

## MAINTENANCE MANAGEMENT PLAN

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### 5.1.3 FOREIGN SOURCE DATA (REGULATION 5.1.3)

1. FSD is any data that has been acquired from sources other than DAR or OEM. Foreign source data may include, but are not limited to, manufacturer's handbook, user/operator guides, engineering drawings, instructions used by other in-services organization and foreign military forces and government regulations.
2. If there is need to use foreign source data, the data should be identified and controlled according to the company procedures.
3. When there is requirement, SMM shall submit the FSD to DAR for approval prior to use by GAM.
4. Procedure for foreign source data is detailed in EPM 4-01 (Technical Publication Control).

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### TECHNICAL PUBLICATION CONTROL

#### 1.0 Introduction

- 1.1 Technical Publication personnel is responsible for holding and making available current regulatory publications, maintenance publication and related approved data.
- 1.2 Technical Publication maintains records that contain the register of all available publication, its revision status, copy number, holders and location etc. The contents are update regularly to reflect the latest information on revision status/amendment, available publication etc.
- 1.3 For publication receive by SAO the publication shall be recorded as para 1.2 once a new revision received. Technical Publication shall requested for an updated Squadron Publication Master list quarterly.
- 1.4 All technical publication including revision/amendments, new publication is registered immediately upon receipt in the publication register.
- 1.5 Non-OEM publication control by Technical Publication is Technical Instruction, document mainly produced by AEO (Authorized Engineering Organisation) i.e. Aircraft Repair Scheme, Modification Documents and etc.
- 1.6 Technical Publication maintain the Master copy either in hardcopy or softcopy of all Technical Publication and shall ensure to be properly maintain current and in good condition.

#### 2.0 Procedures

- 2.1 All new incoming publication as a complete document or amendment shall be registered accordingly.
- 2.2 On receipt new publication, the GAM/E-020A Publication Control Master List shall be updated stating the latest revision status and certified by SMM.
- 2.3 Technical publication in softcopy shall be updated to all the company registered computer in the master list where the software has been declared to be distributed by Technical Publication Section.
- 2.4 All receive Technical Instructions from **AEO**, or any Foreign Source Data shall be registered and controlled by Technical Publication by using the GAM/E-013A Technical Instruction Compliance Form.
- 2.5 Technical Instruction Compliance (TIC) form GAM/E-013A are used for the evaluation and sentencing of the AD's, SB's and any other technical publications by Technical Service.
- 2.6 Only Technical Service personnel that have been properly accessed and accepted as qualified per EPM 5-02 are authorized to sentence the TIC's.

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- 2.7 A worksheet shall be issued by Planning Section for any applicable SB or AD to comply with the requirement stated in the 'Compliance' section of the documentation.
  
- 2.8 Planning Section will include and update the AD/SB inspection and sentencing in the AERONET and monitor accordingly.
  
- 2.9 SMM shall ensure the sentencing made by Technical Service and Planning Section are correct and the applicable SB or AD are incorporated in AERONET accordingly for monitoring purposes.
  
- 2.10 All new published AD and SB will be listed and endorsed by customer every month.

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