

WORKSHOP MANAGEMENT PROCEDURE

PART 1.9 WORKSHOP DOCUMENT GENERATION

1.9.1 Workshop Document Generation and Control

- a. Upon receipt of Work Order from Production Planner, Workshop Supervisor shall raise Workshop Worksheet, Workshop Process Report, CAAM FORM 1 and FAA Form 8013-3. This same Workshop Task running number shall be used in the documents issued for the workshop task ie:

Type of Document	Group Requirement	Register Number
		Ref. to Document Type
Work Order	a.I, a.II, a.III, a.IV, b.I	GAM-WS-WO/YY-ZZXXX
Workshop Worksheet	a.I, a.II, a.III, a.IV, b.I	WW-W/YY-ZZXXX
Workshop Process Report (as required)	a.II, b.I	WPR-W/YY-ZZXXX
CAAM FORM 1 (as required)	a.II, b.I	W/YY-ZZXXX
FAA FORM 8130-3 (as required)	a.II, b.I	W/YY-ZZXXX
Note:		
YY – Year.		
ZZ – Workshop department. (SE- Safety Equipment, AV- Avionic, WC- Cannibalization)		
XXX – Workshop task running Number. (E.g.: 001, 002....)		

- b. Workshop Worksheet, Workshop Process Report, CAAM Form 1, and FAA Form 8013-3 shall bear the same running number with different reference to document type.
- c. Requirements for Workshop Document for each scope group are as explained in the table above. Issuance of CAAM FORM 1 or FAA Form 8013-3 and Workshop Process Report for the workshop task shall depend on the requirement raised by Work Order. If the component was meant for GAM internal use, the Workshop Worksheet shall suffice for Aircraft Type Rated Approval Holder to issue Serviceable Label.
- d. Workshop Worksheet (GAM/E-001C)
- i. As approved maintenance data for the workshop task may change from time to time, it is the responsibility of the Certifying Staff as the certifying personnel to ensure the task performed was in accordance with the latest approved maintenance data and get reflected in the Workshop Worksheet being issued.
 - ii. As such, the Certifying Staff certifying for the task shall inform the Workshop Supervisor that shall amend the Workshop Worksheet to reflect the latest maintenance data.
 - iii. The worksheet shall be generated by copying the required task from the approved latest maintenance document and transferred word for word to the worksheet or by quoting applicable instruction.
 - iv. For the Workshop Worksheet issued for Scope Group (a.I), (a.III), and (a.IV) the Workshop Worksheet shall be prepared as per normal aircraft maintenance format acceptable by the B1 or B2 Aircraft Certifying Staff.
 - v. The instructions, references and referred documents have to be listed in detail in the Workshop Worksheet.
 - vi. Generation of Workshop Worksheet shall also include General and Safety Instruction and Reminder which shall be highlighted at the beginning of the Workshop Worksheet if applicable.

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