

MEMO

To : ALL GAM APMM AW139 PPC and CAMO
Date : 28 DEC 2023
Reference : GAM-APMM/MEMO/AW139/23-4
Subject : DOCUMENTATION PRACTICE

Reference:

A. LAPORAN AUDIT PEMANTAUAN DGTA ON 12-14 DEC 2023

1. Department GAM AW139 was undergone DGTA AUDIT on 12th - 14th Dec 2023. Based on the NCR's issued by DGTA, there are a few issues need to take a serious attention for PPC and CAMO, the subject involves are :
 - a) Technical Instruction Compliance (TIC). The CAMO personal should ensure the TIC in the GAM portal to be monitored closely and to inform related personnel in the TIC process to take action as necessary until the TIC close as soon as possible.(NCR 2)
 - b) The PPC are required to closely informed APMM Rep/DAR on the progression/status of this procurement inclusive of approved manufacturer, explicit identification and tracking system records and tracks of each item/ aeronautical product until it is received, stored, issued and used within the APMM organization. This information can be informed by included APMM Representative and DAR in the e-mail loop addresses.(NCR 3)
 - c) The CAMO personnel are required to ensure that any revision or changing of SB decision or approved by DAR, the TIC/TIR also required to be revised and to ensure the right tick in the column 'Review Statement' has been done accordingly. (NCR 5/6)
 - d) SB classification/Categories need to be clear and accurate the right term such as ALERT/MANDATORY , OPTIONAL OR OPTIONAL RECOMMENDED

should be used in the SB' List . The CAMO personnel has been instructed to change the SB List font by using Font 12 for better visual. (NCR 8)

- e) The CAMO personnel is required to ensure that the distribution list in Publication Master List are same as what have been stipulated in MMP. (NCR 16)
- 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

