Minute of Meeting for the Feed back on the Workpack Briefing

NO.	Area	AMO Feedback	BASE	CAMO Recommendation	QA decision
1	WS	Carried out found satisfactory (printed from aeronet), AMO suggestion to CAMO or can use rubber stamp	GA/JBPM	1. Rubber stamp NOT allow 2. self printed from CAMO on tick box - Aeronet system limitation. REMARKS: ☐ WORK CARRIED OUT AND FOUND SATISFACTORY ☐ RECTIFICATION REFERENCE: _____	Remain to writen & rubber stamp not allowed
2	WS	Defect during base check to be revise, to reduce ajl usage for base check purposes – UMC to be raise using inspection card, AMO suggestion to CAMO	GA/JBPM	During Base Check or long-period inspection as required. one work pack (blank) for defects or additional tasks will be issued. **Refer Appendix 2**	Remain used UMC and SMI Wsheet must cross refer to UMC reference (both side for traceability)
3	WP	CAMO planner issued delivery, acceptance & rejected form for work package delivered to PPC. to make sure each work package received by LAE is the latest amendment. AMO suggestion.	GA/JBPM	To discuss in procedure	Utilized existing CAMO form (Wpackage hand over form)
4	WS	Revise SMI 4y task refence in worksheet. (preparation and after 4y/1200h task).	GA/JBPM	All CAMO planner need to check 4Y & 1200 **task titles. Refer sample Appx 4**	CAMO Planner to amend template in Aeronet
5	WS	CAMO planner double check the reference stated in worksheet in each work package. make sure each reference is correct based on the inspection. e.g, 50fh inspection AW139 reference N/A and suggested GVI reference to be included.	GA/JBPM	50FH Inspection as per AMPI indicate Reference N/A and AMO propose to allocate GVI Reference to all AF 50FH task ***39-A-05-00-00-00A-028E-P (GVI)***. **Refer sample Appx 5**	Reference use 39-A-05-21-00-00A-028E-P Maintenance tasks overview - General
6	INFO	CAMO Planner 139 & AMO meeting for 139 downtimes, EIC MIAT suggestion. This is downtime for major 4y inspection check for this year due heavies team support need proper plan.	GA/JBPM	Info to ALL CAMO & PPC Planner for planning purposes	for info Planners
7	CAMS	CAMO planner double check every completed hours and date entry in Aeronet. to avoid error in forecast.	GA/JBPM	Note to CAMO Planner - Currently, all the forecasts already allocated WP# for AMO reference for the incoming task	CAMO Planner to alert
8	WP	Robbing parts, work pack issued by CAMO instead of using UMC. CAMO act as operator representative to allow the action & to monitor the life of the component itself. AMO suggestion.	GA/JBPM	propose still using UMC and all the details e.g. log card need to liaise with CAMO Planner due all the details hours AD/SB compliance should available/updated in the component log card (LLP Parts)	still use UMC - Robbing must have instruction CAMO throgh email (have to sentence in procedure)
9	MTFS	MFTS RTB can be more simplifies. AMO suggestion.	GA/JBPM	Further discussion involve tech services	to discuss with EIC
10	WP	During base check inspection. suggest additional workpack to be issued by camo instead using UMC due some of base check need to register more defect and additional task	GA/JBPM	Suggest blank workspace to be issue during base cx. **Refer sample App. 2 as per point No. 2 above**	Remain used UMC
11	WS	LAE request for worksheet in technician column if lae sign, instead of using their staff id, they want to use their approval stamp to identify/traceable the signatory.	KK Ops	To discuss - Refer App 11	Still used staff ID and to include in CAMO instruction for completing form
12	PR	What is the part require to be included in the part report?. It is consumable like grease, sealant, etc require to declare on part report ?	KK Ops	Consumable is not required in the part report (Note due to commercial issues - Part report is used to claim to customer by commercial. Justification/agreement to/from the customer prior to maintenance is required so that no issue upon invoice due to some POL also high cost	Require to enter all consumable in part report as per Part report instruction for completing form
13	WS	Removal & installation shall raise under same worksheet. Suggest from AMO if we can we split the worksheet removal / installation. All task removal / installation to be entered in AJL as open if installation still not done	KK Ops	Option 1: Even the Removal / Installation task in the same workpack worksheet all tasks can be entered in AJL as per actual date done Note: Removal task (incomplete worksheet/wpack can be scanned to CAMO Planner/Tech Rec for log card/system updates especially robbing items) Option 2: split removal/ installation task and entry "INSTALLATION....." in AJL. **Refer App. 13**	removal & installation in the same wsheet/umc. If different worksheet used, to make cross reference to the other worksheet
14	WS/PR	AMO Number in the CRS statement recommend to stated automatically in workpack, worksheet & part report (AMO/2016/02) and if other AMO need to stated/tick different row.	KK Ops	To discuss	to add column for AMO Part-145 Approval number. Refer instruction for completing form
15	WO	Next due recommend to stated on WO/Wpack SMI for easy reference to AMO	KK Ops	CAMO Planner to exercise	CAMO Planner

#	Ref	Issue	By	Response	Action
16	DN	Delivery note (DN) by AMO Planner to CAMO Planner need to add column (tools report) – to change DN form with latest revision.	KK Ops	PPC Planner / AMO to amend DN Form	AMO Planner to revise form
17	WS	Worksheet, Robbing issue. Require TSN / TSO data from CAMO. But the data takes times and aircraft need to fly immediately due to operations.	KA PGU	Refer to item no. 8 - All log card available in GD and all TSN/TSO can be calculated form installation date to current date suggenst GD link to be shared to PPC.	Contact CAMO Planner > Technical Records
18	WW	Worksheet, Robbing issue. Does Workshop worksheet required upon CAAM Form 1 issuance?	KA PGU	under AMO Procedure. For CAMO, CAAM form 1 is sufficient	Required as per AMO procedure
19	WS/PR	Worksheet, column 34 – 51 never been used. Advised to remove the column.	KA PGU	To discuss	To remove next revision wsheet/part report
20	WS	Worksheet, to define standard COC that can be used to attached.	KA PGU	all C of C from supplier and CoC statement in Packing List (PL), Shipping Invoice is acceptable .	Acceptable CoC in PL/SI
21	AJL	AJL, statement "Nil" and "Noted" in column no.51 and no.56. LAE has been advised by EM not required to put "Noted" by EM. Which to follow?	KA PGU	As per AJL Guide "NOTED" need to enterd. App 21 refers.	Refer CAN 56
22	AJL	AJL, LAE recommend carrying out Daily Inspection every 8 hours. This is due to verify aircraft is safe to fly during that period.	KA PGU	To check in procedure & AMP	Remain not time limit due no limitation in OEM/Authority
23	AJL	AJL, Pre-flight inspection column for Maintenance Personnel not available in AJL.	KA PGU	To check in procedure & AMP	New Rvision 1 already included pre-flight for maintenance.
24	AJL	AJL, tasks "Before First Flight" not available in AJL.	KA PGU	To check in procedure & AMP	Refer to New AMP revision.
25	WS	Work Pack, 7 days inspection issue. The work pack include 4 times of 7 days inspection. Which date should be written in at work pack? Paperwork only provide to CAMO after a month of work carried out. Airworthiness issue?	KA PGU	1. AJL for 7days also already in AJL CRS 2. All entry in the Wsheet for specific column to scan notify to CAMO Planner	All entry in the Wsheet for specific column to scan and notify to CAMO Planner
26	PR	Part Reports, advised to only provide / attached if required.	KA PGU	to check in procedures	to attach to all worksheet issued
27	TR	Tools Reports, advised to only provide / attached if required.	KA PGU	to check in procedures	to attach to all worksheet issued
28	AJL	AJL, does all maintenance carried out need to be stated in AJL? Can it be stated as workpack reference only rather than worksheet?	KA PGU	Yes to entered by worksheet due in wpack have "Date inspection completed"	Use Workpack date. For UMC from SMI not required to be stated in AJL unless UMC not from SMI
29	WP	Work Pack, LAE request to remove the N/A tasks for work package. The tasks have been "N/A' too many times. CAMO should know which tasks are not required to raised.	KA PGU	1. Aeronet already specific set by Config (operator) and all remark N/A should be set aeronet accordingly by CAMO Planner as standard template. 2. to remove N/A task, to be discussed for evaluation	For current AERONET standard template, refer to winstruction for completing form on N/A task. N/A task will be removed once new AMP revision is approved.

Row 24 embedded text:

DAILY INSPECTION / PRE-FLIGHT INSPECTIONS (PF)

1. The Daily Inspection / Pre-Flight Inspection is a visual check to ensure the aircraft readiness for flight. On completion made in the Journey Log.

2. The Daily Inspection / Pre-Flight Inspection are inspections that have to be performed by qualified maintenance personn para. 3 below when aircraft is out of base.

3. Authorized pilot is addressed to pilot which has been task trained and granted approval by Quality Assurance Departme

4. The Daily Inspection / Pre-Flight checks in this AMP do not replace the Pre-Flight Checks in Pilot Operating Handbook performed by a pilot.

5. Basic inspection tasks required are:
   a) Pre-flight inspection: Task to be carried out before each flight. Noted in remarks as PF.
   b) Before first flight: Task to be carried out only before the first flight of the day. Noted in remarks as BFF.
   c) Daily Inspection: Task to be carried out after the last flight of the day. Noted in remarks as DI.

Row 19 embedded column labels:

³⁴PARTS LABELED & RETURNED | ³⁵D.D. RAISED | ³⁶DUPLICATE INSP. | ³⁷GROUND RUN | ³⁸FLIGHT TEST | ³⁹TORQUE CHK. | ⁴⁰ADDITIONAL WORKSHEET | ⁴¹MONITORED DEFECT | ⁴²PLANNING FORECAST | ⁴³DIARY UPDATE | ⁴⁴STATUS UPDATE | ⁴⁵D.D. STATUS | ⁴⁶AIRCRAFT LOG BOOK | ⁴⁷ENGINE LOG BOOK | ⁴⁸PROPELLER LOG BOOK | ⁴⁹LOG CARD | ⁵⁰OEM COMP LOG CARD | ⁵¹MOD RECORD BOOK

30	WP	Work Pack, Column 33. Advised to enter staff id for non-certifying staff instead of (-).	KA PGU	ID staff no require as per AMO.	Technican need to usestaff ID.CAMO to update Instrction for completing form
31	PR	Parts Report, Column 34. Advised to make column larger. Not enough space to enter reason of removal / installation.	KA PGU	involve amendment of form and also reflect item#32 below. Form amendment required	CAMO to amend PR form
32	PR	Parts Report, Column 35. Advised to remove the column and CAMO take responsibility of the information. This is due to CAMO in control of the TSN/TSO/DUE/TIMEX of the component. The data already available in ARC if it is a new/ovh component.	KA PGU	To discuss and form amendment is required if acceptable	CAMO to amend PR form
33	MANUAL	Engineering request Hardcopy access to AMP, MOE to carry out work as per company procedure.	KA PGU	AMO - Procedure - Control and distribution list AMO Publication control	AMO - Procedure - Control and distribution list AMO Publication control
34	WP	AMO requested a master checklist inspection for BMRC and the work pack.	AW139 PGU	AMO Cat C procedure	AMO Cat C procedure
35	AJL	MTOW needs to add on column total carry forward on AJL	AW139 PGU	Total MTOW & CAT A Training Category will be calculated by CAMO if there any entry made by crew.	Remain - Total MTOW & CAT A Training Category will be calculated by CAMO if there any entry made by crew.
36	TR	Tools form on item no 9, need to replace column Serial Number to control number by GAM.	AW139 PGU	Porposed to stated both PN & GAM ID	Remain as is
37	AJL	Request a clear procedure for what needs to enter on the daily inspection column if maintenance only.	AW139 PGU	Propose left black - due AJL raise for maintenance purpose.	for AJL maintenance - to cross as "MAINTENANCE ONLY" as per current practice.
38	AJL	Its Cat A can transfer information to a new AJL book.	AW139 PGU	to discuss with QA	Not acceptable
39	WP/PR	Firm box in work pack (AMO request organization automatically generated in work pack)	AW139 PGU	To discuss	Cannot generate automatically due CAMO have several contracted AMO
40	PR	Part Report change to the landscape due to some columns being very small.	AW139 PGU	same as item no. 31 & 32	CAMO to amend PR form
41	AJL	Fuel uplift -"DASH" or just left blank. To standardize.	AW139 PGU	Prefer left blank	all dash - to updates AJL instruction
42	WS	Request to use short form example Carried out(C/o), etc	AW139 PGU	Need to write in full sentence.	Not acceptable
43	AJL	The authorized pilot / Cat A that performs Airworthiness cx / DI / Preflight (Maintenance) if any defect arise during check, can they enter the/snag in AJL	ADDITIONAL	to discuss with QA	Cat A pilot/ technician can snag in AJL
44	WP	Can pilot / Cat A sign Airworthiness cx / DI / Preflight (Maintenance) e.g. PGU 139 (monthly workpack issued for Airworthiness cx	ADDITIONAL	to discuss with QA	Highlight to PGU AW139 to drop requirement for issuance of wpack for Airworthiness check
45	WS	Propose for the duplicate inspection entry in the Wsheet	ADDITIONAL	Refer to **App 45**	Refer to CAN 48
46	AJL	If aircraft are out of base for a week (LAE does not follow). Once pilot enter "NIL", Who will be noted ?	ADDITIONAL	TBA	Refer to CAN 56

| 47 | PR | If the item comes in Kit PN (e.g SB) in Part report. Part report should itemize individual items due normally breakdown part come with own ARC. | ADDITIONAL | should itemize parts in part report with stated Kit PN consist of breadown parts | Refer to Part Report Instruction for completing form |

Item	Part No	Description	Serial Number Off	Serial Number On	Qty	Position	Reason	Lifed Item Information TSN/TSO/DUE/TIMEX	Release Reference
	KIT PN 3F12314564	KIT SEARCH LIGHT, CONSIST OF							GIN 123458
1	12345ABC	LIGHT ASSY							GIN 123458
2	356456	CLAMP							GIN 123458
3	988898	PACKING							GIN 123458

| 46 | WS/PR | Worksheet & part reports at the tick box when inserted in the file, tick box missing | ADDITIONAL | Adjustment on the template with Aeronet | CAMO to amend form to remove tick box |
| 47 | AJL // WPACK | Different LAE close Workpack and different LAE enter & close in AJL | ADDITIONAL | TBA | Acceptable |