



CORRECTIVE ACTION REQUEST

Standard
PU 2103

*(Tick 'V' or 'X')

*Category Critical Major
 Minor

SECTION 1 : DETAILS OF AUDIT

Auditor

Audit No /

Auditee

*Position : CAR No of

Regulation 4.6.1.a . AMO Facilities.

QM Galaxy Aerospace (M) Sdn Bhd
 SMM
 Others

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

Ref #1. Qualification (Diploma) for NTP Siti Aisyah bt Mansor.
Ref #2. MMP Galaxy Aerospace (M) Sdn Bhd (GAM), Para 5.1.1 page 1 of 5.

The audit found that the NTP qualification in Ref #1 is contrary to MMP Ref #2 which states that the NTP qualification is to have a Degree, Diploma and Certificate.

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 :

inadvertently missed to include "OR" in the statement.

Corrective Action :

QTE for NTP has been revised in MMP Part 6 Appendix 1

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

APPENDIX 1

QUALIFICATION, TRAINING AND EXPERIENCE OF MANAGEMENT & MAINTENANCE PERSONNEL

Position	Appointed by	Qualification	Training	Experiences
Accountable Manager (AM)	Board of Director	Nil	Nil	<ol style="list-style-type: none"> 1. Involve in the Aviation Industry 2. Experience in organization management.

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ISSUE:	1	AMENDMENT:	6	MMP Appendix 1 1 of 5

MAINTENANCE MANAGEMENT PLAN

Position	Appointed by	Qualification	Training	Experiences
Senior Maintenance Manager (SMM)	Accountable Manager	Qualified Maintenance Manager or Maintenance Inspector / Supervisor OR Possess a CAAM/EASA License OR Possess Engineering Degree or Diploma	1. Attended at least a AW139 General Familiarization Course 2. Attended TAMM training and have a thorough understanding of the TAMM regulation in maintenance and aeronautical product of state registered aircraft.	At least 5 years in aircraft maintenance.

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MAINTENANCE MANAGEMENT PLAN

Position	Appointed by	Qualification	Training	Experiences
Quality Manager (QM)	Accountable Manager (AM)	Possess a AMEL License OR	1. Attended TAMM training and have a thorough understanding of TAMM regulation in maintenance and aeronautical product of state registered aircraft 2. Attended at least the Understanding, Documenting and Implementing Quality Management System to ISO 9000	1. At least 3-year experiences in Quality Department or qualified as Lead Auditor. 2. Qualified a certified Lead Auditor.
		Possess a Tertiary education		

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MAINTENANCE MANAGEMENT PLAN

Position	Appointed by	Qualification	Training	Experiences
Maintenance Manager (MM)	Senior Maintenance Manager (SMM)	Possess a CAAM/EASA License, OR	<ol style="list-style-type: none"> 1. Must have attended aircraft AW139 type training 2. Attended Safety and Human Factor Training 	At least 3 years in aircraft maintenance
		Qualified Maintenance Inspector/Supervisor, OR		
		Possess Engineering Degree		
Maintenance Inspector /Supervisor (MI/S)	Senior Maintenance Manager (SMM)	Possess a CAAM/EASA License, OR	<ol style="list-style-type: none"> 1. Must have attended aircraft AW139 type training 2. Attended Safety and Human Factor Training 	At least 5 years in aircraft maintenance
		Qualified Aircraft Tradesman, OR		
		Possess Engineering Degree		
Authorized Trade Persons (ATP)	Senior Maintenance Manager (SMM)	Completed all aircraft basic courses and aircraft training to their respective trades, OR	<ol style="list-style-type: none"> 1. Must have attended aircraft AW139 type training 2. Attended Safety and Human Factor Training 	
		Qualified Aircraft Tradesman, OR		
		Possess Engineering Degree		

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MAINTENANCE MANAGEMENT PLAN

Position	Appointed by	Qualification	Training	Experiences
Non-Trade Personnel (NTP) Publication, Record and Planning.	Senior Maintenance Manager (SMM)	Possess a Degree, OR	1. Attended at least a General Familiarization Course 2. Attended Safety and Human Factor Training	(Degree) At least 6 months in relevant operation, OR
		Possess a Diploma, OR		(Diploma) At least 1 year in relevant operation, OR
		Possess a Certificate.		At least 2 years in relevant operation
Non-Trade Personnel (NTP) Warehouse Operation.	Senior Maintenance Manager (SMM)	Holding company approval for store inspection (E1) from GAM Part 145 operation.	Attended Safety and Human Factor Training	At least 1 year experience in relevant operation environment (Advantage for tools controls or spare controls).

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