



Audit Report

Hevilift Malaysia (M) Sdn. Bhd.

A1291

GALAXY AEROSPACE (M) SDN BHD

Mohd Masduki Yusof & Thaddeus Pang Ket
Hyuin

Audit Details

Organisation: Hevilift Malaysia (M) Sdn. Bhd.

Bases: Labuan

Auditor: Mohd Masduki Yusof & Thaddeus Pang Ket Hyuin

Contact: N/A

Audit Date: 19/05/2022

Previous Audit Date: 16/05/2019

Audit Risk: Negligible Risk

Previous Audit Risk: Negligible Risk

Criteria:

This audit was performed in order to verify that Galaxy Aerospace as an approved organization is complying with the relevant regulatory requirements. Document reference referred to during the audit was CAD 8401 CAAM Part 21 subpart J, and CAD 6805 Aircraft Mass and Balance programme which is under GAM CAMO. However, the Mass and Balance audit was done separately and the questionnaire checklist is not shown in this report.

Scope:

Area that of interest during this audit will be:

- Organisation and responsibility,
- Design change approval
- Testing
- CAAM notification
- Continued airworthiness
- Design Assurance System
- Mass and Balance Programme

Objective:

To satisfy regulatory, clients and Hevilift own requirements and provides credibility to selection and subsequently approval of Galaxy Aerospace Malaysia as one of Hevilift (M) Sdn Bhd's vendor for Part 21 subpart J and Aircraft Mass and Balance Programme.



Executive Summary

The audit on Part 21 subpart J of Galaxy Aerospace (M) was performed on 19th May 2022 and a visit to GAM's CAMO on the next day to verify MBP availability and its implementations. The audit was performed using a checklist which based on the regulatory current requirements and vendor's first and second tier documents.

In general, the auditors covered all intended scope and are satisfied with compliance by both GAM organisations and can conclude that Galaxy Aerospace (M) is capable to undertake the scope of work as specified in their approval. Auditors are here by recommend them as HLM approved vendor.

Summary of Findings

There are six number of observations were made on the Part 21 and one recommendation for improvement on the CAMO's MBP.

Design Organisation

1. Project master list, modification which completed during the year 2021, reviewed and found that modifications on temporary removal of aircon and appareo installation is missing from the list. Both modification were performed on Hevilift aircraft. Procedure deficiency on updating project master list.
2. Design Organisation Training Forecast is available during the review, however, the forecast is not updated. The actual date of the training taken place is not being filled up. By looking only on the forecast matrix, difficult to confirm whether the training has been conducted or not.
3. GAM/114/ICA – CVE signatory was not inserted on the front page. GAM/114/MD – Approved Signatory was not inserted on the front page.
4. Found the following anamoly; GAM/114/GTP – the test witness column was not sign appropriately.
5. Address of DOA approval reflecting Helicopter Centre instead of Siera Park, Ara Damansara.
6. There are controls in place, however the followings were found during the audit; - Documentation List DOA/DL/22/01 was last prepared and approved on 1/4/2022, However, form GAM/DOA.F036F036, 037, 038 is not update on the master list. - DOA/DL/22/01 Documentation list unable to identify which page is the latest revision

CAMO

Mass and Balance Programme

1. Monitoring of weight change below 0.5% cumulation should be included in the MBP.



Opportunity for Improvement

See above.



Findings and Actions

Finding: A1291.F1

Project master list, modification which completed during the year 2021, reviewed and found that modifications on temporary removal of aircon and appareo installation is missing from the list. Both modifications were performed on Hevilift aircraft. Procedure deficiency on updating project master list.

Finding: A1291.F2

Design Organisation Training Forecast is available during the review, however, the forecast is not updated. The actual date of the training taken place is not being filled up. By looking only on the forecast matrix, difficult to confirm whether the training has been conducted or not.

Finding: A1291.F3

GAM/114/ICA – CVE signatory was not inserted on the front page.
GAM/114/MD – Approved Signatory was not inserted on the front page.



Finding: A1291.F4

Found the following anomaly;

GAM/114/GTP – the test witness column was not signed appropriately.

Finding: A1291.F5

Address of DOA approval reflecting Helicopter Centre instead of Siera Park, Ara Damansara.

Finding: A1291.F6

There are controls in place, however the followings were found during the audit;

- Documentation List DOA/DL/22/01 was last prepared and approved on 1/4/2022,

However, form

GAM/DOA.F036F036, 037, 038 is not updated on the master list.

- DOA/DL/22/01 Documentation list unable to identify which page is the latest revision
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Checklist

1. ORGANISATION AND RESPONSIBILITY

Compliance Status: Non-Conforming (Minor)

Reference: 1.1

Is the DOM reviewed periodically by the Design Office (DO) for adequacy and currency, and updated as necessary?

Note:

Yes. It is reviewed and updated accordingly. However, address of DOA approval reflecting Helicopter Centre instead of Siera Park, Ara Damansara.

Compliance Status: Conforming

Reference: 1.2

Does the DO have a Coordinator as a focal point for communication with the CAAM as it relates to the interpretation of regulations, policies, procedures, and maintenance of certification data and certification checklist?

Note:

Yes, they do.

Compliance Status: Conforming

Reference: 1.3

Are approved DOM, procedures, regulations, policies, copy of applicable design codes documents made available to DO personnel?

Note:

Yes. Found satisfactory.

Compliance Status: Non-Conforming (Minor)

Reference: 1.4

Does the DO maintain a current list of design changes, products or articles that have been repaired or modified?

Note:



Project master list, modification which completed during the year 2021, reviewed and found that a modification on temporary remove of aircon and appareo installation is missing from the list. Procedure deficiency on updating project master list.

Compliance Status: Non-Conforming (Minor)

Reference: 1.5

Do the DO personnel periodically receive training and updates for the functions and procedures?

Note:

Design Organisation Training Forecast is available during the review, however, the forecast is not updated. The actual date of the training taken place is not being filled up. By looking only on the forecast matrix, difficult to confirm whether the training has been conducted or not.

Compliance Status: Non-Conforming (Minor)

Reference: 1.6

Are tags, forms, and other certification documents described in the DOM and are the items properly controlled?

Note:

There are controls in place, however the followings were found during the audit;

Documentation List DOA/DL/22/01 was last prepared and approved on 1/4/2022, However, form GAM/DOA.F036F036, 037, 038 is not update on the master list.
DOA/DL/22/01 Documentation list unable to identify which page is the latest revision.

Compliance Status: Conforming

Reference: 1.7

Does the DO retain all records in accordance with the CAD requirements and/or DO procedures?

Note:

Found satisfactory.

2. DESIGN CHANGE APPROVAL

Compliance Status: Conforming

Reference: 2.1



Are the changes to the type design data, technical data, and/or repair data documented and controlled?

Note:

Found Satisfactory.

Compliance Status: Conforming

Reference: 2.2

During the approval process, is there a determination on and classification of the type of data being approved?

Note:

Verified and found satisfactory.

Compliance Status: Not Applicable

Reference: 2.3

Are major changes to type design, technical data, and/or repair data approved?

Note:

N/A currently only approved for minor mod. and minor repairs.

Compliance Status: Conforming

Reference: 2.4

Are documents and forms, identified and listed in the DOM, used to document the approval of design changes and findings of compliance?

Note:

Found Satisfactory.

Compliance Status: Conforming

Reference: 2.5

Are corrective actions identified in Airworthiness Directives incorporated into the approved design, when applicable?

Note:

Yes, corrected accordingly when applicable.

Compliance Status: Conforming

Reference: 2.6

Does the DO specify the repairable damage limits when applicable?



Note:
Found Satisfactory.

3. TESTING

Compliance Status: Non-Conforming (Minor)

Reference: 3.1

Are all certification tests identified, documented, and approved?

Note:
Found the following anomaly;

GAM/114/GTP – the test witness column was not sign appropriately.

Compliance Status: Non-Conforming (Minor)

Reference: 3.2

Are staff members responsible for the development of test plans, witnessing of tests, and the documentation of test results identified?

Note:

GAM/114/ICA – CVE signatory was not inserted on the front page.
GAM/114/MD – Approved Signatory was not inserted on the front page.

Compliance Status: Conforming

Reference: 3.1

Does equipment used for test have the degree of accuracy necessary to determine conformity of the characteristic being measured/tested?

Note:
Satisfactory

Compliance Status: Conforming

Reference: 3.4

Is there appropriate safety equipment available during certification testing?

Note:
Found satisfactory.



Compliance Status: Conforming

Reference: 3.5

Does the DO's authorized staff members assure that conformity inspections are completed prior to conducting certification tests?

Note:

Found satisfactory.

Compliance Status: Conforming

Reference: 3.6

Does the DO's staff members, including inspection personnel, participate in the review of test instructions or procedures?

Note:

Found satisfactory.

Compliance Status: Conforming

Reference: 3.7

Are test results documented and approved?

Note:

Found satisfactory.

Compliance Status: Conforming

Reference: 3.8

Are certification test discrepancies documented and dispositioned?

Note:

Found satisfactory.

Compliance Status: Conforming

Reference: 3.9

Does the DO allow for the use of personnel other than those identified in the DOM to assist in witnessing the required certification tests?

Note:

Found satisfactory.



4. NOTIFICATION

Compliance Status: Conforming

Reference: 4.1

Does the DO notify the CAAM within stipulated time of any change that could affect its terms of approval?

Note:

Found satisfactory.

Compliance Status: Conforming

Reference: 4.2

Does the DO submitted application to CAAM within at least minimum 30 days

Note:

Found satisfactory.

Compliance Status: Conforming

Reference: 4.3

Does the DO investigate unairworthy conditions or unsafe features or characteristics reported by the CAAM?

Note:

Found satisfactory.

Compliance Status: Conforming

Reference: 4.4

Are failures, malfunctions, and defects reported to the CAAM?

Note:

Found satisfactory.

5. CONTINUED AIRWORTHINESS

Compliance Status: Conforming

Reference: 5.1

Does the DO develop Instructions for Continued Airworthiness?



Note:

Yes it does and found satisfactory.

Compliance Status: Conforming

Reference: 5.2

Does the DO make available Instructions for Continued Airworthiness, including changes, to appropriate persons?

Note:

Yes and found satisfactory.

Compliance Status: Conforming

Reference: 5.3

Are design changes considered in Instructions for Continued Airworthiness, when appropriate?

Note:

Yes and found satisfactory.

Compliance Status: Conforming

Reference: 5.4

Does the DO, in developing repair data, specify new inspection limits, when applicable?

Note:

Yes and found satisfactory.

Compliance Status: Conforming

Reference: 5.5

Are there provisions for receiving feedback on service problems from users/installers of the product/part thereof?

Note:

Found satisfactory.

Compliance Status: Conforming

Reference: 5.6

Are service problems investigated, and prompt corrective actions taken, by the DO?

Note:



Found satisfactory.

Compliance Status: Conforming

Reference: 5.7

Are failures, malfunctions, and defects reported to the CAAM?

Note:

Found satisfactory.

Compliance Status: Conforming

Reference: 5.8

When corrective action is required by AD's, is information on the design changes made available to all owners and operators of the product?

Note:

Found satisfactory.

Compliance Status: Conforming

Reference: 5.9

Is a record or file of reported service difficulties generated and maintained?

Note:

Found satisfactory.

Compliance Status: Conforming

Reference: 5.10

Is there a means for keeping users of the product/part thereof informed of service information?

Note:

Found satisfactory.

Compliance Status: Conforming

Reference: 5.11

Does the DO evaluate the effect on continued airworthiness or service issues for the product based on results from follow-on life cycle testing?

Note:

Found satisfactory.



Compliance Status: Conforming

Reference: 5.12

Does the DO assure that only approved technical data, including changes, are used for repair and modification?

Note:

Found satisfactory.

6. DESIGN ASSURANCE SYSTEM

Compliance Status: Conforming

Reference: 6.1

Does the DO have an internal auditing program to verify compliance with its approved procedures, established policies, and approved data? Please provide copy of internal audit for previous and current year.

Note:

Yes it does and it is performed twice in a year.

Compliance Status: Conforming

Reference: 6.2

Does the DO establish internal annual audit plan? Please provide copy of DO internal audit plan.

Note:

Verified and found satisfactory. Need not require a copy.

Compliance Status: Conforming

Reference: 6.3

Does the DO establish external annual audit plan for it's subcontractors? Please provide copy of DO external audit plan.

Note:

Satisfactory.

Compliance Status: Not Applicable

Reference: 6.4



Does the DO partner with the organisation that produces parts and assemblies (Production) , and perform installations (Part 145) , to share audit information?

Note:

N/A

Compliance Status: Conforming

Reference: 6.5

Does the DO periodically review implemented modifications or repairs for compliance to the developed data?

Note:

Found satisfactory.

Compliance Status: Conforming

Reference: 6.6

Is there feedback to higher-level management concerning the results of the internal audits?

Note:

Yes. Found satisfactory.



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