

ENGINEERING PROCEDURE MANUAL

ACCEPTANCE OF AIRCRAFT COMPONENT AND MATERIAL

1.0 Introduction

- 1.1 This EPM is cited as This EPM is cited as EPM 3-01 Issue 2 Revision 1: Acceptance of Aircraft Component and Material.

2.0 Objective

- 2.1 To ensure all Aircraft Component and Material to be used on aircraft maintain by Galaxy Aerospace (GAM) is properly inspected, controlled and managed in accordance with the applicable aviation authority requirement.

3.0 Interpretation

- 3.1 Aircraft Component meaning all the system main assembly (Class 1 and 2) and its sub-assembly.
- 3.2 Materials meaning the class 3 items such as filters, washer etc. and consumable including oil, hydraulic fluids, grease etc.
- 3.3 Definition of class 1,2 and 3;

Class category	Definition
Class 1	A complete aircraft, aircraft engine, or propeller that has been type-certificated in accordance with the applicable regulations, and TC data sheets have been issued.
Class 2	A major component of a Class I product (e.g., wings, fuselages, empennage assemblies, landing gears, power transmissions, or control surfaces, etc.), the failure of which would jeopardize the safety of a Class I product; or any part, material, or appliance, approved and manufactured under the Technical Standard Order (TSO) system in the "C" series.
Class 3	Any part or component that is not a Class I or Class II product, including standard parts. Class III products are considered to be parts

- 3.4 Aeronet System is the Enterprise Resource Planning (ERP) system that used by GAM AMO to register aircraft parts, components and tools that entering the Warehouse and Logistic Department. The Aeronet System will also monitor the stock in and out, calibration of the tools and shelf life of consumable item.

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4.0 Applicability

4.1 Applicable to all AMO Personnel: Maintenance, Store, Warehouse and Logistic, and AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.2 Acceptance / Inspection of Aircraft Components And Materials From Outside Contractors

7.0 Documentation

- 7.1 Component Acceptance Check form (ref: GAM/E-003)
- 7.3 Component Discrepancy Report form (ref: GAM/E-003A)
- 7.4 Serviceable Label (ref: GAM/E-005)
- 7.5 Quarantine Label (ref: GAM/E-007)

8.0 Unserviceable Components Received from Customer for Workshop Maintenance

8.1 The unserviceable component from customer received for the purpose of transit before it being send to workshop for maintenance purpose.

9.0 Surplus Parts Coming from Customer

9.1 In certain situation, customer will supply the surplus parts to support his operation. These incoming parts will follow the acceptance procedures and will then be placed in the dedicated location in the bonded store.

9.2 The exemption of Aeronet controlled item is for the following situation

9.2.1 BOMBA - the control of this surplus item is done by the excel sheet instead Aeronet, due to the usage of this item need the approval from BOMBA.

9.2.2 JAG HELI – the parts is intended for storage of the client item in dedicated area.

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- 10.0 The procedures
- 10.1 All incoming aircraft component, parts and material shall be properly handled and stored to prevent damage and deterioration.
 - 10.2 The incoming inspection procedures and policy of component/material and Internal Fabricated Parts lie down in MOE 2.2
 - 10.3 The inspection is of the item receive at the warehouse is done in “Good In” receiving area.
 - 10.4 For bulky item acceptance, SI will be notified in advance for acceptance process to be carried out at the component usage location e.g for engine acceptance will be carried out in the hangar.
 - 10.5 These items must be inspected prior to acceptance into GAM inventory system. The inspection is done by a Store Inspector for the following criteria but not limited to;
 - 10.5.1 Verification of compliance with the purchase order with regards to part number, serial number and quantities.
 - 10.5.2 Verify all components and materials received must accompanied by CAAM Form1 or CAAM Authored Released Certificate/Airworthiness Approval Tag (DCA ARC), EASA Form 1, FAA 8130-3, Certificate of conformity or equivalent.
 - 10.5.3 Conduct visual inspection of the part for any irregularities.
 - 10.5.4 Ensure that shelf life is not expired.
 - 10.5.5 Confirm the packaging of the parts identifies the supplier / vendor and free from damage and alteration.
 - 10.5.6 Standard part that is not the subject of specific product approvals is to be accompanied by a Certificate of Conformity pertaining to their standard of manufacture.
 - 10.5.7 Engine component logbook or log card contains all the relevant details (certification, life, sub assembly, status of AD / SB / modification).
 - 10.5.8 Item that has been repaired,overhauled,modified or inspected,must be accompanied by with release documents that detail the life used and relevant maintenance history in the component log card or log book.
 - 10.5.9 Verify that actual part and delivery receipt reflect same information as per Deliver Order and Purchase Order with regard to part number, serial number, quantities and historical information.
 - 10.5.10 Verify that the identification on the parts has not been tampered e.g. serial number stamped over, improper or missing decal / data plate, or serial numbers located not in standard area.
 - 10.5.11 Verify accompanying certification documents to ensure part is traceable to an approved source and reflect the maintenance status
 - 10.5. If applicable, the store Inspector might need LAE or Approval Holder to assist him/her to ensure that the criteria in 10.4 are complied.
 - 10.6 Should an item does not fully comply with the criteria as detailed above or if doubt exists, the particular part is then quarantined for further evaluation and investigation.
 - 10.7 If a component satisfies the acceptance requirement, an SI will certify the Acceptance Report (ref: GAM/E-003).

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- 10.8 The Warehouse personnel will key in the details of the item in Aeronet System. The details of the item include but not limited to;
- a) Date;
 - b) Goods-in-Number;
 - c) Description of the item;
 - d) Part No
 - e) Serial No
 - f) Stock Quantity
 - g) Shelf Life expiry date (if applicable);
- 10.9 Item that subjected to shelf life, the Aeronet System will alert the Warehouse and Logistic Personnel by way of notification on weekly email. The Aeronet System will automatically generate email with a list of items which will expire in less 30 days as a reminder to the Warehouse Personnel.
- 10.10 Item accepted by SI will be repackaged and transferred to Bonded Store together with the Serviceable Label by (ref: GAM/E-005):
- 10.10.1 Serviceable Label shall include details extracted from the ARC/AAT or certificate of Conformity including Time Since Overhaul (TSO), Time Since New (TSN) or Life Remaining.
 - 10.10.2 The item then located in its designated location within the Bonded Store.
- 10.11 The item log in the Aeronet system can be extracted and documented. The storage data will backup every 7 days.

11.0 Additional - Investigation and Segregation of Unacceptable Aeronautical Product

- 11.1 If a part / component is suspected to be unapproved part / component or discrepancy found in its documentation during acceptance inspection, the component must remain in Quarantine Area and appropriately tagged using Quarantine Label (ref: GAM/E-007).
- 11.2 The Store Inspector will raise the Component Discrepancy Report form (ref: GAM/E-003A) for further action. A copy of Discrepancy Report shall be made available to Quality Assurance Manager.
- 11.3 If parts / components are confirmed to be unapproved, it will be sent back to the supplier and request for warranty / refund will be initiated by the Logistic personnel.
- 11.4 QAM will be notified, for further action to be taken towards the supplier (suspend or terminate).

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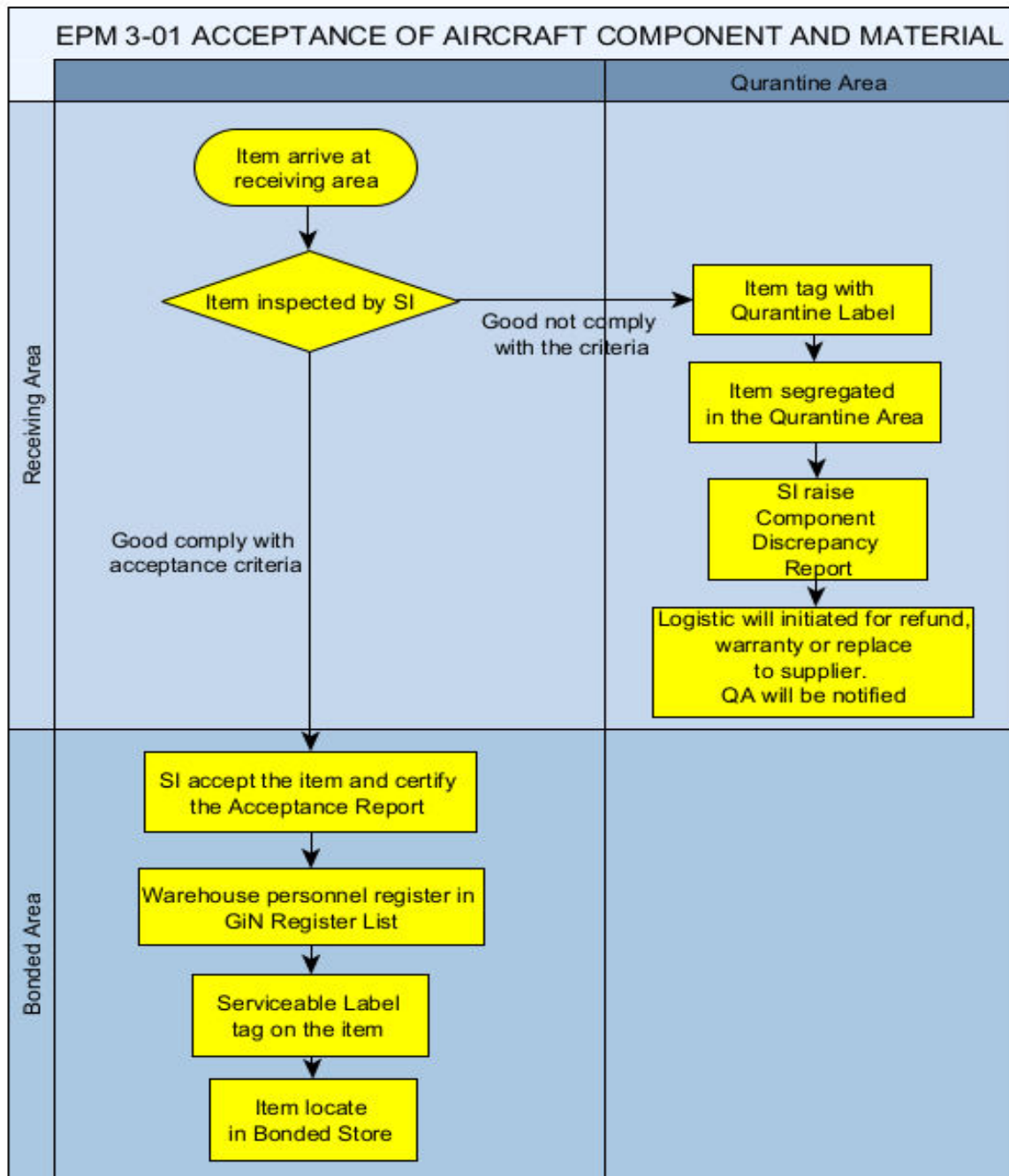
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12.0 POL Item received in Warehouse

- 12.1 POL Item received in Warehouse will undergo the acceptance process as per paragraph 10.
- 12.2 POL Item that subjected to shelf life, the Aeronet System will alert the Warehouse and Logistic Personnel by way of notification on weekly email. The Aeronet System will automatically generate email with a list of items which will expire in less 30 days as a reminder to the Warehouse Personnel.
- 12.3 Warehouse Personnel will act by removing the expired item from the shelf and from the Aeronet system.
- 12.4 The issuance of POL item will follow the principle of FIFO- First In, First Out.
- 12.5 The process of disposition of expire item will be carried out as per EPM 3-08 – Disposition of Scrap Aircraft Component and Material.

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12.0 Cancellation

This issue cancels EPM 3-01 Issue 2, Rev 0 dated 31 Oct 2021, which should be destroyed.

END.

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