

AMO MEMO

REF : GAM/AMO/22/001.
TO : All AMO Personnel.
FROM : Engineering Manager.
DATE : 07 January 2022.
RE : Reminder to Non-certifying staff for comply procedure according to MOE.

This memo is issued to raise awareness of the Engineering Personnel involved in the maintenance documentation of aircraft to comply with existing procedures.

As stated in **MOE 2.13.1 Para 3** all non-certifying staff shall bear their initial and Staff No. as per stipulated below :

2.13 MAINTENANCE DOCUMENTATION IN USE AND ITS COMPLETION

2.13.1 Responsibility

1. All forms or documents used in recording of maintenance work done shall be authorized by the Quality Assurance Manager. These work documentations shall be identified with GAM Form Number for the purpose of traceability.
2. LAE and Approval holder are responsible to make certification that follows with their respective initial, approval stamp and appropriately dated.
3. Tasks performed by non-certifying staff shall bear their respective initial, staff no for traceability purposes and appropriately dated.

Example :


8102

This matter has already been an NCR during the QA internal audit.

Your cooperation is needed so that such issue does not happen again.

Thank You.

- END -

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