

## ENGINEERING PROCEDURE MANUAL

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### TECHNICAL RECORDS PROCEDURE

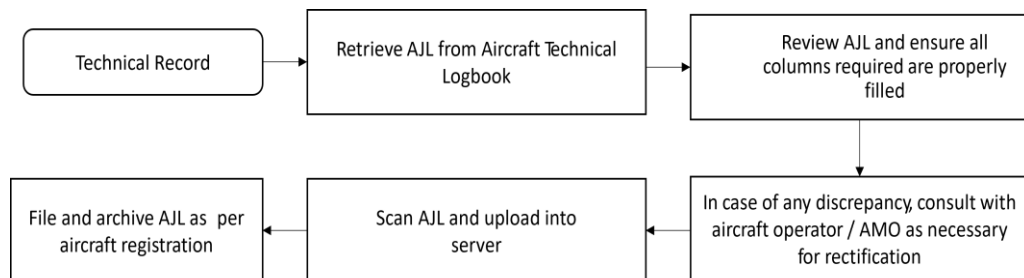
#### 1.0 Introduction

- 1.1 The Technical Records are responsible for updating and archiving of aircraft records following the requirements of TAMM Regulation 5.2.
- 1.2 This section outlines the procedure of managing the aircraft airworthiness records within the GAM organisation.

#### 2.0 Procedure

##### 2.1 Aircraft Journey Log Filing.

- a. Technical Record personnel shall be accountable to retrieve the completed AJL page by any means either received from Operator/AMO or personally obtain from the AJL.
- b. The AJL shall be reviewed by Technical Record to ensure that:
  - The AJL are properly filled and closed
  - The total flight hours, landing, start, cycle, etc. are correct
  - All open items in the AJL are closed with sign and stamp.
  - All Deferred Defect are recorded/closed in accordance with MMEL
- c. If any discrepancy is found within the AJL, Technical Record shall consult with the line maintenance as applicable for correction.
- d. The first copy is filed, and each aircraft registration shall have their own AJL file for record keeping purposes.
- e. The AJL would also require to be scan and stored in the server and hard disk, as a means of backup.



*Figure 1 AJL Process Workflow*

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### 2.2 Maintenance Records Updating.

All maintenance records shall be updated as soon as practicable but no later than within 30 days from the date of maintenance completion.

#### 2.2.1 Log book Updating.

- i. A separate log book must be kept for each aircraft and engines.
- ii. 'Instruction for Use' of the log book and particulars to be recorded can be found in the Log Book itself.
- iii. Technical Record personnel shall make an entry in the log book in ink or using printed log book entry form.
- iv. Any error entry made in the log books shall be corrected with a single strikethrough and initialed upon. The use of any other correction method on the log books are not allowed.
- v. Only technical record personnel that have been assessed and authorised by SMM shall validate with his/her signature and stamp on the log books.
- vi. All entries in the log book using printed log book entry form and attached to the Log Book shall be stamped between the attached entries and Log Book for traceability if any alteration was made.
- vii. Technical Record personnel shall ensure that the data are correctly entered and reference of the previous log book document reference number are available whenever Log Book data transferring from other Log Book into new Log Book take place.

#### a. Aircraft Log Book.

Aircraft Log Book shall be used to record the following information:

- i. The date, together with total flight time and/or flight cycles and/or engine cycles and/or landings, as appropriate.
- ii. Particular of all maintenance work done on aircraft including reference to the relevant work pack.
- iii. Particular of all overhauls, repairs, replacement, modification and mandatory inspections to the aircraft or its equipment including reference to the relevant work pack.
- iv. Particular of any defect occurring in the aircraft or its equipment and the rectification of such defects, including reference to the relevant entries in the Journey Log.
- v. The result of test performed i.e. engine power assurance check, ground run, track and balance reading etc.
- vi. AD / SB / Modification compliance.

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b. Engine Log Book.

OEM engine log book shall be used to record the following information:

- i. The date, together with total flight time and/or flight cycles and/or engine cycles and/or landings and/or Time Since New (TSN), as appropriate.
- ii. Particular of all maintenance work done on the engine including reference to the relevant workpack.
- iii. Particular of all overhauls, repairs, replacements, modifications and mandatory inspections to the engine or its equipment.
- iv. Particular of any defect occurring on the engine or its equipment and the rectification of such defects, including a reference to the relevant entries in the Journey Log.
- v. Time Since New (TSN), Time Since Overhaul (TSO).
- vi. The result of test performed i.e. engine power assurance check.
- vii. AD / SB Compliance.

2.2.2 Log Card Updating.

- i. A component log card is required for monitoring each hard time component with their respective interval as listed in OEM Section 4 and Section 5 Time Limits of the maintenance publication.
- ii. The log card for components that are installed on the aircraft shall be in ATA chapter sequence compiled in the OEM Helicopter Log Book.
- iii. The replacements of component may be due to overhaul, scheduled / unscheduled inspections, and operational requirements
- iv. The log cards shall be updated for:
  - any installation/removal of components.
  - any maintenance inspection (including AD/ SB / modification) that had been carried out on the component.

a. Component Removal.

- i. Technical Record shall verify the correct P/N and S/N as per workpack raised and remove the log card from the logbook.
- ii. He/she shall then update the component log card for TSN and TSO hours during removal.
- iii. Log card for component removed from aircraft to be kept in store shall be removed and scanned before being kept in a separate quarantine file segregated by aircraft type and ATA Chapter.
- iv. Log card for component removed from aircraft for repair, replacement, or overhaul exchange shall be removed and scanned before sending for component processing.

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b. Component Installation.

- i. Verify the correct P/N and S/N as per workpack raised.
- ii. Check the status of component (either new, overhaul, repair, inspected or etc.) from the EASA/FAA form 1.
- iii. Check the hours for TSN and TSO from the ARC and component log card.
- iv. Update the log card for component installation details if not already have been filled by Part 145.
- v. The log card is scan and update in the server before kept in the log book.

2.2.3 Modification Record Book.

- i. The modification record book is a document to show the current aircraft AD, SB and modification status.
- ii. The document consists of a compilation:
  - Airframe and Engine AD compliance status.
  - Airframe and Engine SB compliance status.
  - Aircraft Modification/De-modification.
- iii. For repetitive ADs and SBs, only the last application should be recorded in the AD / SB compliance status.
- iv. The Airworthiness Directives, Service Bulletin, and Modification status report can be generated directly from AERONET for update in the Modification Record Book. The report generated needs to be verified and signed by the authorised Technical Record personnel.
- v. The Airworthiness Directives, Service Bulletin and Modification Status Report shall be updated and printed monthly every first week of the following month.

2.3 Airworthiness Records Filing, Retention and Archiving.

a. Airworthiness records shall include the following:

- i. Aircraft logbook.
- ii. Engine logbook(s).
- iii. Engine module log cards,
- iv. Service life limited component log cards.
- v. Aircraft Journey Log.
- vi. Modification record book.
- vii. Complete work packages.
- viii. Aircraft Certificate File.
- ix. Mass and Balance Report.

b. Technical Records personnel shall ensure that the records listed above are retained for a period of at least 24 months after aircraft have been permanently withdrawn from service and AJL are retained for at least 36 months after the date of the last entry.

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- c. The aircraft records at GAM MMEA Office are stored in locked cabinet with controlled and restricted access.
- d. Technical Record personnel shall ensure the aircraft records shelves / compartment storage of each aircraft are properly labelled indicating the aircraft registration and serial number to which the records belong to.
- e. The label shall be affixed to the shelves / compartment storage by appropriate means and shall be easily identified the records for each aircraft.
- f. Technical Record personnel shall ensure that each individual binder or box can be properly identified of its contents and the attached decal is visible and readable.
- g. Technical Records personnel shall control all access to aircraft records. Any personnel other than Technical Record shall register into a registry logbook and shall be escorted by a Technical Record personnel to gain access to the requested records. Any records taken out from the record's cabinet shall be recorded in the registry logbook.
- h. Technical Records personnel shall carry out periodic inspection of the facility to ensure the good condition of the area and no damage due to weather or attacked and infested by termites and rats. This inspection must be duly recorded.
- i. Technical Record personnel shall ensure that all the records are also scanned, stored and updated into the server and hard disk every last week of the month as a means of backup and kept in.

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