

## ENGINEERING PROCEDURE MANUAL

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- 8.4 Control number can only be assigned by the Main Tool Store. The number be identified as follow:
  - 8.4.1 Gxxxxx – Standard tools with xxxx are the 4 digits running number
  - 8.4.2 CTE/xxx – Calibrated tools with xxx are the 3 digits running number
  - 8.4.3 STxxx – Special tools with xxx are the 3 digits running number
  - 8.4.4 GSE/xxx – Ground Support Equipment
  - 8.4.5 GSF/xxx – GSE Fabricated tools identified
  - 8.4.6 STF/xxx - Special Tool Fabricated
- 8.5 Tools Store in MIAT is a Main Tool Store for all special tools and test equipment. There is an exception for items that are frequently use and dedicated to one particular aircraft type to be kept at other location.
- 8.6 In cases where tools were purchased by the end user due to various reasons, the Tool Store Keeper of that operation is responsible to register the tool in the Tool Masterlist (ref: GAM/E-016).
- 8.7 In other operation bases, is the Engineer-in-Charge (EIC) of the operation or personnel delegated by EIC is responsible of the Tool Masterlist (ref: GAM/E-016) in their respective bases. The controlling and monitoring of the tools are executed by EIC delegated person.
- 8.8 The Main Tool Store responsible to monitor the calibration due date if any and call back to store for those items to be sent out for calibration when required. This procedure will further discuss in EPM Part 2-04 Procedures for Calibrated Tools.

### 9.0 Loan of Tool

- 9.1 Loan of Tool from Tool Store at MIAT Base
  - 9.1.1 Tool Store supervisor is responsible for tools in Main Tool Store ensuring items are in good condition and accounted. The controlling and monitoring of the tools are executed by Tool Storekeeper.
  - 9.1.2 Any tool loan out from store MUST be registered in the Tool Control Register (ref: GAM/E-025). Personnel loan the tool shall register the appropriate details as required in the form.
  - 9.1.3 For tool loan out to other bases, the user must register in Out of Base Tool Control Record (ref: GAM/E-043).
  - 9.1.4 Prior to issuing a tool, Tool Storekeeper should ascertain that the tool is serviceable and ensure the calibration due is still valid, if applicable.

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