

ENGINEERING PROCEDURE MANUAL

ADDITIONAL BASE AND LINE FACILITY - CONTROL OF AIRCRAFT COMPONENT AND MATERIAL

1.0 Introduction

- 1.1 This EPM is cited as [EPM 5-01, Issue 2, Revision 3](#): Additional Base and Line Facility – Control of Aircraft Component and Material.

2.0 Objective

- 2.1 This procedure is to ensure all aircraft component and material being use at Galaxy Aerospace (GAM) approved additional base and line facility are properly managed, controlled and recorded as required by the regulation.

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. Additional Base and Line Facility are GAM's approved facility located out of Subang.

4.0 Applicability

- 4.1 Applicable to all maintenance personnel
- 4.2 Applicable to all Store 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 L2.1 Line Maintenance Control of Aircraft Components, Tools, Equipment, Etc.

DOCUMENT REFERENCE:	GAM/AMO/EPM			DATE:	XX Dec 2022
ISSUE:	2	REVISION:	3	PAGE:	EPM 5-01 1 of 4

ENGINEERING PROCEDURE MANUAL

7.0 Documentation

- 7.1 FAA 8130-3 / EASA 8130-3 / CAAM Form 1
- 7.2 Serviceable Label (ref: GAM/E-005)
- 7.3 Material Issue Voucher (MIV) (ref: GAM/E-022)
- 7.4 Components/Parts/Material list (ref: GAM/E-076)

8.0 The Procedure

- 8.1 When there is a requirement of aircraft parts / consumable to be used during schedule maintenance, a request as per EPM 3-03 Issuance of Aircraft Material From Warehouse.
- 8.2 Warehouse in Subang will then process the request in accordance with as per EPM 3-03 Issuance of Aircraft Material From Warehouse.
- 8.3 The items shall be packed properly with all the necessary documents including the applicable ARC/COC, Serviceable Label (ref: GAM/E-005) and a copy of MIV.
- 8.4 Items shall be shipped from Warehouse in Subang to the respective destination either using courier services, registered forwarding company or other legal transport services eg. Operator's flight.
- 8.5 Upon receipt at receiving destination, LAE should check for:
 - 8.5.1 Damage during transportation and general condition.
 - 8.5.2 Availability of document for the item.
 - 8.5.3 Part number and description of item as per requested.
- 8.6 If any component found with discrepant, the component should be quarantined and segregated from the other good components and materials until the finding has been cleared / satisfied.
- 8.7 When all is satisfactory, the EIC will then make a record of the received item. The item will be held in the Holding room for aircraft parts together with all the accompanied documents until it been utilized.

DOCUMENT REFERENCE:	GAM/AMO/EPM			DATE:	XX Dec 2022
ISSUE:	2	REVISION:	3	PAGE:	EPM 5-01 2 of 4

ENGINEERING PROCEDURE MANUAL

9.0 Component, parts and material received from customer – General Aviation (GA)

- 9.1 For GA operation in MIAT referring for respective contract, customer may supply their own component, parts and material. In this situation, the receiving of the component, parts and material will be carried out by PPC.
- 9.2 PPC will record the items received in Spare Receive From Client Book (GAM/E-0XX).
- 9.3 The item received shall be inspected by LAE as per criteria following criteria.
- a) Verification of compliance with the purchase order with regards to part number, serial number and quantities.
 - b) Verify all components and materials received must accompanied by CAAM Form1 or CAAM Authorized Released Certificate/Airworthiness Approval Tag (DCA ARC), EASA Form 1, FAA 8130-3, Certificate of conformity or equivalent.
 - c) Conduct visual inspection of the part for any irregularities.
 - d) Ensure that shelf life is not expired.
 - e) Confirm the packaging of the parts identifies the supplier / vendor and free from damage and alteration.
 - f) 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.
 - g) Engine component logbook or log card contains all the relevant details (certification, life, sub assembly, status of AD / SB / modification).
 - h) 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.
 - i) Verify that actual part and delivery receipt reflect same information as per Deliver Order or Purchase Order with regard to part number, serial number, quantities and historical information.
 - j) 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.
 - k) Verify accompanying certification documents to ensure part is traceable to an approved source and reflect the maintenance status
- 9.4 When the LAE satisfied with the parts and its document as per criteria in para 9.3, 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.
- 9.5 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.
- 9.6 PPC will file the record of Components/Parts/Material list GAM/E-E076 received.

DOCUMENT REFERENCE:	GAM/AMO/EPM			DATE:	XX Dec 2022
ISSUE:	2	REVISION:	3	PAGE:	EPM 5-01 3 of 4

ENGINEERING PROCEDURE MANUAL

10.0 Cancellation

This issue cancels [EPM 5-01 Issue 2, Rev 2 dated 09 Sep 2022](#), which should be destroyed.

END.

DOCUMENT REFERENCE:	GAM/AMO/EPM			DATE:	XX Dec 2022
ISSUE:	2	REVISION:	3	PAGE:	EPM 5-01 4 of 4