



CORRECTIVE ACTION REQUEST

Standard
PU 2103

*(Tick 'v' or 'X')

*Category Critical Major
 Minor

SECTION 1 : DETAILS OF AUDIT

Auditor

Auditee

Audit No /

CAR No of

*Position :

QM
 SMM
 Others

Galaxy Aerospace (M) Sdn Bhd

SECTION 2 : NON-CONFORMANCE (Include details of objective evidence)

- Ref #1. MMP Galaxy Aerospace (M) Sdn Bhd (GAM), Para 5.2.2.
Ref #2. PU 2103 TAMM 2nd Edition, Para 5.2.2 Electronic Records Page R5 - 9 of 16.

Ref #1 stated that, the electronic record not applicable since all records are maintained and kept in hard copy/paper format. However, in actual the GAM has actively use both systems, the hardcopy and computerized system as electronic records for most of its maintenance activities which is in line with Ref #2 but contrary with Ref #1.

Auditor Date / /

Auditee

SECTION 3 : ROOT CAUSE AND CORRECTIVE ACTION (Determination of root cause and action plan including completion date)

Root Cause : Date to be completed : / /

Corrective Action :

The hardcopy is as primary record while softcopy act as backup of the hardcopy. MMP Part 5.2.2 was revised as per attached.

Auditee Position : Date / /

SECTION 4 : FOLLOW-UP DETAILS AND CLOSE OUT

Verification of implemented corrective actions :

Verified By *CAR Close Out (Tick v) Yes No Date / /

MAINTENANCE MANAGEMENT PLAN

5.2.2 ELECTRONIC RECORDS (REGULATION 5.2.2)

1. Prior to handing over to the SAO/CAMO, detailed maintenance work record together with all documents used for maintenance will be scanned and stored in electronic media for recordkeeping. The records include but limited to:
 - a. Part report
 - b. Worksheet
 - c. AD/SB record sheets
 - d. Customer purchase order or workscope
 - e. Component/material release certificates
 - f. Maintenance Release Certificate
2. The scanned maintenance records, which serves as primary record, then will be transferred to the Technical Record folder in the Google Drive. The paper copy is archived in the Technical Record section with restricted access only.
3. In the case of release documents related to aircraft components, the SAO/CAMO agreement is necessary where those documents are only traceable but not included in the maintenance records provided to the Operator/Customer/CAMO.
4. GAM will keep a copy of all detailed maintenance records and any associated maintenance data for minimum of 3 years from the date the aircraft or component to which the work relates was release to service

DOCUMENT REFERENCE:	GAM/MMP/AW139HOM			DATE:	29 SEP 2023
ISSUE:	1	AMENDMENT:	6	PAGE:	MMP 5.2.2 1 of 1