

ENGINEERING PROCEDURE MANUAL

RETURNING OF COMPONENT OR MATERIAL TO WAREHOUSE

1.0 Introduction

- 1.1 This EPM is cited as EPM 3-04, Issue 3 Revision 0: Returning of Component or Material to Warehouse.

2.0 Objective

- 2.1 To ensure that all items, parts, or components that are not used or are surplus after being issued from the warehouse for aircraft maintenance are properly returned back to warehouse.
- 2.2 To facilitate the return of unserviceable components (Class 1 or 2) to the warehouse for further processing, including re-certification or disposition.
- 2.3 To ensure that returned items are properly checked, tagged, and counted for legal admission into the bonded store.
- 2.4 To ensure that each unserviceable component is reviewed by the Material Review Board (MRB) to determine the next course of action.

3.0 Interpretation

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

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 2.19 Return of Defective Aircraft Component to Store
- 6.2 EPM 3-01 Acceptance of Aircraft Component and Material
- 6.3 EPM 3-08 Disposition of Scrap Material

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7.0 Documentation

- 7.1 Serviceable Tag (ref: GAM/E-005)
- 7.2 Unserviceable Tag (ref: GAM/E-006)
- 7.3 Part Return Form (ref: GAM/E-075)

8.0 Responsibility and procedure of returning the surplus or unserviceable component to Warehouse

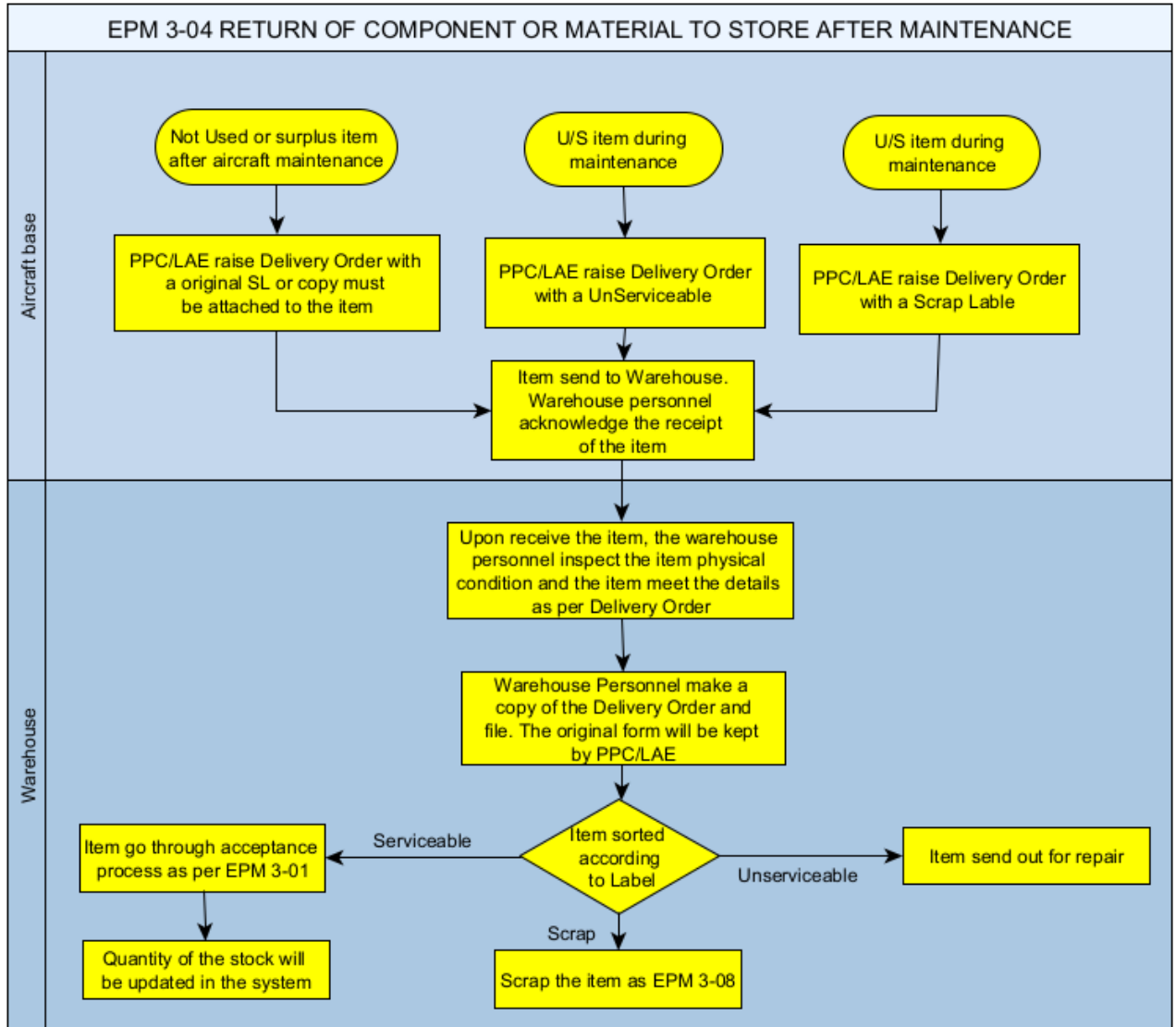
- 8.1 Any item, part, or component withdrawn from the warehouse for aircraft maintenance that is unused or surplus, as well as any unserviceable component categorized as Class 1 or 2, must be returned to the warehouse. These items will be further processed for repair, recertification, or disposal.
- 8.2 The LAE/PPC is responsible to return part or component to Warehouse and raise the Part Return Form (ref: GAM/E-075) with detail description of the return item.
- 8.3 For unused or surplus part, the document received during withdrawal from the warehouse as per EPM3-03 Issuance of Aircraft Component, para 8.6 must be available with the part. A copy of the document mentioned is acceptable if the same document pertains to multiple items during issuance.
- 8.4 For unserviceable part removed from the aircraft, a complete Unserviceable Tag (ref: GAM/E-006) must be attached to the part. The applicable Log card if any, will be arrange to the warehouse by the CAMO upon request by the Storeman.
- 8.5 Unused or surplus items must be returned in their original packaging. Items with tampered packaging will not be accepted for return to the warehouse.
- 8.6 The criteria for acceptance of component and material to warehouse defined in EPM 3-01 Acceptance of Aircraft Component and Material, para 8.4.
- 8.7 Upon satisfactory of acceptance process, the storeman shall update the AERONET system to reflect the received parts.

9.0 Cancellation

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

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