



Audit Report

Report No.

IAR-2023/042

Area / Scope

GAM – JBPM BERTAM

Date of audit

31 MAY – 01 JUNE 2023

A		AUDIT DETAILS
1.	Audit Type / Category	<p>Tick where applicable</p> <p> <input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Vendor <input type="checkbox"/> Surveillance <input type="checkbox"/> Product <input type="checkbox"/> Variation to approval </p> <p>Specify: Annual audit GAM – JBPM Bertam, Pulau Pinang.</p>
2.	Audit Reference	<p>1. CAD 8601 Maintenance Organisation Approval Issue1, Rev 1 15th Nov 2022</p> <p>2. GAM/CAAM/MOE Issue 3 Rev 1, Dated 26th Oct 2022</p> <p>3. GAM/EPM/AMO/Issue.2 Rev 3, Dated Dec 2022</p> <p>4. 145 Audit Checklist GAM/Q-008 Rev 2 Dated July 2022.</p>
3.	Auditor(s)	<p>1. Noorsuhada Latef (Lead Auditor)</p> <p>2. Yusof Bin Ahmad</p>
4.	Auditee(s)	<p>1. Mohamad Razif bin Roslan</p> <p>2. Rafizal bin Ramli</p> <p>3. Rose Azreena binti Roslee</p>
5.	Location	<p>Hangar Pangkalan Udara JBPM Bertam, Jalan Pinang Tunggal, 13200 Kepala Batas, Pulau Pinang.</p>
B		AUDIT SUMMARY
1.	<p><u>General Information</u></p> <p>The GAM – JBPM Bertam operation was subjected to an internal annual audit in accordance with the GAM Audit Plan 2023. The audit's objective was to monitor the JBPM Bertam AMO operation's compliance and procedure adequacy for approved line and base maintenance AW139 aircraft.</p> <p>The annual audit was carried out with reference to the latest revision of Maintenance Organisation Exposition (MOE), Engineering Procedure Manual (EPM) and AMO Audit Checklist.</p> <p>Sampling of documents/products, interviews with auditee, and inspection of the workspace were all employed as part of the audit methodology.</p>	



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2. **Facilities**

- a. Currently facilities consist of the 1 (one) approved hangar to carry out AW189 and A109E line maintenance check and AW139 for line and base maintenance check. Refer Figure 1.
- b. Office area accommodate 2 registered PCs, 3 laptops, 1 printer and internet connection for production planner and maintenance personnel to carry out planning. Refer Figure 1.
- c. The hangar cleanliness of the hangar was well maintained with dust and contamination is kept to a minimum.
- d. Holding racks and trestles were available and sufficient for base maintenance. Refer Figure 2.
- e. The ambient lighting was in poor condition during a certain period of daylight. Right side hangar facing forward area designated to perform schedule maintenance was affected by the lighting. Approximate 40% of the hangar overhead bulb was blown and will affect the ambient light during maintenance performed. **(NCR 01)**.
- f. PPE kit consist of earmuffs, raincoat, safety shoes and safety vest are available when needed. Refer Figure 3.
- g. Production waste containers were also available at the hangar. The containers were clearly labelled to differentiate between general and schedule waste. Refer Figure 4.

3. **Personnel/Certifying Staff**

- a. A total of seven (7) personnel have been assigned to the GAM JBPM - Bertam operation, which includes three (3) Approval Holders, three (3) technicians, and one (1) planner.
- b. Below are the details of personnel involved in JBPM Bertam:

No.	Name	Position
1	Mohamad Razif bin Roslan	B1.3 LAE / EIC
2	Rafizal bin Ramli	B2 LAE
3	Sumant A/L Subramaniam	B1.3 LAE
4	Muhammad Saufi bin Mahat	Technician
5	Shaiful Syazwan bin Saleh	Technician
6	Muhamad Zamri bin Awang	Technician
7	Rose Azreena binti Roslee	AMO Planner



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- c. Two (2) Certifying Staff and One (1) technician training record were sampled and found unsatisfactory during the audit. The Auditee (Mr Razif, Mr Sumant, Mr Zamri) didn't attend the latest MOE issue 3 and the latest EPM issue 2. **(NCR 02)**


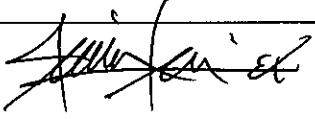
4. **Equipment, Tools & Materials.**

- a. The tool store area was sufficient to accommodate the serviceable spares, quarantine, unserviceable spares, special tools, and calibration tools. During base check, the tool store will store the passenger seats. Several holding racks are available to allocate the tools and spares. Refer Figure 5.
- b. The temperature and humidity were controlled and recorded in daily operation. Refer Figure 5.
- c. 2 Toolbox Snap-on and proto are stationed for daily operation used.
- d. Tool Control register (GAM/E-025 Rev. 1) is available for any booked out of the tools and equipment. Refer Figure 6.
- e. GAM – MIAT Tools Store issued and registered the list of tools & GSE for GAM JBPM - Bertam while the EIC shall ensure that the tools and equipment properly controlled and recorded (included general, calibrated, special & GSE list). Reviewed of JBPM, GSE, Calibrated & Special Tools Master List Bertam (GAM/E-016 Rev 01 (01/22) was found satisfactory. Refer picture 6.
- f. The tools and GSE were labelled with serviceable tag and found satisfactory.
- g. One (1) POL cabinet found available. The POL master list was updated accordingly by the personnel in-charge. Refer Figure 7.
- h. Component acceptance (spare parts) was made at Warehouse GAM-HQ operation.

5. **Maintenance Data/ Documentation**

- a. The publication master listing (GAM/P-2023-14) dated 22 May 2023 was reviewed during the audit, each document in the list was verified in the registered PCs (GAM/IT_ASSET/H130, H128) and laptops (GAM/IT_ASSET/H132, H180, and H390) were found satisfactory.
- b. Daily Maintenance Book was available and reviewed. However, the detailed entries of task completion were too simplified. The Auditee has been briefed to detail the task done in the remark column. Refer to Figure 8. **(Observation)**
- c. Toolbox meeting attendance sheet last day entries was not completed. The Auditee has been briefed to improve and update the attendance daily. Refer to Figure 8 for before and after rectification **(Observation)**
- d. During the audit, aircraft registration 9M-BOC was continuing 1Y schedule inspection, sampled of work pack (9M-BOC-15212) was reviewed, there was minor correction is applied in situ.

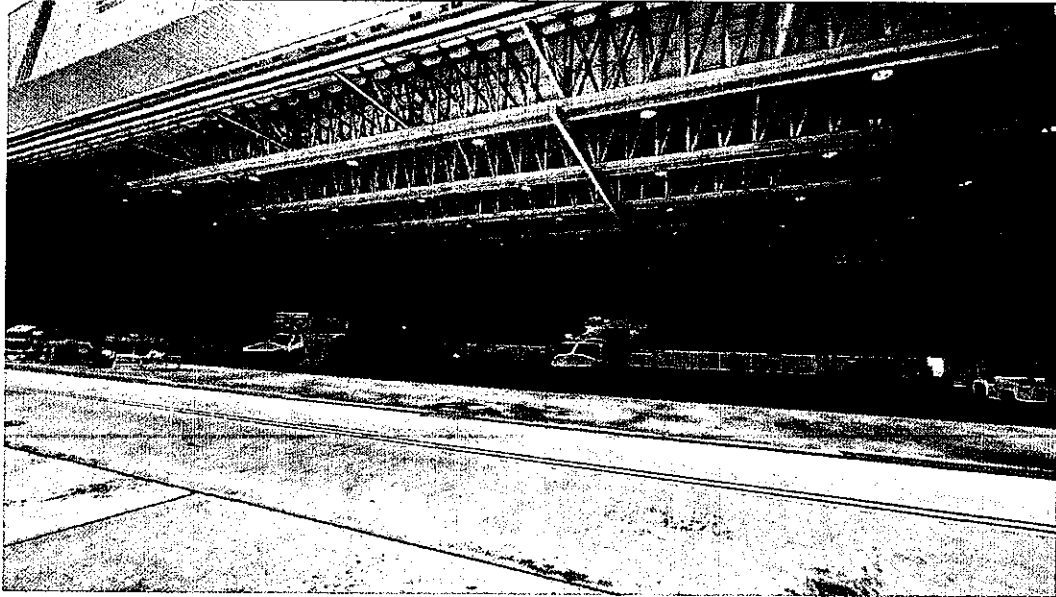
 Galaxy Aerospace <small>maintenance . repair . overhaul</small>	Audit Report	
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6.	<p><u>Conclusion</u></p> <p>There were two (2) minor NCR and no major findings raised during this audit, and two(2) OBSERVATIONS were raised during this audit. The audit was determined to be satisfactory in general.</p>	
<p>C PREPARATION AND APPROVAL</p>		
1.	<p>Prepared by</p> <p>Signature : _____ Date : 16 JUNE 2023</p> <p>Name : </p> <p style="text-align: center;"> NOORSUHADA BINTI LATIP Quality Assurance Inspector Galaxy Aerospace (M) Sdn. Bhd. (1040262-D) </p>	
2.	<p>Approved by</p> <p>Signature :  Date : 16 JUN 2023 06 JUN 2023</p> <p>Name : DATO' SHAMSUL KAMAR BIN SAMSUDIN MANAGING DIRECTOR/ACCOUNTABLE MANAGER Galaxy Aerospace (M) Sdn. Bhd. (1040262-D)</p>	

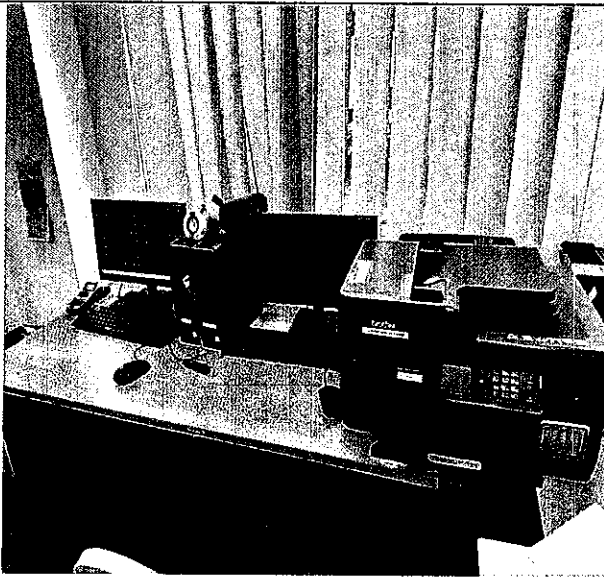


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JBPM Approved Hangar



Office Area

Figure 1: Facilities



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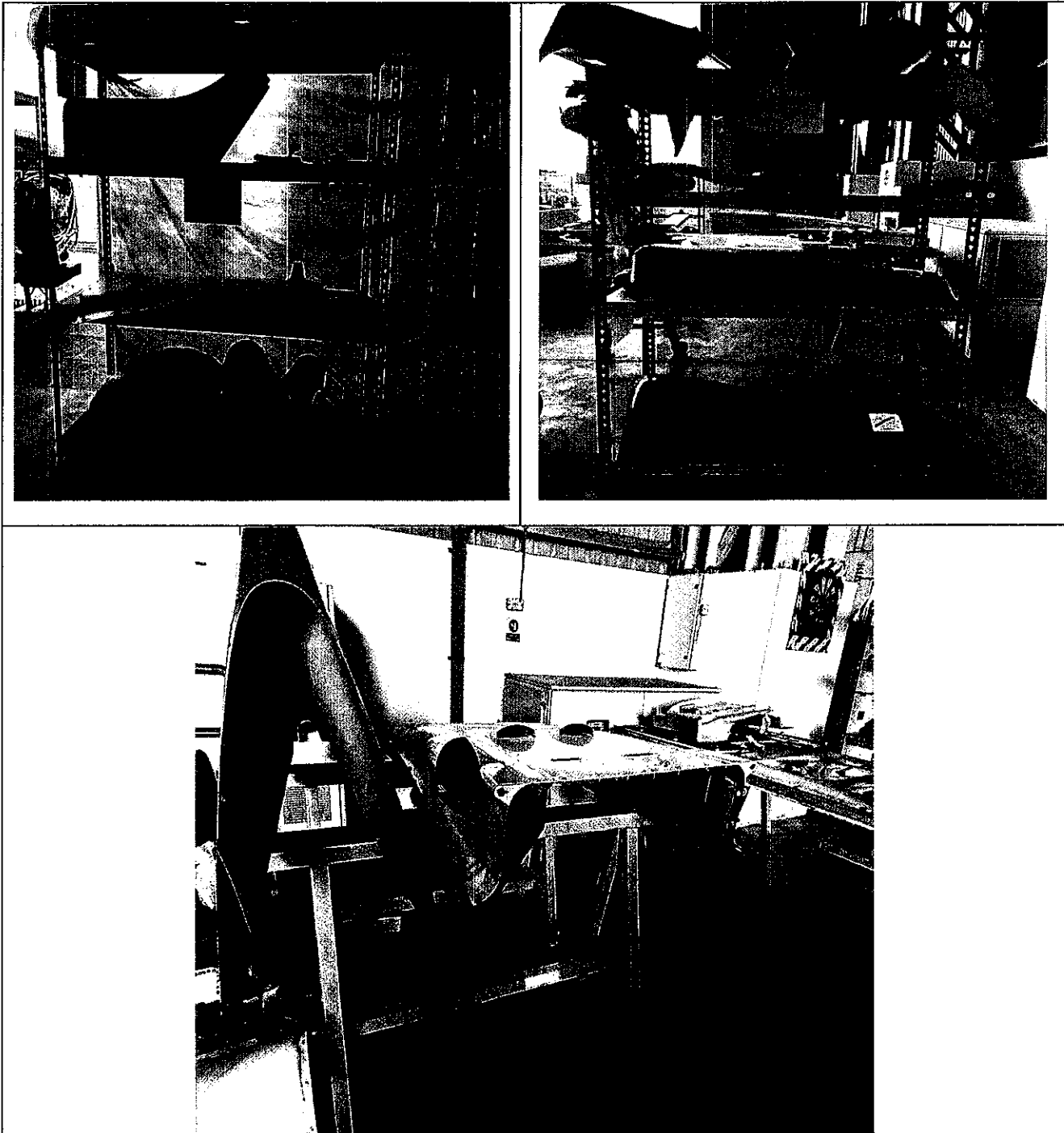


Figure 2: Holding rack and trestle



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Figure 3: PPE kit

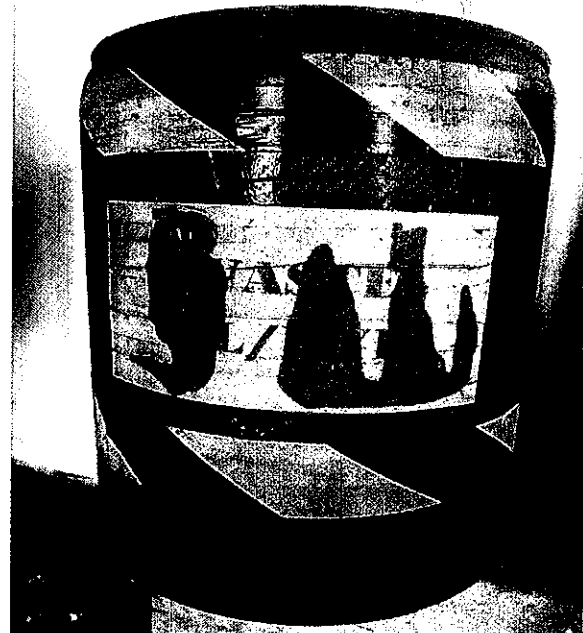


Figure 4: Waste Container



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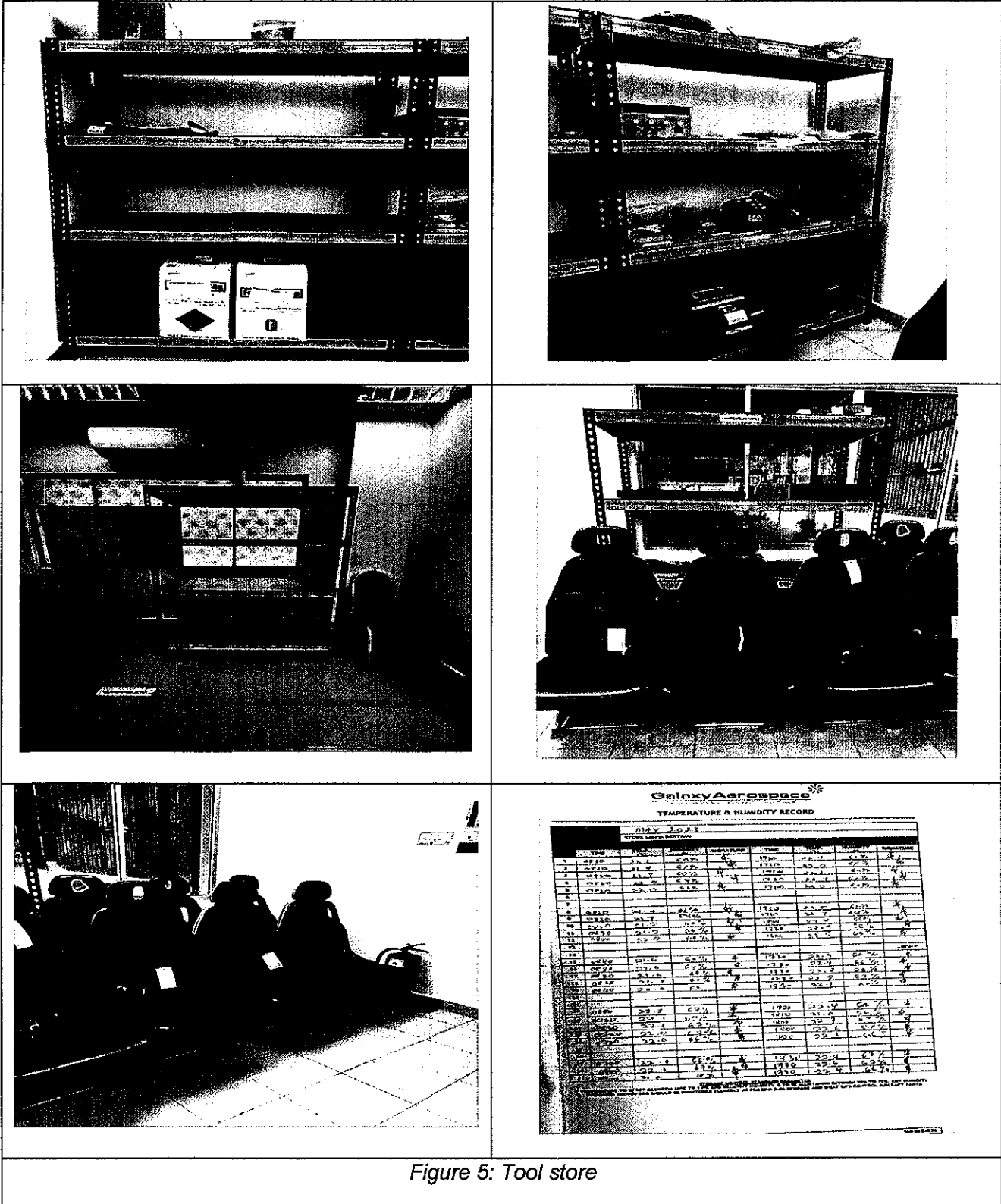


Figure 5: Tool store



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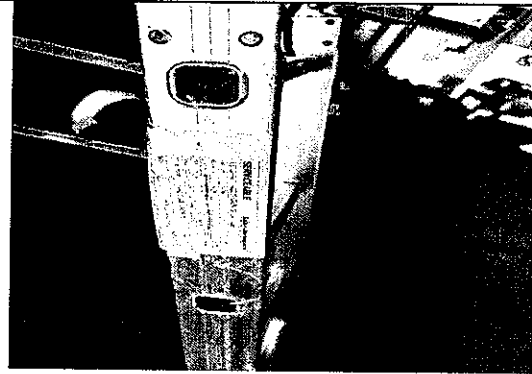
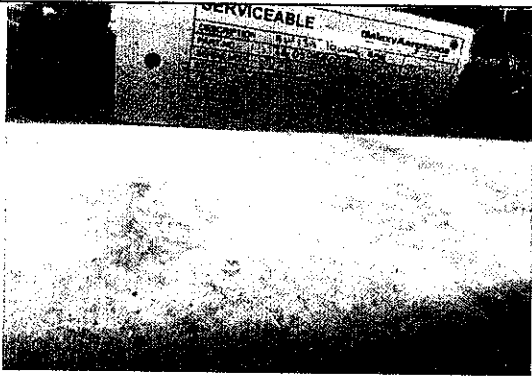
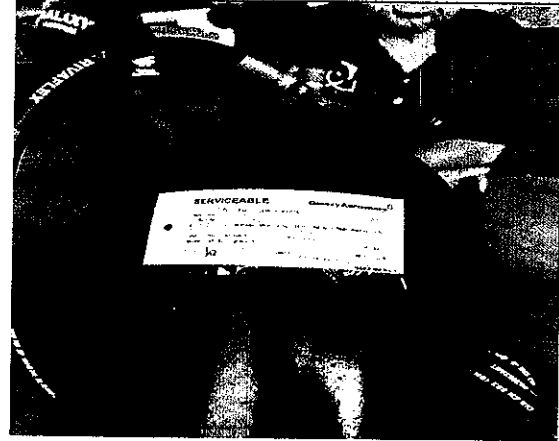
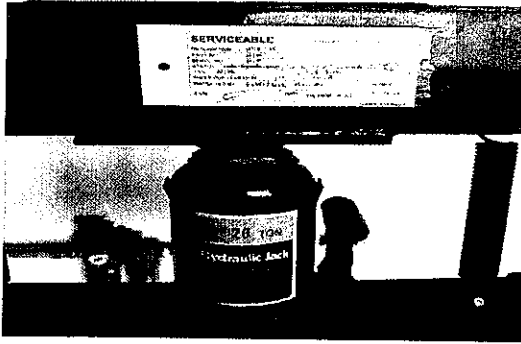
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT	REMARKS	DATE	INITIALS	STATUS
1	HYDRAULIC JACK	1	PC
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Figure 6: Ground Support equipment



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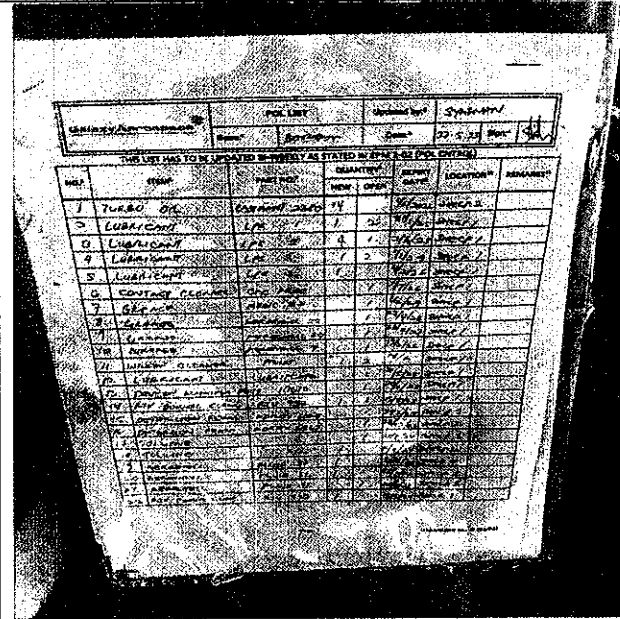
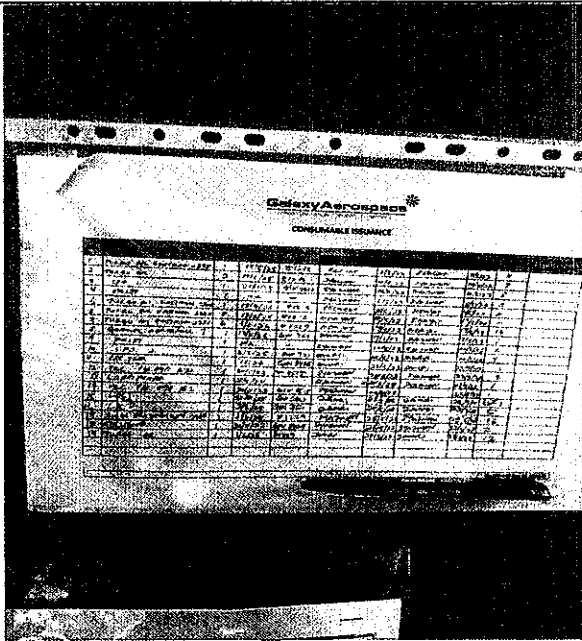


Figure 7: POL and Records

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TOOL CONTROL REGISTER

NO	ITEM	CONTROL ID	ISSUE	RETURN	APPROV	TIME / REMARKS	STORE DETAIL
			Name & Date	Name & Date	Date & Time		
1	SNAP ON TOOLS BOX	1	SHAWAN 11/1/2023	11/1/2023	11/1/2023	11/1/2023	11/1/2023
2	PHOTO TOOLS BOX	2	SHAWAN 11/1/2023	11/1/2023	11/1/2023	11/1/2023	11/1/2023

Galaxy Aerospace
Daily Maintenance Book

LOCATION	DATE	DATE
1M-REC	1006H, 600H, 600H/1M, 600H/1M, 2 Y, 1 Y, 1 Y, 1 Y	1006H, 600H, 600H/1M, 600H/1M
1M-02D	1006H, 600H, 600H/1M, 600H/1M	1006H, 600H, 600H/1M, 600H/1M
1M-02E	1006H, 600H, 600H/1M, 600H/1M	1006H, 600H, 600H/1M, 600H/1M

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PREPARED BY
ACKNOWLEDGED BY

Tool Control Register and Daily Maintenance Book

Galaxy Aerospace
TOOLBOX MEETING ATTENDANCE SHEET

NO.	NAME	STAFF NO.	SIGNATURE
1.	MUHAMMAD RAZIF BIN ROSLAN	8015	
2.	SUMANTI SUBRAMANIAM	8043	
3.	RAFIQAL BIN RAMLI	8043	
4.	SHAFFIL SYAZWAN BIN SALLEH	8140	
5.	MUHAMMAD ZAMRI BIN AWANG	8139	
6.	MUHAMMAD SAUFI BIN MAHAT	8141	
7.	MUHAMMAD NUR HIDAYAT BIN ABDULLAH	TEMP-0834	
8.	ROSE AZREENA BINTI ROSLEE	8318	

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Toolbox Meeting Attendance Sheet Before and After Correction

Figure 8: Form

