

MOE PART 2-13-2

MAINTENANCE DOCUMENTATION IN USE AND ITS COMPLETION

2.13.1 Responsibility

1. All forms or documents used in recording of maintenance work done shall be authorized by the QAM. These work documentations shall be identified with GAM Form Number for the purpose of traceability.
2. Certifying Staffs are responsible to make certification that follows with their respective initial, approval stamp and appropriately dated.
3. Tasks performed by non-certifying staff shall bear their respective initial and staff no for traceability purposes.
4. The fullest possible details of the work/results are to be recorded at all times and must include where necessary, technical data references, batch numbers, serial numbers, test figures achieved, statements on serviceability, details of calibrated equipment/tools used and cross references.

2.13.2 Templates in Use to Record Maintenance

1. This section defines the type of documentation used during the maintenance of the aircraft/component and the procedure to control such documents.
2. All documentation intended to be used for recording maintenance activity of the aircraft/component shall be in accordance with the Operator/ Customer/CAMO requirements. If the Operator/Customer/CAMO does not have their own work package, then GAM work package will be in use.
3. Operator/Customer/CAMO shall analyse the Manufacturer data and accurately transcribe the data onto such work cards or worksheets with precise reference to the approved data.
4. Following are the maintenance documentation that is normally in use:
 - a) Routine task (Maintenance schedule requirement)
 - i. These routine tasks are for the purpose performing routine inspection as identified in Operator/Customer/CAMO Maintenance Programme/Maintenance Schedule.

- ii. PPC Section will compile all required Maintenance Schedule inspection and any other maintenance requirement under a Work Pack for the performance of maintenance task to be accomplished during Hangar check and transferred to GAM worksheet.
 - iii. All associated worksheets in the Work Packages must be registered in the Work Pack Control sheet (GAM/E-001A) which is placed at front of the work pack.
 - b) Non-routine task (unscheduled maintenance requirement)
 - i. For work resulting from non-routine task i.e. defect rectification etc. GAM worksheet will be used to record the details of work carried out. Reference to maintenance instruction shall be recorded.
 - ii. Additional work sheet maybe utilised for additional documentation required and cross-reference shall be made between the work sheets and originating source document.
 - c) Schedule Maintenance Inspection
 - i. At completion of check, (as detailed in respective Aircraft Maintenance Programme) a Base Maintenance Release shall be raised.
 - d) Component Maintenance Task
 - i. Maintenance documentation in use for component maintenance is detailed in WMP 1.7.7 (Related Documents) and WPM 1.9 (Workshop Document Generation).
- 5. GAM work package includes the following as applicable and not limited to:
 - a) Work Order
 - b) Work Pack Control Sheet (GAM/E-001A)
 - c) Worksheet
 - d) Workshop Worksheet (GAM/E-001C)
 - e) Part Report (GAM/E-001H)
 - f) Base Maintenance Release Certificate (GAM/E-009)

