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 3 Revision 0: Acceptance of Aircraft Component and Material.

2.0 Objective

2.1 To ensure that all aircraft components and materials used in aircraft maintained by Galaxy Aerospace (GAM) are properly inspected, controlled, and managed in compliance with applicable aviation authority requirements.

3.0 Interpretation

3.1 Aircraft Component meaning all the system main assembly (Class 1 and 2) and its sub-assembly.

3.2 Materials are defined as 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 1 or Class 2 product, including standard 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.

4.0 Applicability

4.1 Applicable to all AMO Personnel: Maintenance, Tool 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)
7.2	Component Discrepancy Report form	(ref: GAM/E-003A)
7.3	Serviceable Tag (AERONET System)	(ref: GAM/E-005)
7.4	Quarantine Label	(ref: GAM/E-007)
7.5	Service Order	(ref: GAM/E-085)
7.6	Customer Component, Part, And Material List	(ref: GAM/E-076)
7.7	Part Return Form	(ref: GAM/E-075)

8.0 The Acceptance Procedure.

8.1 All incoming aircraft components, parts, and materials are properly handled, inspected, and managed to prevent damage, deterioration, and non-compliance with aviation standards.

8.2 The incoming inspection procedures and policy of component/material and Internal Fabricated Parts lie down in MOE 2.2

8.3 Inspections of received items are conducted in a dedicated receiving area within the warehouse. For bulky items, such as engines, the Store Inspector (SI) must be notified in advance to arrange for acceptance at the component usage location (e.g., hangar for engines).

8.4 These items must be inspected prior to acceptance into GAM inventory system. The inspection is done by a SI for the following criteria but not limited to.

8.4.1 Verification:

a) Verify that the component complies with the purchase order, including part number, serial number, and quantities.
b) Ensure all components and materials are accompanied by appropriate certification documents, such as CAAM Form 1, CAAM Authorized Release Certificate/Airworthiness Approval Tag (DCA ARC), EASA Form 1, FAA 8130-3, Certificate of Conformity, or equivalent.
c) Verify accompanying certification documents to ensure part is traceable to an approved source and reflect the maintenance status

8.4.2 Visual Inspection:

8.0 Conduct visual inspection for any irregularities or damage.
8.1 Ensure that shelf life is not expired.
8.2 Confirm the packaging of the parts identifies the supplier / vendor and free from damage and alteration.
8.3 Verify that the identification on the parts has not been tampered

8.4.3 Standard parts that are not subject to specific product approvals must be accompanied by a Certificate of Conformity (CofC) that verifies their standard of manufacture.

8.4.4 Engine component logbook or log card contains all the relevant details (certification, life, sub assembly, status of AD / SB / modification).

8.4.5 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 logbook.

8.5 If necessary, the Store Inspector may request assistance from a Licensed Aircraft Engineer (LAE) or Approval Holder to ensure compliance with the criteria outlined in 8.4.

8.6 Should an item does not fully comply with the criteria as detailed above or if doubt exists, the part is then quarantined for further evaluation and investigation.

8.7 If a component satisfies the acceptance requirement, an SI will certify the Acceptance Report (ref: GAM/E-003).

8.8 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 (Auto-fill)
b) Goods-in-Number (Auto-fill)
c) Description of the item (Auto-fill)
d) Part No (Auto-fill)
e) Serial No
f) Stock Quantity
g) Shelf-Life expiry date (if applicable)

8.9 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.

8.10 Item accepted by SI will be repackaged and transferred to Bonded Store together with the Serviceable Tag (ref: GAM/E-005):

8.11 Serviceable Tag (ref: GAM/E-005) shall include details extracted from the ARC/AAT or certificate of Conformity including Time Since Overhaul (TSO), Time Since New (TSN) or Life Remaining.

8.12 The item then located in its designated location within the Bonded Store.

8.13 The item log in the AERONET system can be extracted and documented. The storage data will back up every 7 days.

9.0 Additional - Investigation and Segregation of Unacceptable Aeronautical Product

9.1 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 Tag (ref: GAM/E-007).

9.2 The Store Inspector will raise the Component Discrepancy Report form (ref: GAM/E-003A) for further action. A copy of Discrepancy Report shall be shared with to QAM.

9.3 If parts / components are confirmed to be unapproved, it will be returned to the supplier and request for warranty / refund will be initiated by the Procurement personnel.

9.4 QAM will be notified, for further action to be taken towards the supplier (suspend or terminate).

10.0 POL Item received in Warehouse

10.1 POL Item received in Warehouse will undergo the acceptance process as per para 8.0.

10.2 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.

10.3 Each material received will be attached with the Shelf-Life Label (ref: GAM/E-088) to identified batches (GiN number) and expiry date.

10.4 Warehouse Personnel will act by removing the expired item from the shelf and from the AERONET system.

10.5 The issuance of POL item will follow the principle of FIFO- First In, First Out.

10.6 The process of disposition of expire item will be carried out as per EPM 3-08 – Disposition of Scrap Aircraft Component and Material.

11.0 Consignment Parts from Operator

11.1 In certain situation, operator may have a consignment part to be stocked into the warehouse. These incoming parts will follow the standard acceptance procedures as per para 8.0 and will then be placed in the dedicated location in the bonded store.

11.2 The consignment part from the operator has an exemption on the requirement of Purchase Order (PO).

11.3 The current exemption of AERONET controlled item is for the following situation

a) JBPM - the control of this consignment item is done by the excel sheet instead AERONET, due to the usage of this item need the approval from BOMBA.

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

12.0 Unserviceable Components Received from Operation/Customer for Workshop Maintenance

12.1 The procedure for receiving unserviceable components from customers, handling them during transit, and preparing them for subsequent maintenance in the workshop.

12.2 The Service Order (ref: GAM/E-085) will be issued by the Procurement department to the Workshop-In-Charge to accompany the component when it was sent to the respective workshop.

13.0 Acceptance of Component and Material directly from Customer to Operation.

13.1 There are cases where a Customer via its Continuing Airworthiness Management Organisation (CAMO) will supply a part to the operation to be used onto their aircraft.

13.2 The process will usually happen in the hangar where the process will not involve the warehouse.

13.3 All part received will be recorded in the Spares Received from Client form (ref: GAM/E-076) by PPC personnel before handing over to the LAE.

13.4 The LAE must be satisfied with the parts and its document as per criteria in para 10.4 (excluding of PO) prior to use.

13.5 Any unused / surplus parts will be returned to the customer and recorded in Part Return Form (ref: GAM/E-075) by the PPC.

14.0 Acceptance of Unserviceable Component removed for aircraft.

14.1 All components removed from aircraft for reasons such as maintenance, replacement, or unserviceability, including those categorized as Class 1 and 2 must be returned to warehouse for further action.

14.2 The Unserviceable Tag (refer to GAM/E-006) must be attached to the component, including a remark indicating the reason for removal as accurate as possible.

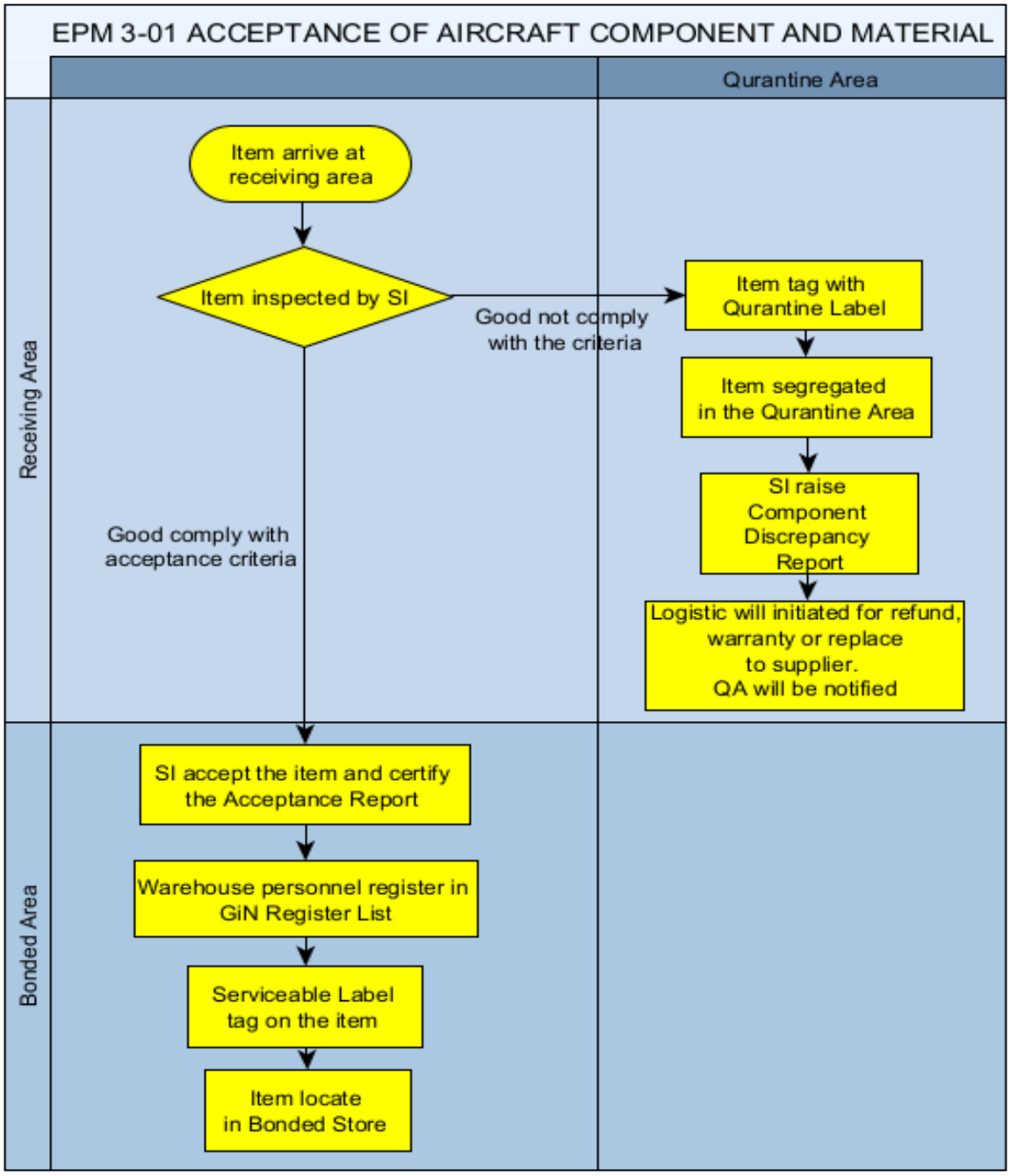
14.3 The warehouse personnel shall communicate with the Continuing Airworthiness Management Organization (CAMO) of the aircraft from which the component was removed to obtain the necessary records, such as the log card or logbook.

14.4 The Supply Chain Controller shall initiate the Material Review Board (MRB) to discuss further action for the component either to repair or scrap.

14.5 Component that are subjected to exchange program with the vendor must be returned immediately without the MRB process.

15.0 Cancellation

This issue cancels EPM 3-01 Issue 2 Rev 1 dated 31 Jun 2022, which should be destroyed.


EPM 3-01 ACCEPTANCE OF AIRCRAFT COMPONENT AND MATERIAL
Qurantine Area
Receiving Area
Item arrive at receiving area
Item inspected by SI
Good not comply with the criteria
Item tag with Qurantine Label
Item segregated in the Qurantine Area
SI raise Component Discrepancy Report
Logistic will initiated for refund, warranty or replace to supplier. QA will be notified
Good comply with acceptance criteria
Bonded Area
SI accept the item and certify the Acceptance Report
Warehouse personnel register in GIN Register List
Serviceable Label tag on the item
Item locate in Bonded Store

END.