

1. AUDIT REPORT NO.

IAR-2024/024

2. NCR NO.

14

SECTION A - FINDING SECTION

3. COMPANY: GALAXY AEROSPACE (M) SDN BHD

4. AUDIT DATE: 17 APRIL 2024

5. LOCATION: GAM MIAT

6. AREA/SECTION: OTHERS

7. AUDIT TYPE: INTERNAL / ~~SURVEILLANCE~~ / ~~VENDOR~~ / ~~PRODUCT~~ / ~~REGULATORY~~ / ~~CUSTOMER~~ / ~~VARIATION~~

8. REFERENCE:

- (1) PARA 2.4.2 OF MOE PART 2-5
- (2) PARA 10.3 OF EPM PART 2-03

9. LEVEL OF FINDING:

- Level 1 - Require immediate actions
- Level 2 - Rectify within 14 days

10. DETAILS OF NON-COMPLIANCE:

Item Maintenance Step 2 (Tool ID: GSE/13) was inspected and found the next service due stated in Serviceable Label is on 9 July 2024. However, there is no GSE Inspection Sheet evidence for the current inspection.

a. Signature



b. Name of Auditor

Amira Zakaria

c. Date

2 May 2024

SECTION B - ROOT CAUSE(S) / CORRECTIVE & PREVENTIVE ACTION(S)

11. ROOT CAUSE(S):

- | | | |
|---|---|--|
| <input type="checkbox"/> Lack of Resources | <input type="checkbox"/> Stress | <input type="checkbox"/> Lack of Communication |
| <input type="checkbox"/> Lack of Knowledge | <input type="checkbox"/> Complacency | <input type="checkbox"/> Pressure |
| <input checked="" type="checkbox"/> Lack of Awareness | <input type="checkbox"/> Fatigue | <input type="checkbox"/> Lack of Assertiveness |
| <input type="checkbox"/> Distraction | <input type="checkbox"/> Lack of Teamwork | <input type="checkbox"/> Norms |

12. CORRECTIVE ACTION(S):

MAINTENANCE STEP SCHEDULE INSPECTION FIXED TO 06 M AS PER FORM GAM/E-034 REV 1 (10/20) ATTACHED

Target date: 20 MAY 2024

13. PREVENTIVE ACTION(S):

ALL MAINTENANCE STEP SCHEDULE ~~ARE~~ TO BE INSPECTED BASE ON FORM GAM/E-034 REV 1 (10/20) WITH 06 MONTH INTERVAL.

Target date: 20 MAY 2024

Auditee / Head of Dept (Name & Signature):

Reply Date:

NON-COMPLIANCE REQUEST

1. AUDIT REPORT NO.	IAR-2024/024
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SECTION C - NCR REVIEW

14. NCR REVIEW

The proposed corrective/preventive actions: **ACCEPTABLE** **NOT ACCEPTABLE** New NCR raised with Rev No. _____
 If not acceptable, state reason for rejecting the corrective action:

Auditor (Name & Signature):

Review Date:

SECTION D - NCR FOLLOW UP AND CLOSURE

15. NCR FOLLOW-UP AND CLOSURE

Remarks:

Auditor (Name & Signature):

Follow-Up Date:

NCR Status: CLOSED OPEN

Closure Date:

SECTION E - NCR ACKNOWLEDGEMENT

16. NCR ACKNOWLEDGEMENT

Remarks:

Quality Assurance Manager (Name & Signature):

Date:

GROUND SUPPORT EQUIPMENT SERVICING INSTRUCTION

DOC. NO.	GSE/SI/051	ISSUE NO. & REV.	01 Rev. 00
EQUIPMENT	MAINT STEP 2	DATE OF REVISION	12 MARCH 2020
ID NO.	GSE/13	PAGE	Page 1 of 1
LOCATION	MIAT	REFERENCE	N/A
SERVICING INTERVAL	06 MONTHS	P/N	N/A

ITEM	OPERATION
1. Appearances	Check on the physical condition
2. Tires	Check on wear of the tire and mobility of the castor
3. Brakes	Perform test on the brakes on wheels and check on the condition of the platform brakes.

CAUTION : Before carrying out servicing and functional check ensure the following;

1. Safety precaution must be taken and adhered before proceeding any worked scheduled on this equipment.

ngman

PREPARED BY : NAJMAN ARIF BIN NASRUDIN


DATE : 02-06-2022




APPROVED BY : MOHD FADZLIE ADAM

DATE : 02-06-2022

GSE INSPECTION SHEET

GROUND SUPPORT EQUIPMENT DETAILS			
PART NUMBER	DESCRIPTION	INSPECTION INTERVAL <small>(D-DAY, M-MONTH, Y-YEAR)</small>	
N/A	MAINT STEP 2	06 MONTH	
SERIAL NUMBER	INSPECTION TYPE <small>(PLEASE "X" WHERE APPLICABLE)</small>	CARRIED OUT <small>(DATE)</small>	INSPECTION INTERVAL <small>(D-DAY, M-MONTH, Y-YEAR)</small>
N/A	<input checked="checked" type="checkbox"/> VISUAL INSPECTION <input checked="checked" type="checkbox"/> SERVICING <input checked="checked" type="checkbox"/> FUNCTIONAL <input checked="checked" type="checkbox"/> REPAIR	05 SEPT 2022	
GSE NUMBER	LOCATION	NEXT DUE <small>(DATE)</small>	
GSE/13	MIWT HANGAR	05 MARCH 2023	
INSPECTION DETAILS			
DESCRIPTION	REMARKS <small>(FINDINGS, IF ANY)</small>	PERFORMED BY	
INSPECTION CARRIED OUT AS PER SERVICING INSTRUCTION GAW/E-040 (GSE/SI/051)	SATIS	NAME	SIGNATURE
		FADZUE	

GSE INSPECTION SHEET

GROUND SUPPORT EQUIPMENT DETAILS			
PART NUMBER	DESCRIPTION	INSPECTION INTERVAL <small>(D-DAY, M-MONTH, Y-YEAR)</small>	
N/A	MAINT STEP 2	06 MONTH	
SERIAL NUMBER	INSPECTION TYPE <small>(PLEASE "X" WHERE APPLICABLE)</small>	CARRIED OUT <small>(DATE)</small>	
N/A	<input checked="" type="checkbox"/> VISUAL INSPECTION <input checked="" type="checkbox"/> SERVICING <input checked="" type="checkbox"/> FUNCTIONAL <input checked="" type="checkbox"/> REPAIR	20 FEB 2023	
GSE NUMBER	LOCATION	NEXT DUE <small>(DATE)</small>	
GSE/13	MIAT HANGAR	20 AUG 2023	
INSPECTION DETAILS			
DESCRIPTION	REMARKS <small>(FINDINGS, IF ANY)</small>	PERFORMED BY	
INSPECTION CARRIED OUT AS PER SERVICING INSTRUCTION GAM/E-040 (GSE/81/0513)	SATIS	NAME	SIGNATURE
		FANDZUC	

GSE INSPECTION SHEET


GROUND SUPPORT EQUIPMENT DETAILS

PART NUMBER		DESCRIPTION		INSPECTION INTERVAL (D-DAY, M-MONTH, Y-YEAR)
N/A		MAINT STEP 2		06 MONTH
SERIAL NUMBER		INSPECTION TYPE <small>(PLEASE "X" WHERE APPLICABLE)</small>		CARRIED OUT (DATE)
N/A		<input checked="" type="checkbox"/> VISUAL INSPECTION <input checked="" type="checkbox"/> SERVICING <input checked="" type="checkbox"/> FUNCTIONAL <input checked="" type="checkbox"/> REPAIR		08 JUNE 2023
GSE NUMBER		LOCATION		NEXT DUE (DATE)
GSE/13		WIAT HANGAR		08 DEC 2023

INSPECTION DETAILS

DESCRIPTION	REMARKS (FINDINGS, IF ANY)	PERFORMED BY	
		NAME	SIGNATURE
INSPECTION CARRIED OUT AS PER SERVICING INSTRUCTION GAM/E-040 (GSE/SI/051)	SATIS	FADZUE	<i>[Signature]</i>

GSE INSPECTION SHEET

GROUND SUPPORT EQUIPMENT DETAILS					
PART NUMBER	DESCRIPTION	INSPECTION INTERVAL (D-DAY, M-MONTH, Y-YEAR)			
N/A	MAINT STEP 2	06 MONTH			
SERIAL NUMBER	INSPECTION TYPE (PLEASE "X" WHERE APPLICABLE)		CARRIED OUT		
N/A	<input checked="" type="checkbox"/> VISUAL INSPECTION	<input checked="" type="checkbox"/> SERVICING	<input checked="" type="checkbox"/> FUNCTIONAL	<input checked="" type="checkbox"/> REPAIR	12 SEPT 2023 (DATE)
GSE NUMBER	LOCATION		NEXT DUE (DATE)		
GSE/13	MIAT HANGAR		12 MARCH 2024 (DATE)		
INSPECTION DETAILS					
DESCRIPTION		REMARKS (FINDINGS, IF ANY)		PERFORMED BY	
INSPECTION CARRIED OUT AS PER SERVICING INSTRUCTION GAW/E-040 (GSE/SI/051)		STATIS		NAME	SIGNATURE
				FADZLIE	

GSE INSPECTION SHEET

GROUND SUPPORT EQUIPMENT DETAILS			
PART NUMBER	DESCRIPTION	INSPECTION INTERVAL (D-DAY, M-MONTH, Y-YEAR)	
N/A	MAINT STEP 2	06 MONTH	
SERIAL NUMBER	INSPECTION TYPE (PLEASE "X" WHERE APPLICABLE)	CARRIED OUT (DATE)	
N/A	<input checked="" type="checkbox"/> VISUAL INSPECTION <input checked="" type="checkbox"/> SERVICING <input checked="" type="checkbox"/> FUNCTIONAL <input checked="" type="checkbox"/> REPAIR	22 APR 2024	
GSE NUMBER	LOCATION	NEXT DUE (DATE)	
GSE/13	MIAT HANDGAR	22 OCT 2024	
INSPECTION DETAILS			
DESCRIPTION	REMARKS (FINDINGS, IF ANY)	PERFORMED BY	
INSPECTION CARRIED OUT AS PER SERVICING INSTRUCTION GAW/E-040 (GSE/SI/051)	SATIS	NAME FADZUE	SIGNATURE 