

MEETING REF NO.:NIL

<b>Meeting Name:</b>	Critical Maintenance Task		
<b>Date of Meeting:</b>	15/11/2022	<b>Time:</b>	1100 – 1230 hrs
<b>Meeting with:</b>	AMO, QA Department and CAMO	<b>Location:</b>	Jade Meeting Room, GAM OC

### 1. Meeting Objective.

To discuss, conclude and execute the following topics;

- a- Critical Maintenance Task procedure and how to implement in AMO.
- b- Independent Inspection procedure and defining the 'authorised person' in GAM AMO.
- c- Reinspection procedure.

### 2. Attendees.


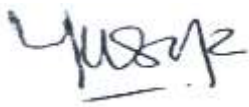
Name	Position
Omar Ahmad	Quality Assurance Manager
Hj Yusof Ahmad (Meeting Chairperson)	Quality Assurance Inspector
Muhammad Izzudin Ibeharim	Quality Assurance Inspector
Syafrul Yamani Safruddin	Engineering Manager
Muhammad Mohd Taib	Engineer In Charge JBPM Miat
Roslina Mohd Sobri	Standard and Procedure Executive
Amir Abdullah	CAMO Deputy Manager

**3. Agenda and Notes, Decisions, Issues.**

Details		Status / Decision	Action	Date Raised
1	Opening of the meeting by Hj Yusof Ahmad	Members of the meeting acknowledged the objective of the meeting	Nil	15/11/22
2	Discussion on the Critical Maintenance Task procedure and how to implement in AMO.	<p>Members of the meeting concluded as follows.</p> <ul style="list-style-type: none"> <li>a) Establish a MEMO to spread awareness of the Independent Inspection and Re Inspection. Duplicate Inspection obsolete in the system</li> <li>b) Procedure in EPM will be revise with error capturing method and in-line with MOE.</li> <li>c) The generic list of the critical maintenance sub chapter that affected by the independent inspection will be established in the EPM. Disclaimer statement will be established on the generic list.</li> <li>d) CAMO will share the input for the task that been captured during the maintenance of the aircraft. CAMO will establish the critical maintenance task list in a new form instead of AMP due to the AMP longer approval duration.</li> </ul>	<p>Roslina</p> <p>Roslina</p> <p>Syafrul</p> <p>Amir</p>	15/11/22
3	Independent Inspection procedure and defining the 'authorised person' in GAM AMO.	<p>Members of the meeting concluded as follows.</p> <ul style="list-style-type: none"> <li>a) MOE 2.23.2 Independent Inspection referred. <ul style="list-style-type: none"> <li>- "Authorised person" as stated on the MOE 2.23.2 para 1 (a).</li> <li>- "Independent qualified person" defined as LAE who is rating on the similar aircraft type or CAT A with type rating of the aircraft.</li> <li>- The request to use the terms is via email and adhoc basis with the solid justification.</li> <li>- The evident of the email will be attached to the worksheet. For traceability.</li> </ul> </li> </ul>	<p>AMO QA Dept AMO</p>	15/11/22

		<ul style="list-style-type: none"> <li>- The use of "Independent qualified person" will not be given to the commander of the flight until further notice.</li> <li>b) The definition and procedures will be drafted and published in next revision of EPM</li> </ul>	Roslina	
4	Reinspection procedure.	<p>Members of the meeting concluded as follows.</p> <ul style="list-style-type: none"> <li>a) The definition and procedures will be drafted and published in next revision of EPM.</li> <li>b) The request for reinspection will be use at certain circumstance such as out of base.</li> <li>c) The request shall be made via email and adhoc basis with the solid justification.</li> <li>d) The evident of the email will be attached to the worksheet. For traceability.</li> <li>e) Suggestion: to make the reinspection entry in AJL</li> </ul>	Roslina	15/11/22
<b><u>CLOSING</u></b>				
Meeting adjourned at 1230 hrs			ALL	

**5. Next Meeting (if applicable).**

<b>Date :</b> (D/M/Y)	N/A	<b>Time :</b>	N/A	<b>Location :</b>	N/A
<b>Objective :</b>	N/A				
<b>Prepared by</b>			<b>Verified by</b>		
					
Roslina Mohd Sobri Standard and Procedure Executive			Yusof Ahmad Quality Assurance Inspector (Meeting Chairperson)		
<b>Date</b>	16/11/2022	<b>Date</b>	16/11/2022		