

3 Management of Change request (GAM/MOC/19/0045) in the GAMS Portal was reviewed, the MOC raised by Mr Mior on 4 October 2019 and approved by Accountable Manager on 5 Nov 2019.

4 SAFETY RISK ASSESSMENT (HIRARC) FORM (GAM/SMS/H-79(19)) was raised, and all the risk control has been carried out.

5 Personnel Contacted (Auditee)

Name	Designation
Mr. Mior Mohd Adib	Workshop Approval Holder

Description	Satis	Unsatis	N/A	Remarks
A. Facility				
1. Availability and sufficient space to;				1) Appendix 1 shown the Workshop rooms. 2) Work area for both rooms, lead acid battery and NiCad Battery Workshop (width: 8ft, length: 10ft Height: 8ft) found sufficient to support the intended maintenance. 3) Facility found well-kept and organised 4) Appendix 2 shown room facilities available during audit. 5) No evidence of temperature and humidity control in the Battery Workshop. (NCR 01) 6) Eye wash solution was found to be passed the expiry date. Refer
a) Study work instruction	√			
b) Complete maintenance record	√			
c) Accommodate planned maintenance	√			
d) Segregation of serviceable/unserviceable item	√			
e) Storage of tools / equipment / material	√			
2. Secured / restricted	√			
3. Environmental control	√			
a) Temperature		√		
b) Humidity		√		
c) Noise			√	
d) Lighting	√			
e) Waste	√			
f) Contamination	√			
g) FOD control	√			
4. Cleanliness / Housekeeping	√			
5. Storage equipment (racking, cabinet, etc.)	√			
6. Safety Equipment (Evacuation plan / Fire extinguisher)		√		
7. Labelling	√			
8. Personnel Protective Equipment	√			
9. Electrostatic Sensitive Device (ESD)	√			

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appendix 2. (NCR 02)
7) No evacuation plan was available during the audit. (NCR 03)

B. Personnel

1. Sufficient staff to;				Total of 01 workshop personnel found available for the operation, 01 Supervisor (AH). Mior Mohd Adib, and 1 Technician currently undergoing training.
a. <i>Plan</i>	√			
b. <i>Perform</i>	√			
c. <i>Supervise</i>	√			
d. <i>Certify</i>	√			
2. Staff competence				
a. <i>Record of competence assessment</i>	√			
b. <i>Training needs (if available)</i>	√			
3. Manhour plan (available & updated)	√			
4. Staff training				
a. <i>Mandatory Training / Continuation Training</i>	√			
b. <i>Type training</i>	√			
c. <i>Tools / Equipment Training</i>	√			
5. Staff records (available & updated)	√			

C. Tool & Equipment

1. From approved source	√			1) Tool list reviewed and found not updated with the tool available in workshop and not using registered form. (NCR 04) 2) Appendix 3 shown tool and equipment available during audit.
2. Available	√			
3. Serviceable	√			
a. <i>Calibration due, label and certificate</i>	√			
b. <i>Physical condition</i>	√			
4. Tools Control record		√		
5. Servicing record	√			
6. Use of fabricated tools			√	
a. <i>Acceptance record</i>				
b. <i>Evidence of equivalence</i>				
c. <i>Availability of serviceable card</i>				

D. Material

1. From approved source	√			
2. Storage procedure			√	
3. Condition	√			
4. Traceability	√			



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5. Use of alternate material				√	
a. Evidence of equivalence					
E. Maintenance Data / Document					
1. From approved source (Publication Master List)	√				1) Publication master listing reviewed. (GAM/WS/P-01-2022) and found using registered form. Sampling of document selected for verification. Item 13 on the list, Maintenance Manual With Illustrated Parts List Aircraft Battery 2778-1 and found satisfactory.
2. Documents control (use of registered from, controlled/uncontrolled copy, etc.)	√				
3. Availability to staff	√				
4. Updated / current	√				
5. Completion of work documents (worksheet/defect reporting/etc.)				√	
6. Maintenance Records (accurate, complete and well kept)				√	
7. Operation Procedure Manual	√				
8. Shift / Handover record	√				
9. Approved Personal Computer (PC)	√				
F. Certification of Maintenance					
1. Work performed in accordance with approved document				√	Nil task carried out in PGUKK at time being. CAAM Form 1 is available.

Conclusion

7

No Major finding were found during Audit.

4 minor noncompliance found during the audit.

- 1) The workshop had no evident of control temperature and humidity. No tool and records found during the audit to control the two elements. As in the CMM soft Battery and Marathon Norco has specify the temperature requirement to carried out tasking.
- 2) Eye wash solution was found to be passed the expiry date. Refer appendix 2. This is contradicted with MOE Part 2.6.1 Para 2. The user must ensure that all tools/equipment are clean and serviceable prior to and upon completion of use.
- 3) No evacuation plan was available during the audit.
- 4) Tool list reviewed and found not updated with the tool available in workshop and not using registered form contradicted with CAD 8601 Part 5.4 Para b) The organisation shall ensure that all tools, equipment and particularly test equipment, as appropriate, are controlled and calibrated.





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The audit was determined to be satisfactory in general. Respective auditee shall respond to all findings by providing appropriate remedial action within time period.

C PREPARATION AND APPROVAL

1.	Prepared by Signature :  Name : WAN AHMAD FADHIL WAN MOHD FAUZI Quality Assurance Inspector Galaxy Aerospace (M) Sdn. Bhd. (1040262-D)	Date : 16/02/22
2.	Approved by Signature :  Name : OMAR BIN AHMAD Quality Assurance Manager Galaxy Aerospace (M) Sdn. Bhd. (1040262-D)	Date : 16 Feb 2022



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Appendix 1





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Appendix 2



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Appendix 3



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31	FAST AID KIT	N/A	N/A	EXP 06/11/2023
32	FARE EXTINGUISHER CO2	N/A	N/A	2026 26/01/2023
33	SAFETY GOGGLES	N/A	N/A	2 UNIT
34	SAFETY GOGGLES	N/A	N/A	2 UNIT
35	SAFETY GOGGLES	N/A	N/A	2 UNIT
36	SAFETY GOGGLES	N/A	N/A	2 UNIT
37	SAFETY GOGGLES	N/A	N/A	2 UNIT
38	SAFETY GOGGLES	N/A	N/A	2 UNIT
39	SAFETY GOGGLES	N/A	N/A	2 UNIT
40	SAFETY GOGGLES	N/A	N/A	2 UNIT
41	SAFETY GOGGLES	N/A	N/A	2 UNIT
42	SAFETY GOGGLES	N/A	N/A	2 UNIT
43	SAFETY GOGGLES	N/A	N/A	2 UNIT
44	SAFETY GOGGLES	N/A	N/A	2 UNIT
45	SAFETY GOGGLES	N/A	N/A	2 UNIT
46	SAFETY GOGGLES	N/A	N/A	2 UNIT
47	SAFETY GOGGLES	N/A	N/A	2 UNIT
48	SAFETY GOGGLES	N/A	N/A	2 UNIT
49	SAFETY GOGGLES	N/A	N/A	2 UNIT
50	SAFETY GOGGLES	N/A	N/A	2 UNIT
51	SAFETY GOGGLES	N/A	N/A	2 UNIT
52	SAFETY GOGGLES	N/A	N/A	2 UNIT
53	SAFETY GOGGLES	N/A	N/A	2 UNIT
54	SAFETY GOGGLES	N/A	N/A	2 UNIT
55	SAFETY GOGGLES	N/A	N/A	2 UNIT
56	SAFETY GOGGLES	N/A	N/A	2 UNIT
57	SAFETY GOGGLES	N/A	N/A	2 UNIT
58	SAFETY GOGGLES	N/A	N/A	2 UNIT
59	SAFETY GOGGLES	N/A	N/A	2 UNIT
60	SAFETY GOGGLES	N/A	N/A	2 UNIT

NO	DESCRIPTION	PART NO	QTY	REMARKS
1	CHARGER CONTROL SWITCH	3111P-001	N/A	07/77
2	REPAIR MANUALS FOR AIRCRAFT	3111P-001	N/A	000018 (2/2/2021)
3	TOOL SET 1/2" BATTERY	43831	N/A	000018 (2/2/2021)
4	SAFETY GOGGLES	N/A	N/A	000018
5	SAFETY GOGGLES	N/A	N/A	000018
6	SAFETY GOGGLES	N/A	N/A	000018
7	SAFETY GOGGLES	N/A	N/A	000018
8	SAFETY GOGGLES	N/A	N/A	000018
9	SAFETY GOGGLES	N/A	N/A	000018
10	SAFETY GOGGLES	N/A	N/A	000018
11	SAFETY GOGGLES	N/A	N/A	000018
12	SAFETY GOGGLES	N/A	N/A	000018
13	SAFETY GOGGLES	N/A	N/A	000018
14	SAFETY GOGGLES	N/A	N/A	000018
15	SAFETY GOGGLES	N/A	N/A	000018
16	SAFETY GOGGLES	N/A	N/A	000018
17	SAFETY GOGGLES	N/A	N/A	000018
18	SAFETY GOGGLES	N/A	N/A	000018
19	SAFETY GOGGLES	N/A	N/A	000018
20	SAFETY GOGGLES	N/A	N/A	000018
21	SAFETY GOGGLES	N/A	N/A	000018
22	SAFETY GOGGLES	N/A	N/A	000018
23	SAFETY GOGGLES	N/A	N/A	000018
24	SAFETY GOGGLES	N/A	N/A	000018
25	SAFETY GOGGLES	N/A	N/A	000018
26	SAFETY GOGGLES	N/A	N/A	000018
27	SAFETY GOGGLES	N/A	N/A	000018
28	SAFETY GOGGLES	N/A	N/A	000018
29	SAFETY GOGGLES	N/A	N/A	000018
30	SAFETY GOGGLES	N/A	N/A	000018
31	SAFETY GOGGLES	N/A	N/A	000018
32	SAFETY GOGGLES	N/A	N/A	000018
33	SAFETY GOGGLES	N/A	N/A	000018
34	SAFETY GOGGLES	N/A	N/A	000018
35	SAFETY GOGGLES	N/A	N/A	000018
36	SAFETY GOGGLES	N/A	N/A	000018
37	SAFETY GOGGLES	N/A	N/A	000018
38	SAFETY GOGGLES	N/A	N/A	000018
39	SAFETY GOGGLES	N/A	N/A	000018
40	SAFETY GOGGLES	N/A	N/A	000018

