

ENGINEERING PROCEDURE MANUAL

PROCEDURES FOR CALIBRATED TOOLS

1.0 Introduction

1.1 This EPM is cited as EPM 2-04, Issue 2, [Revision 3](#): Procedures for Calibrated Tools

2.0 Objective

- 2.1 To ensure the calibrated tools is maintained and the measurement uncertainty is known and consistent with the required measurement capability.
- 2.2 To ensure the establishment of inspection and calibration time for calibrated tool.
- 2.3 To ensure the establishment of controlling the flow of calibration procedures in organisation.

3.0 Interpretation

- 3.1 Calibrated tool is the tool that require a visual inspection prior to each use and calibration at each frequency and servicing when applicable.
- 3.2 The following examples are normally considered to be “tooling subject to calibration”; all precision tooling used for measuring purpose according to maintenance data task, such as multi meter, torques wrench, manometer, test benches, crimping tools, etc.

4.0 Applicability

- 4.1 Applicable to all maintenance personnel.
- 4.2 Applicable to all Warehouse and Logistic personnel.

5.0 Non-Compliance

- 5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM’s Part 145 Approval, it denotes an offence against the requirements of CAAM.
- 5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

- 6.1 MOE 2.5 Calibration of Tools and Equipment
- 6.2 EPM 2-01 Tool Control

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7.0 Documentation

7.1	Serviceable Label	(ref: GAM/E-005)
7.2	Unserviceable Label	(ref: GAM/E-006)
7.3	Damaged Tool/Equipment Report	(ref: GAM/E-037)
7.4	Tool Master List	(ref: GAM/E-016)
7.5	Tool Acceptance Form	(ref: GAM/E-024)

8.0 Acceptance of Calibrated tools

- 8.1 The acceptance of calibrated tools must be carried out as per EPM 2-01 Tool Control.
- 8.2 The Tool Store Supervisor is responsible for calibrated tools acceptance, serviceability monitoring and calibration of the calibrated tools, he may delegate the execution of the task to Storekeeper.
- 8.3 Calibration interval for tools and equipment will not exceed 2 years unless it is allowed by the equipment manufacturer.
- 8.4 The identification of tool that approaching the calibration due can be found in Calibrated Tool Master list colour coded as per below.

Colour Code	Duration due for calibration
Green	3 months
Yellow	1 month
Red	2 weeks

9.0 Process of Tools and Equipment that due for calibration

- 9.1 A notice will be given by Storekeeper to EIC on respective bases to notify the tool that need to be calibrated within a month period via email.
- 9.2 EIC of the respective base shall ensure that the tool that need to be calibrated will be sent to the main store.
- 9.3 If the calibrated tool found defective or damaged, the item must be reported by the Tool Storekeeper for necessary action using Damage Tool/Equipment Report (ref: GAM/E-037). The tool will be disposed accordingly.
- 9.4 Storekeeper will arrange for shipping out the tools for calibration.
- 9.5 After the completion of calibration process by vendor and the tools arrive at the main store, Storekeeper will check the tools for.
 - a. Physical condition of the calibrated tool
 - b. Calibration certificate
- 9.6 Upon satisfied with the condition, storekeeper will prepare the Tool Acceptance Form E-024. The calibrated tool will be tag with a serviceable label and return to original base if applicable.

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10.0 Control of Calibrated Tool

- 10.1 The issuance of the calibrated tool to maintenance personnel is carry out in accordance with EPM 2-01 Tool Control.

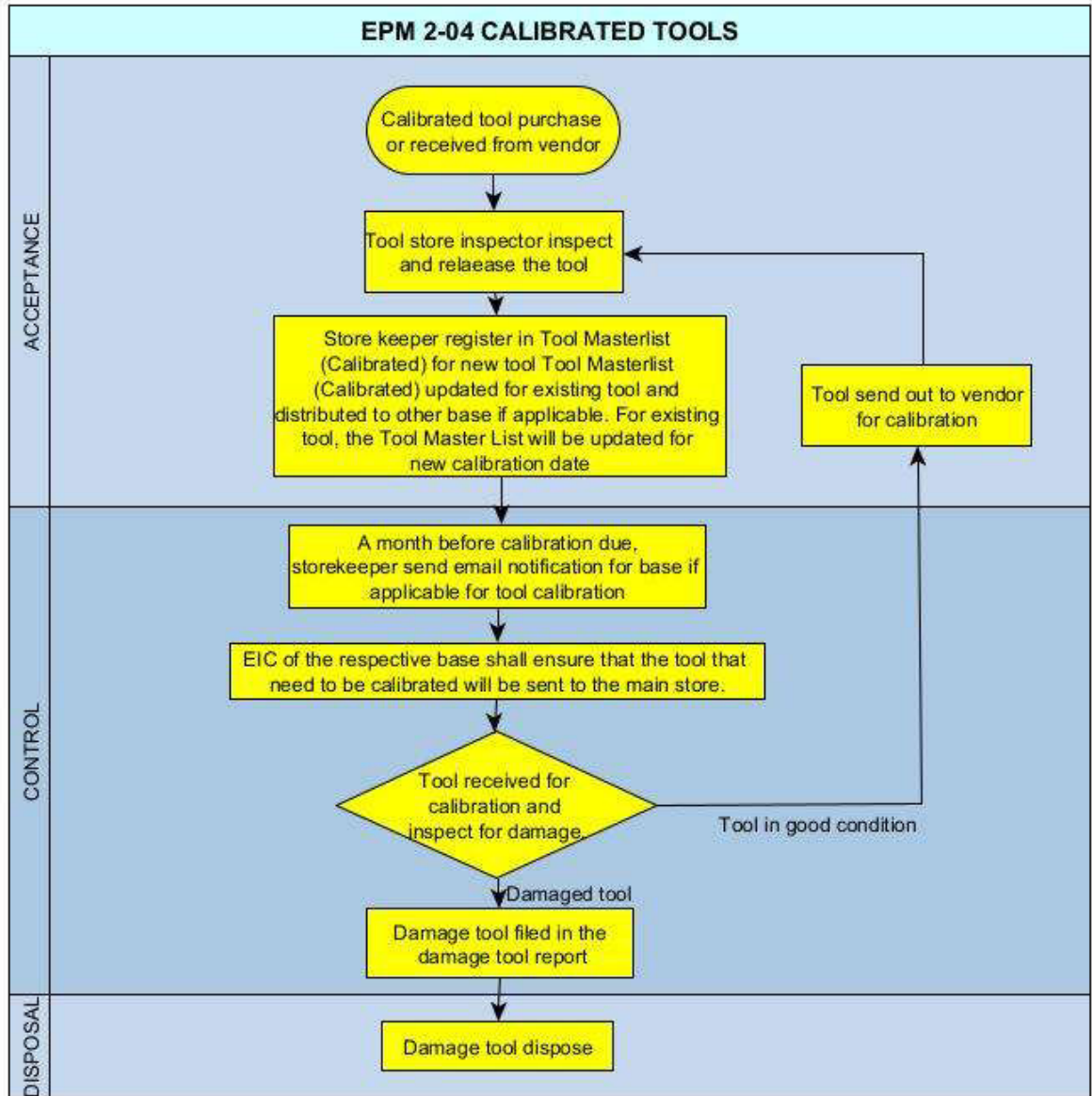
- 10.2 All maintenance personnel before using the calibrated tool are responsible to check the tool have current calibration label attached. If at any time a piece of equipment inadvertently exceeds its calibration due date, it shall immediately be removed from service until calibration check has been performed.

- 10.3 Any calibrated tool found to be out of range or overdue shall be identified with Unserviceable Label (GAM/E-006) and withdrawn from service. The equipment shall be repaired or replaced. After they are being repaired, they shall be re-calibrated as well.

- 10.4 Any affected article resulting form para 10.3 shall be recalled for reinspection and investigation. MOC shall raise address this matter, and further step will be decided in MOC.

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11.0 Cancellation

This issue cancels EPM 2-04, Issue 2, Revision 2: Procedures for Calibrated Tools, which should be destroyed.

END.

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