

AMO MEMO

REF NO. : GAM/AMO/23/14.
TO : AMO Personnel.
FROM : Engineering Manager.
DATE : 03 July 2023.
RE : Change In Attendance Procedure for Out of Base on Detachments.

Dear AMO Team,

Previously, staff clock in and out for attendance using the attendance app at the hotel where they were staying during out-of-base detachment. However, after careful consideration, we have decided to streamline the process by shifting the location for clocking in and out.

Going forward, when you are on an out-of-base detachment, please ensure that you clock in and out for attendance using the attendance app at the aircraft location instead of at the hotel.

If you have finished your daily tasks and aircraft will not required to fly for the day or has fly away to different location and will not be back soon, you are required to clock out from work.

However, in the event that you are called back to attend the aircraft due to operational requirements, you are required to re-clock in and re-clock out, even if it is within the same day.

In the event that you are not required to attend to the aircraft for the whole day, you are not required to clock in and out for that day.

This procedure will,

- a) Provide a more accurate representation of your time spent on detachment, as clocking in and out at the aircraft aligns with your work responsibilities.
- b) Reduce the potential for discrepancies between actual working hours and recorded attendance, as you will be clocking in and out directly at the worksite.

If you have any questions or require further clarification regarding this change, please do not hesitate to reach out to your supervisor or the Chief Engineer.

Thank You.

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