

AMO MEMO

To: ALL

From: Engineering Manager

Date: 26 November 2019

Re: Register and control of Test Equipment, Ground Support Equipment, Standard Tool and Special Tool.

All newly purchase Test Equipment, Ground Support Equipment, Standard Tool and Special Tool must go through an acceptance process and register at GAM Store prior to safe keeping. This is to ensure a proper recording and control of the items.

Tools Store in MIAT is a common store for all special tools and test equipment but there is an exception for items that frequently use and dedicated to one particular aircraft type to be kept at any other facility.

Most of the procurement were made by Logistic Personnel via company PRF process but there were cases where the procurement is more economical and faster with direct purchase by end user, for an example:

- Buying from a local hardware store for general tools or hand tools i.e. drill gun, spray gun
- Buying from online store

Regardless of purchasing methods, all items need to have a control number that can only be assigned by Store Personnel. The item will be registered in an applicable Master List and serviceable label will be issued.

As for KK Base procurement, the acceptance process to be made by PIC of that base and liaise with store for the control number.

Store personnel also will be 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.

All GAM AMO personnel must comply to this requirement and PIC for each operation shall be responsible to ensure the compliance.

Thank you

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