

MEMO

To : ALL GAM APMM AW139 Technical Staff
Date : 28 DEC 2023
Reference : GAM-APMM/MEMO/AW139/23-3
Subject : Engineering 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 all technical personnel, the subject involves are :
 - a) All Technical personnel has been reminded to ensure any alteration in the maintenance record must be followed as requirement in the TAMM Regulation 5.2.4 and MMP Regulation 5.2.4. Any alteration shall be crossed out/strike off/circled the false record, stamp and dated. There will also a wording 'E.I.E' as " Enter in Error" on top of the strike off/circled/crossed out.
 - b) Signature, date completed, Total Man hours, Name sand staff ID need to be stated in the all Work pack after completed all maintenance task. This regulation has stated in TAMM para 5.2.1 under Maintenance Records and Documentation Requirements page R5-7 of 16 and also in MMP. All MIS and ATP are required to ensure follow the regulation seriously.
 - c) The Person that appointed in charge Tool store is required to ensure the Tool Master List meet the standard format of minimum requirement in the TAMM and MMP as Regulation 5.5.1 Para 3. The list shall contain as minimum the part number,description,serial number, calibration status, condition status and location. All personnel also required to ensure our Tool and Equipment Master List contain the stated requirement.

- d) Regularly Check the First Aid Kit condition by first adder personnel and all personnel. Please Check regularly once A month for validity items in the First aid kit box. This is require to be done to avoid over due item keep in the box.
 - e) All Technical personal who withdraw the tool or any equipment in tool store to ensure the same person withdraw the tool is the same person will return and recorded in book in/out record. Pass the tools to other person to return and register in Book in/out. The person in charge also need to ensure the segregation of tool record between Special Tool and General Tools as stipulated in the MMP regulation 5.5.1.
 - f) The appointed person in Charge for Tool and Ground Support Equipment is required to ensure all part number and series number updated at all time and any changes of the equipment shall be updated in the Tools Equipment Master list. All Technical personnel are reminded to check and ensure the data in the Tools and Equipment Master list is in current update data as stipulated in MMP Regulation 5.5.1 para 3.
 - g) All Technical personnel and Person in-charge shall ensure by inspect the Fire Extinguisher Bottle pressure gauge at Towing Tractor every day during carry out Daily Inspection (DI). This is importance to avoid the pressure drop to low pressure (out of green limit). The replacement action should be taken immediately by informed HQ GSE Department.
 - h) Please take extra precaution during draw out any GSE Equipment to be properly recorded. There is a case where the audit team was found the equipment GSE/30 Coolspool 29 GPU S/No ; N001546 was not recorded while taken out for tasking. All Technical personnel are straightly reminded to ensure any item taken away for any reason in the store shall be registered in book in/out book.
2. The personnel were acknowledged of the requirement at para 2 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.


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Senior Maintenance Manager

