

## ENGINEERING PROCEDURE MANUAL

### ISSUANCE OF AIRCRAFT COMPONENT AND MATERIAL FROM WAREHOUSE

#### 1.0 Introduction

- 1.1 This EPM is cited as EPM 3-03, Issue 2, Revision 0: Issuance of Aircraft Component and Material from Warehouse

#### 2.0 Objective

- 2.1 To ensure all items issued from warehouse are properly recorded and accounted. Also, to ensure item been issued with all the necessary documents prior to be used on aircraft.
- 2.2 This procedure is for the issuance of component and material from the Bonded Store for the purpose of aircraft maintenance, component maintenance, sale or loan to a third party.

#### 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.

#### 4.0 Applicability

- 4.1 Applicable to all maintenance personnel
- 4.2 Applicable to all Warehouse and Logistics personnel.

#### 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 2.3 Storage, Tagging and Release of Aircraft Component and Material to Aircraft Maintenance.

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### 7.0 Documentation

- 7.1 Serviceable Label (ref: GAM/E-005)
- 7.2 Material Issue Voucher (MIV) (ref: GAM/E-022)

### 8.0 The procedure

- 8.1 The issue (sales) of aircraft components or material to other operator is strictly under the discretion of the Engineering Manager.
- 8.2 A strict policy of 'First In, First Out' policy is practised. This means issuing the oldest stock first, in order to prevent a possibility of stocks becoming 'Shelf Life Expired'.
- 8.3 Requisition of component or material via Aeronet;
  - 8.3.1 Component/material that going to use for aircraft check may be request via Aeronet. The PPC or LAE will check the availability of the component/material in the Aeronet.
  - 8.3.2 The PPC or LAE will request for issuance the component/material as per the maintenance task requirement
  - 8.3.3 The deduction of available stock will be recorded instantaneously as the Aeronet receive the request of issuance via the system.
  - 8.3.4 If the stock is unavailable, PPC/LAE demand for the item. This 'demand' will be email to purchaser to purchase the component/material.
  - 8.3.5 Upon the component/material are available in the Warehouse, it will be issued to the PPC/LAE.
- 8.4 Requisition of component or material via Material Issue Voucher (MIV);
  - 8.4.1 The request for issuance manually is by way of using MIV (ref: GAM/E-022). The MIV is the 'book' voucher which located in the Warehouse.
  - 8.4.2 PPC or LAE for a part must fill up Material Issue Voucher (MIV) (ref: GAM/E-022) in the Warehouse for the component/material that is available in the Warehouse.
  - 8.4.3 The MIV consist of 3 copies;
    - a) White – for the requestor
    - b) Pink – for PPC
    - c) Yellow – for Warehouse
  - 8.4.4 For request from MIV, the Warehouse Personnel will manually deducted the stock in the Aeronet system.
- 8.5 The issuance of component/material will be carry out by Warehouse Personnel. He/she is responsible to ensure that each item to be issued from the warehouse fits the description in the MIV raised or request coming from Aeronet.

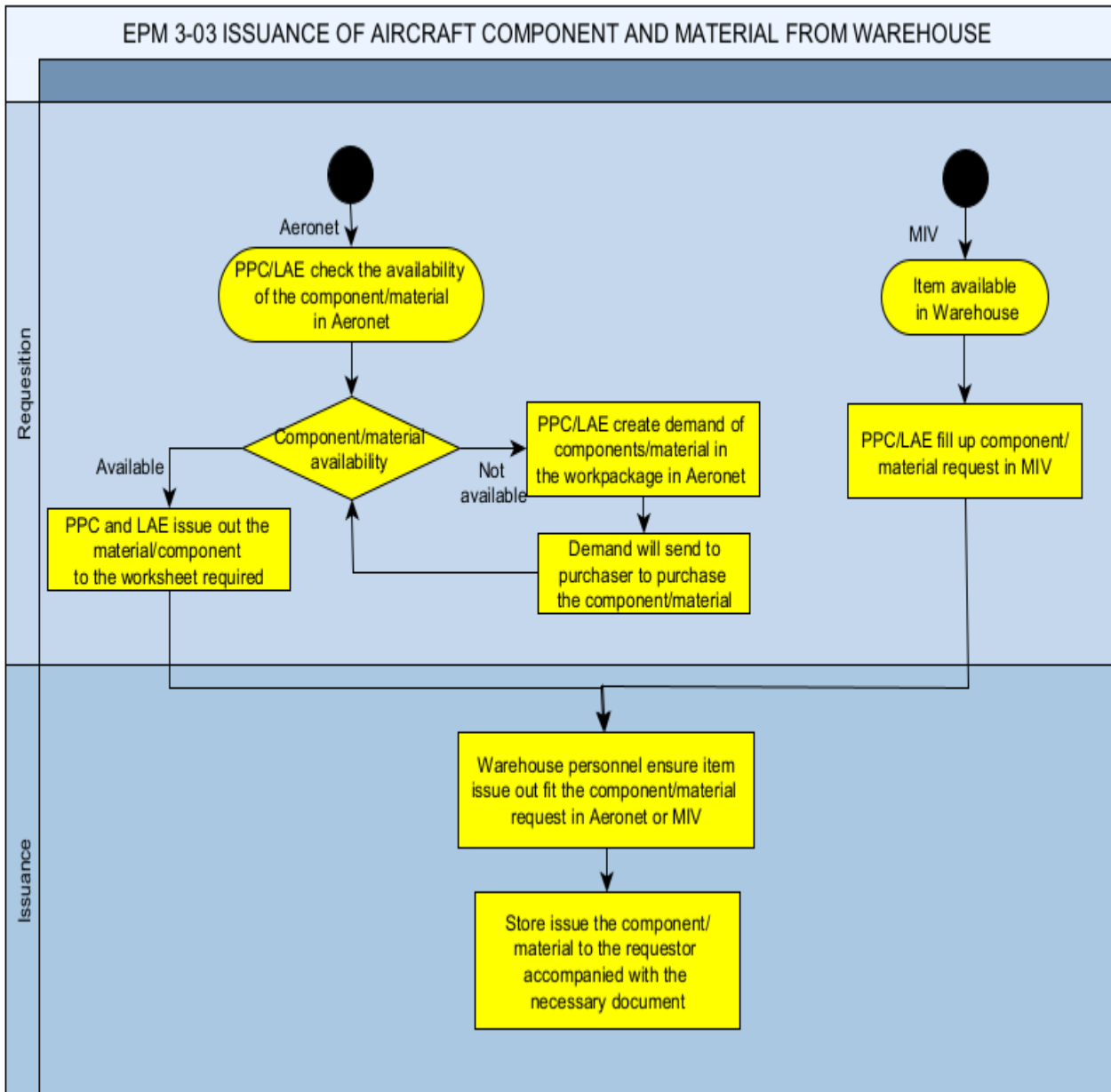
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- 8.6 All aircraft parts released from the Bonded Store must be accompanied with Serviceable Tag (ref: GAM/E-005), Airworthiness Release Certificate (ARC) / Certificate of Conformity (CoC) and a log card (if any) except for consumable items, which the MIV act as the release document.
  
  - 8.7 Only the Warehouse personnel is allowed to issue items from the Bonded Store.

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### 8 Cancellation

This issue cancels EPM 1-09 issue 1 revision 0 dated 17 Sept 2020, which should be destroyed.

**END.**

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