

MEMO

To : ALL GAM APMM AS365N3 Staff  
Date : 04 JUL 2023  
Reference : GAM-APMM/MEMO/AS366N3/23-2  
Subject : STANDARD PRACTICE - DATA ENTRY ( CROSS REFERENCE STATEMENT)

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Reference:

A. AUDIT REPORT NO: IAR-2023/047

1. Department AS 365N3 was undergone Internal Quality Audit on 15<sup>th</sup> June 2023. One CAR has been issued in according as per Reference A. The NCR issued as below :
  - a) NCR 1 - Work Sheet Aircraft M70-02 Reference No. 3160-002 was found statement in remarks, the authorized maintenance personnel were referring inappropriate with non-declared abbreviation.

Corrective Action :

Work Sheet Aircraft M70-02 Reference No. 3160-002 has been corrected by replaced the remark 'x ref' with 'refer to' immediately as per Evident 1 in the attachment A.

2. Related to the NCR raised during the audit, all personnel have been reminded to ensure during data entry, there is no remark ' x ref' to be wrote in any documents or maintenance data. In The future. any cross references to show the document has other related document to be referred, shall write as 'refer to' or full word 'cross reference' are only allowable.

3. The personnel were acknowledged of the requirement at para 2 as in attachment A .
4. The briefing will endeavor our effort in order not to repeat the same erroneous practice towards TAMM Regulation in the future.

Thank you.



**NURUL AZHAN B SALLEHUDDIN**  
*Senior Maintenance Manager*

