

WORKSHOP MANAGEMENT PROCEDURE

b. Workshop Management Procedures

Workshop Management Procedures (WMP) is a document specifying the management of workshop engineering procedures to be adopted by the Engineering section of GAM relating to the management of the Workshop works.

c. Workshop Capability Procedures

Workshop Capability Procedure (WCP) contains 2 parts which is GAM workshop capability list and workshop procedures for the capability.

WCP Part 1 is document which states the Workshop Capability List. Every capability listed in WCP Part 1 shall have its own Workshop Capability Procedure and form a sub-part in WCP Part 2.

WCP Part 2 is an individual supporting document to each workshop capability listed in WCP Part 1 which provides detailed content of the workshop capability component to be carried out. It contains the reference to the MOC for the capability, component details, list of publication affecting the capability, list of tools, facilities meant for the capability, list of approval holders/certifying personnel.

These documents shall be read in conjunction with the Workshop Management Procedure (WMP).

d. Workshop Task Register (GAM/E-033)

PPC shall register the incoming component in the Workshop Task Register after received:

- i. Customer Purchase Order from Commercial Department or
- ii. GAM Service Order from Procurement Department or
- iii. Work Order from GAM AMO PPC.

e. Work Order (GAM/E-030)

The Work Order shall be raised once the component has been registered in the Workshop Task Register.

The Work Order shall be distributed to the designated Workshop Supervisor.

f. Workshop Worksheet (GAM/E-001C)

Workshop Worksheet is where all tasks are recorded in detail and certified individually. It also constitutes the MAINTENANCE RELEASE for the work carried out and details all part replacements and material used to perform the work. The Workshop Worksheet shall remain with the Technical Record and not to be extended to the customers.

Should by any circumstance that Workshop is instructed not to proceed with the completion of a work on a component/item during maintenance due to Beyond Economical Repair (BER), certification should not be issued. Certification may only be issued on incomplete maintenance work if the component/item undergoing a series of maintenance and the Company is only required to complete the maintenance work as per the Work Order.

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