

	REPAIR STATION AND QUALITY CONTROL MANUAL		
	ISSUE NO	2	REVISION NO

- i. Work Order (GAM/E-030)
- ii. Workpack Control (GAM/E-001F)
- iii. Worksheet (GAM/E-001G)
- iv. Parts Report (GAM/E-001H)
- v. Aircraft Acceptance/Handover Inspection (GAM/E-077)
- vi. Tools Report ([GAM/E-090](#))

Note: The work order number is the tracking number to ensure traceability of all inspections and maintenance contracted on the article.

- b) All inspection (task, ADSB if applicable) will be included in the work order (GAM/E-030).
- c) PPC will issue the work order package to [assigned LAE](#). [The assigned LAE is responsible for reviewing all tasks in the work package. If the inspection / task is not applicable \(N/A\), the assigned LAE should cross over, sign, stamp and date in the designated column.](#)
- d) The work package shall accompany the aircraft until final certification, primarily serving as a record of completion of various stages of work performed on the articles during maintenance, repair and alteration process.

Note: Should the customer provide aircraft logbook or component logcards, it shall be kept by the PPC until work package is closed.

5.5.4 Preliminary Inspection (References: § 145.211 (c)(1)(ii))

- a) All articles to undergo maintenance will be given a preliminary inspection prior to starting work. The result of preliminary inspection is recorded on Aircraft Acceptance/Handover Inspection (GAM/E-077). This inspection will be to determine the state of preservation and to note any obvious defects to include compliance of all applicable Airworthiness Directives. A functional test may be performed as part of the preliminary inspection if deemed appropriate.
- b) Any discrepancies observed during this preliminary inspection, the type rated or suitably approved inspector will record all the findings in the the Worksheet (GAM/E-001G). The Production Planner and Controller will be informed, who will liaise with Commercial Department to inform the Customer for authorization to proceed.
- c) Rectification on the discrepancies will be recorded on Worksheet (GAM/E-001G) with reference to Approved Data.
- d) If the discrepancy found is outside of the contracted workscope, the Production Planner and Controller shall inform the Commercial