

## ENGINEERING PROCEDURE MANUAL

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### COMPONENT / PART REMOVAL

#### 1.0 Introduction

1.1 This EPM is cited as EPM 3-06, Issue 2, Revision 0: Component / Part Removal

#### 2.0 Objective

2.1 To clarify the use of engineering forms and labels in part 145 environment in order to avoid the confusion on the status of component / part after removal from an aircraft.

2.2 To clarify the steps to be taken when removing a component / part from an aircraft or next higher assembly (NHA).

#### 3.0 Interpretation

3.1 Component / part removal is removal of component from its installation on an aircraft. It is a common maintenance activity. There are many reasons for removal such as due to defect, inspection, troubleshooting or just for an access to perform other task.

3.1.1 Component or part may be removed under the following circumstances:

a. Removal from Aircraft

i. Planned removal arising from schedule maintenance, modification, replacement or for gaining access to another schedule requirement.

ii. Unplanned removal arising from a flight crew or maintenance reported defect or unsatisfactory condition including items removed for evaluation, and items found unserviceable prior or post installation.

b. Removal from Next Higher Assembly (NHA)

i. Purpose is to remove component or part as a separate unit from NHA for repair, refurbishment, cleaning, inspection, overhaul, etc.

#### 4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all AMO Planners.

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### 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 2.16 Release to Service Procedure
- 6.2 EPM 3-05: Parts Robbery Procedure

### 7.0 Documentation

- 7.1 These are labels to be utilised whenever a component / part removal has been carried out depending on the purpose of the removal itself:
  - 7.1.1 Serviceable Label (ref: GAM/E-005)
  - 7.1.2 Unserviceable Label (ref: GAM/E-006)
  - 7.1.3 Holding Label (ref: GAM/E-018)
  - 7.1.4 Workshop Worksheet (ref: GAM/E-001C)
  - 7.1.5 Quarantine Label (ref: GAM/E-007)

### 8.0 The procedure

- 8.1 Every component / part removed from aircraft must be properly labelled for easy identification and to prevent error during installation
- 8.2 For each circumstance, the following labels shall be used accordingly:
  - 8.2.1 Serviceable Label (ref: CAM/E-005)
    - a. Use to label a component / part removed in serviceable condition from an aircraft or NHA for the purpose of safekeeping.
    - b. Serviceable label (ref: CAM/E-005) also to be used when transferring non-standard component / part i.e mission equipment, roll equipment from an aircraft to another aircraft.
    - c. LAE / Approval Holder (AH) must fill-in as much details available for the component / part in the Serviceable Label (ref: GAM/E-005). The person's name must be printed, sign and stamp an approval number in the

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appropriate column. Aircraft registration from where the item removed must be stated in the “GIN/ID. NO:” box.

- d. For component / part removed from NHA, the p/n and s/n of the NHA shall be stated instead of aircraft registration.

*Note: Component / part from Store will also be attached with Serviceable Tag issued by Store Inspector with a Goods Received Notes (GIN) number in the appropriate box*

### 8.2.2 Unserviceable Label (Ref: GAM/E-006)

- a. Use to tag an unserviceable component / part removed from aircraft or NHA prior to return to Store for a required action such as repair, overhaul or to be discard later.
- b. LAE/AH shall fill-in all the details in the appropriate boxes. Reason for removal must be stated in the “Remark” box and print name, sign and the approval number.
- c. Unserviceable component / part is to be kept at an appropriate area segregated from serviceable component / part.

### 8.2.3 Holding Label (ref: GAM/E-018)

- a. Component / part removed from aircraft / NHA for the purpose of gaining access for other inspection, or to perform an inspection out of aircraft, or to perform applicable repair as per AMM with an **intention to be reinstalled / fitted back to the same aircraft** must be labelled with Holding label (ref: GAM/E-018)
- b. LAE/AH must fill-in all the appropriate boxes and emphasis the reason for removal. Name, sign and stamp must be filled in the “Removed By” box.
- c. Component / Part must be kept in an appropriate area / rack while waiting to be reinstalled back to the aircraft from which it was removed.

*Note: The Holding Label is just for identification of the status of a component / part during removal from an aircraft and the actual status prior to be installed back onto an aircraft is the responsible of the installer (LAE/AH)*

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### 8.2.4 Workshop Worksheet (ref: GAM/E-001C)

- a. The Workshop Worksheet is the form that recorded the check or test that ensure the serviceability of a component removed from a serviceable aircraft.
- b. The procedure to be followed is as detailed in the EPM 3-05: Parts Robbery Procedure

### 8.2.5 Quarantine Label (ref: GAM/E-007)

- a. Component / part with unknown condition shall be tagged with Quarantine Tag for further evaluation and to determine the actual status.
- b. LAE/AH must fill-in the appropriate boxes and reason for quarantine stated clearly. Evaluation and decision may be made after consulting the OEM of the component / part.
- c. The Quarantine label (ref: GAM/E-017) will be replaced with Serviceable (ref: GAM/E-005) or Unserviceable label (ref: GAM/E-006) appropriately, once the condition has been determined with a supporting document attached.
- d. Quarantine component / part must be returned to Store, to be registered and kept until decision is made.

*Note: Store will also use the Quarantine Tag when an incoming component / part purchased is ambiguous in term of physical condition or the documentation.*

- 8.3 All the labels are available pre-printed. However if unavailable, a printable copy is also available from a Production Planner.

## 9.0 Cancellation

This issue cancels EPM 1-04 Issue 1, Rev 0 dated 17 Sept 2020, which should be destroyed.

**END.**

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