

ENGINEERING PROCEDURE MANUAL

INCOMING INSPECTION FOR COMPONENTS/MATERIALS/STANDARD PARTS RECEIVED FROM EXTERNAL SOURCES

1.0 Introduction

- 1.1 This EPM is cited as This EPM is cited as EPM 3-09 Issue 2 Revision 3: Incoming Inspection for Components/Materials/Standard Parts Received From External Sources.

2.0 Objective

- 2.1 To ensure all Aircraft Component and Material to be used on aircraft maintain by Galaxy Aerospace (GAM) is properly inspected, controlled, tracked, managed and recorded in accordance with the applicable aviation authority requirement.

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.
- 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 I or Class II product, including standard parts. Class III products are considered to be parts

DOCUMENT REFERENCE:	AMO/EPM/AMO			DATE:	XX Dec 2022
ISSUE:	2	REVISION:	3	PAGE:	EPM 3-01 1 of 3

ENGINEERING PROCEDURE MANUAL

4.0 Applicability

4.1 Applicable to all AMO Personnel: Maintenance, 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

6.2 EPM 3-01 Acceptance of Component and Material

7.0 Documentation

7.1 Spare Received from Client-Book (ref: GAM/E-0XX)

7.2 Spare Deliver to Client -Book (ref: GAM/E-0XX)

7.3 Components/Parts/Material list (ref: GAM/E-076)

7.4 Serviceable Label (ref: GAM/E-005)

7.5 Quarantine Label (ref: GAM/E-007)

8.0 Incoming Inspection for Components/Materials/Standard Parts Received from External Sources.

8.1 In some situation in accordance with the contractual agreement between AMO and client, component part and material may be accepted in the other place such as other bases and will not go through GAM's warehouse.

8.2 The receiving of component, part and material received other than warehouse may be carry out by PPC.

8.3 PPC will record/book in the items received in Spare Received from Client-Book (GAM/E-0XX). PPC should ensure the customer sign on the appropriate column in the book.

8.4 The item received shall be inspected by LAE as per the following criteria.

DOCUMENT REFERENCE:	AMO/EPM/AMO			DATE:	XX Dec 2022
ISSUE:	2	REVISION:	3	PAGE:	EPM 3-01 2 of 3

ENGINEERING PROCEDURE MANUAL

8.5 Verify all components and materials other than engine and propeller received must accompanied by CAAM Form1 or FAA 8130 or TCCA Form 1 or EASA Form 1 and UK CAA Form 1. Refer MOE 2.2 Acceptance / Inspection of Aircraft Components and Materials from Outside Contractors.

- a) Conduct visual inspection of the part for any irregularities.
- b) Ensure that shelf life is not expired.
- c) Confirm the packaging of the parts identifies the supplier / vendor and free from damage and alteration.
- d) Standard part that is not the subject of specific product approvals is to be accompanied by a Certificate of Conformity pertaining to their standard of manufacture.
- e) Component logbook or log card contains all the relevant details (certification, life, sub assembly, status of AD / SB / modification).
- f) 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.
- g) Verify that actual part and delivery receipt reflect same information as per Deliver Order if applicable, with regard to part number, serial number, quantities and historical information.
- h) Verify that the identification on the parts has not been tampered e.g., serial number stamped over, improper, or missing decal / data plate, or serial numbers located not in standard area.
- i) Verify accompanying certification documents to ensure part is traceable to an approved source and reflect the maintenance status.

8.6 When the LAE satisfied with the parts and its document as per criteria in para 8.3, the LAE will then make a record of the received item in Components/Parts/Material list GAM/E-E076 The item will be held in the Holding Rack for aircraft parts together with all the accompanied documents until it been utilized.

8.7 If the discrepancy found on the part or the document, LAE will tag the item with the quarantine label and place the part in the quarantine area. The defective part will be returned to the customer.

8.7 PPC will file the record of Components/Parts/Material list GAM/E-E076.

9.0 Return of Defective Components, Part and Material Received to the external sources

9.1 If there is need for the item to be returned to the customer due to defect, expired item, bogus or any other reason, LAE will tag the item with the quarantine label and place the part in the quarantine area.

9.2 PPC will arrange for the item to be delivered and register in the Spare Deliver to Client -Book (ref: GAM/E-0XX)

10.0 Cancellation

NIL

END.

DOCUMENT REFERENCE:	AMO/EPM/AMO			DATE:	XX Dec 2022
ISSUE:	2	REVISION:	3	PAGE:	EPM 3-01 3 of 3