ENGINE:		REFER WORKPACK			WORKPACK REF:
BASE/FACILITY:	#2 ENGINE:		REFER WORKPACK			AJL REF NO.:
DATE IN: REFER WORKPACK OUT: REFER WORKPACK				NG / N1	NF / N2	SHEET: OF

Reason for raising:	Raised by and date:	Other requirements/information:

Item	Part No	Description	Serial Number		Qty	Position	Reason	Lifed Item Information TSN/TSO/DUE/TIMEX	Release Reference
			Off	On					

NAME	FIRM	SIGN & APPROVAL	DATE

☐ *The work recorded above has been carried out in accordance with the requirements of the Malaysian Civil Aviation Regulation for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

☐ *The work recorded above has been carried out in accordance with the requirements of the _____ for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

☐ TICK ✓ WHERE APPLICABLE

ACCEPTANCE REPORT

GALAXY AEROSPACE (M) SDN. BHD. [1040262-D]
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GIN #		P.O / S.O / D.O #:		
Item ID	Part Number	Description	Qty	Incoming Release Document Ref.

Certifies that the parts stated above have been inspected free from transit defect, complete with necessaty documentation, conforms to PO/WO and complied with MOE 2.2, CAAM AN 29 and RSQCM 4.10 procedures and considered fit for fitment on aircraft with certificate of Airworthiness

Name:	Signature:	Approval:	Date:

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COMPONENT DISCREPANCY REPORT

☐ SHIPPING ☐ PACKAGING	1. DATE RAISED	2. REPORT NUMBER
3. TO (Name and Address)	4. FROM (Name and Address)	
5. SUPPLIER/VENDOR	5a. INVOICE NO. & DATE	5b. DELIVERY/SHIPPING INVOICE
6. SUPPLIER REFERENCE	7. PURCHASE ORDER NO:	

SUBJECT				9. DISCREPANCY DATA			
8. PART NUMBER & DESCRIPTION	UNIT (a)	QUANTITY (b)	QUANTITY SHIPPED (c)	QUANTITY (a)	UNIT PRICE (b)	TOTAL COST (c)	DISCREPANCY CODE 'X' (d)

10. REMARKS (Continue on separate sheet of paper if necessary)

11. DISCREPANCY CODES (TO BE USED IN COLUMN 'X' ABOVE)

11a. CONDITION OF MATERIAL
- A1 - IN CONDITION OTHER THAN THAT INDICATED ON RELEASE /RECEIPT DOCUMENT
- A2 - EXPIRED SHELF LIFE
- A3 - DAMAGED PARCEL

11b. SUPPLY DOCUMENTATION
- B1 - NOT RECEIVED
- B2 - NOT RECEIVED
- B3 - INCOMPLETE OR IMPROPER

11c. MISDIRECTED MATERIAL
- C1 - ADDRESSED TO WRONG LOCATION

11d. OVER/DUPLICATE SHIPMENTS
- D1 - QUANTITY IN EXCESS OF THAT ON PACKING NOTE DOCUMENT
- D2 - QUANTITY IN EXCESS OF THAT REQUESTED
- D3 - DUPLICATES SHIPMENT

11e. PACKING DISCREPANCY
- E1 - IMPROPER PRESERVATION
- E2 - IMPROPER PACKING
- E3 - IMPROPER MARKING

11f. QUALITY DEFICIENCIES
- F1 - DEFICIENT MATERIAL

11g. SHORTAGE OF SHIPMENT
- G1 - QUANTITY LESS THAN ON PACKING LIST
- G2 - QUANTITY LESS THAN THAT REQUESTED
- G3 - NON-RECEIPT OF SHIPMENTS

11h. TECHNICAL DOCUMENTATION
PLATES, LOF BOOKS, OPERATING HANDBOOKS, SPECIAL INSTRUCTIONS, APPR. CERTIFICATES & CERTIFICATE OF CONFORMITY.
- H1 - MISSING
- H2 - ILLEGIBLE OR TORN
- H3 - INSPECTION DATA MISSING OR INCOMPLETE
- H4 - SERVICEABILITY OPERATING DATA MISSING OR INCOMPLETE
- H5 - WARRANTY DATA MISSING

11i. WRONG ITEM (IDENTIFY REQUESTED AS A SEPARATE COPY IN ITEM 9 ABOVE
- 11 - INCORRECT ITEM RECEIVED
- 12 - UNACCEPTABLE SUBSTITUTE

11j. OTHER DISCREPANCY
- J1 - SEE REMARKS

12. ORIGINATOR:	NAME:
SIGNATURE:	DATE:
13.AUTHORISED BY:	NAME:
SIGNATURE:	DATE:

RECTIFICATION TO DISCREPANCIES

Signature	Name:
	Date:

SERVICEABLE

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DESCRIPTION :	QTY :
PART NO. :	
SERIAL NO. :	
STATUS: OVH / REPAIR / MOD / CAL / TEST / NEW / COMSUMABLE / GSE	
TSN : TSO :	
SHELF DUE / EXP DATE :	
INSPECTED BY :	GiN / REF :
SIGN : DATE :	

GAM/E-005 Rev.1

UNSERVICEABLE

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DESCRIPTION :		
A/C TYPE :	A/C REG. :	
PART NO. :		
SERIAL NO. :		
QUANTITY :	DATE :	
REMARKS :		
NAME :	SIGN :	DATE :

GAM/E-006

QUARANTINE

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DESCRIPTION :		
A/C TYPE :	A/C REG. :	
PART NO. :		
SERIAL NO. :		
GiN / REF. NO. :		
SUMMARY OF REASON :		
NAME :	SIGN :	DATE :

GAM/E-007

HOLDING

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DESCRIPTION :		A/C REG & SN :
PART NO. :		
SERIAL NO. :		
REASON FOR REMOVAL :		
REMOVE BY :		REMARKS :
SIGN :	DATE :	

GAM/E-018

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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:

PREPARED BY	SIGNATURE	TIME
ACKNOWLEDGED BY	**SIGNATURE**	**TIME**

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☐TOOLS	☐CALIBRATED TOOLS	☐ JBPM TOOL	**MASTER LIST**
☐GSE	☐SPECIAL TOOL		

	Calibration Tools Information				Inspection Date and Status, Serviceable Y = Yes, N = No.							
ID	Description	Model	Part Number	Serial Number	Carried out *(date)*	Interval *(D-Day, M-Month, Y-Year)*		Serviceable Status *(Yes/No)*	Next Due. *(date)*	Remaining *(D-Day, M-Month, Y-Year)*		Remark.

AME	
DATE	
SIGNATURE	

NAME	
DATE	
SIGNATURE	

Galaxy Aerospace maintenance . repair . overhaul	Publication Master List		Prepared by:	
	Issue No.:		Approved by:	
	Date:			

No.	Reference No.	Vendor	Description	Medium	Revision	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						

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TOOL CONTROL REGISTER

No	Item	Control Number	Issue		Return		Storeman Initial and Remark
			Name & Initial	Date & Time	Name & Initial	Date & Time	

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MISSING TOOLS DECLARATION

WARNING ENGINEERING MANAGER (EM)/ CHIEF ENGINEER (CE)/ LICENSED AIRCRAFT ENGINEER (LAE) SHALL NOT RELEASE THE AIRCRAFT UNTIL A THOROUGH SEACH OF RELATED WORK AREA IS PERFORMED AND INVESTIGATION IS CONDUCTED TO CONFIRM THE TOOL IS NOT IN THE AIRCRAFT/EQUIPMENT.	
DATE	
AIRCRAFT REGISTRATION	
TOOL DETAILS	
LOANER DETAILS	
NAME	
STAFF NUMBER	
WORK AREA	
TASK	
LAE IN CHARGE	
ACTION TAKEN BY *(EM / CE / LAE)*	
SEARCH TEAM (NAME)	
1	
2	
3	
4	
AREA SEARCH	
REMARKS	

I HEREBY DECLARE THAT ALL AREA HAS BEEN CHECKED THOROUGHLY WHERE RELATED WORK AREA IS PERFORMED AND INVESTIGATION IS CONDUCTED TO CONFIRM THE TOOL IS NOT IN THE AIRCRAFT/EQUIPMENT.

NAME	
POSITION	
DATE	
SIGNATURE & STAMP *(if available)*	

NOTE

1. *Form to be filled up by Engineering Manager / Chief Engineer / Licensed Aircraft Engineer.*
2. *Completed form to be submitted to QAM and kept in respective staff personal file*

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GSE INSPECTION SHEET

GROUND SUPPORT EQUIPMENT DETAILS			
PART NUMBER	**DESCRIPTION**	**LOCATION**	**INSPECTION INTERVAL** (D-DAY, M-MONTH, Y-YEAR)
SERIAL NUMBER	**INSPCETION TYPE** (PLEASE "X" WHERE APPLICABLE)	**GSE NUMBER**	
	☐ VISUAL INSPECTION ☐ SERVICING ☐ FUNCTIONAL ☐ REPAIR		

INSPECTION DETAILS				
CARRIED OUT (DATE)	**DESCRIPTION**	**PERFORMED BY** (NAME & SIGNATURE)	**REMARKS** (FINDINGS, IF ANY)	**NEXT DUE** (DATE)

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DAMAGED TOOL/EQUIPMENT REPORT

DATE :

REPORT NO.: TD/2020/07/001

BASE :

CATEGORY :

DAMAGED TOOL DETAILS			
DESCRIPTION OF TOOL	ID NUMBER	PART NUMBER	SERIAL NUMBER

DEFECT :

REMARK BY ENGINEERING MANAGER :		
NAME	SIGNATURE	DATE

STORE UPDATE		
NAME	SIGNATURE	DATE

PICTURE OF DAMAGE TOOL OR EQUIPMENT *(IF ANY)*

GROUND SUPPORT EQUIPMENT
SERVICING INSTRUCTION

DOC. NO.		ISSUE NO. & REV.	
EQUIPMENT		DATE OF REVISION	
ID NO.		PAGE	
LOCATION		REFERENCE	
SERVICING INTERVAL			

ITEM	OPERATION

CAUTION : Before carrying out servicing and functional check ensure the following;

1. Safety precaution must be taken and adhered before proceeding any worked scheduled on this equipment.

PREPARED BY :

DATE :

APPROVED BY :

DATE :

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POL ISSUANCE

NO.	DESCRIPTION	QUANTITY	SHELF LIFE DUE	ISSUE		RETURN		BALANCE	STOREMAN INITIAL
				NAME & INITIAL	TIME	NAME & INITIAL	TIME		

SCRAP

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PART NO :	S/NO :
DESCRIPTION :	
REASON :	
REMARKS :	
INSPECTED BY :	
SIGN & STAMP :	DATE :

GAM/E-058

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SCRAP LOG

1. NO.	2. DATE IN	3. PART NUMBER	4. SERIAL NUMBER	5. DESCRIPTION	6. AIRCRAFT REG.	7. QTY.	8. REASON FOR SCRAP	9. DATE OUT