

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 3 Revision 0: Issuance of Aircraft Component and Material from Warehouse

2.0 Objective

- 2.1 To ensure that all items issued from the warehouse are accurately recorded and accounted for, and to verify that all necessary documentation accompanies the items before they are used on aircraft.
- 2.2 This procedure outlines the issuance process for components and materials from the Bonded Store, covering purposes such as aircraft maintenance, component maintenance, and sale or loan to third parties.

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 Tag (ref: GAM/E-005)
- 7.2 Delivery Order (issued by AERONET System)

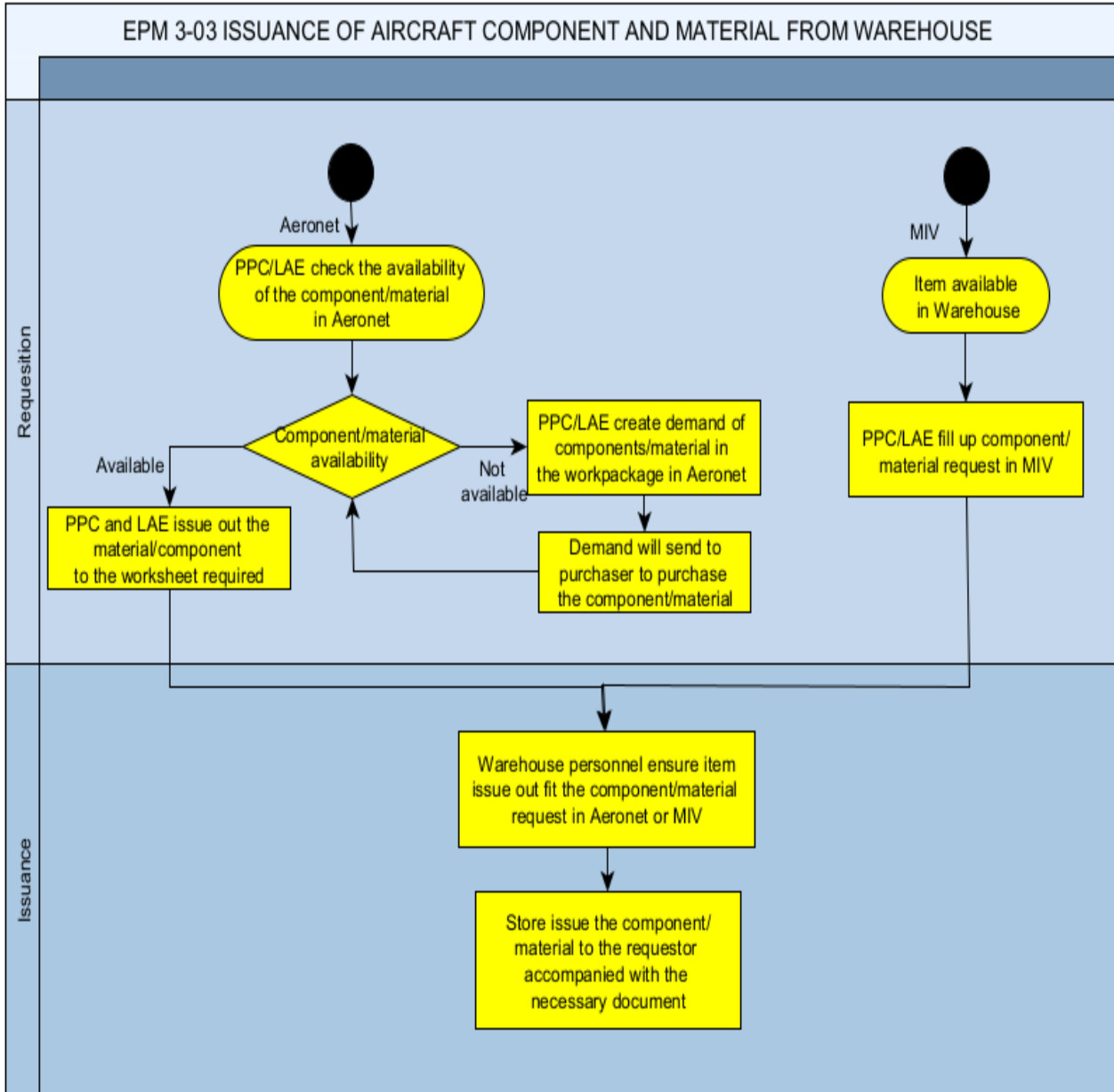
8.0 The Issuance Procedure

- 8.1 The sale or issuance of aircraft components or materials to other operators is strictly at the discretion of the Engineering Manager.
- 8.2 A strict First-In, First-Out (FIFO) policy is enforced. This ensures that the oldest stock is issued first, minimizing the risk of items reaching their shelf-life expiration.
- 8.3 Requisition of component or material via AERONET.
 - 8.3.1 **Request via AERONET**
Components or materials required for aircraft checks can be requested through the AERONET system. A PPC or LAE will check the availability of the requested items in AERONET.
 - 8.3.2 **Request for Issuance**
The PPC or LAE will request the issuance of the required components or materials in accordance with the maintenance task requirements.
 - 8.3.3 **Stock Deduction**
The available stock will be deducted instantaneously from the AERONET system upon receiving the issuance request.
 - 8.3.4 **Stock Unavailability**
If the requested stock is unavailable, the PPC or LAE will place a demand for the item. This demand will be emailed to the purchaser for procurement.
 - 8.3.5 **Issuance Upon Availability**
Once the requested components or materials are available in the warehouse, they will be issued to the PPC or LAE.
- 8.4 The issuance of components and materials will be carried out by Warehouse Personnel. They are responsible for ensuring that each item issued from the warehouse matches the description in the Delivery Order (DO) issued through AERONET.
- 8.5 The DO will be printed in 2 copies. One copy will be issued to the requestor and one copy to be kept by the warehouse for recording and tracking purposes.
- 8.6 All aircraft parts released from the Bonded Store may be accompanied by a Serviceable Tag (ref: GAM/E-005) but must be accompanied with Airworthiness Release Certificate (ARC) or Certificate of Conformance / Compliance (CoC), related report and a log card (if applicable). Consumable items are exempt from this requirement, with the DO serving as the release document with optional Certificate of Analysis / Conformance.
- 8.7 For shipment of parts to bases in East Malaysia, the packaging will be as per EPM 3-07 para 8.5.

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8.8 Only Warehouse personnel is allowed to issue items from the Bonded Store.



9.0 Cancellation

This issue cancels EPM 1-09 issue 2 revision 0 dated 31 Oct 2021, which should be destroyed.

END.

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