


NON-COMPLIANCE REQUEST

1. AUDIT REPORT NO.	IAR-2024/024
2. NCR NO.	04

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(2) OF MOE PART 2-4 (2) PARA 8.2 OF EPM PART 2-01 (3) PARA 5.3.3 OF RSQCM CHAPTER 4.2	9. LEVEL OF FINDING: <input type="checkbox"/> Level 1 - Require immediate actions <input checked="" type="checkbox"/> Level 2 - Rectify within 14 days

10. DETAILS OF NON-COMPLIANCE: Sample Tool & Equipment Acceptance Check Form (Form No.: GAM/E- 024) for tool ID PDRM/GAM/016, PDRM/GAM/018 and PDRM/GAM/023, found item no 9 were left blank, some of them were not certified, due date incorrect declared.	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): <i>TOOL & EQUIPMENT ACCEPTANCE CHECK FORM FOR TOOL ID PDRM/GAM/016, PDRM/GAM/018 & PDRM/GAM/023 ITEM NO 9 WAS FILLED & CERTIFIED. DUE DATE OF ITEM IS DECLARED.</i>
Target date:

13. PREVENTIVE ACTION(S): <i>Will ENSURE EVERY ACCEPTANCE CHECK FORM IS CHECKED BEFORE IT IS CERTIFIED BY THE TOOL STORE SUPERVISOR</i>	
Target date:	
Auditee / Head of Dept (Name & Signature):	Reply Date:

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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:

TOOLS & EQUIPMENTS ACCEPTANCE CHECK

A. Reference no.


PDRM/GAM/023

1. RO/PO/WO No.		2. Vendor/Organisation				3. Invoice No.		
GAM/CL/D0/24-012		GALAXY AEROSPACE				SO-CAL09		
4. Part No.		5. Description				6. Serial No.		
QD2R200		TORQUE WRENCH (500-1000 LB)				1108052652		
7. Category (cancel the non-applicable)								
GSE	Tool	Calibrated Equipment Avionics		Calibrated Equipment Mechanical		Special tool		
						Type		
8. Status (cancel the non-applicable)								
New	Loan/Rent	Overhauled	Repaired	Modified	Tested	Inspected	Calibrated	
9. CHECKLIST								
No	Terms					SATIS	NOT SATIS	N/A
9.1	Complied with Repair/ Purchase / Exchange * Order					/		
9.2	Check physical condition of part and packaging.					/		
9.3	Part No. and serial no on components and documentation match					/		
9.4	Accompanied with certificates, manuals as necessary					/		
9.5	Maintenance performed i.a.w approved document(s) / work order.					/		
9.6	Check next due inspection/maintenance against Scheduled Maintenance supplied with item.					/		
10. Remarks (Please insert picture for loan/rent tool or equipment)								
LOCATION:PGU KA SERVICEABLE TAG: INCLUDED CERTIFICATE: INCLUDED DUE DATE: 5 MAY 2025								
11. Certification								
Certify that the part stated above is complied with GAM EPM 2-01 Tool Control								
11.1 Name			11.2 Signature			11.3 Date		
MUHD FADZLIE ADAM Tools & GSE Supervisor Galaxy Aerospace (M) Sdn. Bhd.						7/5/2024		

TOOLS & EQUIPMENTS ACCEPTANCE CHECK

A. Reference no.

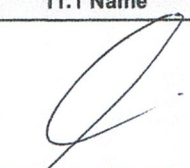
PDRM/GAM/016

1. RO/PO/WO No.		2. Vendor/Organisation				3. Invoice No.		
GAM/CL/DO/24-001		CALIBRATION LAB				N/A		
4. Part No.		5. Description				6. Serial No.		
QD1R50		TORQUE WRENCH 10-50 IN.LBS				1008045720		
7. Category (cancel the non-applicable)								
GSE	Tool	Calibrated Equipment Avionics	Calibrated Equipment Mechanical			Special tool		
					Type			
8. Status (cancel the non-applicable)								
New	Loan/Rent	Overhauled	Repaired	Modified	Tested	Inspected	Calibrated	
9. CHECKLIST								
No	Terms					SATIS	NOT SATIS	N/A
9.1	Complied with Repair/ Purchase / Exchange * Order					/		
9.2	Check physical condition of part and packaging.					/		
9.3	Part No. and serial no on components and documentation match					/		
9.4	Accompanied with certificates, manuals as necessary					/		
9.5	Maintenance performed i.a.w approved document(s) / work order.					/		
9.6	Check next due inspection/maintenance against Scheduled Maintenance supplied with item.					/		
10. Remarks (Please insert picture for loan/rent tool or equipment)								
LOCATION: PGU KA SERVICEABLE TAG: INCLUDED CERTIFICATE: INCLUDED DUE DATE: 4 JANUARY 2025								
11. Certification								
Certify that the part stated above is complied with GAM EPM 2-01 Tool Control								
11.1 Name			11.2 Signature			11.3 Date		
MOHD FADZLIE ADAM Tools & GSE Supervisor Galaxy Aerospace (M) Sdn. Bhd.						23/4/2024		

TOOLS & EQUIPMENTS ACCEPTANCE CHECK

A. Reference no.

PDRM/GAM/018

1. RO/PO/WO No.		2. Vendor/Organisation				3. Invoice No.		
GAM/CL/DO/24-001		CALIBRATION LAB				NA		
4. Part No.		5. Description				6. Serial No.		
QD2R1000		TORQUE WRENCH 200-1000 in. lbs				0508602392		
7. Category (cancel the non-applicable)								
GSE	Tool	Calibrated Equipment Avionics		Calibrated Equipment Mechanical		Special tool		
						Type		
8. Status (cancel the non-applicable)								
New	Loan/Rent	Overhauled	Repaired	Modified	Tested	Inspected	Calibrated	
9. CHECKLIST								
No	Terms					SATIS	NOT SATIS	N/A
9.1	Complied with Repair/ Purchase / Exchange * Order					/		
9.2	Check physical condition of part and packaging.					/		
9.3	Part No. and serial no on components and documentation match					/		
9.4	Accompanied with certificates, manuals as necessary					/		
9.5	Maintenance performed i.a.w approved document(s) / work order.					/		
9.6	Check next due inspection/maintenance against Scheduled Maintenance supplied with item.					/		
10. Remarks (Please insert picture for loan/rent tool or equipment)								
LOCATION: PGU KA SERVICEABLE TAG: INCLUDED CERTIFICATE: INCLUDED DUE DATE: 05 JANUARY 2025								
11. Certification								
Certify that the part stated above is complied with GAM EPM 2-01 Tool Control								
11.1 Name			11.2 Signature			11.3 Date		
			MOHD FADZLIE ADAM Tools & GSE Supervisor Galaxy Aerospace (M) Sdn. Bhd.			12/1/2024		