

## MEMO

To : ALL GAM APMM AW139 Technical Staff  
Date : 13 May 2024  
Reference : GAM-APMM/MEMO/AW139/24-1  
Subject : Engineering Practice - Data Entry

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Reference:

A. AUDIT REPORT NO : IAR-2024/029 dated 18 APR 2024.

1. Department GAM AW139 was undergone IQA AUDIT on 18<sup>th</sup> April 2024. Based on the audit there are 01 NCR issued by QA as below :

### NCR 01

- 1) The entry pertaining to the completion of maintenance was confusing between defective or satisfactory.
- 2) Time of sign off was not stated in the sign column. in-compliance with TAMM regulation 5.2.1 e. (3) (c).
- 3) The entry pertaining to the completion of maintenance was not completed where he/she did not clearly state the justification of applicability of the task. This issue was in-compliance to 5.2.1 g. (2)
- 4) Correction without date

### Precaution :

All technical personnel especially ATP and MIS are reminded to ensure :

- A. Take extra precaution during entering data in the Maintenance Document such as Work Package or Work Sheet by stating the exact and clear statement in the Remark column. In the case defect found in the job task, please put the cross-reference worksheet where the task has been rectified.
- B. Time sign off is to be stated in the sign column
- C. The entry pertaining to the completion of maintenance shall be completed with clearly statement and justified the applicability of the task.

- D. All correction made in the Worksheet/Work package shall be put the date when the correction has been done.
2. The personnel were acknowledged of the requirement at para 1 as in attachment A .
  3. The briefing will endeavor our effort in order not to repeat the same erroneous practice towards TAMM Regulation in the future.

Thank you.



NURUL AZHAN B SALLEHUDDIN  
*Senior Maintenance Manager*

Attachment A

Briefing Attendance

Date/Time :

Location : GAM AW139 Crew room

| NO. | NAME                                  | EMP NO   | SIGNATURE |
|-----|---------------------------------------|----------|-----------|
| 1.  | MUHAMMAD YAZID BIN JONUT              | 8056     |           |
| 2.  | MUHAMMAD SYAHMIN B. ZAHARI            | 8317     |           |
| 3.  | MUHAMMAD RAZI BIN MUHAMMAD            | 8408     |           |
| 4.  | MUHAMMAD FARHAN B. AMAN               | 8069     |           |
| 5.  | NOR AINA AZMIRA BINTI MUHAMAD         | 8426     |           |
| 6.  | MUHAMMAD ASRIN BIN MOHD ARIS          | 8105     |           |
| 7.  | MUR ANIS AMANIB BINTI ZANI            | 8281     |           |
| 8.  | MUHAMMAD DANIAL SHAZANI BIN ZULKIFLI  | 8164     |           |
| 9.  | MUHAMMAD FAIZAL B. MUSTAFFA           | 8077     |           |
| 10. | MOHD SAIFUL HABANUN MOHD YUSOP        | 8030     |           |
| 11. | NUR ATIRA NAJIHAH BT ANUAR            | 8498     |           |
| 12. | FARHANA NUR DANISYAH BT MOHD ANUAR    | SLIM268  |           |
| 13. | MOHD AKMAL BIN MAT JASIK              | 8028     |           |
| 14. | NIK MUHAMMAD IZUDDIN B. NIK MUSTAPHA  | 8123     |           |
| 15. | MOHD PADZIR D. ZAKARIA                | 8027     |           |
| 16. | MOHAMED ASYRAAF AZHAR                 | 8125     |           |
| 17. | MUHAMMAD ALHAN B. AZMER               | SLIM295  |           |
| 18. | MUHAMMAD AMIRUL FADHLIN B. MOHD SAFRI | SLIM 275 |           |
| 19. | MUHAMMAD AZMIR B. MD. RADZI           | 8387     |           |
| 20. | REDZUAN R. ANOR BASHAH                | 8029     |           |
|     |                                       |          |           |
|     |                                       |          |           |