REPAIR STATION AND QUALITY CONTROL MANUAL (RSQCM)

for

GALAXY AEROSPACE (M) SDN BHD
GLYY941D

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Issue Number	**1**
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Holder	**FEDERAL AVIATION ADMINISTRATION (FAA)**

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CHAPTER 1.0

GENERAL INFORMATION

1.1 RECORD OF REVISIONS

Retain this record in the manual. Upon receipt of revisions, insert revised pages in the manual and enter the revision number and revision date, insertion date and initials of person incorporating the revision, in the appropriate columns below.

Revised area on a page will be highlighted by vertical lines on the left side of the page.

Issue No.	Revision No.	Revision date	Inserted by	Insertion date
1	0	24 January 2022		
1	1	30 May 2023		

1.1A HIGHLIGHT OF REVISIONS

ISSUE NO	REV. NO	REV. DATE	DETAILS OF REVISIONS
1	1	30 May 2023	Chapter 1.1: Updated record of revision table.
			Chapter 1.1A: Added new chapter for explanation of changes/revisions.
			Chapter 1.2: Updated List of Effective Pages.
			Chapter 1.3: Updated Table of Contents
			Chapter 2.1: • Para 5.3.4 where amended text passages are highlighted with blue font and a vertical bar. • Para 5.4.1 – QAM to update and upload new/revised RSQCM into GAMS portal.
			Chapter 2.2: • Para 5.7 – added amendment is highlighted by a blue font color • Para 5.8 – added QAM is responsible for updating and uploading new/revised RSQCM into GAMS portal.
			Chapter 2.3: Updated Para 5.6 and 5.8 – changed QA Inspector to QA Officer.
			Chapter 3.1: Updated Para 3.1.2 on GAM Part 145 Maintenance Organisation Chart
			Chapter 3.2: • Para 3.2.2 C.16 – changed Chief Engineer to Deputy Engineering Manager • Para 3.2.4 – changed title Chief Engineer to Deputy Engineering Manager. • Para 3.2.6 – changed title Inspector to Certifying Staff (Personnel Authorized to Approve and Article Return to Service) • Para 3.2.10 – changed title Lead Production Planner to Production Planner and Controller Supervisor • Para 3.2.11 – corrected title to Production Planner and Controller (PPC) • Para 3.2.13 – corrected title to Quality Assurance Officer • Para 3.2.14 – corrected title to Workshop In-Charge
			Chapter 4.1: • Updated Para 5.4 to change QA Inspector to QA Officer. • Para 6.2 – added form Employment Summaries (GAM/Q-082)
			Chapter 4.2

			• Amended Production Planner and Control to Production Planner and Controller throughout the procedure. • Update Para 5.2 to include details of GAM's layout and housing. • Para 5.4.4 and 6.2 renamed Form GAM/E-066 to GAM/E-081.
			Chapter 4.3:
			Chapter 4.4: Editorial – Quality Manager to Quality Assurance Manager
			Chapter 4.5: Revised the whole chapter to include recurrent maintenance away from GAM fixed location (under OpSpecs D100).
			Chapter 4.6 Amended Production Planner and Control to Production Planner and Controller throughout the procedure.
			Chapter 4.10 • Para 5.3.2 v) amended to add last sentence " Parts in ….boxes). • Para 5.3.5 revised the whole scrap policy. • Para 5.4.3 a) Re-defined purpose of serviceable label. • Para 5.4.3 g) Added new tagging Serviceable sticker (GAM/E-071). • Amended Production Planner and Control to Production Planner and Controller throughout the procedure. • Editorial: Form number correction AD/SB Record Sheet (GAM/E-062) to (GAM/E-081). • Para 5.5.3 a) Added Aircraft Acceptance/Handover Inspection and Tools Report. • Para 5.5.4 a) Added new sentence "The result of … Inspection (GAM/E-077). • Para 5.5.6 f) Added last sentence on IMTE identification to be recorded in the Tools Report. • Para 6.22 and 6.23 added GAM/E-077 and GAM/C-053 as records.
			Chapter 4.11: • Amended Production Planner and Control to Production Planner and Controller throughout the procedure.
			Chapter 5.1: Updated list of forms.
			Chapter 5.2.7: Form revised.
			Chapter 5.2.8: Form revised.
			Chapter 5.2.9: Form revised.
			Chapter 5.2.12: Form revised.

			Chapter 5.2.16: Form revised.
			Chapter 5.2.22: Form revised.
			Chapter 5.2.23: Form revised.
			Chapter 5.2.28: Form revised.
			Chapter 5.2.29: Form revised.
			Chapter 5.2.31: Form revised.
			Chapter 5.2.32: Form revised.
			Chapter 5.2.33: Form revised.
			Chapter 5.2.34: Form revised.
			Chapter 5.2.37: Form revised.
			Chapter 5.2.40: Form revised.
			Chapter 5.2.41: Form revised.
			Chapter 5.2.42: Form revised.
			Chapter 5.2.43: Form revised.
			Chapter 5.2.44: Form revised.
			Chapter 5.2.46: Inclusion of new form.
			Chapter 5.2.47: Inclusion of new form.
			Chapter 5.2.48: Inclusion of new form.
1	0	24 January 2022	New Issue.

1.2 LIST OF EFFECTIVE PAGES

Chapter	Page No.	Issue No.	Revision No.	Revision Date
0.0	1 - 1	1	1	30 May 2023
1.0	1 - 1	1	0	24 January 2022
1.1	1 - 1	1	1	30 May 2023
1.2	1 - 5	1	1	30 May 2023
1.3	1 - 3	1	1	30 May 2023
1.4	1 - 1	1	0	24 January 2022
1.5	1 - 1	1	0	24 January 2022
1.6	1 - 1	1	0	24 January 2022
1.7	1 - 5	1	0	24 January 2022
2.0	1 - 1	1	0	24 January 2022
2.1	1 - 3	1	1	30 May 2023
2.2	1 - 2	1	1	30 May 2023
2.3	1 - 2	1	1	30 May 2023
3.0	1 - 1	1	0	24 January 2022
3.1	1 - 2	1	1	30 May 2023
3.2	1 - 16	1	1	30 May 2023

Quality Assurance Manager Approval	**Federal Aviation Administration Acceptance**
OMAR BIN AHMAD Quality Assurance Manager Galaxy Aerospace (M) Sdn. Bhd (1040262-D) **Date: 30 May 2023**	**Date:**

Chapter	Page No.	Issue No.	Revision No.	Revision Date
4.0	1 - 1	1	0	24 January 2022
4.1	1 - 2	1	1	30 May 2023
4.2	1 - 13	1	1	30 May 2023
4.3	1 - 3	1	1	30 May 2023
4.4	1 - 2	1	1	30 May 2023
4.5	1 - 5	1	1	30 May 2023
4.6	1 - 4	1	1	30 May 2023
4.7	1 - 5	1	0	24 January 2022
4.8	1 - 3	1	0	24 January 2022
4.9	1 - 2	1	0	24 January 2022
4.10	1 - 24	1	1	30 May 2023
4.11	1 - 4	1	1	30 May 2023
4.12	1 - 3	1	0	24 January 2022
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4.14	1 - 3	1	0	24 January 2022
4.15	1 - 3	1	0	24 January 2022
4.16	1 - 4	1	0	24 January 2022
4.17	1 - 4	1	0	24 January 2022

Quality Assurance Manager Approval

OMAR BIN AHMAD
Quality Assurance Manager
Galaxy Aerospace (M) Sdn. Bhd
(1040262-D)

Date: 30 May 2023

Federal Aviation Administration Acceptance

BRIAN JAMES GLENN

Digitally signed by BRIAN JAMES GLENN
Date: 2023.06.17 07:29:55 -07'00'

Date:

Chapter	Page No.	Issue No.	Revision No.	Revision Date
5.0	1 - 1	1	0	24 January 2022
5.1	1 - 1	1	0	24 January 2022
5.2	1 - 2	1	1	30 May 2023
5.2.1	1 - 3	1	0	24 January 2022
5.2.2	1 - 1	1	0	24 January 2022
5.2.3	1 - 1	1	0	24 January 2022
5.2.4	1 - 2	1	0	24 January 2022
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5.2.6	1 - 2	1	0	24 January 2022
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5.2.18	1 - 1	1	0	24 January 2022
5.2.19	1 - 2	1	0	24 January 2022

Quality Assurance Manager Approval	**Federal Aviation Administration Acceptance**
OMAR BIN AHMAD Quality Assurance Manager Galaxy Aerospace (M) Sdn. Bhd (1040262-D) **Date: 30 May 2023**	**Date:**

Chapter	Page No.	Issue No.	Revision No.	Revision Date
5.2.20	1 - 2	1	1	30 May 2023
5.2.21	1 - 4	1	0	24 January 2022
5.2.22	1 - 2	1	1	30 May 2023
5.2.23	1 - 2	1	1	30 May 2023
5.2.24	1 - 1	1	0	24 January 2022
5.2.25	1 - 2	1	0	24 January 2022
5.2.26	1 - 1	1	0	24 January 2022
5.2.27	1 - 2	1	1	30 May 2023
5.2.28	1 - 2	1	1	30 May 2023
5.2.29	1 - 2	1	1	30 May 2023
5.2.30	1 - 2	1	0	24 January 2022
5.2.31	1 - 3	1	1	30 May 2023
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5.2.33	1 - 5	1	1	30 May 2023
5.2.34	1 - 3	1	1	30 May 2023
5.2.35	1 - 5	1	0	24 January 2022
5.2.36	1 - 4	1	0	24 January 2022
5.2.37	1 - 2	1	1	30 May 2023
5.2.38	1 - 2	1	0	24 January 2022
5.2.39	1 - 6	1	0	24 January 2022
5.2.40	1 - 2	1	1	30 May 2023

Quality Assurance Manager Approval	**Federal Aviation Administration Acceptance**
 **Date: 30 May 2023**	**Date:**

Chapter	Page No.	Issue No.	Revision No.	Revision Date
5.2.41	1 - 2	1	1	30 May 2023
5.2.42	1 - 5	1	1	30 May 2023
5.2.43	1 - 2	1	1	30 May 2023
5.2.44	1 - 2	1	1	30 May 2023
5.2.45	1 - 2	1	0	24 January 2022
5.2.46	1 - 11	1	1	30 May 2023
5.2.47	1 - 2	1	1	30 May 2023
5.2.48	1 – 2	1	1	30 May 2023

Quality Assurance Manager Approval	**Federal Aviation Administration Acceptance**
OMAR BIN AHMAD Quality Assurance Manager Galaxy Aerospace (M) Sdn. Bhd (1040262-D) **Date: 30 May 2023**	**Date:**

1.3 TABLE OF CONTENTS

1.4 CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER

I, the Accountable Manager have the corporate authority to ensure that all maintenance services required by the customer can be financed and provided to the standard required and that all necessary resources are available to enable compliance with this exposition.

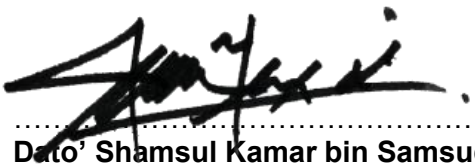
I will establish and promote policies for safety management and quality systems for this Repair Station and its employees in accordance with this manual.

This manual and any associated referenced manuals define the organisation and procedures upon which the Federal Aviation Administration CFR Part 145 approval is based as required Federal Aviation Administration.

The procedures and guidelines laid down in this manual do not override the requirement for compliance to the Federal Aviation Administration for the time being in force, or any new or amended requirements as published by the Federal Aviation Administration from time to time.

It is understood that the FAA will approve this organisation whilst the FAA is satisfied that the procedures are being followed and work standards maintained.

It is further understood that the FAA reserves the right to suspend, limit or revoke the Repair Station approval of the organisation if the FAA has evidence that procedures are not followed, or standards not upheld.

Signed : 

Dato' Shamsul Kamar bin Samsudin
Accountable Manager
Galaxy Aerospace (M) Sdn. Bhd

Date : 24 January 2022

1.5 PURPOSE OF MANUAL

This FAA Repair Station and Quality Control Manual (RSQCM) has been prepared in accordance with the current Federal Aviation Regulation – Part 145 Repair Station, Advisory Circular AC145-9 Guide for Developing and Evaluating Repair Station and Quality Control Manuals and the policies of Galaxy Aerospace (Malaysia) Sdn. Bhd., herein after referred as GAM.

It is accepted that these procedures do not override the necessity of complying with the applicable FAR 145 or any new or amended requirements published from time to time where the FAR 145 or these new or amended requirements are in conflict with these procedures.

These manuals explain the internal inspection system in detail for which this Repair Station is rated, including the continuity of inspection responsibility. It gives samples of inspection forms used and their method of execution. These manuals give a detailed explanation of the following portions of the inspection system: incoming materials, preliminary inspection, hidden damage, inspection continuity and final inspection of the article being maintained at this facility. In case of contradiction between FAR and internal documents, FAR shall take the precedence.

The work performed on the article will be in accordance with the current FAR's, manufacturers' data, drawings, specifications, service bulletins and other technical data approved by the Federal Aviation Administration (FAA) for ratings specified in the "AIR AGENCY CERTIFICATE AND THE LIMITATION SPECIFIED IN THE REPAIR STATION OPERATIONS SPECIFICATIONS" defined by the FAA.

This Repair Station will not maintain or alter any item for which it is not rated. It will not maintain or alter any article for which it is rated unless it has the required technical data, equipment, materials, facilities and trained personnel.

The FAA Repair Station Manual and Quality Control Manual shall be maintained in current status at all times. The Supervisory/Inspection personnel and GAM personnel in the Engineering Department and related supporting Departments shall have a direct access and must be fully conversant with its contents. These manuals are available electronically at GAMS portal.

The manual is divided into 5 chapters:

a) CHAPTER 1 - GENERAL INFORMATION
b) CHAPTER 2 - MANUAL REVISION & CONTROL
c) CHAPTER 3 - REPAIR STATION ORGANIZATION CHART
d) CHAPTER 4 - REPAIR STATION & QUALITY CONTROL ELEMENTS
e) CHAPTER 5 - FORMS

1.6 DISTRIBUTION LIST

Copy Number	Holder	Format
01	Quality Assurance Manager	Hard Copy (Master Copy)
02	Accountable Manager, Engineering Manager, GAM Personnel.	Soft Copy (GAMS Portal)
03	Federal Aviation Administration	Soft Copy

1.7 DEFINITION OF TERMS

ITEM	DEFINITION
Acceptable Data	Data that meets the requirements of the applicable regulations.
Accountable Manager	The person designated by the certificated repair station as responsible for and with authority over all Repair Station operations that are conducted under Part 145. This person's duties include ensuring that repair station personnel follow the regulations and serving as primary contact with the Federal Aviation Administration (FAA).
Approved	Approved by the Administrator unless used with reference to another person. Approval is granted to a repair station when the information, such as a process specification or rating, is listed on the operations specifications (OpsSpecs).
Additional Fixed Location	A Repair Station may have additional fixed location (facilities) without certificating each facility as a stand –alone or satellite repair station. All additional fixed locations will be operated under the authority of a single repair station certificate.
Air Agency Certificate	Federal Aviation Administration (FAA) Form 8000-4, Air Agency Certificate, is the authority granted by the FAA for a repair station to conduct business. The certificate states the following information:- 1. Repair station number. 2. What the repair station's ratings are to include: a. Class ratings b. Limited ratings c. Limited specialized service ratings 3. The location and name of the repair station. 4. The expiration date, as applicable.
Article	An aircraft, airframe, engine, propeller, appliance or component part.
Approval Authority	A certificate authority issued to a Supervisory/Inspection Personnel and Stores Inspectors indicating the scope of certification privileges authorized by the Quality Manager.
Capability List	A certificated Repair Station with a limited rating may perform maintenance, preventive maintenance or alterations on an article if it is listed on a current capability list acceptable to the FAA or on the Repair Station operation specifications.

ITEM	DEFINITION
Contract Maintenance	A Repair Station must have the material and equipment necessary to perform the functions appropriate to its rating. However, it need not have the tools and equipment for functions it is authorized to contract out pursuant to its FAA approved list of maintenance functions. The repair station must request approval before it can contract a maintenance function. If the FAA approves the contracted maintenance function, the Repair Station can determine who will perform the maintenance.
Contracting	Entering into an agreement between the originating certificated repair station and another person or people to perform maintenance functions on an article. The originating repair station will exercise the privileges of its certificate and assume responsibility for the work performed by the contracted person.
Correction	An action taken to eliminate detected non conformity. For repair stations electing to use an International Organization for Standardization (ISO 9000) quality system, a correction may involve repair or rework and may be made in conjunction with a corrective action.
Corrective Action	An action taken to eliminate the cause of a detected non conformity or other undesirable condition to prevent its reoccurrence. For repair stations electing to use an ISO 9000 or similar system, the undesirable condition may include potential regulatory violations, which defers from a nonconformity requiring correction.
Designated Engineering Representative (DER)	A private person designated by the FAA Administrator to act as its representative for examining, inspecting and testing aircraft and related data. A DER may recommend approval or approve data within the limitation of his or her certificate of authority.
Directly In Charge	Means having responsibility for the work of a certificated Repair Station that performs maintenance, preventive maintenance, alterations or other functions affecting the aircraft airworthiness. A person directly in charge does not need to physically observe and direct each worker constantly but must be available for consultation on matters requiring instruction or decision from higher authority.
Foreign Repair Station	A term used in the automated Operation Specifications to describe an FAA certificated facility located outside the United States that performs maintenance, preventive maintenance or alterations on articles.
Inspection	The examination of an aircraft / aircraft component to establish conformity with an approved standard.

ITEM	DEFINITION
Inspection personnel	A person holding a company approval appropriately rated to return an article to service.
Limited Ratings	Ratings issued to repair stations for the performance of maintenance on particular makes and models of airframes, power plants, propellers, radios, instruments, accessories and / or parts.
Limited Specialized Service : Ratings	Ratings issued for a special maintenance function when the functions performed in accordance with a specification of data acceptable to the FAA. The Operations Specifications must include the specification or data used by the Repair Station to perform that service in accordance with Part 145 & 145.61 (c).
Line Maintenance	1. Any unscheduled maintenance resulting from unforeseen events; or 2. Scheduled checks where certain servicing and / or inspections do not require specialized training, equipment or facilities.
Maintenance	Inspection, overhaul, repair, preservation and the replacement of parts excluding preventive maintenance.
Maintenance Function	A step or series of steps in the process of performing maintenance, preventive maintenance or alterations which may result in approving an article for return to service.
Major Alteration	An alteration not listed in the aircraft, aircraft engine or propeller specifications that 1. Might appreciably affect weight, balance, structural strength, performance, power plant operation, flight characteristics or other qualities affecting airworthiness or 2. Is not done according to accepted practices or cannot be done by elementary operations.
Major Repair	A repair that: 1. If improperly done, might appreciable affect weight, balance, structural strength, performance, power plant operation, flight characteristics or other qualities affecting airworthiness or 2. Is not done according to accepted practices or cannot be done by elementary operations.
Operations Specifications (OpsSpecs)	The official document that describes the authorizations, ratings and limitations of the repair station.
Overhaul	No person may describe in any required maintenance entry or form an aircraft, airframe, aircraft engine, propeller, appliance, or component part as being overhauled unless:

ITEM	DEFINITION
Overhaul (cont'd).	1. Using methods, techniques, and practices acceptable to the Administrator, it has been disassembled, cleaned, inspected, repaired as necessary, and reassembled; and 2. It has been tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Administrator, which have been developed and documented by the holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under §21.305 of this chapter.
Preventive Action	An action taken to eliminate the cause of a potential conformity or other undesirable situation. corrective action is taken to prevent reoccurrence.
Preventive Maintenance	Simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations.
Procedure	A specified way to perform an activity or a series of steps, such as a procedure that describes the methods, steps or means to carry out policy.
Quality Control Manual (QCM)	A manual that describes the inspection and quality control procedures used by the repair station. Rating A part of the repair station's certificate that describes the special conditions, privileges or limitations issued under Part 145, 145.59 and/or 145.61
Repair	The restoration of an aircraft / aircraft component to a serviceable condition in conformity with an approved standard.
Repair Station Manual	A manual that describes the procedures and policies of repair station operations.
Required Inspection Item (RII)	An item of maintenance that, if not performed properly, or done with improper parts or materials, could result in a failure, malfunction or defect, endangering the safe operation of the aircraft. An RII must be inspected by a trained, qualified and authorized inspector. The inspector must be listed in the repair station's roster but can't be the same individual who performed the work. See Parts 121, 125, 135, 121.371, 125.251 and 135.429 for details of this requirement.
Supervisor	A person who directs the work performed under the repair station's certificate and OpsSpecs and is available in person at the repair station when the work is being performed. See Part 145, 145.153 for supervisory personnel requirements.

ITEM	DEFINITION
Supervisory Personnel	A person holding a company approval at production areas performing supervisory function and appropriately rated to return an article to service.
Stores Inspector	A person approved by the Quality Manager to perform checks / inspections to ensure that only materials, parts and components intended for aeronautical use, which conform to all specifications and are serviceable, shall be accepted into bonded store

CHAPTER 2.0

MANUAL REVISION AND CONTROL

2.1 PROCEDURE FOR REVISION

1. PURPOSE

1.1 To provide procedures to revise the Galaxy Aerospace Malaysia (GAM) Repair Station Quality Control Manual (RSQCM).

2. SCOPE

2.1 This procedure is applicable to the entire contents of this RSQCM.

3. REFERENCE

3.1 FAR §145.207(e), §145.209(j), §145.209(k), §145.211(c)(4) and §145.211(d).

4. RESPONSIBILITIES

4.1 The Quality Assurance Manager is responsible for:

a) maintaining and updating the amendments to the RSQCM. Where amendments are deemed necessary, the amendments will not contravene in any way, the contents of the Federal Aviation Regulations.

b) submitting revisions to the FAA for review and acceptance.

c) controlling, updating and distributing of copies of the RSQCM, including any amendments raised and accepted by the FAA, both in hard-copy (paper copy) and soft-copy (as posted in GAMS Portal).

5. PROCEDURES

5.1 Manual Identification

5.1.1 The RSQCM is controlled through issue and revision numbering. The first issue of this RSQCM is issue No. 1, revision 0. Following revisions will be numbered Issue No. 1, revision: 1 and so forth. New issue to the RSQCM will be done when there are extensive revisions necessitating a complete re-issue, a new issue number will be allocated in numerical order.

5.1.2 Each page of the manual shall have the chapter number, issue number, revision number and page number. All pages will show the date of issue which can be cross-checked with List of Effective Pages (LEP) to ensure that it is current.

5.2 Manual Control

5.2.1 This manual is controlled by List of Effective Pages (LEPs), which is signed by the Quality Assurance Manager.

5.2.2 A copy of initial Repair Station & Quality Control Manual shall be submitted with a cover letter to FAA for acceptance before implementation.

5.3 Manual Preparation, Review and Approval

5.3.1 The Quality Assurance Manager is responsible for the initiating, preparing and submitting the amendments of this RSQCM to the FAA for review and acceptance.

5.3.2 He/she is also responsible to review the RSQCM annually so that its contents, when necessary, will be updated to reflect the latest operational and organizational set-ups in GAM.

5.3.3 If there is more than seventy-five percent (75%) changes to the RSQCM, a completely new issue will be promulgated.

5.3.4 Amended text passages are highlighted with blue font and a vertical bar in the left margin annotates the revised portion of the text.

5.3.5 The Quality Assurance Manager shall notify of any changes in writing, e-mail or by phone as and when revisions are deemed required. The revised RSQCM shall be forwarded to the respective Principal Inspector (PI) of the FAA Office within five (5) business days from the date of changes.

5.3.6 The Quality Assurance Manager shall submit to the respective FAA PI :

a) A Cover Letter and/or via email correspondence.

b) The revised copy of RSQCM

c) The revised List of Effective Pages (LEPs) with signature and dated of QAM

5.3.7 The FAA PI will either accept or reject the manual revision. The acceptance of the manual may be noted by FAA PI's signature and the acceptance date on the List of Effective Pages (LEP) and/or in the form of transmittal documents such as letters, memos, e-mails or any other media. Quality Assurance Manager is responsible to keep a record of manual acceptance by the FAA by inserting in the first page of the Repair Station/Quality Control Manual.

5.3.8 However, if the manual is rejected, the FAA PI will provide a detailed explanation of the deficiencies and advise the repair station not to perform maintenance if the rejected procedures are in use.

5.3.9 When a revision is found not acceptable to the FAA, QAM is responsible to:

a) stop the implementation of the revisions until FAA acceptable revision is available.

b) get a new revision which is acceptable to FAA.

c) correct any maintenance/administrative actions performed under revisions that were found not acceptable to the FAA if applicable/necessary.

5.4 Manual Distribution and Notification

5.4.1 Once a revised RSQCM is appropriately accepted by the FAA, QAM will register into the Internal Publication Master List (GAM/Q-067) to identify the latest revisions of the manual. He/she is also responsible for updating and uploading new or revised RSQCM electronically into GAMS portal.

5.4.2 Each manual holder will be responsible for inserting the revised pages in the manual and recording the revision on the manual's record of revision page.

5.4.3 If necessary, repair station employees may require additional training on the content of the revision, especially if a standard operating procedure or inspection procedure is changed, and to know how to access the manual.

6. RECORDS

6.1 GAM/Q-067: Internal Publication Master List

2.2 PROVISION FOR CONTROL

1. PURPOSE

1.1 To provide procedures to control part of the Galaxy Aerospace Malaysia (GAM) Repair Station Quality Control Manual (RSQCM).

2. SCOPE

2.1 This procedure is applicable to the entire contents of this RSQCM.

3. REFERENCE

3.1 FAR §145.207(e), §145.209(j), §145.209(k), §145.211(c)(4) and §145.211(d).

4. RESPONSIBILITIES

4.1 The Quality Assurance Manager is responsible for the control, registration and distribution of all copies of the RSQCM, including any amendments raised and accepted by the FAA, in hard-copy (paper copy) format.

4.2 The paper copy manual holder is responsible for the upkeep and updating his/her copy of the RSQCM after receiving the approved amendments from the Quality Assurance Manager.

5. PROCEDURES

5.1 These manuals are the property of Galaxy Aerospace (Malaysia) Sdn. Bhd (GAM) and their contents shall not be copied or communicated in part or as a whole to any person not employed in the company without the express written consent of the Accountable Manager and/or Quality Assurance Manager.

5.2 The contents of these manuals shall not be deleted, added or altered in any way without the approval of the Quality Assurance Manager.

5.3 It should be noted that the GAM RSQCM are not intended to override the Federal Aviation Regulations.

5.4 The RSQCM is written in the English language. Repair Station Personnel shall be able to understand; read and write in English.

5.5 All GAM employees can access the approved RSQCM via GAMS Portal and paper copies of the RSQCM are distributed to those listed in the RSQCM Chapter 0.4 – Distribution List. The paper copy RSQCM held by the Quality Assurance Manager is identified as the “MASTER COPY”.

5.6 Each RSQCM paper copy will have a unique (alpha-numeric) control identification assigned for each subscribing department. The copy is deemed a "Controlled Copy". Subscribers to the controlled copy of the RSQCM are listed in the Chapter 0.4 – Distibution List.

Any page that carries an approved amendment must bear the new "Revision Number" and "Revision Date" and any paragraph or sentence which is amended shall be highlighted by a blue font color and a dark vertical line drawn in the left hand margin. A revised List of Effective Pages (LEP) Chapter 0.2 duly approved by the GAM Quality Assurance Manager and accepted by the FAA will complement the changes.

5.7 Once a revised RSQCM is appropriately accepted by the FAA, QAM will register into the Internal Publication Master List (GAM/Q-067) to identify the latest revisions of the manual. He is also responsible for updating and uploading new or revised RSQCM electronically into GAMS portal.

5.8 Each manual holder will be responsible for inserting the revised pages in the manual and recording the revision on the manual's record of revision page.

5.9 QA Inspector shall issue a Document Acceptance Statement (GAM/Q-025) to accompany any approved change(s) to advice the holders how to effect the amendment to their copies. The holders of these manuals are responsible to correctly amend their manuals as per the instructions contained in the Document Acceptance Statement (GAM/Q-025).

5.10 Upon completion of amending the RSQCM, the holder will record the change in the Record of Revisions Chapter 0.1.

5.11 To ensure accountability, an acknowledgement on Document Acceptance Statement (GAM/Q-025) is required to indicate that, the person responsible has received and updated the approved amendments into the controlled copy of the RSQCM.

5.12 Completed Document Acceptance Statement (GAM/Q-025) is to be returned to QA Department for confirmation of compliance and records.

5.13 QA Inspector will concurrently update the Internal Publication Master List (GAM/Q-067) on the paper copy RSQCM revision status.

5.14 To ascertain the currency of the electronic manual, holders of the paper copy of the RSQCM may verify it review on the GAMS Portal for the latest revision of the RSQCM.

6. RECORDS

6.1 GAM/Q-025: Document Acceptance Statement

6.26.1 GAM/Q-067: Internal Publication Master List

2.3 ELECTRONIC FORMAT

1. PURPOSE

1.1 To provide procedures to control part of the GAM Repair Station and Quality Control Manual (RS&QCM) under electronic format.

2. SCOPE

2.1 This procedure is applicable to the entire contents of this gam RSQCM accessable from the GAMS Portal https://gams.galaxyaerospace.my/index.php?r=site/login

3. REFERENCE

3.1 FAA Advisory Circular AC 120-78, Acceptance and Use of Electronic Signatures, Electronic Recordkeeping Systems and Electronic Manual

4. RESPONSIBILITIES

4.1 The Quality Assurance Manager is responsible for the register, control, upload latest revision of RSQCM, including any amendments raised and accepted by the FAA, on the the GAMS Portal.

4.2 The Information Technology (IT) Executive is responsible to maintain a backup copy of the RSQCM uploaded on a periodical basis.

5. PROCEDURES

5.1 The RSQCM soft copy accessable via GAMS Portal is the direct conversion from the paper copy of the Quality Manager approved and FAA accepted RSQCM MASTER COPY held by the Quality Assurance Manager.

5.2 The electronic version maintained in the GAMS Portal is the current approved revision and no control number is specified.

5.3 All GAM employees can access the approved RSQCM via the GAM Portal as “Read-Only” where personnel ID is required to access the GAMS Portal.

5.4 Revising the electronic manual will be carried out by the Quality Assurance Officer by way of first revising the paper copy of the RSQCM MASTER COPY held Quality Assurance Manager.

5.5 Upon completion of the RSQCM MASTER COPY update, the complete MASTER COPY will be converted to the electronic Portable Document Format (.pdf) and uploaded to the GAMS Portal.

5.6 QA Inspector Officer will then update the Internal Publication Master List (GAM/Q-067) on the electronic copy of the RSQCM revision status.

5.7 A backup copy of the electronic format of the RSQCM is kept by the Information Technology (IT) Department in a computer server located in the Admin building.

5.8 To ascertain the currency of the electronic manual, users of the electronic RSQCM may review the Internal Publication Master List (GAM/Q-067) distributed periodically by the QA Inspector Officer via the company email.

6. RECORDS

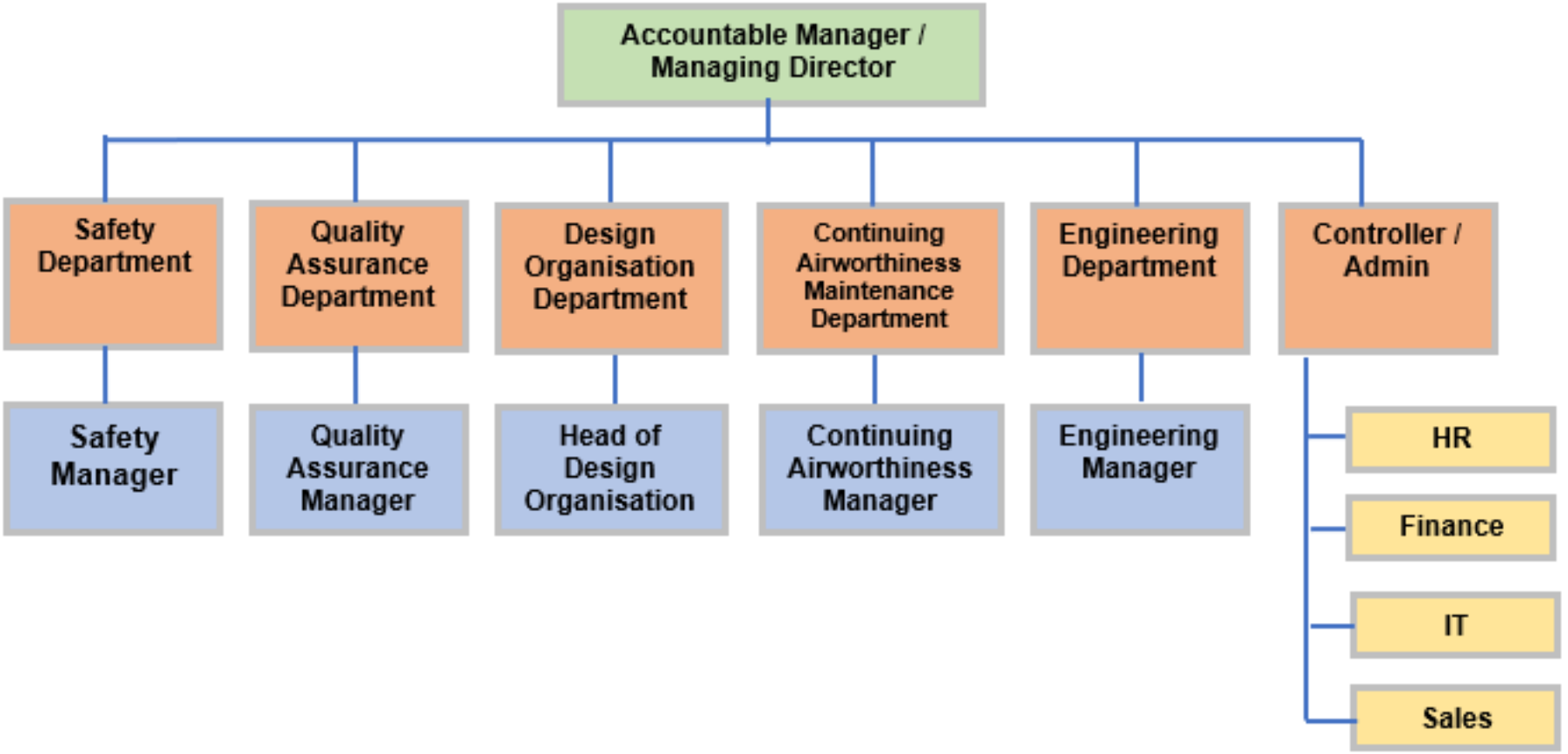
6.1 GAM/Q-067: Internal Publication Master List

CHAPTER 3.0

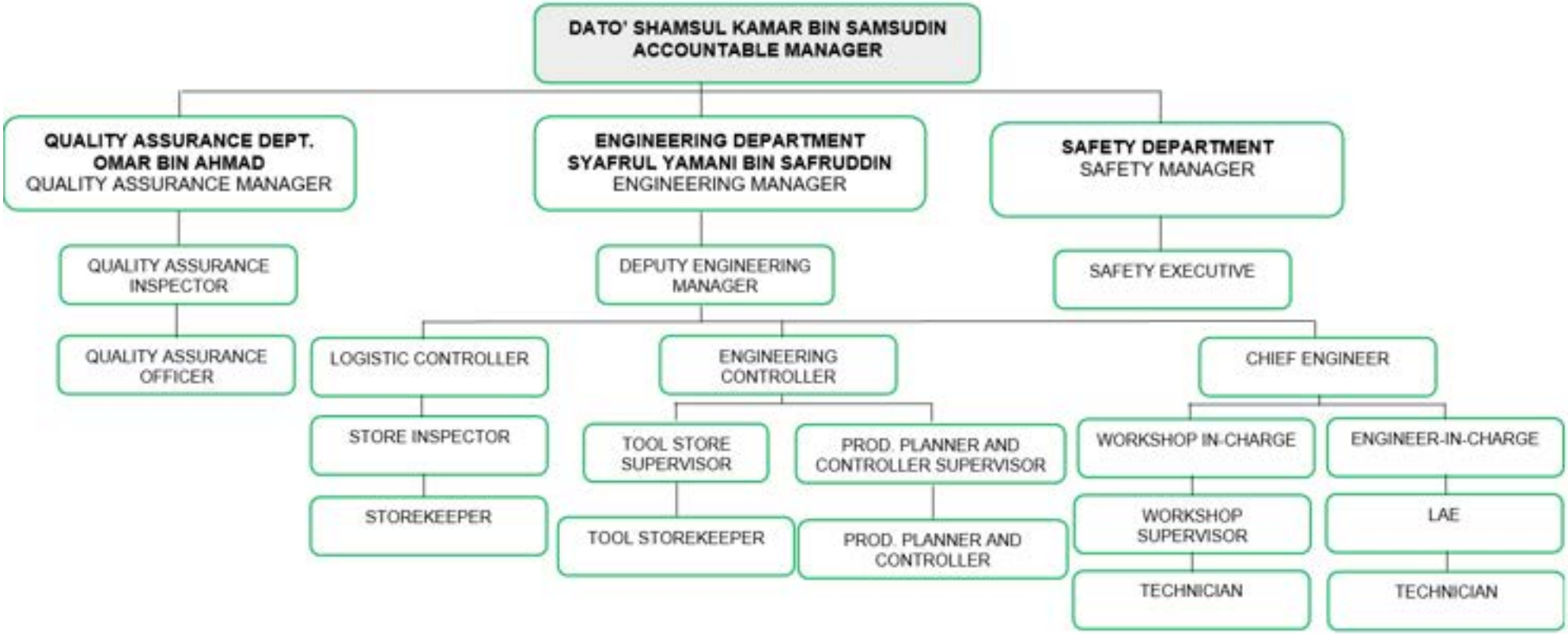
REPAIR STATION ORGANISATION CHART

3.1 ORGANISATION CHART

3.1.1 GAM General Organisation Chart



3.1.2 GAM Part 145 Maintenance Organisation Chart



3.2 DUTIES AND RESPONSIBILITIES OF PERSONNEL

3.2.1 Accountable Manager

A. Designation

Managing Director (Accountable Manager)

B. Immediate Superior

Board of Directors

C. Responsibilities

1. The Accountable Manager is the executive responsible for ensuring that the quality and safety policy is understood, implemented, and maintained at all levels in the organization.

2. Ensuring that all maintenance activities carried out by Galaxy Aerospace (M) Sdn Bhd meets the standards required by the authority.

3. Ensuring that the necessary resources such as finance, facilities, tools and equipment, adequate workspace and competent manpower are available to enable the company to perform the maintenance and any additional work which may be undertaken under its approval.

4. Ensuring that any charges from the authority are paid, as prescribed by the FAA in accordance with relevant regulations.

5. Ensuring that the company shall, prior to undertaking any maintenance, overhaul, repair, modification, replacement or inspection activities, obtain all technical documentation, mandatory documentation and all special tools including test equipment and acquire any necessary training as required by manufacturers of the articles being worked on.

6. Running overall administration of the organization as well as the safe and effective use of company's assets and equipment.

7. In the case of lengthy absence, the regulatory duties and responsibilities will be delegated to the nominated person after the Management of Change (MOC) is raised and approved. However, such delegations do not relieve Accountable Manager of the overall responsibility.

3.2.2 Engineering Manager

A. Designation

Engineering Manager

B. Immediate Superior

Managing Director (Accountable Manager)

C. Responsibilities

1. Direct and manage all aircraft maintenance activities to provide safe and airworthy aircraft, meet the requirements of an Approved Maintenance Organisation and client's contractual requirement.
2. Ensure that all approved documents released from the section meets the requirements of the OEM, customer and FAA requirements.
3. Ensure availability of approved maintenance program.
4. Liaise with manufacturers, vendor and approved design organisations in support of aircraft and component maintenance.
5. Responding to quality deficiencies in the area of activity for which he is responsible, which arise from independent quality audits.
6. Ensuring through the workforce under his control that the quality of workmanship in the final product is to a standard acceptable of the organization and the FAA.
7. Implementing the safety and quality policy and human factors matters.
8. Reporting an unairworthy conditions to the Accountable Manager and the Quality Assurance Manager.
9. Develop and implement efficient administration system that constantly supports the maintenance activities.
10. Responsible for availability of facilities appropriate to the planned work including hangars, workshop office accommodation, stores as applicable to the planned work.
11. Responsible for the incoming inspection of components, parts, materials, tools and equipment, the related classification, segregation and storage according to the manufacturer's recommendations.
12. Responsible for availability of tools, equipment and materials to perform the planned tasks

13. Responsible for availability of sufficient competent personnel to plan, perform, supervise, inspect and certify the work being performed

14. He/she is responsible for notifying the Accountable Manager whenever deficiencies emerge which require his attention in respect of finance and the acceptability of standards (Accountable Manager and Quality Manager to be officially informed of any lack of 25% of available man-hours over a calendar month)

15. To ensure all required data furnished with, to review, to analyse and to approve for the proposed changes (MOC) to be analysed in the next levels.

16. Engineering Manager is supported by the Deputy Engineering Manager. In the case of lengthy absence, the regulatory duties and responsibilities will be delegated to the Deputy Engineering Manager through the Management of Change procedure.

3.2.3 Quality Assurance Manager

A. Designation

Quality Assurance Manager

B. Immediate Superior

Managing Director (Accountable Manager)

C. Responsibilities

1. The Quality Assurance Manager is responsible for establishing an independent quality assurance system to monitor compliance of the Part 145 organisation with FAA requirements
2. Implementing the quality audit program in which compliance with all maintenance procedures is reviewed at regular intervals, in relation to the maintenance activities for which the GAM holds the approval. (This includes carrying out the audits, writing the audit reports, informing the persons concerned and his manager of any non-compliance or poor standards found).
3. Follow-up, coordination and control the progress of remedial actions.
4. Review and approve RSQCM, standard practices and procedures for use within the organisation, derived from approved source, and keeping them up to date.
5. Issuing, renewing or withdrawing of company approval for Certifying staff and other personnel holding Company approval for maintenance.
6. Responsible for co-ordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow up activity.
7. Evaluation and approval of supplier and sub-contractors. (vendor).
8. Responsible for assessing contractors working under the quality system and maintaining the expertise necessary to be able to do so, to the satisfaction of FAA.
9. Also responsible for assessing external specialist services required to be used by the organisation in the performance of maintenance.
10. To be responsible on all MOC forms raised and to ensure proper control of MOC records.
11. In the case of lengthy absence, the regulatory duties and responsibilities will be delegated to the Accountable Manager through the Management of change procedure.

3.2.4 Deputy Engineering Manager

A. Designation

Deputy Engineering Manager (DEM)

B. Immediate Superior

Engineering Manager (EM)

C. Responsibilities

1. To assist EM to plan, direct and manage all aircraft maintenance activities to provide safe and airworthy aircraft.

2. To advise any changes which affect the company's repair station certification.

3. To ensure that all Engineering organization maintenance, preventive maintenance and alteration of aircraft and components activities and its related supporting program meets the Quality Standards and regulatory requirements.

4. To assist EM to meet the requirement of AMO with the provision of:

    a. establishing and maintaining administration and operation of Engineering Department.

    b. communicating with EM and QAM on airworthiness matters to ensure that all its operations conform to statutory and legal requirements.

    c. liaising with manufacturers, vendors and approved design organisation in support of aircraft and component maintenance.

    d. ensuring that all audit findings carried out internally and by authorities are attended to and resolved within the agreed timeframe.

    e. monitoring the level of service provided to clients and take appropriate steps to achieved desired levels.

    f. cultivating a positive attitude and response in engineering personnel on the compliance of industrial safety, health and environmental regulations, procedures and practices in order to ensure safe working environments in the interest of personnel and the Company.

    g. ensuring that all Maintenance personnel are provided with appropriate technical, knowledge and skill training.

h. Ensuring that maintenance personnel are authorized to perform maintenance activities through an approved data and documented system based on the evaluation of formal qualification and experience.

i. setting maintenance personnel working duty time limits.

3.2.5 Engineer In-Charge (EIC)

A. Designation

Engineer In-Charge (EIC)

B. Immediate Superior

Chief Engineer

C. Responsibilities

1. Carry out aircraft planning, restore and maintain GAM aircraft to a serviceable, safe and airworthy condition in accordance with company approved methods and procedures.

2. Daily administration control of Engineering Department.

3. Ensure correct and efficient execution of maintenance activities and task associated with aircrafts and parts. All maintenance task and procedures must conform to the organization standards.

4. Facilitate the provision of adequate facilities, supporting equipment and qualified personnel to perform maintenance on aircraft and equipment.

5. Make available to maintenance personnel the necessary overhaul manual, service bulletins, service letters, airworthiness directives, maintenance manual and any other required technical data.

6. Coordinate with Warehouse and Logistic section for proper upkeep of store section and provision of adequate spare and consumable for forecasted maintenance and defect rectification.

7. Allocate and supervise work for personnel under his control.

8. Manage all activities concerned with aircraft status, maintenance forecast and maintenance programs (Approved Maintenance Scheduled Program) in accordance with statuary and legal requirements to ensure timely availability of aircraft to meet contractual obligation.

9. Ensures the necessary documentations are raised for all works performed on aircraft and its equipment for proper completion and certification.

10. Review relevant Airworthiness Directives, Service Bulletin and any other technical instruction together with other member of AD/SB review board for applicability and compliance.

11. Responds to quality deficiencies arising from Quality Audit and audit findings.

12. Ensures all acceptable deferred defects are monitored and rectified within the stipulated time frame.

13. Ensures that aircraft released to service meets the technical contractual obligation and quality of workmanship is acceptable to the organization and the aviation authorities.

14. Provides updates to the EM on technical matters which affect the aircraft delivery status.

15. Ensure that all Maintenance personnel are in possession of correct skills and are given appropriate training.

16. Plan, organize and control the hangar operation to restore and maintain the aircraft serviceability in accordance with company, customer and relevant Aviation Authorities requirements in the most effective and productive manner.

17. Responsible for maintaining a clean and safe working environment at all time.

3.2.6 Certifying Staff (Personnel Authorized to Approve an Article Return to Service)

A. Designation

Certifying Staff (Personnel Authorized to Approve an Article Return to Service)

B. Immediate Superior

Engineer-In-Charge (EIC)
Workshop-In-Charge

C. Responsibilities

1. Carry out aircraft planning, restore and maintain GAM aircraft to a serviceable, safe and airworthy condition in accordance with company approved methods and procedures.

2. To undertake and supervise the maintenance, inspection, repair, replacement, modification, rectification, and certification of article in accordance with company and relevant aviation authority's approved methods and procedures.

3. The inspector shall have a sufficient knowledge of maintenance, supervision, verification, and inspection process. He is responsible for correctness and quality of specific tasks performed by personnel under his/her supervision.

3.2.7 Technician

A. Designation

Technician

B. Immediate Superior

Engineer In-Charge (EIC)

C. Responsibilities

1. To perform aircraft maintenance related tasks as assigned to the best quality standards in a specific time frame whilst maintaining conducive working environment and observing safety and discipline in accordance with the company and relevant aviation authorities' requirements.

3.2.8 Warehouse and Logistic Controller

A. Designation

Warehouse and Logistics Controller

B. Immediate Superior

Engineering Controller

C. Responsibilities

1. Develop Warehouse & Logistics Support policies, responsibilities and tasks to establish appropriate guidelines for the efficient support of GAM operations.

2. Plan, develop and monitor the activities of the following units in the department:

   a. Purchasing Unit
   b. Warehouse Unit

3. To manage all activities concerned with material handling, receipt, storage, issue, inventory control, purchasing, import and export services and related activities in support of clients and GAM Engineering Department and be responsible to ensure all work and processes conforms to statutory and legal requirements and meet quality standards.

4. Strategically plan and manage logistics, warehouse, transportation and customer services.

5. Liaise and negotiate with suppliers, manufacturers, retailers and consumers.

6. Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.

7. Arrange warehouse, catalog goods, plan routes and process shipments.

8. Collaborate with other managers to determine supply needs.

9. Purchase supplies and materials according to specifications.

10. Coordinate and supervise receiving and warehousing procedures.

11. Control inventory levels and ensure availability of material during emergencies.

12. Keep detailed records on procurement activity, materials quantity, specifications etc.

13. Monitor inventory control for improved inventory accuracies and security of GAM assets.

14. Maintain metrics and analyze data to assess performance and implement improvements.

15. Monitor the effectiveness of the vendor performance program for responsive support of GAM operation

3.2.9 Store Inspector (SI)

A. Designation

Store Inspector

B. Immediate Superior

Warehouse & Logistic Controller

C. Responsibilities

1. Responsible for receiving, storing, packing and/or unpacking of goods as well as delivering goods to/from the store.

2. Check incoming paperwork against the purchase order to ensure correct part has been supplied and check the part against the paperwork to ensure they match.

3. Perform physical inspection on the receiving component / parts to ensure that component / part hasn't been damaged in transit.

4. Assign the part a unique 'batch' number so there is a paperwork trail when that part is fitted to the aircraft.

5. Allocate location for part / component storage in the warehouse.

6. Supply the part to the maintenance personnel (requestor) to be fitted to the aircraft when requested.

7. Ensure aircraft spares are kept in a bonded store.

8. Maintain a register of parts which have a shelf life and removing those that have reached the limit.

9. Ensure serviceable aircraft parts are not mixed with unserviceable parts.

10. Procure parts from an approved supplier.

11. Ensure parts fitted to an aircraft comes from an approved source and are kept in a controlled environment.

12. Keep a daily record of the store temperature and humidity.

13. Maintain stock of consumable items.

3.2.10 Production Planner and Controller Supervisor

A. Designation

Production Planner and Controller Supervisor

B. Immediate Superior

Engineering Controller

C. Responsibilities

a) Monitor Production Planner and Controller (PPC)'s task to minimize unnecessary delay in Maintenance activities.

b) Ensure timely closure of work orders as requested and specified by Customer/Operator.

c) Facilitate the provision of adequate facilities and supporting equipment to perform maintenance on aircraft and equipment.

d) Facilitate coordination with Warehouse and Logistic section for proper upkeep of store section and provision adequate spare and consumable for maintenance and defect rectification.

e) Respond to quality deficiencies arising from Quality Audit and Audit findings.

f) Monitor updates of AMO 145 publication and ensure publications are accessible to all AMO personnel in GAM.

g) Plan monitor and control PPC manpower.

h) Plan proper training for PPC personnel.

i) Involve in Post Activity Evaluation of completed and closed maintenance task review opportunity for improvement and optimization.

j) Assist in forecast and plan aircraft maintenance activities in the hangar.

k) Assist to Review Base maintenance check Work Order from operator/customer and plan for the resources.

l) Perform duties as assigned by Superior.

3.2.11 Production Plannner and Controller (PPC)

A. Designation

Production Planner and Controller (PPC)

B. Immediate Superior

Production Planner and Controller Supervisor

C. Responsibilities

a) Publish work order, work pack and work sheet for maintenance of customer/operator articles.

b) Record work order receive from customer/operator in AMO Work Order and Work Pack Masterlist.

c) Discuss with EIC to prepare work package which include spares to order, tools, manpower and hangar slot for every schedule and unscheduled inspection.

d) Coordinate with Warehouse and Logistics section for proper upkeep of store section and provision of adequate spare and consumable for forecasted maintenance and defect rectification.

e) Coordinate with Tool Store section for tools and equipment required for the maintenance and defect rectification.

f) Manage maintenance activities timeline to ensure targets are met.

g) Ensure appropriate communication throughout the delivery of maintenance activities.

h) Check completed Work Pack, ensuring its completeness and compliance to applicable manuals and procedures

i) Facilitate to ensure necessary documentation are raised for all works performed on the aircraft and its equipment for proper completion and certification.

j) Make soft copy of Work Package ready in Google Drive before handing over to customer/operator upon completion.

k) Engage in post activity evaluation of completed maintenance work to review opportunities for improvement and optimisation.

l) Monitor publication email from customer/operator to ensure AMO publication are up to date

m) Ensure updated publications are disseminated to maintenance operation personnel.

n) Update Publication Master Listing (at any time new publication is emailed), and subsequently update registered PC to ensure maintenance publication is current.

o) Notify maintenance personnel on updated Publication Master Listing

p) Perform duties as assigned by the superior.

3.2.12 Quality Assurance Inspector

A. Designation

Quality Assurance Inspector (QAI)

B. Immediate Superior

Quality Assurance Manager

C. Responsibilities

1. Processing and evaluation of maintenance personnel approvals/authorization applications for adequacy and correctness.

2. Maintenance of support/certifying staff and other approved staff records as per the requirements of RSQCM and applicable regulations.

3. To ensure that the support/certifying staff and other approved staff meet the training requirements at all times for issue of approvals by GAM.

4. To review the corrective and preventive measures taken with respect to the internal and external audit findings and its acceptance based on which make necessary amendments to RSQCM. Also liaise with the other departments of GAM to ensure their departmental and associated procedures are amended as necessary.

5. To organise & conduct periodic internal audits to identify deficiencies.

6. To organise and conduct vendors/sub-contractors audit.

7. To report the audit findings through the Quality Assurance Manager to the concerned Post Holders and Accountable Manager for corrective and preventive actions.

8. To ensure that the organisation has the continued capability (manpower, necessary tools, equipment, maintenance data etc.) to conduct work commensurate with the approved scope of work.

9. To respond positively to the findings of Customer and Regulatory audits and initiate the necessary corrective and preventive actions.

10. To carry out any other task as directed by the superior.

3.2.13 Quality Assurance Officer

A. Designation

Quality Assurance Officer

B. Immediate Superior

Quality Assurance Manager

C. Responsibilities

1. Maintain an effective record of all support/certifying staff and other approved staff records as per the requirements of regulatory and applicable regulations.

2. Maintain proper record of the support/certifying staff and other approved staff training requirements at all times for issuance of approvals by GAM.

3. Maintain the necessary amendments to RSQCM and other related QA procedures.

4. Maintain and ensure an up-to-date and accurate register of all Product, Surveillance, Vendor audits, and related documents.

5. Maintain, update and tracking of all Audit reports for QA Department and advise QAI of any deviation from the target response date.

6. Ensure all replies to audit reports are filed in an orderly manner for ease of retrieval.

7. Maintaining and keeping an up-to-date records of GAM personnel Authorisation/Approvals.

3.2.14 Workshop In-Charge

A. Designation

Workshop In-Charge

B. Immediate Superior

Chief Engineer

C. Responsibilities

1. Directly reporting to Chief Engineer.
2. Responsible to propose addition, changes or deletion of any Workshop Scope.
3. Responsible to raise the related Workshop Worksheet(s) prior to performance of maintenance.
4. Responsible to update QAM on the development of new and/or changes made to the existing Workshop Worksheet.
5. To accept request related to Workshop and undertake the Head of Department responsibility.
6. Responsible to manage the Workshop System and Environment, to provide forecast, resources proof and support, organize its' day to day running, recording of all its' activities, answerable to all questionnaire and audit related to Workshop System.
7. To ensure all workshop activities carried out in accordance with this manual, compliance to latest revision of maintenance data and/or other relevant instruction.

CHAPTER 4.0

REPAIR STATION & QUALITY CONTROL MANUAL ELEMENTS

4.1 REPAIR STATION PERSONNEL ROSTER

1. PURPOSE

1.1 To provide procedures to maintain and revise the Galaxy Aerospace Malaysia (GAM) Roster of Supervisory and Certifying Personnel (GAM/Q-053)

2. SCOPE

2.1 This procedure is applicable for the establishing and maintaining roster of the entire management, supervisory and inspector staffing of GAM.

3. REFERENCE

3.1 FAR Section §145.161, §145.209 (b).

4. RESPONSIBILITIES

4.1 The Quality Assurance Manager (QAM) is responsible to maintain a current personnel roster that lists management, supervisory, inspection personnel and those individuals authorized to sign an approval for return to service. The contents of Roster of Supervisory and Certifying Personnel (GAM/Q-053) shall not be deleted, added or altered in any way without the approval of the Quality Assurance Manager.

5. PROCEDURES

5.1 Personnel rosters are lists of individuals within GAM who are authorized to perform approval for return to service, signing off required inspection items, and holding certain management or supervisory positions.

5.2 The personnel roster shall include but not limited to:

a) Employee name
b) Employee Staff number
c) Employee Designation Job Title
e) Approval Number and Stamp type and numberspecimen
f) Approval rating
g) FAA Mechanic / Repairman License
h) Employment history

5.3 The personnel roster shall be changed and updated within 5 business days when there is a change caused by termination, reassignment, change in duties or scope of assignment, or addition of any personnel.

5.4 Should there be any changes of GAM personnel roster due to reason defined in Para 5.3, the QA Inspector Officer shall update the personnel roster and subsequently upload to GAMS portalforward to QAM for his review and approval.

5.5 The QAM shall also maintain the employment summaries for each person whose name appears on the Roster. The employment summaries of the personnel listed in the roster is documented in the Employment Summaries (GAM/Q-082) and shall be written in English. The summary must include the following:

a) Present Title
b) Total years of experience and the type of maintenance work performed.
c) Past relevant employment with names of employers and periods of employment.
d) Scope of present employment, and
e) Type of mechanic or repairman certificate held and the ratings on the certificate, if applicable.

6. RECORDS

6.1 GAM/Q-053: Roster of Supervisory and Certifying Personnel

6.16.2 GAM/Q-082: Employment Summaries

4.2 OPERATIONS, HOUSING, FACILITIES, EQUIPMENT AND MATERIALS

1. PURPOSE

1.1 To provide a general description to the operations, a description to the housing and facilities and where equipment, tools and materials must be located on the premises including the procedure to determine the equivalency of tools, equipment and materials.

2. SCOPE

2.1 This procedure is applicable for the maintenance activities undertakings at GAM facilities.

3. REFERENCE

3.1 FAR Part 43 and Sections 145.101 through 145.109.

4. RESPONSIBILITIES

4.1 The Engineering Manager is responsible for the operations, housing, facilities and equipment.

4.2 The Quality Assurance Manager shall be responsible training, recurrent training and recruitment of inspection or supervisory personnel who can sign/stamp off work documents or approve articles for return to service.

4.3 The Warehouse and Logistic Controller is responsible for procurement and storage of spares and parts.

4.4 Production Planner and Controller (PPC) is responsible to ensure availability and updated Technical Publications inclusive of those provided by the customer.

5. PROCEDURES

5.1 OPERATIONS

5.1.1 Generally, an article shall only enter into GAM facility upon an agreement or a purchase order (PO) between GAM and it's customer. GAM shall only accept work which is within its rating as an FAA approved repair station. The work package quotations formulated from the customer's inspection or maintenance program must be agreed upon between GAM and the customer.

5.1.2 GAM shall carry out a thorough inspection of the article and if a discrepancy found, the customer shall be informed and work packages may be revised to include the out of contracted workscope dicrepancy.

5.1.3 GAM may contract out some of its functions with the concurrance of the FAA. However, the ultimate responsibility still holds by GAM over the work carried out by providing at least the final inspection and approval for return to service.

5.1.4 GAM shall ensure all of the technical data to be used in the maintenance and inspection work is current and in accordance with the customer's inspection procedures or maintenance program.

5.1.5 The required tooling and equipment shall be made available and calibrated. Those tooling and equipment which are not readily available shall be loaned or leased from service providers with signed agreements.

5.1.6 Replacement parts to rectify discrepant inspection findings shall go through the store incoming inspection to ensure that those only acceptable parts are used for the maintenance of customer aircraft.

5.1.7 GAM will produce a work order package that details out the maintenance task required. This will ensure that the process of the maintenance shall include the preliminary, hidden damage, In-process and final inspections. These inspections may extend to the immediate surrounding areas if the discrepant finding involves accident damage, reported or otherwise. If, during the inspection process, the work package steps was found to be out of sequence, a revised work package shall be developed and replaced. All processes shall be recorded into the work order. Upon the succesful conclusion of the inspections and the discrepant findings rectified, a maintenance release and an approval for release to service shall be issued.

5.1.8 To ensure superior quality of work, GAM maintainence and inspection employees shall be selected and trained to the highest levels of the regulations and recurrent training shall be conducted from time to time to ensure currency and awareness to the latest requirements and standards.

5.1.9 However, if the customer requests that GAM is to carry out the inspections without the rectification of the discrepant findings, GAM shall make a maintenance entry onto the article records stating the discrepancies and the unairworthy condition of the article. A signed and dated list of the discrepancies shall be given to the customer. Nevertheless, if the discrepant findings are deferable in accordance FAA regulations or with the customer's minimum equipment list (MEL), the customer's concurance must be sought and procedures to follow for a maintenance release to be issued.

5.1.10 On day the approval for release to service is signed, GAM shall provide the customer, records of the work order and maintenance entries, parts list. GAM must retain copies of the work order for a period of two (2) years required.

5.2 HOUSING AND FACILITIES

Legends:
A – Fixed Location: Maintenance Hangar at Hangar 2, UniKL MIAT
B – Additional Fixed Location: GAM Operation Office

5.2.1 The GAM Housing and facility is a purpose built building encompassing a hangar, workshops, warehouse and offices of GAM departments to aid operations as an FAA approved Part 145 Repair Station.

5.2.2 GAM housing and facility consists of 2 maintenance facilities:

5.2.2.1 Fixed Location (Maintenance Hangar):

Hangar 2 Universiti Kuala Lumpur,
Malaysia Institute of Aviation Technology (UniKL MIAT),
Subang Campus, UniKL MIAT, Persiaran A, Off Jalan Lapangan Terbang,
47200 Subang, Selangor Darul Ehsan, Malaysia.

a) GAM Maintenance Hangar is located inside the University Kuala Lumpur, Malaysia Institute of Aviation Technology (MIAT) in Subang, Selangor. The facilities include the office area and Tool Store.

b) Access to the maintenance was controlled by the access card located at building entry and hangar entry. Each location is supervised by the security officer at all time.

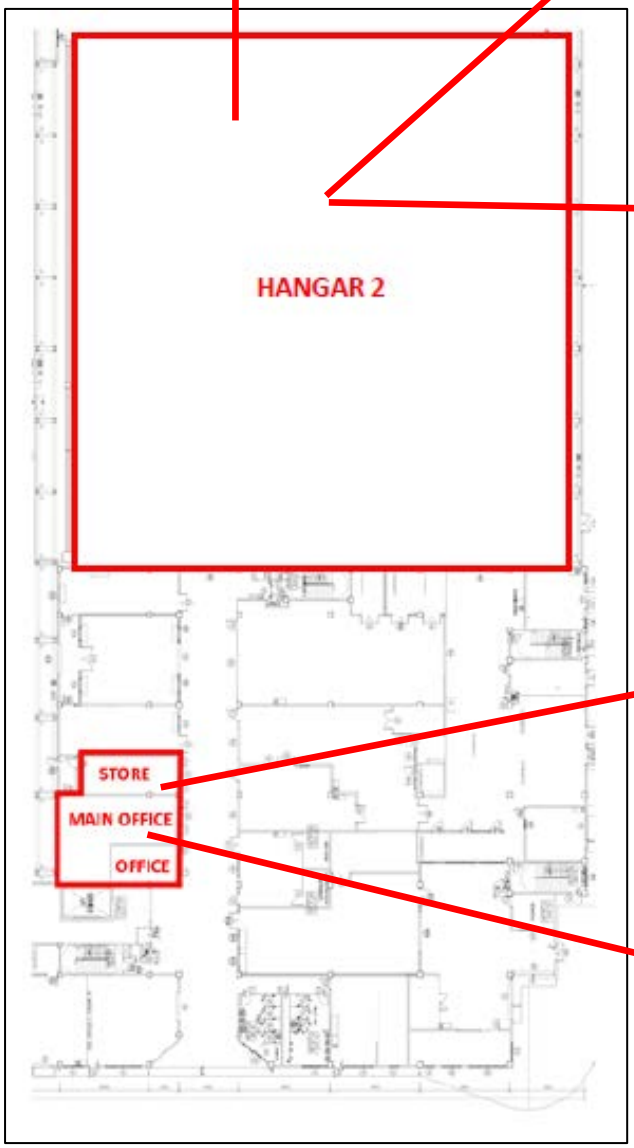
c) Maintenance Hangar was equipped with one overhead crane, sprinkler, fire hydrant, centralize compressed air, fire extinguisher, safety signage, hangar lighting, grounding port, drainage, floor marking, etc.

d) Relevant ground support equipment, maintenance step, work station are also available in hangar to support aircraft maintenance work.

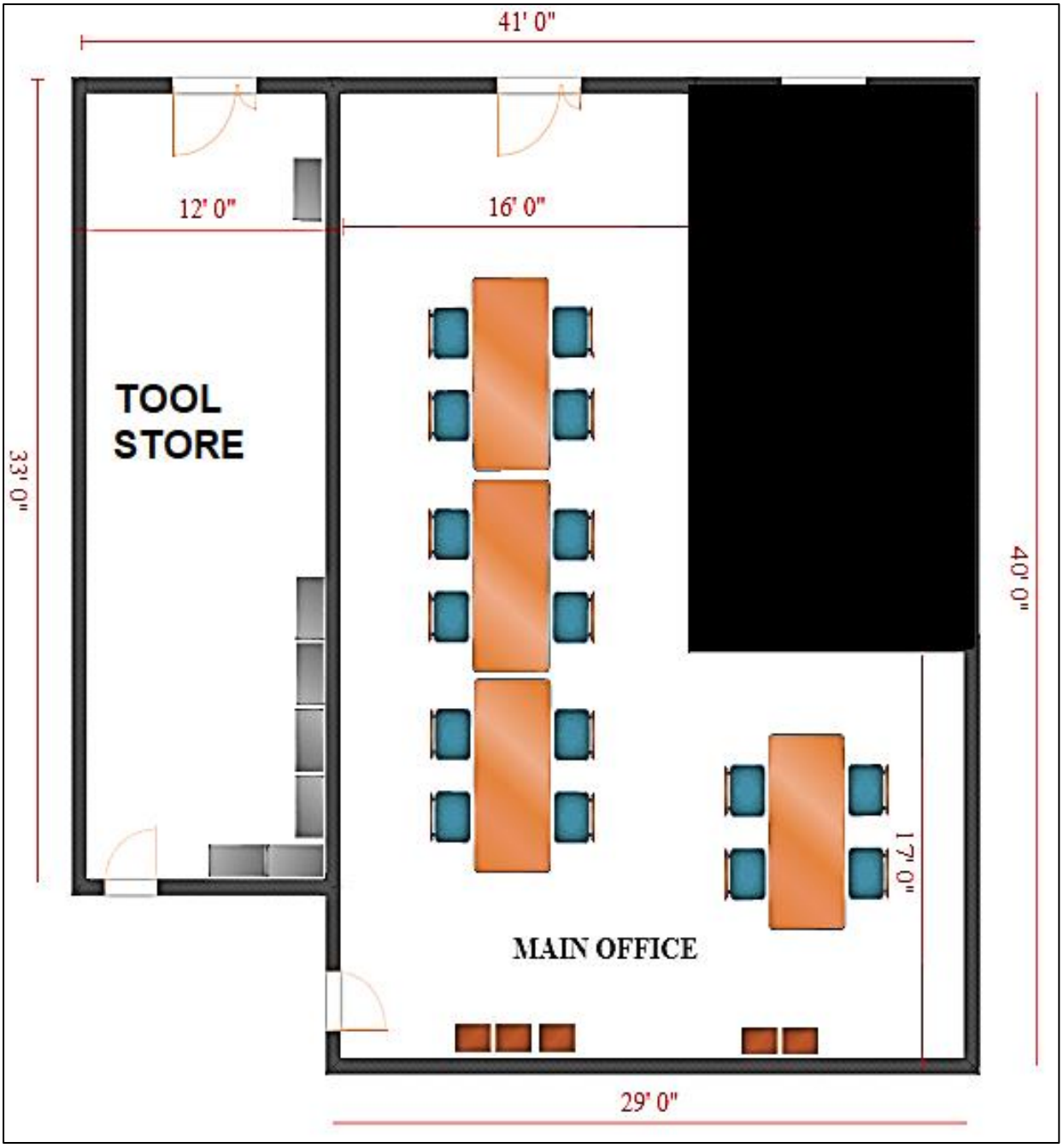
e) Tool store is located inside the hangar with the total area of 12ft x 33ft.

f) Maintenance office that accommodates the production planning, technical publication and maintenance personnel is located beside the tool store with total area of 29ft x 40ft.

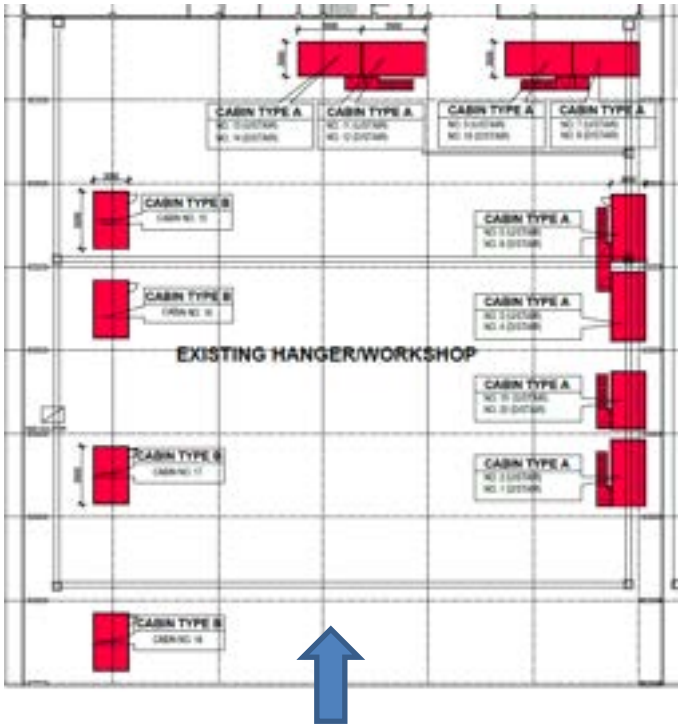
g) Hangar facilities consist of 12 cabins (8 type A and 4 type B). Type A cabin is a double storey cabins with total dimension of 5400mm (height) x 5500mm (length) x 3050mm (widht). Access to the upper storey cabin doors by steel stairs affixed at the cabin. Type B cabin is a single storey cabin with dimension of 2700mm (height) x 5180mm (length) x 3050mm (width).



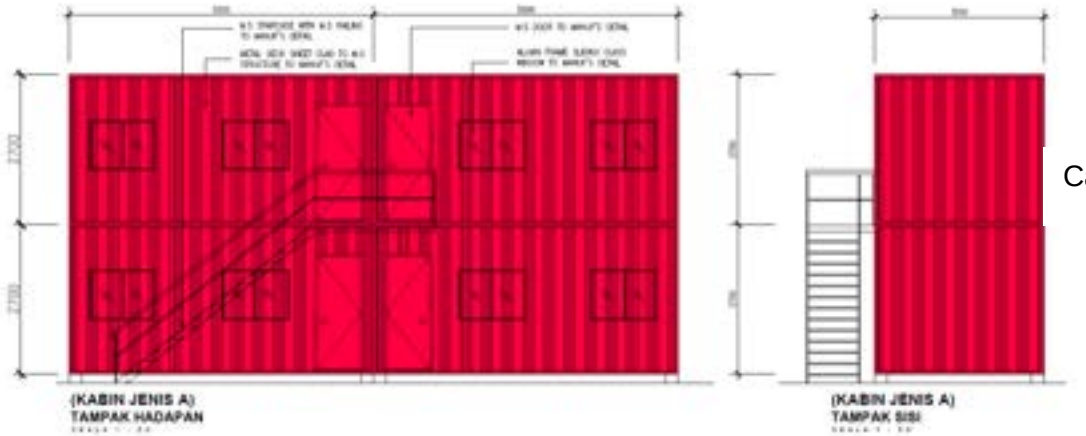
GAM hangar, tool store and office at UniKL, MIAT Hangar 2



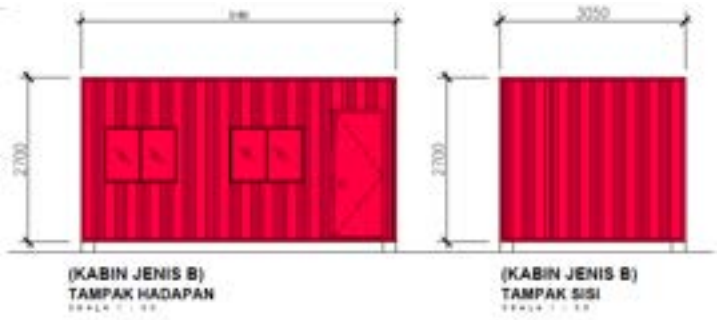
GAM Maintenance office at Hangar 2, UniKL MIAT



Front view of hangar



Cabin Type A



Cabin Type B

Cabin layout at Hangar 2, UniKL MIAT

5.2.2.2 Additional Fixed Location – GAM Operation Office:

Galaxy Aerospace (M) Sdn Bhd,
Suite 11-14, Helicopter Centre,
Malaysia International Aerospace Centre,
Sultan Abdul Aziz Shah Airport,
47200, Subang, Selangor Darul Ehsan

a) The facilities are divided into three main areas; management office, Warehouse and Avionics Workshop.

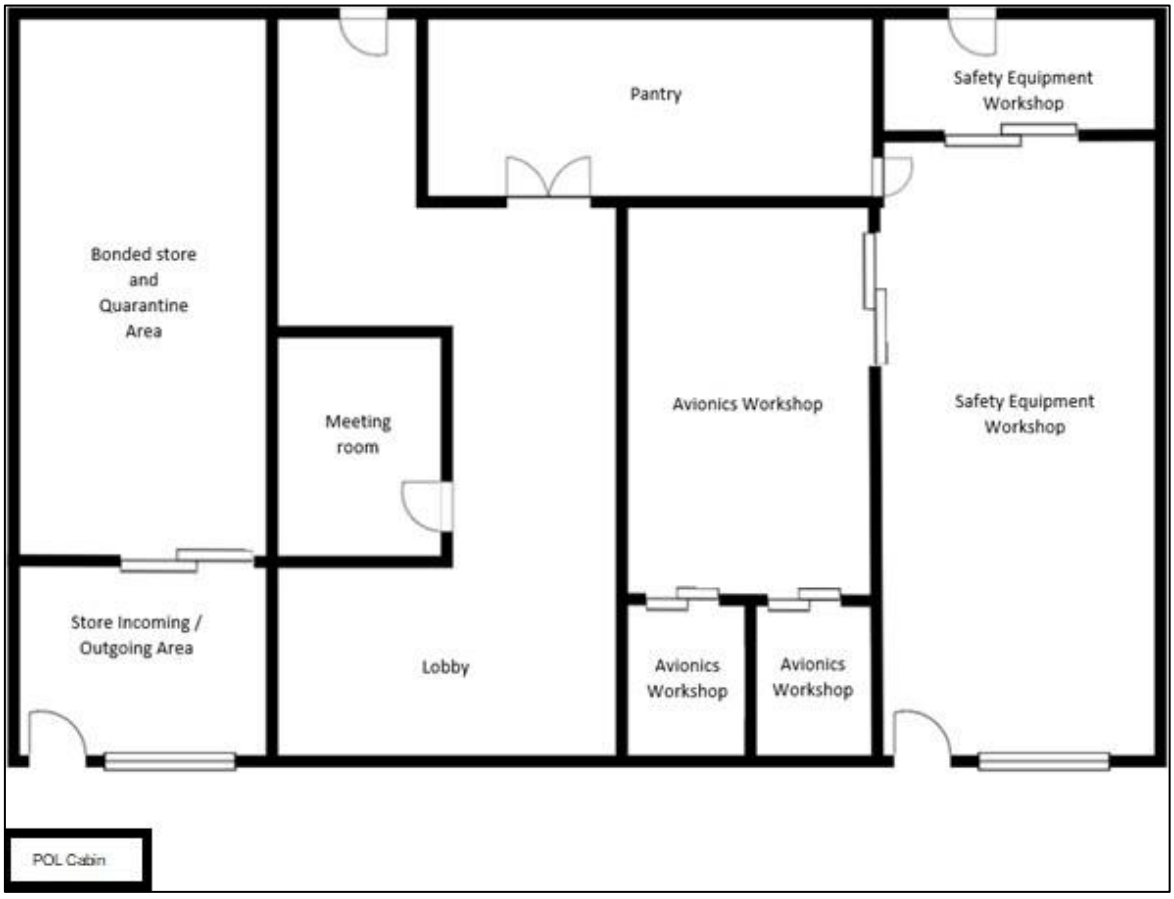
b) Management offices which includes Accountable Manager, Engineering Manager and Quality Assurance Manager are located on the First Floor.

c) Warehouse is located on the ground floor of the registered office with total area of 20ft x 60ft.

d) Avionics Workshop is located on the ground floor of the registered office with total area of 20ft x 40ft.

e) Paint, Oil and Lubricants (POL) items are kept inside 10 ft x 20 ft cabin.

f) The access to the GAM registered office including the warehouse and the avionics workshop by fingerprint access located at the entry point of each main areas.



GAM Operation Center – Ground Floor

GAM Operation Office – First Floor

5.3 EQUIPMENT, TOOLS AND MATERIALS

5.3.1 The equipment, tools, and material must be those recommended by the manufacturer of the article or must be at least equivalent to those recommended by the manufacturer and acceptable to the FAA.

5.3.2 The equipment, tools and material necessary to perform the maintenance, preventive maintenance or alteration under GAM Repair Station Certificate and Operations Specifications in accordance with Part 43 are located where the work is being done at GAM under the control of the Engineering Manager.

5.3.3 All equipment tools and material shall undergo receiving inspection before being inducted into maintenance, preventive maintenance or alteration.

5.3.4 For storage,

a) Test and inspection equipment and tools are kept in the Tool Store.

b) Raw materials, components and parts are kept in the Bonded Store after succesfully completed the receiving inspections until such time that they are requested for use.

c) Paint, oils and lubricants (POLs) and consumables are kept in the fire-proof cabinets.

5.3.5 GAM ensures that all test and inspection equipment and tools used to make airworthiness determinations on articles are calibrated by the Original Equipment Manufacturer (OEM) or accredited calibration agencies. Periodic servicing and maintainance shall carried out by an approved repair organization and if found beyond economical repair, the tool or equipment will be scrapped and replaced.

5.3.6 Specialized tools and equipment that are required shall be procured as recommended by the OEM. The Engineering Manager shall ensure the maintenance personnel are adequately trained before allowing the usage of such tools or equipment.

5.3.7 For newly purchased tools and equipment which are complicated in nature, the vendor / agent shall commission and demonstrate the proper functioning of such equipment, before final acceptance by the Engineering Manager or his/her designee.

5.3.8 Sensitive tools and equipment shall be stored in their specialized containers and only removed for use.

5.3.9 Tools or test equipment which are very expensive and rarely used will be sourced by loan or lease from approved vendors or operators.

5.4 EQUIVALENT TOOLS AND EQUIPMENT

5.4.1 In all normal circumstances the original tooling and equipment as prescribed by the manufacturer/OEM has to be used for the specific maintenance task. At times, there could be a possibility to use alternative tooling as an alternate to manufacturer's tools/equipment to complete the maintenance tasks due to circumstances beyond the GAM's control.

5.4.2 The equipment, tools, and material must be equivalent to those recommended by the manufacturer.

5.4.3 The engineering department shall document the Technical Specification of the tooling to be either acquired or manufactured to demonstrate it is in conformity or equivalent to the relevant technical data (i.e. dimensions, material, functions, accuracy, etc.) and the applicable inspection/service/calibration requirements.

5.4.4 The process of tool equivalency shall be recorded in GAM/E-081 – Alternate Tool and Test Equipment Equivalency Report.

5.4.5 The fabrication of an alternate tool shall be approved on the basis of approved tool/equipment drawing which has been supplied by the Aircraft manufacturer or OEM of the tools. Alternatively, the drawings have to be made through reverse engineering process.

5.4.6 All alternate tools used will be identified with a tool ID number and a list of alternate tools, approval record, periodicity of calibration check etc., record of calibration/checks shall be maintained by the tool store.

6. RECORDS

6.1 GAM/E-064 : List of Discrepancies and Unairworthy Items.

6.2 GAM/E-081 : Alternate Tool and Test Equipment Equivalency Report.

4.3 CAPABILITY LIST

1. PURPOSE

1.1 To establish procedure of revising Capability List acceptable to the FAA.

2. SCOPE

2.1 This procedure is applicable for the revision of GAM Capability List.

3. REFERENCE

3.1 FAR Part 145.209(d) and 145.215.

4. RESPONSIBILITIES

4.1 Quality Assurance Manager is responsible to:

4.1.1 Maintain current capability list acceptable to FAA.

4.1.2 Conduct self-evaluation in the article prior to enlisting in the capability list.

4.1.3 Notify FAA Office on new/revised capability list within 5 business days.

4.1.4 Ensure Engineering Department and Approval Holders perform maintenance on article within the scope limited in approved capability list.

5. PROCEDURES

5.1 OPERATIONS

5.1.1 When there is a need to add new capabilities or change the existing capabilities, the Management or Engineering Manager or his delegate shall make a request to Quality Assurance Manager to initiate the addition or change of capability by raising Management of Change (GAM/Q-011).

5.1.2 In addition, The Engineering Manager or his delegate to raise Capability Evaluation Checklist (GAM/Q-066) will and ensure that availability of theall necessary facilities, tooling and test equipment, relevant trained and qualified personnel, provision of technical instructions and manuals

are available and adequate and any additional requirements to ensure smooth introduction of the capability.

5.1.3 Upon completion of Capability Evaluation Checklist (GAM/Q-066), he/she shall forward it together with relevant supporting documents to Quality Assurance Manager for further evaluation and verification.

5.1.35.1.4 Quality Assurance Manager shall then evaluate and verify on the following aspects using the Capability Evaluation Checklist (GAM/Q-066).ensure that GAM has the following:

a) Justification for the proposed change or addition to the existing capabilities.The appropriate limited rating.

b) Availability of the approved technical manuals/instructions to perform the task.Adequate housing and facility.

c) Adequate tooling and test equipment required to perform the task and functional testrecommended tools, equipment and materials or equivalent..

d) Adequate number of trained personnel with the relevant training and qualification to perform the particular task.Current technical data.

d)e) Suffcient qualified personnel.

5.1.4 Any deficiencies found during the self-evaluation process must be corrected before adding articles into the Capability List. Once the Capability Evaluation Checklist (GAM/Q-066) is completed satisfactorily, it is verified that GAM holds proper rating for the article being added, and signifies that all the necessary tooling, equipment, manuals and qualified personnel are available and adequate to satisfactorily execute the particular task.

5.1.5

5.1.55.1.6 When the self-evaluation establishes satisfactorily results, When satisfied, Quality Assurance Manager shall update the FAA Workshop Capability List (GAM/FAA/WCL) and submit to the FAA for acceptance on the revisions to the Capability List within five (5)5 business days.

5.1.65.1.7 The Capability Listing shall be reviewed annually or whenever there is a change of capability.

5.1.75.1.8 The above process also needs to be applied when applying for a change in the FAA Operation Specifications, for example when a new aircraft type rating is to be added.

5.2 DELETION OF CAPABILITY

5.2.1 Initiated by Departmental Head

When the Departmental Head finds the department unable to meet the requirements of any capability, he/she shall submit a request for deletion of the capability to Quality Assurance Manager.

5.2.2 Initiated through Audit.

When Quality Assurance Department personnel during surveillance or scheduled audit finds any department unable to meet the requirements of any capability, a report shall be submitted to the Quality Assurance Manager to delete the capability.

5.2.3

If the Management of GAM no longer wishes to maintain an article on its Capability List, the article will be deleted.

5.3 MAINTAINING EXISTING CAPABILITY

5.3.1

Quality Assurance Manager prior to enlisting any article in the capability list shall evaluate the housing, facilities, equipment, material, technical data, processes, and trained personnel in place to perform the work on the article as required by Part 145.

5.3.2

Quality Assurance Manager will perform self-evaluation annually for currency on articles listed in the capability list with the requirements as stated in para 5.1.

5.3.3

Quality Assurance Manager shall inform relevant Departmental Head on any non-conformity of capability for review and action.

5.4 CAPABILITY LIST DOCUMENTATION

5.4.1

Only Quality Assurance Manger has the authority to add or delete article capability in the capability list acceptable to FAA.

5.4.2

Quality Assurance Manager shall notify FAA on the capability list revisions and ensure revisions to this manual done and distributed accordingly.

5.4.3

Changes on the capability list shall be marked with a vertical bar on the left margin.

5.4.35.4.4

The self-evaluation record package will be kept by the Quality Assurance Manager for a duration of at least two (2) years. The self-evaluation record shall be in the English language.

6. RECORDS

6.1 GAM/Q-066: Capability Evaluation Checklist

6.2 GAM/Q-011: Management of Change

6.3 GAM/FAA/WCL: FAA Workshop Capability List

4.4 TRAINING PROGRAM REVISION

1. PURPOSE

1.1 To establish GAM Training Program Manual (TPM) revision procedure to reflect the current training requirements acceptable to the FAA.

2. SCOPE

2.1 This procedure is applicable for the revision of GAM Training Program Manual (TPM) and the procedures for submitting the revisions to the FAA for approval.

3. REFERENCE

3.1 FAR Part 145.163 and 145.209(e).

4. RESPONSIBILITIES

4.1 Quality Assurance Manager is responsible to carry out Training Needs Assessment Matrix (GAM/Q-074) to evaluate the currency of Training Program Manual (TPM). The Quality Assurance Manager is also responsible for maintaining the TPM and communicating to the Principal Inspector (PI) of FAA Office as and when revision to the TPM is deemed necessary.

5. PROCEDURES

5.1 Training Program, Revision and Notifying FAA

5.1.1 The Training Program is identified as GAM Training Program Manual (TPM) and controlled by issue no, revision number and date.

5.1.2 The Quality Assurance Manager is responsible for managing the training program and also responsible for submitting the training program and its revision to the FAA PI for review and approval.

5.1.3 Training Program Manual (TPM) is available on a separate document. The training program and its revision will be submitted to FAA PI at FAA Office with a cover letter.

5.1.4 FAA PI will review the revisions and if the revisions are satisfactory, he will approve on the List of Effective Page (LEP).

5.1.5 GAM shall not implement revised training program requirements until FAA written approval is received. Any changes made to the training programs are highlighted with a vertical bar in the left margin.

5.1.6 Upon received FAA written approval for training program and its revisions, the Quality Assurance Manager will record on the Record of Revisions, update its training program immediately and implement it as planned.

5.1.7 The training program will be reviewed yearly to determine if it is current and adequate for the type of maintenance currently performed at the facility. Because of the advancements in technology are causing aviation maintenance to change rapidly, a periodic review of training needs would be appropriate.

6. RECORDS

6.1 GAM/Q-074 : Training Needs Assessment Matrix

4.5 WORK PERFORMED AT ANOTHER LOCATION

1. PURPOSE

1.1 To establish a procedure to allow work to be carried out temporarily away from its fixed location due to special circumstances as determined by the FAA.

2. SCOPE

2.1 This procedure is applicable for the work performed at a location any location other than the GAM fixed location. within Malaysia. If the work is to be performed out of Malaysia, GAM shall first obtain required approvals from that foreign country.

3. REFERENCE

3.1 FAR Part 145.203

4. RESPONSIBILITIES

4.1 The Engineering Manager is responsible for initiating the need for work to be carried out away from GAM fixed position due to special circumstances for GAM to seek FAA's approval.

4.2 The Commercial Manager is responsible for identifying the customer and describing the work requested or anticipated and the location at which the work will be performed.

4.3 Engineering Manager is responsible to determine type of material, equipment, and personnel that will be required and for the way the personnel will be transported.

4.4 Warehouse and Logistic Controller is responsible for the way the material and equipment will be transported and precautions that will be taken to ensure that the material and equipment are adequate for the actual work to be performed.

4.5 The Production Planner and Controller is responsible to provide approved data and other manuals relevant to the work to be performed.

4.6 The Quality Assurance Manager is responsible to ensure that the records work that have been performed are in compliance with the company requirements. to notify FAA Principal Inspector (PI) as and when the need to work away from GAM fixed location arises and acquire the FAA's concurrance.to ensure that the records work that been performed are in compliance with the company requirements.

5. PROCEDURES

5.1 FAA operation specification paragragh D100 FAR Part 145.203(a) permitsauthorises temporarily temporarily working away from GAM fixed location due to a special circumstance.e determined by the FAA.

5.2 Work performed at another location does not include working outside Malaysia. However, if work must be performed outside of Malaysia, FAA may authorize the work to be carried out under special circumstances. GAM must obtain required approvals from the country where the work shall be performed.

5.3 Maintenance away from approved location specified in RSQCM 4.2 Operations, Housing, Facilities, Equipment and Material require FAA acceptance/approval prior commencement of work.FAA D100 Operation Specification approved by the FAA.

5.4 It is applied whenever there is a request from Operator/Customer for maintenance work arising from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance requirement at a location other than FAA approved fixed location.

5.5 The maintenance away from the approved locations including recurrent maintenance away from fixed location requires FAA Operation Specification (Ops Spec D100 and) shall only be performed within the specified scope of work as specified. A proper risk management must also be performed as part of the pre-requirement for the works to be done.

5.6 The request for GAM to perform maintenance away from approved locations shall come from Operator/Customer.

5.7 Below are 2 possible scenarios for work performed at other location:

A. Once Off Maintenance Away from GAM Fixed Location

5.A.1 For once off maintenance away from GAM fixed location, this privilege shall only be exercised when the following general conditions are met:

- 5.A.1.1 A clear work order / contract exists.
- 5.A.1.2 The resources involved (manpower, tools, equipment, maintenance data, etc.) are within the control of GAM and comply with the requirements set in this RSQCM.
- 5.A.1.3 Permissible environmental conditions.
- 5.A.1.4 The location where the work is to be carried out is determined.
- 5.A.1.5 The way the material, equipment and personnel will be transported is addressed.
- 5.A.1.6 Intended works to be performed is not a major work or work that leads to extensive functional test.

5.A.1.7 The personnel must be trained, competent and qualified with the appropriate rating and GAM authorization.

5.A.1.8 Approved data, GAM worksheet or other specific documents must be available.

5.A.2 If the conditions above are not met, FAA must be consulted before commencement of any work at other locations.

5.A.3 The Quality Assurance Manager will notify and submit the application to FAA Office with a cover letter and its supporting documents.

5.A.4 FAA Office shall review the application and if found satisfactory, he/she will signify acceptance by providing in the form of transmittal documents such as letters, memos, e-mails, or any other media.

5.A.5 In the event the FAA declines to accept any portion of the requested operation away from fixed location, the Quality Assurance Manager will also be notified in writing by the FAA detailing the deficiency.

5.A.6 The Quality Assurance Manager is responsible to carry out the necessary steps to address the deficiency that the FAA find unacceptable and reapply to the FAA for the approval.

5.A.7 Upon receiving the written approval from the FAA, the Quality Assurance Manager shall forward a copy of the document to the Engineering Manager to set in motion the transport of equipment, material and personnel to the work location away from GAM.

5.B Recurrent Maintenance Work Away from GAM Fixed Location (OpSpec D100)

5.B.1 FAR Part 145.203 (b) allows GAM to perform recurring work (OpSpec D100 is required). Recurring work means work carried out away from the primary fixed location on a recurring basis including continuous operations.

5.B.2 It is applied whenever there is a request from customer for maintenance work arising from the unserviceability of the aircraft or the necessity of supporting occasional line maintenance or annual inspection at a location other than FAA approved fixed locations.

5.B.3 The maintenance away from approved locations shall only be performed within the scope of work as specified in the OpSpecs.

5.B.4 For recurring maintenance away from GAM fixed location (Opspec D100), this privilege shall only be exercised when the following general conditions are met:

5.B.1.1 A clear work order / contract exists.

5.B.1.2 The resources involved and the arrangement (manpower, tools, equipment, maintenance data, etc.) are within the control of GAM and comply with the requirements set in this RSQCM.

5.B.1.3 Permissible environmental conditions.

5.B.1.4 Intended works to be performed is not a major work or work that leads to extensive functional test.

5.B.1.5 The personnel must be trained, competent and qualified with the appropriate rating and GAM authorization.

5.B.1.6 Tools and special tools must be available for the maintenance work

5.B.1.7 Approved data, GAM worksheet or other specific documents must be available.

5.B.1.8 Whenever possible, the work must be performed in suitable facility or environment

5.B.2 If the conditions above are not met FAA must be consulted before commencement of any work at other locations.

5.B.3 The Quality Assurance Manager will notify and submit the application to FAA Office with a cover letter and its supporting documents.

5.B.4 FAA Office shall review the application and if found satisfactory, he/she will signify acceptance by providing the OpSpec D100 signifying the acceptance for GAM to carry out the recurrent works away from GAM fixed location.

5.B.5 In the event the FAA declines to accept any portion of the requested operation away from fixed location, the Quality Assurance Manager will also be notified in writing by the FAA detailing the deficiency.

5.B.6 The Quality Assurance Manager is responsible to carry out the necessary steps to address the deficiency that the FAA find unacceptable and reapply to the FAA for the approval.

5.B.7 Upon receiving the written approval from the FAA, the Quality Assurance Manager shall forward a copy of the document to the Engineering Manager to for arrangement of recurrent works based on the privilege reflected on the GAM OpSpec D100

5.8 Maintenance Completion and Records

5.8.1 The maintenance release must be examined and certifying staff has to ensure that their competency is adequate.

5.8.2 All maintenance record associated with the maintenance work away from fixed location shall be forwarded to the PPC for compilation prior releasing the original copy to the owner/customer.

5.8.3 In the case of part(s) drop shipment, the certifying staff has to ensure that they made copies of the relevant release certificate prior delivery of the original to owner/customer.

5.8.4 Upon completion of work; all tools, equipment will be returned to GAM and verified by the Engineering Manager.

5.8.5 All approved/denied applications for work away from GAM will be recorded and kept for two (2) years by the Quality Assurance Manager.

5.9 **Foreign repair station geographic authorizations** is an approval provided to a repair station located outside the United States to perform maintenance support under contract for a U.S. air carrier (or an operator of a U.S.- registered aircrat under 14 CFR Part 129) at a location other than the repair station facility. A geographic authorization is issued by the FAA to respond to a U.S. air carrier's or Part 129 foreign operator's need for maintenance at a station where the frequency or scope of that maintenance does not warrant permanently staffing and equipment the station for its accomplishment.

5.9.1 GAM is not authorized and shall not perform maintenance in accordance with foreign repair station geographic authorizations.

6. RECORDS

6.1 Application and approval/rejection of working away from GAM fixed location.

4.6 MAINTENANCE, PREVENTIVE MAINTENANCE AND ALTERATIONS PERFORMED FOR AIR CARRIERS UNDER PARTS 121, 125, 129 AND 135

1. PURPOSE

1.1 To define procedure when performing maintenance, preventive maintenance and alterations for air carriers conducting operations under CFR Parts 121, 125, 129 and 135.

2. SCOPE

2.1 This procedure is to ensure that the maintenance performed in accordance with the air carrier's program and maintenance manual.

3. REFERENCE

3.1 FAR Part § 145.205

4. RESPONSIBILITIES

4.1 The Commercial Manager is responsible to thoroughly review contract, agreement or purchase order from customer/air carrier to ensure that the customer has clearly specified what technical data to be used for performing the requested maintenance.

4.2 The Engineering Manager is responsible to determine type of material, tools, equipment and personnel that will be required.

4.3 The Production Planner and ControllerProduction Planner and Controller (PPC) is responsible to provide current current and subscription control over an operator's or air carrier's approved data and procedure manuals relevant to the work to be performed.

4.4 The Quality Assurance Manager is responsible to ensure the contract documents must clearly state the source of the data (manufacturer's or air carrier's manuals) used to perform the requested maintenance along with any other requirements of its Continuous Airworthiness Maintenance Program (CAMP) or maintenance manual or in accordance with the applicable sections of the operator's approved inspections program. In addition; He/she is also:

a) ensure training is conducted on the company and inspection procedures of the air carrier or operator.

b) maintain the list of current Required Inspection Item (RII) RII inspectors.

c) include authorization for individuals performing Required Inspection Item (RII)RII into the Roster of Supervisory and Certifying Personnel (GAM/Q-053).

5. PROCEDURES

5.1 Maintenance carried out on behalf of air carriers or commercial operators shall be in accordance with the air carrier's CAMP or commercial operator's approved inspection program.

5.2 As such, the air carrier or commercial operator should provide GAM:

5.2.1 The absolute work package task cards or work sheets.

5.2.1.1 If GAM is to generate the work package, air carrier or commercial operator to provide

a) Applicable sections of the air carrier's CAMP and maintenance manual or

b) Applicable sections of the commercial operator's inspection program or

c) Clearly outline the source of the data (manufacturer's or air carrier's manual) on the contractual documents or purchase order.

5.2.2 A declaration letter of the maintenance data and manuals supplied and revision status.

5.2.3 A list of maintenance actions which requires Required Inspection Item (RII) inspection.

5.2.4 The air carrier or commercial operator to provide GAM personnel training for work being done as it may differ from the GAM procedures.

5.2.5 The maintenance duty time requirements of the air carrier or operator.

5.2.6 Special maintenance or alteration instructions per engineering orders, build lists and other methods, techniques and practices in the operator's manual per Part 43, § 43.13(c).

5.2.7 Record keeping requirements and whether GAM will be responsible for maintaining the files.

5.3 Engineering Manager is responsible for the material and equipment and precautions that will be taken to ensure that the material and equipment are adequate for the actual work to be performed.

5.4 The Production Planner and ControllerPlanner and Control (PPC) will ;

5.4.1 Initiate the compilation of the work package and

5.4.2 Ensure the work package is in accordance with the contract and

5.4.3 Allocate a work order control number to distinguish the work performed for different operators and

5.4.4 All of the RII inspection required tasks are highlighted.

5.5 Technical data (e.g. Special maintenance or alteration instructions) will be reviewed by the Engineering Manager for currency and applicability to GAM capability.

5.6 Quality Assurance Manager will review the air carrier or commercial operator procedures for:

5.6.1 If GAM is to provide RII inspections:

5.6.1.1 The RII inspectors must be segregated from the maintenance and inspection personnel.

5.6.1.2 The GAM RII inspector must be qualified and authorized by the carrier and the authorization must be in a written format.

a) Consequently, the GAM inspector nominated by the GAM Quality Assurance Manager to carry out the RII inspection must be trained on the RII procedures including how an inspection is performed and recorded by the carrier.

b) Quality Assurance Manager shall coordinate with the air carrier to carry out the training program.

c) Upon successfully completed the training, the GAM inspector will be given authorization letter by the carrier.

d) The GAM inspector will apply for the extension of his approval to include the RII privilage by completing the Application for Company Approval (GAM/Q-012) and attaching a copy of the carrier authorization letter.

e) Quality Assurance Manager will grant the extension, and issue a revised Company Approval Certificate (GAM/Q-013) to the GAM Inspector to reflect the additional function.

f) Application for Company Approval The application form (GAM/Q-012), copy of Company Approval Certificate (GAM/Q-013) and the carrier's authorization letter will be appended to the GAM inspector's personnel training records.

g) With the authorization granted, Quality Assurance Manager will update the GAM inspector as an RII inspector in the Roster of Supervisory and Certifying Personnel (GAM/Q-053).

h) The validity of the authorization is fully dependant on the carrier's discretion. To ensure currency, the carrier is to provide updated procedures for authorization renewal.

5.7 Line maintenance carried out on behalf or an air carrier or commercial operator will be in accordance with the operator's manual and an approved CAMP. At the same time, GAM will ensure that it has the required equipment, trained personnel, the technical data and also the authorization from the FAA stipulated in the GAM OpSpecs.

Note: Currently GAM is not authorized and shall not perform Line Maintenance on certificated holders conducting operations under Parts 121, 129 and 135, apart from particular work away from AHM primary fixed location as determined by the FAA. OpSpecs A004-1 Refers.

5.8 If any of the air carrier's or commercial operator's manuals or sections are retained by GAM,

5.8.1 Production Planner and ControllerProduction Planner and Controller upon receipt of the maintenance data and manuals, will vet through the documents and compare with the air carrier's or commercial operator's contractual manuals declaration for currency and completeness.

5.8.2 Upon succesful completion of the verification process the documents will be secured in the Technical Publication Library. A Publication Master List (GAM/E-020) will be issued by the Production Planner and Controller Production Planner and Controller to all subscribers to reflect the availability of the customer maintenance data and the corresponding revision status and release the maintenance data for use.

5.8.3 Upon completion of the contract or purchase order, the maintenance data provided by the air carrier or operator will be returned in a manner that is secured and complete.

6. RECORDS

6.1 GAM/Q-012: Application for Company Approval

6.2 GAM/Q-013: Company Approval Certificate

6.3 GAM/Q-053: Roster of Supervisory and Certifying Personnel

6.4 GAM/E-020: Publication Master List

4.7 CONTRACT MAINTENANCE INFORMATION

1. PURPOSE

1.1 To establish a procedure when contracting any maintenance, preventive maintenance or alteration function for which GAM holds a rating.

2. SCOPE

2.1 This procedure is to ensure that the maintenance, preventive maintenance, or alteration performed by FAA certificated or non-certificated company on behalf of GAM may be issued an approval for return to service.

3. REFERENCE

3.1 FAR Part § 43.13, § 145.201(a)(2), § 145.209(h), § 145.211(c), and § 145.217.

4. RESPONSIBILITIES

4.1 Engineering Manager is responsible to determine type of functions that shall be contracted out.

4.2 Quality Assurance Manager is responsible for:

4.2.1 Maintaining the list of maintenance contractors.

4.2.2 Maintaining the record of current copies of the Air Agency Certificates and OpSpecs for FAA-certificated contract sources (initial as well as revisions).

4.2.3 To ensure that a contract documents awarded to non-certificated establishments includes clauses for FAA and GAM inspections.

4.2.4 Forwarding the revisions of list of contract maintenance functions to FAA Office.

4.2.5 Conducting surveillance on the contracted non-certificated facility.

5. PROCEDURES

5.1 **Contract Maintenance Functions**

5.1.1 In order to exercise the contracting privilege, GAM shall have and maintain list of contract maintenance functions that it is certificated to perform but requires to be contracted out.

a) The types of maintenance functions that must be contracted because GAM does not have the housing, facilities, materials or equipment available on GAM premises or under GAM control. These may include plating, heat treatment, special Non Destructive Testing (NDT), or inspection, or the maintenance, or alterations of components or sub-assemblies.

b) The types of maintenance functions that GAM does have the housing, facilities, materials or equipment available however but must contracted out due to workload or emergency.

5.1.2 GAM will obtain approval from FAA for the listed maintenance functions prior to excercising its privilege.

5.1.2.1 Quality Assurance Manager shall submit an application to FAA Office:

a) A Cover Letter

b) The revised List of Contracted Maintenance Function (GAM/Q-065).

5.1.2.2 FAA Office Principal Inspector shall review the revision and if found satisfactory, will signify acceptance approval by signing and dating on the List of Maintenance Function and/or via email or letter.

5.1.2.3 In the event the FAA Principal Inspector declines to accept any portion of the requested change, the Quality Assurance Manager will be notified in writing by the FAA.

5.1.2.4 The Quality Assurance Manager is responsible carry out the necessary amendments to the revisions that the FAA find unacceptable and address the FAA input.

5.1.2.5 Upon receiving the endorsed documents from the FAA, the Quality Assurance Manager shall update on GAMS Portal to upload the endorsed List of Contracted Maintenance Function (GAM/Q-065). and send email to all personnel about the changes.

5.2 Qualifying Contractors

5.2.1 Quality Assurance Manger is responsible for the contract maintenance program. He shall identify prospective contractors based on their demonstrated capability to meet all the requirements of the specifications, drawings and purchase orders.

5.2.2 Every new contractor is requested to provide the relevant documents and information (e.g. product catalogue, certificates of approval and etc.) to

demonstrate their capability for the specified contracted work. For an initial survey, Vendor Quality Assurance Evaluation Questionnaires (GAM/Q-003) will be issued to prospective contractors.

5.2.3 Upon received a completed Vendor Quality Assurance Evaluation Questionnaires (GAM/Q-003), Quality Assurance Manager will evaluate the supplier based on the questionnaire and the supporting documents received to ascertain that the contractor:

5.2.3.1.1 Has the appropriate rating for the article and the FAA Air Agency certificate is still valid or

5.2.3.1.2 Has the rating on the Part 145 approval of the National Airworthines Authority (NAA) or

5.2.3.1.3 Has a recognised international Quality Management System i.e. AS9100, ISO9100 or equivalent and

5.2.3.1.4 Has the housing, facilities, materials , and equipment and personnel to carry out the function contracted.

5.2.4 The prospective contractor will be approved and registered into Approved Vendor List (GAM/Q-002) if it shows the capability to meet the contractual requirement i.e. price, delivery time and also necessary quality assurance requirements as defined in Para 5.2.3.

5.2.5 Alternatively, Quality Assurance Manager may carry out a verification inspection on the facility to verify the declaration on the Vendor Quality Assurance Evaluation Questionnaires (GAM/Q-003) and confirm the capability to satisfy the maintenance function required. An audit report (GAM/Q-009) will be raised upon completion of the audit.

5.2.6 If the contractor is FAA-noncertificated:

5.2.6.1 Maintenance contracts to non-FAA certificated repair station must include provisions that allow FAA to make an inspection and observe the non-certificated facility's work on that article at any times. The Warehouse and Logistic Controller is responsible for releasing Purchase Order including provisions for FAA inspections.

5.2.6.2 GAM will carry out on-site/physical audit at every 2 yearsleast annually to ensure that the contractor continues to follow the quality control program equal to the GAM for the work being performed on GAM's behalf.

5.2.6.3 A copy of technical data will be provided to the contractor if necessary.

5.2.6.4 During such FAA inspection, the Quality Assurance Manager or his/her delegate will be required to accompany the FAA during

these inspections. These FAA inspections will determine whether GAM is able to continue to contract the maintenance function(s) to a noncertificated contractor. Subject to result of inspection, the determination of continuing/discontinuing of this non-certificated contractor still lies with GAM.

5.3 Procedures to Perform the Incoming Inspection, Final Inspection and Return to Service of Articles

5.3.1 If the contractor is FAA-certificated:

5.3.1.1 The contractor repair station performing the maintenance function is responsible for approval for return to service of each article. GAM shall determine that the subcontractor repair station is properly rated to perform the maintenance.

5.3.1.2 Store Inspector to ensure whilst doing receiving inspection, articles returning from contract maintenance contractors must be accompanied with a completed and certified FAA 8130-3, the Purchase Order, Test reports (if any) and/or any documents detailing the maintenance, preventive maintenance or alteration done.

5.3.1.3 Once the receiving inspection is completed successfully, the Store Inspector will tag the article with the Serviceable Label (GAM/E-005).

5.3.1.4 GAM type-rated LAE/Inspector will carry out a final inspection and return to service the article after the contractor has performed maintenance, preventive maintenance or alteration including inspection in accordance with § 43.13 and part 145 and determined it to be airworthy with respect to the work performed.

5.3.2 If the contractor is FAA-noncertificated:

5.3.2.1 GAM is responsible for approving return to service any article on which work has been performed. GAM remains directly in-charge of the work performed by non-FAA certificated repair station.

5.3.2.2 GAM verifies by visual inspection or test that the work was performed satisfactorily. Upon completion of the work by the contractor, GAM will carry out the receiving inspection, final inspection and the return to service.

5.3.2.3 Store Inspectors will carry out receiving inspection to ensure the article is free from transport damage, packed in proper containers, documents attached collaborates with the article and work required as per the Purchase Order (PO).

5.3.2.4 Type-rated LAE/Inspectors will carry out:

a) A review of the maintenance documents certified by the contractor to ensure the work carried out is in accordance with the Purchase Order (PO), exact inspection procedures, current maintenance data, calibrated equipment and approved materials.

b) Final inspections inclusive of system functional and operational tests as required in the maintenance manual, NDT, finishing or dimensional tolerances as required by drawings upon completion of the contractor work to approve the return to service.

c) The verification and Final Inspections shall be recorded in the GAM work package and worksheet and duly certified by the GAM Inspector.

5.4 Discrepant Findings

5.4.1 Any work performed by contractor will be subjected to inspection by Store Inspector and/or any qualified and trained inspector delegated for such inspection, prior to use. This inspection will be to verify that the work was performed in an airworthy manner, that parts and materials used were of airworthy quality and that the paperwork received with the item reflects all such information.

5.4.2 At no time, shall articles having had work performed by subcontractors be release for use until all inspection have been performed and accepted. All contracted work shall be segregated from serviceable articles until this inspection has been performed and the articles are accepted for use.

5.4.3 If for any reason contracted article is rejected, it will immediately be identified with Unserviceable Tag (GAM/E-006) with the defects noted and placed in the Quarantine area for segregation.

5.4.4 If necessary, discrepancies related with quality or delivery with contracted repair station are treated through GAM's corrective action program.

6. RECORDS

6.1 GAM/Q-002: Approved Vendor List

6.2 GAM/Q-003: Vendor Quality Assurance Evaluation Questionnaires

6.3 GAM/Q-065: List of Contracted Maintenance Functions

6.4 GAM/E-005: Serviceable Label

6.5 GAM/E-006: Unserviceable Label

4.8 PROFICIENCY OF INSPECTION PERSONNEL

1. PURPOSE

1.1 To establish a procedure to determine the proficiency of inspection personnel.

2. SCOPE

2.1 This procedure is to ensure GAM inspection personnel attains the required ability and proficiency to perform the required maintenance tasks.

3. REFERENCE

3.1 FAR Part § 145.155, 145.157, 145.161 and 145.211.

4. RESPONSIBILITIES

4.1 Engineering Manager is responsible to ensure that the number of qualified inspectors are sufficient for the ratings acquired by GAM. He/She is also responsible to ensure the inspectors maintain proficiency by providing them the required training.

4.2 Production Planner and Control is responsible to ensure currency of all approved data and procedure manuals relevant to the work to be performed are available to inspection personnel.

4.3 Quality Assurance Manager is responsible for:

a) Setting up minimum qualifications and conducting assessment of inspectors for their proficiency.

b) Maintaining Roster of Supervisory and Certifying Personnel (GAM/Q-053).

5. PROCEDURES

5.1 **Requirements of Inspection Personnel**

5.1.1 GAM shall ensure that its inspection personnel are:

a) thoroughly familiar with the applicable regulations with inspection methods, techniques, practices, aids, equipment, and tools used to determine the airworthiness of an article; and

b) proficient in using the various types of inspection equipment and visual inspection aids appropriate for the article being inspected.

c) Able to understand, read and write English.

c)d) Must be listed on a Roster of Supervisory and Certifying Personnel (GAM/Q-053).

5.2 Qualifications of Inspection Personnel

5.2.1 As a foreign FAA approved repair station, GAM shall ensure that its inspection and supervisory personnel shall:

a) be at the minimum age of 21 years old AND

b) be trained in or has 18 months practical experience with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance and alterations AND

c) be thoroughly familiar with the applicable regulations AND

d) be able to understand, read and write English.

5.2.2 To be eligible for Category B1.4 (Helicopter Piston) and Category B2 (Avionics) authorisations, the applicant shall:

Minimum age	21 years' old			
License	CAAM Part-66 Aircraft Maintenance License (AML)			
	INITIAL		**RENEWAL**	
Maintenance Experience	Involved in at least 6 months of actual relevant aircraft maintenance experience in any consecutive 2 years period		Involved in at least 6 months of actual relevant aircraft maintenance experience in any consecutive 2 years period	
Training	Company procedure / RSQCM / Regulations	√	Company procedure / RSQCM / FAA Regulations	√
	Type rating	√	Relevant Technology Updates	√
	Electrical Wiring interconnect system (EWIS)	√	Electrical Wiring interconnect system (EWIS)	√
	Fuel tank safety, including Critical Design Configuration Control Limitation (CDCCL)	√	Fuel tank safety, including Critical Design Configuration Control Limitation (CDCCL)	√
	Human Factor	√	Human Factor	√
	Safety Management System	√	Safety Management System	√
	Electrostatic Sensitive Device (ESD) **[Applicable to B1 and B2 only]**	√		

	Dangerous Goods (DG) **[Applicable to B1 and B2 only]**	√		
Assessment	Company procedure	√	Company procedure	√
	Aircraft type	√	Aircraft type	√

5.2.3 To be eligible for component/workshop authorisations, the applicant shall:

Minimum Age	21 years' old			
Minimum Education	Secondary school			
Basic Requirement	a) An aeronautical school diploma or certificate or; b) A technical school diploma / certificate, if the intended scope of work concerns noncomplex electrical components or instruments and cabin and safety equipment or; c) An aeronautical military school diploma or certificate.			
Aeronautical Experience	a) 2 years of Aeronautical experience in the field of aviation maintenance including at least 12 months of practical experience in the specific component maintenance area/ Workshop. b) 3 years in the field of aviation maintenance for complex components such as engine/ APU and Landing gears including 24 Months of practical experience in the specific component maintenance area / Workshop;			
	INITIAL		**RENEWAL**	
Recent Maintenance Experience	Involved in at least 6 months of actual relevant aircraft maintenance experience in any consecutive 2 years period		Involved in at least 6 months of actual relevant aircraft maintenance experience in any consecutive 2 years period	
Training	Company procedure / RSQCM / FAA Regulations	√	Company procedure / RSQCM / FAA Regulations	√
	Safety Management System	√	Safety Management System	√
	Electrical Wiring interconnect system (EWIS)	√	Electrical Wiring interconnect system (EWIS)	√
	Fuel tank safety, including Critical Design Configuration Control Limitation (CDCCL)	√	Fuel tank safety, including Critical Design Configuration Control Limitation (CDCCL)	√
	Human Factor	√	Human Factor	√
	Bench Test	√	Relevant Technology Updates	√
	Specific Equipment	√		
	Component Training	√		
	Air Legislation	√		
Assessment	Company procedure	√	Company procedure	√
	Component type	√	Component type	√

5.3 Establishing and maintaining proficiency of Inspection Authorisation

5.3.1 All inspection personnel are required to be thoroughly familiar with all inspection methods, techniques, equipment and tools used in their area of responsibility to determine the airworthiness of an article on which maintenance, preventive maintenance or alterations are being performed.

5.3.2 They shall also be thoroughly familiar with current specifications, involving inspection tolerances, limits and procedures as set forth by the manufacturer of article undergoing inspection and other forms of inspection informations such as Airworthiness Directives, Service Bulletins etc.

5.3.3 Application for company approval shall be submitted to QAM using form Company Approval Application form (GAM/Q-012).

5.3.4 Engineering Manager or his/her delegate should recommend and declare that the personnel had been trained and held relevant qualification to be issued with the company approval before submitting to the QAM for approving.

5.3.5 QAM will vet the application ensuring all requirements are met.

5.3.6 Oral assessment (technical competency) will be carried out by QAM or his delegate using Technical Competency Assessment form (GAM/Q-015).

5.3.7 Quality Assurance Manager is respnsible Quality Assurance Manager is responsible for determining the qualifications of inspection personnel based on assessment of their qualifications, experience, ability and knowledge. The assessment is through oral assessment.

5.3.8 If the personnel found competent and successfully passed oral assessment, QAM with his discretion, will issue Company Approval Certificate (GAM/Q-013) to the applicant. However, If the oral assessment found unsatisfactory, a minimal cooling period of 1 month will be given to the applicant before he can re-sit for another assessment.

5.3.9 The Company Approval Certificate is clearly printed:

a) Employee name
b) Approval Number
c) Approval reference number
d) Scope of authorisation
e) Signature (certificate holder and QAM)
f) Date of initial issue
g) Issue date

h) Expiry date

5.3.10 For aircraft inspection personnel, the approval expirey date shall correspond to the date of expiry of the National Aviation Authority licenses or 2 years from the date of issuance approval whichever comes first. For other categories, the expiry shall be 2 years from the date of issuance approval.

5.3.11 Inspection personnel shall submit Company Approval Application form (GAM/Q-012) at least 30 days before expiry date to Quality Assurance Department. The submission must include recurrent training certificates, written evidence of practical experience using Work Experience Logbook (GAM/Q-079) and current NAA license

5.3.2 Inspection personnel shall be familiar with FAA regulations applicable to such operations, with particular emphasis on the following:

a) FAR Part 21 – Certification Procedures for Products and Parts

b) FAR Part 39 – Airworthiness Directives

c) FAR Part 43 – Maintenance, Preventive Maintenance, Rebuilding and Alterations

d) FAR Part 145 – Repair Stations

5.3.3 When other forms of mechanical inspections devices are used, the inspection personnel shall be skilled and competent to use and interpret defects indicated by such equipment.

5.3.4 Technical data shall be kept up to date by the Technical Publication personnel and make it accessible to the inspection personnel.

5.4 Recurrent/Continuous Training

5.4.1 Every inspection personnel shall remain proficient and current in terms of procedures, human factors and technical updates on the articles he/she is assigned to work.

5.4.2 He/she shall underake recurrent training for, but not limited to:

a) Human Factor Training

b) Repair Station & Quality Control Manual

c) Applicable FAA Regulations

5.4.3 Quality Assurance Manager shall maintain current records of training for each inspection personnel. The records shall indicate the type of training, method, name of instructor, duration and date of completion of training. Copies of the certificate issued for for training shall be kept in the employee's file and shall be available for review.

5.4.4 Employment records of the inspectors shall also include the previous experience gained from other establishments prior to joining GAM.

5.4.5 All training and employment records shall be retained at the Quality Department for a minimum of two (2) years.

6. RECORDS

6.1 GAM/Q-053: Roster of Supervisory and Certifying Personnel
6.2 GAM/Q-012: Company Approval Application form
6.3 GAM/Q-013: Company Approval Certificate
6.4 GAM/Q-015: Technical Comptetency Assessment

4.9 TECHNICAL DATA

1. PURPOSE

1.1 To establish a procedure to ensure current technical data is available for the scope of work GAM is performing.

2. SCOPE

2.1 This procedure is applicable to GAM personnel when performing maintenance, preventive maintenance and alteration.

3. REFERENCE

3.1 FAR Part § 43.13 (a), § 145.109 (d), § 145.201 (c) and § 145.211 (c)(v).

4. RESPONSIBILITIES

4.1 Production Planner and Control is responsible to ensure that the maintenance data and inspection procedures are readily available to maintenance and inspection personnel in accordance to the FAA approved rating.

4.2 Quality Assurance Manager is responsible to ensure the procedures are complied with.

5. PROCEDURES

5.1 **Technical Data Used**

5.1.1 The technical data used by GAM could include any of the following:

a) FAA Technical Data (such as Airworthiness Directives (ADs), Type Certificate Data Sheet (TCDS), etc)

b) Manufacturer's Technical Data (such as maintenance manual and Service Bulletins (SBs), etc)

c) Engineering Data (such as DER-approved data or data developed by GAM and approved by FAA).

5.2 **Availability of Technical Data**

5.2.1 Technical data for maintenance and inspection personnel are accessible and available electronically.

5.2.2 Technical data is obtained either from the manufacturer or the customer, and only applicable and current maintenance data is kept by GAM and

made available for the use of maintenance personnel during any maintenance work.

5.2.3 Owner/Operators shall ensure to supply all maintenance data required to accomplish the work requested. This data can be supplied in any format (hard copy, digital, CD-ROMs, etc.).

5.2.4 Production Planner and Control shall verify the manual revision status from the manufacturer website or internet portal on monthly basis.

5.2.5 GAM shall ensure that its customer furnishes all the technical documents (maintenance data) are current and up to date.

5.2.6 Unless provided by the customer, the workpack, worksheet and any other associated maintenance data necessary for the accomplishment of the work is provided by GAM production planning by using the applicable and current maintenance data.

5.2.7 Distribution to maintenance and inspection personnel for technical data will be done electronically in Read-only format via google shared-drive.

5.2.8 Technical data such as Airworthiness Directives (ADs), Service Bulletins (SBs), Service Information Letters (SILs), etc., amendment availability will be based upon e-mail notifications (e.g., Special Airworthiness Information Bulletin) subscription from the FAA and from OEM websites and internet portals.

5.3 **Document Control Procedure**

5.3.1 All technical data issued by Technical Publications are controlled documents. List of maintenance data, including revision status, location and responsible receiving persons kept by Technical Publication section.

5.3.2 All technical data available in GAM are listed in the Publications Master Listing (GAM/E-020).

5.3.3 Engineer in Charge (EIC) shall review the current status of technical data against the Publication Master Listing (GAM/E-020) and advise the technical publication section of any discrepancies.

5.3.4 All maintenance data shall be segregated into controlled and uncontrolled data. All uncontrolled data must be identified and marked “UNCONTROLLED”.

6. RECORDS

6.1 GAM/E-020: Publications Master Listing

4.10 INSPECTION AND QUALITY CONTROL SYSTEM

1. PURPOSE

1.1 To establish a detailed inspection procedure from receiving until final inspection (return to service).

2. SCOPE

2.1 This procedure is applicable to GAM personnel when performing inspection of articles during maintenance, preventive maintenance and alteration.

3. REFERENCE

3.1 FAR Part 43.2, 43.5, 43.9, 43.10, 43 Appendix B43.1, 43.11, 145.211, 145.213 and 145.221.

4. RESPONSIBILITIES

4.1 Engineering Manager is responsible to ensure that personnel, tools and equipment and procedures are readily available in accordance with FAA approved rating.

4.2 Quality Assurance Manager is responsible to ensure the procedures are complied with.

5. PROCEDURES

5.1 Continuity of Inspection Responsibility

5.1.1 Every maintenance task must be recorded and clearly identified on the worksheet by the technician and Inspector by signature, date and stamp. This will ensure that, in the event of work stoppage due to i.e. insufficient replacement parts or shift handover, the succeeding technician or Inspector will know the status of the work performed and proceed with work where it previously stopped.

5.1.2 In addition, all inspection forms upon which work performed is recorded have been designed to identify the technician and inspector performing the work and also indicate the various stages of work completion hence ensuring continuity of inspection for all inprocess work.

5.1.3 The Engineer-In-Charge (EIC) shall co-ordinate on the hand over process. He shall understand the status of the task and provide details to the Incoming person for completion of maintenance task. It is the

responsibility of Outgoing person to clearly indicate the current status of the maintenance task on worksheet or other inspection forms. The handover process is recorded on the Daily Maintenance Book (GAM/E-014).

5.1.4 The last person that completed the maintenance process shall stamp and/or sign on the worksheet to indicate the completion of the operation process.

5.1.5 For complex and lengthy task handovers, worksheets and shall be used so that all areas disturbed are accurately recorded for work to progress smoothly.

5.2 Receiving and Incoming Inspection

5.2.1 The Store Inspector is responsible for receiving incoming inspection. The Store Inspector shall ensure that all incoming raw materials, spare parts (new or used parts), subcontracted parts, customer parts and other materials procured for use by GAM are from the approved source. The articles shall be in good working order and free from apparent defects prior to acceptance into the company inventory.

5.2.2 The inspection is done in the “Goods in” receiving area of the store prior to acceptance.

5.2.3 The acceptance inspection is done by a Store Inspector and he shall ensure the following:

a) Verification of compliance with the purchase order with regards to part number, serial number & quantities.

b) Part procured or received from the approved source as per Approved Vendor List (GAM/Q-002).

c) Verify all components and materials received must be accompanied by FAA 8130-3, EASA Form 1, Certificate of conformity or equivalent.

d) Conduct visual inspection of the part for any irregularities.

e) Ensure that any shelf life has not expired.

f) Verify that the identification on the parts has not been tampered e.g. serial number stamped over, improper or missing decal or data plate or serial numbers located not in standard area. Potential suspected unapproved parts. Refer procedure in identifying and reporting of Chapter 4.15 - Suspected Unapproved Parts (SUP).

5.2.4 If the components meet the acceptance requirement, the store inspector will complete and sign off the Acceptance Report (GAM/E-003).

5.2.5 The Store personnel then will generate Acceptance Report (GAM/E-003) with a Goods in Note (GiN) reference number. The GiN reference number shall be release number for the parts.

5.2.6 All accepted articles will be identified with a Serviceable tag (GAM/E-005) issued by the Stores Inspector with GiN reference number.

5.2.7 When materials received in lots (e.g., hardware, sheet stock, welding rod, coating powders, etc.) a unique GIN Number will be given on the packaging and related certificate of conformity shall be attached together.

5.2.8 The following are the release documents to be expected/accepted for each type of article depending on their status (new/used).

<table>
<tr><th>Status</th><th>Type of Part/Material</th><th>Release Document</th></tr>
<tr><td rowspan="2">New Articles / Parts</td><td>Standard Parts, Raw Materials and/or Consumables</td><td>Option 1: When the part/material is purchased directly from the manufacturer, the Certificate of Conformity issued by the manufacturer is expected.

Option 2: When the part/material is purchased through a third-party supplier (i.e. distributor, operator, maintenance organisation, etc.) the documentation accompanying the part/material shall contain:

• Conformity certification to the article applicable standard/specification, and;
• identification of the manufacturing source, and;
• Identification of the supplier source.

For Option 2, the information above may be included in one single Certificate of Conformity issued by the supplier (containing cross reference to the manufacturer CoC) or be composed by more documents, such as the CoC issued by the manufacturer and a statement from the supplier source.

Parts Manufacturer Approval (PMA) are acceptable on U.S. aircraft with proper documentation.</td></tr>
<tr><td>Aircraft Parts</td><td>Option 1: FAA 8130-3 issued by FAA approved repair station status ‘NEW’</td></tr>
</table>

		Option 2: EASA Form 1 issued by EASA Part-145 organisation with status '**NEW**' Option 3: TCCA Form 1 issued by Canadian OEM or Production Certificate (PC) with status '**NEW**' Option 4: OEM release documents.

Status	**Type of Part/Material**	**Release Document**
Used Articles / Parts	Aircraft Parts	Option 1: FAA 8130-3 issued by FAA approved repair station Option 2: EASA Form 1 issued as dual maintenance release issued by EU-based 14 CFR Part-145 repair station Option 3: TCCA Form 1 issued by Canadian-based repair station Option 4: Used parts provided by a U.S air carrier shall have documentation in accordance with the U.S air carrier CAMP. Notes: 1) Used articles must be traceable to the maintenance organizations and repair stations approved by the authority who certified the previous maintenance and/or in the case of life limited parts, certified the life used. The used article should be in a satisfactory condition and eligible for installation as stated in the TC holder's parts catalog. 2) Used articles from a EASA-approved Part-145 Approved Maintenance Organization (AMO) not FAA-approved should not be used even if accompanied by an EASA Form 1.

5.2.9 Once the receiving inspection is completed successfully, the store inspector will tag the article with Serviceable tag (GAM/E-005). The article will then be handed over to the requestor or stored in the bonded store awaiting requisition.

5.2.10 If the article does not meet acceptance requirement, the articles will be segregated and transferred to a quarantine rack together with Quarantine Tag (GAM/E-007) for further evaluation and investigation.

5.2.11 Store inspector will raise a Component Discrepancy Report form (GAM/E-003A) for any quarantine items.

5.2.12 Quarantined parts can only be released when all discrepancies have been rectified. The rectification then recorded on the Component Discrepancy Report form (GAM/E-003A) and a new GiN is raised.

5.2.13 Verify Electrostatic Sensitive Device (ESD) is in proper original packing, if applicable.

What is ESDS?

An ESDS device is an electronic component which can be damaged by an electrostatic charge or discharge through its conductors. These parts and their assemblies are identified by the sensitive electronic symbols. Example of the symbols as below

ESDS Device work station requirement

GAM ESDS device work station is located at warehouse and workshop. The ESDS work station should contain but not limited to the following equipment:

1. Conductive workbench mat
2. Conductive wrist strap
3. Conductive gauntlets
4. Conductive boot covers or floormat
5. Static meter

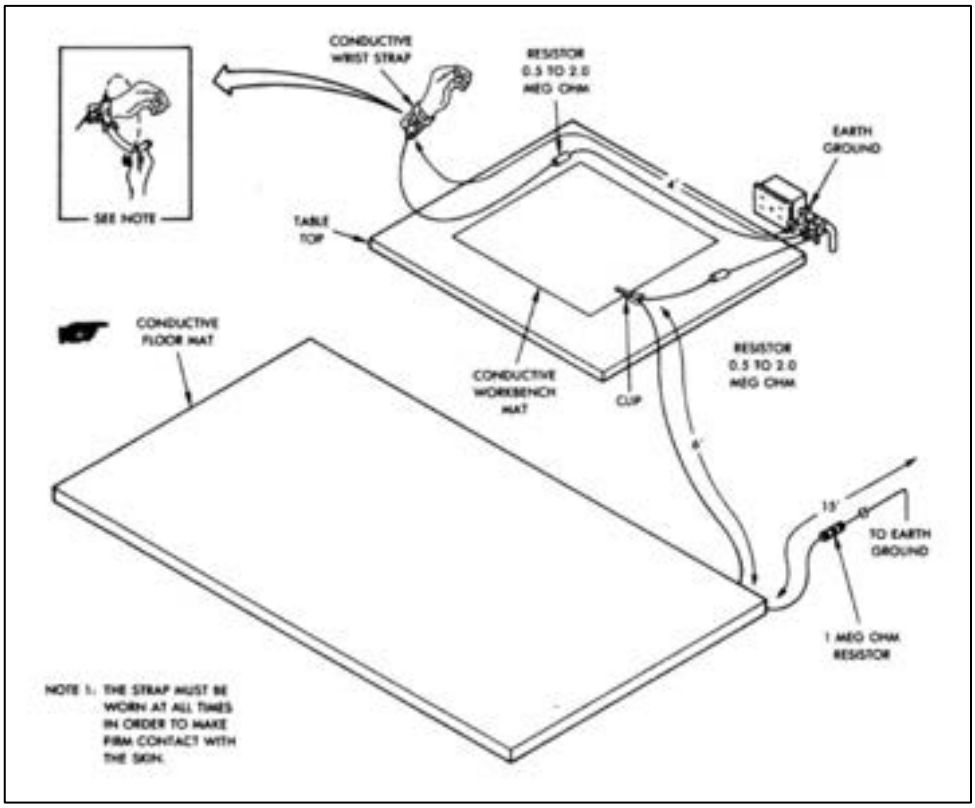


Figure 2 – Example of ESDS work station and equipment

ESDS Device and Assembly Handling Requirement

All ESDS devices and assemblies are provided with shorting devices. The shorting devices may be a metal ring or a block of conductive materials in which the conductors are imbedded. Below requirement should be followed whenever removing or replacing there shorting device:

1. Wear conductive wrist strap.
2. Wear conductive boot covers or stand on conductive floor mat.
3. Handle components only by the case, never by the leads.
4. Use only electrical equipment that has the three grounded plug installed
5. Remove shorting device and place ESDS device with leads down on conductive workbench mat. The ESDS device stays on the mat until the Part 145 AMO is ready to install it.
6. Keep ESDS devices in protective bags when not in use.
7. Ground all electrical tools and test equipment.
8. Touch ground prior to removing, touching or installing ESDS devices.
9. Touch packages of replacement ESDS items to ground before opening them
10. Check continuity and resistance of ground system before using.
11. Follow ESDS packing procedure.

Warehouse and Workshop Procedure

1. When receiving parts that need special ESD handling, the material shall normally be stored in its original protective packing and not be removed from the packing before use on an aircraft.

Note: All ESD assemblies are identified with either orange and black or yellow and black caution decals. Samples of typical ESD caution decals are shown on Figure 1.

2. If it should be necessary to inspect ESD sensitive material for any reason, it shall only be removed from its protective packing in an Electro-Static Protective Area (EPA)/Workstation.

Note: An Electro Static Protective Area/Workstation can be permanently established or it can be established temporarily, e.g., using a conductive mat with a ground cable and a wristband.

Note: Before opening the ESD protective packing, wear the protective bracelet and confirm that grounding is maintained throughout the handling process.

3. The normal ESD, LRUs that are housed in a metal case do not require to be stored or transported in a conductive bag, as it is considered sufficient protection if the exposed electrical connector is fitted with a conductive cap. However, the ESD decal should also be attached to appropriate transit containers.

4. Any receipt of incorrectly packaged ESD items received are to be returned

5. To prevent further damage on unserviceable ESD sensitive materials they must be handled the same way as serviceable materials.

Note: For ESD Electro-Static Protective Area (EPA)/Workstation Schedule Inspection Interval, refer to form GAM/E-068

Note: ESD tester device shall be calibrated yearly.

Note: Store Inspector shall be responsible to handle the ESDS device in warehouse.

Note: For workshop, only workshop certifying personnel shall be responsible to handle the ESDS device.

Wrist Strap Test Procedure

1. Select an appropriate location on the workshop or hangar floor to perform the ESD wrist strap check. The location should be a flat, clean, and dry surface that is free from any static-generating materials.

2. Follow the manufacturer's instructions to set up the ESD wrist strap tester. Make sure the tester is grounded and properly calibrated.

3. Connect the wrist strap to the tester according to the manufacturer's instructions.

4. Place the wrist strap on the wrist and touch the tester's probe to the metal part of the wrist strap buckle. The tester will indicate whether the wrist strap is working correctly or not.

5. Record the test results for each wrist strap that is tested in GAM/E-068 Electrostatic Discharge Device Tester Record Form.

6. If a wrist strap fails the test, it should be immediately replaced with a new wrist strap that is functioning properly.

ESDS Packing, Storing and Shipping Requirement
Packing ESDS Devices or Assemblies

1. Place the ESDS device in a conductive plastic bag. Label the plastic bag with the sensitive electronic device symbol. Close the open end of the bag by folding. Do not seal the opening

Storing ESDS Assemblies

1. Pack the ESDS assembly before storing. Store the package in an area where the relative humidity is closely maintained

Shipping ESDS Assemblies

1. Cut two sheets of corrugated cardboard 1/8 inch larger on all sides than the plastic bag.

2. Place the plastic bag between two sheets of corrugated cardboard.

3. Tape the cardboard in place. Do not allow tape to touch plastic package.

4. Place cardboard package in a shipping type envelope.

5. Apply the sensitive electronic device symbol to the outside of the shipping envelope.

6. Wrap the envelope in brown shipping paper and apply shipping labels.

Hangar Procedure

1. During the maintenance involving ESDS device, maintenance personnel shall equip themselves with the wrist strap. Wrist strap is located at the store.

2. Prior commencing the maintenance work, Maintenance personnel is requiring
   a. check the continuity of the wrist strap as per prior commencing the maintenance involving the ESDS device.

   b. Touch ground prior to removing, touching or installing ESDS devices.

   c. Touch packages of replacement ESDS items to ground before opening them.

   d. Check continuity and resistance of ground system before using.

3. During the removal of the ESDS device, maintenance personal shall ensure:

   a. ESDS device pin shall be protected with approved ESDS conductive cap or by cutting a piece of static shielding bag to cover the device pin.

   b. Before covering the terminal pin, it's important to ensure that it's clean and free of any debris or contaminants that could interfere with the cover's ability to protect the pin.

   c. Carefully place the cover over the terminal pin, making sure that it fits snugly and doesn't move around or fall off.

   d. Depending on the type of cover used, secure it in place using adhesive, tape, or other fasteners. Make sure that the cover is firmly attached and won't come loose during handling or transport.

4. ESDS device is kept in the ESD protective cover. Several type of ESD protective cover may be used:

   a. Conductive bags

   b. Conductive foam

   c. ESD safe tape

   d. ESD protective caps

5. The covered ESDS device shall be shipped out to warehouse.

6. Temporarily removed ESDS device shall be kept in the holding area in the hangar as well prior to re-installation back to the aircraft.

Note: only Certifying Personnel may handle the ESDS device at the hangar

Figure 3 – Example of ESDS conductive cap

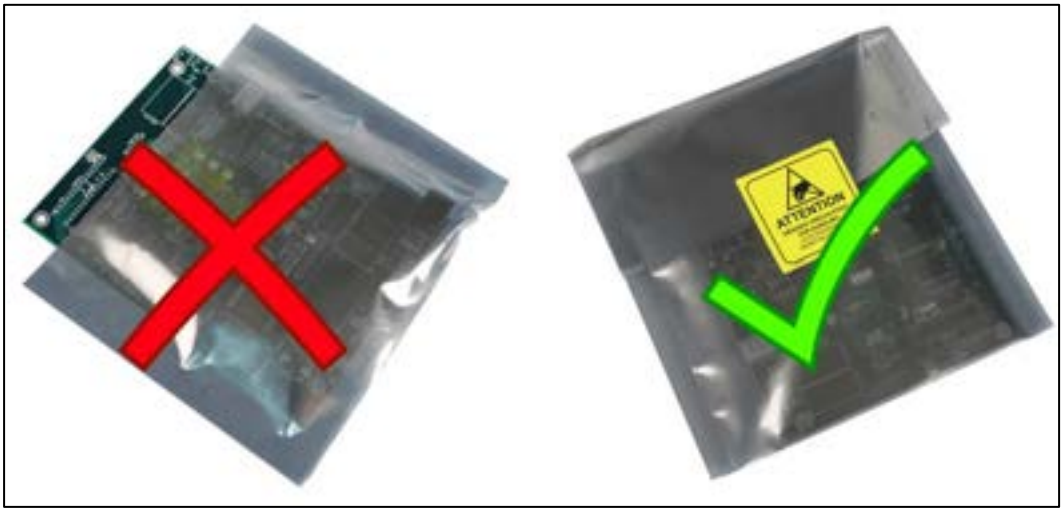


Figure 4 – Correct handling of the ESDS device with conductive cover

Figure 5 – Example of handling the ESDS device

5.3 Handling of Parts

5.3.1 Storage Facility

a) Storage facilities for serviceable aircraft articles are in a clean facility, well ventilated, environmentally controlled room maintained at a constant dry temperature to minimise the effects of condensation.

b) Ideal temperature is to be set at 18°C - 24°C and relative humidity is to be maintained not more than 75%. Any humidity increased above 75% should be monitored closely. The recording is using Temperature & Humidity Record (GAM/E-026).

c) Storage recommendation by the manufacturer must be observed indefinitely to ensure parts are remain in a serviceable state.

d) Personnel movement into and out of storage area is to be strictly limited to avoid unnecessary opening of doors.

5.3.2 General Standard of Storage of Articles

a) All aircraft parts, wherever practicable, should remain packaged in protective material to minimise damage and corrosion during storage.

b) Avionics parts, radio, instrument and electrical power system components are particularly prone to damage due to high humidity. During storage, they must be protected by a suitable anti-static wrapping to prevent dust and moisture ingress. All connectors and replaceable are to blanked or capped. Silica gel bags may be used to protect against moisture and inspected at regular intervals for sign of saturation.

c) Whenever possible use the original sealed transit case or packing, otherwise use polythene bagging with open end folded or loosely stapled.

d) General parts may be stored in non-metallic containers, cardboard boxes or jars.

e) ‘O’ rings, seals and packings are to remain in sealed packets. Packing with opened sealed packet is be discarded.

f) Rubber parts should be stored in their original seal envelopes and should not be exposed to direct daylight or sunlight.

g) Flux Valves and Standby Compass must be stored on wooden or plastic shelving away from any magnetised material such as speakers and weather radar transceiver.

h) Components containing inhibiting fluid should be checked periodically for fluid loss and agitated to re-distribute the fluid.

i) Fuel, Pneumatic and hydraulic components all inlet and outlet must be covered with protective blanks and caps and stored in plastic bags.

j) Hoses are to be stored without kinks or bends and must be properly blanked.

k) Windshield and windows are to be stored in their original shipping container and be kept away from heat and other contaminant by solvent.

l) Tyres are to be stored away from sunlight, heat and must not be allowed to become contaminated with oil and grease. Tyre are to be stored vertically, supported by two tubes with two third being above the support point. Tyres are to be turned periodically not exceeding 3 months to a new position. For complete wheel assembly storage position is the same as the requirements for tyres and storage pressure should not exceed 30 psi.

m) Fire Extinguisher is to be stored above the floor in their original shipping containers. Discharge outlets should be blanked.

n) Pyrotechnics such as fire extinguisher cartridges, flares and squibs are to be stored in a lockable steel container in a dry room.

o) Batteries are to be stored off the floor in a well-ventilated room. Ni-cad batteries must be strictly segregated from Lead Acid type.

p) Flammable fluids are to be stored in in separate POL store located separate from the store.

q) Engines, propellers and other bulky items are stored in (bonded) bulk store where possible. Where no suitable bulk storage is available the item is to be sealed/protected and positioned in the hangar or workshop where the likelihood of damage is minimal. Items stored as such are to be inspected prior to issue from stock.

r) Avionics material, radios and instrument must never be stored in racking underneath stored fuel, oil, or hydraulic system components. Any leakage of fluid from these components is capable seriously damaging the material stored below them.

s) Avionics parts are preferably to be segregated from fluid system parts and if storage space constraints total segregation, then the fluid system components should be always placed on the lower shelves, with avionics and electrical equipment above them.

t) Storage methods should ensure materials or parts are issued in strict rotation. Old stock is to be issued before new stock with particular attention to perishable goods, instruments or components with a definite storage limiting period.

u) Any additional control requirements specified on the manufacturer's label are to be closely followed.

v) Electrostatic sensitive components are to be stored on conductive racking that is grounded adequately. All blanks and storage packages used will be conductive to prevent static build up. Parts in conductive wraps may be stored in any regular storage bin (metal, wooden or cardboard boxes).

5.3.3 Stock Segregation

a) Care must always be taken to ensure that materials, which can have detrimental effect on other materials, are completely segregated.

5.3.4 Control of Limited Shelf Life Materials

a) Shelf life of items shall be established based on the manufacturer"s recommendation.

b) The information of shelf life expiry date is recorded on the Serviceable Label (GAM/E-005).

c) Items nearing storage life expiry should be identified within one month of expiry so that appropriate action may be taken.

d) "First in, first out" policy must be observed to ensure item with least shelf life must be issued first.

e) At the start of the week, a shelf life expiry notification will be generated by the Aeronet system, and emailed to GAM warehouse section. The notification include items with shelf life within one month of expiry.

f) When the expiry date are due, such items are to be removed from the bonded store and placed in unserviceable area or scrap area, depending on the validity of the items. Unserviceable label (GAM/E-006) shall be raised for items placed into the unserviceable area, while scrap label (GAM/E-058) shall be raised for items placed in the scrap area.

5.3.5 Control of Scrap Articles

a) All unserviceable articles that were removed from an aircraft, must be tagged with an Unserviceable Label (GAM/E-006). The LAE responsible for removing this component must fill in details, the reason for that component rendered unserviceable.

b) For Class 1 and Class 2 articles, the LAE/PPC will return the articles to the Warehouse. The warehouse personnel will temporarily keep those articles at the designated unserviceable rack.

c) All Class 3 articles must be scrapped. The articles must be mutilated in such a manner that the parts become unusable for their original intended use nor should they be able to be reworked to provide the appearance of being serviceable.

d) Store inspector will review and determine the articles in unserviceable rack whether they are repairable or scrap. He/she may seek advise from Engineering Manager or his designate for determination.

e) Once articles identified un-repairable/scrap, Store Inspector will remove scrap articles which will be tagged with Scrap Label (GAM/E-058) from the Warehouse and keep in the scrap room. All airticles kept in the scrap room will be recorded in the Scrap Log (GAM/E-059).

f) Material Review Board (MRB) which consist of representatives from Quality Assurance Department, Engineering Department and chaired by Warehouse and Logistic Controller will review, determine and approve articles for disposal at least once a year.

g) All articles identified for disposal will be recorded in the Scrap Report (GAM/E-060).

h) Warehouse and Logistic Controller will arrange for disposal as approved by the MRB.

i) Unless otherwise instructed by the customer, all scrap parts shall be mutilated to ensure that they shall not be restored and return to service. The mutilation may be performed either in-house or out of house by vendor.

j) Upon completion of articles being disposed by approved scrap vendor, Warehouse and Logistic Controller shall ensure that the scrap vendor provides certificate of destruction or letter confirming destruction which to be attached to Scrap Part Report (GAM/E-060).

k) For scrap parts that need to be return to respective customers, the scrap parts will be sent as it is but identified with scrap tag.

l) In the event of scrap articles to be used in-house for demonstration or training purposes or other means as appropriate, the respective person shall obtain the approval from Material Review Board and the scrap articles shall be sprayed with indelible red paint with wording “SCRAP”.

5.3.6 Control of Lockwire

a) The lockwire should be kept in the tool store. The storekeeper is responsible for registering each spool of lockwire ready for use by the operation in the GAM/E-044 Consumable Issuance book. The GIN number is printed in the "GIN/BATCH NO" column for tracking of usage and date of issuance to be printed in the "DATE" column. This allows for easy tracing of any batch based on the date of usage and starting date of particular GIN.

b) The operation shall get the required length and size of lockwire from the tool store without any registration required. Once the lockwire is used, any unused or excess amount must be disposed to prevent others from using it.

c) The tool storekeeper is responsible for monitoring the lockwire reserve to ensure that there is always an adequate supply available when demanded by the operation.

5.4 Tagging and Identification

5.4.1 All articles undergoing maintenance in the facility should be appropriately identified to ensure the status of any article can be easily determined.

5.4.2 The serviceability of parts in the bonded store is determined with the Serviceable Tag and Airworthiness Approval Tag FAA Form 8130-3 / EASA Form 1 attached to them.

5.4.3 The following tags are used for identification of parts in GAM:

a) Serviceable Label (GAM/E-005) – white color
Purpose: To identify serviceable parts after ~~parts~~ receiving inspection at Warehouse.

~~i.~~ Store Inspector will generate Serviceable Label from Aeronet system upon completion of receiving inspection.

ii. He/she will sign and stamp on the Serviceble Label (GAM/E-005) and later affix to each article packaging/box.

b) Unserviceable Tag (GAM/E-006) – pink color
Purpose: To identify rejected/unserviceable parts.

i. Use to tag an unserviceable articles removed from aircraft or NHA prior to return to Store for a required action such as repair, overhaul or to be discarded later.

ii. LAE/Approval Holder shall fill-in all the details in the appropriate boxes. Reason for removal must be stated in the “Remark” box and print name, sign and stamp.

iii. Unserviceable component / part is to be kept at an appropriate area segregated from serviceable article.

c) Quarantine Tag (GAM/E-007) – beige color
Purpose: To identify articles which have been found to be discrepant, SUP or pending for disposition.

i. Articles with unknown condition shall be tagged with Quarantine Tag for further evaluation and to determine the actual status.

ii. LAE/Approval Holder must fill-in the appropriate boxes and reason for quarantine stated clearly. Evaluation and decision may be made after consulting the OEM of the artiles.

iii. The Quarantine label (GAM/E-007) will be replaced with Serviceable (GAM/E-005) or Unserviceable label (GAM/E-006) appropriately, once the condition has been determined with a supporting document attached.

iv. Quarantine articles must be returned to Store, to be registered and kept until decision is made.

Note: Store Inspector will also use the Quarantine Tag when an incoming articles purchased are ambiguous in term of physical condition or documentation.

d) Holding Tag (GAM/E-018) – green color
Purpose: To identify parts removed from aircraft and put on the holding rack.

i. Articles removed from aircraft for the purpose of gaining access for other inspection, or to perform an inspection out of aircraft, or to perform applicable repair as per AMM with an intention to be reinstalled / fitted back to the same aircraft must be labelled with Holding label (GAM/E-018)

ii. Inspector must fill-in all the appropriate boxes and emphasis the reason for removal. Name, sign and stamp must be filled in the “Removed By” columnx.

iii. Articles must be kept in an appropriate area / rack while waiting to be reinstalled back to the aircraft from which it was removed.

Note: The Holding Tag is just for identification of the status of an article during removal from an aircraft and the actual status prior to be installed back onto an aircraft is the responsible of the installer (Inspector)

e) Warning Tag (GAM/E-039) – red/white color
Purpose: To identify parts require precaution during maintenance or assembly.

f) Scrap Label (GAM/E-058) – Orange
Purpose : To identify non-repairable and expired articles.

g) Serviceable sticker (GAM/E-71) – Yellow
Purpose : To identify serviceability of GSE tools/equipment.

5.5 Inspection System Flow

5.5.1 Receive Order From Customer

a) Upon receive confirmation of order from customer, Commercial Executive will notify Production Planner and Controller (PPC) to make necessary arrangement i.e. manpower, tooling etc.

b) Commercial Executive will provide detail workscope or maintenance task to be carried out to Production Planner and Controller i.e. copy of purchase order, aircraft logbook, history of AD/SB compliance, customer's maintenance program etc.

5.5.2 Airworthiness Directives / Service Bulletins Compliance Status

a) PPC will notify via email to Technical Service Engineer to check the history of Airworthiness Directives and Service Bulletins compliance status for the respective aircraft.

b) Technical Service personnel will verify the AD/SB compliance status via aircraft logbook, customer's P/O, previous records etc or request such information from customer (via Commercial Executive).

c) The review of AD/SB is documented on Airworthiness Directives (AD's) Status List (GAM/C-017) and Service Bulletins (SB's) Status List (GAM/C-027) respectively. Any AD/SB required to be complied will be identified.

d) Airworthiness Directives (AD's) Status List (GAM/C-017) and Service Bulletins (SB's) Status List (GAM/C-027) will then be forwarded to Engineering Manager for verification.

e) Once Airworthiness Directives (AD's) Status List (GAM/C-017) and Service Bulletins (SB's) Status List (GAM/C-027) are verified by Engineering Manager, Technical Service Engineer will then forward it to PPC.

f) Should there be any AD/SB to be incorporated, PPC shall inform Commercial Executive to seek customer concurrence.

5.5.3 Release of Work Order

a) When aircraft arrives at GAM's facility, PPC will generate Work package from the Aeronet system. The Work package consists of:

i. Work Order (GAM/E-030)
ii. Workpack Control (GAM/E-001F)
iii. Worksheet (GAM/E-001G)
iv. Parts Report (GAM/E-001H)
v. Aircraft Acceptance/Handover Inspection (GAM/E-077)
vi. Tools Report (GAM/C-053)

Note: The work order number is the tracking number to ensure traceability of all inspections and maintenance contracted on the article.

b) All inspection (task, ADSB if applicable) will be included in the work order (GAM/E-030).

c) PPC will issue the work order package to respective EIC. The work package shall accompany the aircraft until final certification, primarily serving as a record of completion of various stages of work performed on the articles during maintenance, repair and alteration process.

Note: Should the customer provide aircraft logbook or component logcards, it shall be kept by the PPC until work package is closed.

5.5.4 Preliminary Inspection (References: § 145.211 (c)(1)(ii))

a) All articles to undergo maintenance will be given a preliminary inspection prior to starting work. The result of preliminary inspection is recorded on Aircraft Acceptance/Handover Inspection (GAM/E-077). This inspection will be to determine the state of preservation and to note any obvious defects to include compliance of all applicable Airworthiness Directives. A functional test may be performed as part of the preliminary inspection if deemed appropriate.

b) Any discrepancies observed during this preliminary inspection, the type rated or suitably approved inspector will record all the findings in the the Worksheet (GAM/E-001G). The Production Planner and Controller will be informed, who will liaise with Commercial Department to inform the Customer for authorization to proceed.

c) Rectification on the discrepancies will be recorded on Worksheet (GAM/E-001G) with reference to Approved Data.

d) If the discrepancy found is outside of the contracted workscope, the Production Planner and Controller shall inform the Commercial Department to communicate with the customer for authorization to include the discrepancy into the workscope. GAM is only responsible for the work GAM is contracted to perform, not for all the work that needs to be performed.

5.5.5 Hidden Damage Inspection (References: § 145.211 (c)(1)(iii))

a) This inspection is required on parts that have been involved in an aircraft accident. This involves a search for secondary damage that could result from an accident, such as fire or heat damage.

b) The hidden damage inspection shall be carried out by a type rated LAE inconjuction with the Preliminary Inspection procedure. Should there be nil information that the the article involves in an accident, GAM shall take the initiative to carry out the hidden damage inspection.

c) Commercial Department is responsible for initiating communications with the customer regarding damage history of the article.

d) The preliminary inspection is not limited to the area of obvious damage or deterioration but includes a thorough inspection for hidden damage in areas adjacent to the damaged area. In the case of deterioration, a thorough review of all similar materials or equipment in a given system or structural area.

e) Any discrepancies observed during these inspections, the type rated LAE shall record all the findings of Hidden Damage Inspection in the Worksheet (GAM/E-001G).

f) Production Planner and Controller shall inform Commercial Department who will communicate with customer on the any findings encountered during inspection.

5.5.6 In-Process Inspection

a) The In-Process Inspection may take place during various stages of disassembly, repair and assembly of an article. These processes are normally reflected on the Worksheet (GAM/E-001G) and required an accomplishment of each process by the technician and type-rated LAE/inspector.

b) Through maintenance process, articles removed from aircraft for the purpose of gaining access for other inspection, or to perform an inspection out of aircraft, or to perform applicable repair as per maintenance data with an intention to be reinstalled / fitted back to the same aircraft will be put on the holding rack and tagged with Holding label (GAM/E-018).

c) In-process inspections are accomplished with a frequency determined by applicable maintenance manual or other Instructions for Continued Airworthiness (ICA) used to perform the maintenance or alteration and called out in the work order.

d) These inspections may also take place if an article has been shipped to another facility for contracted maintenance. The inspector shall review the documentation received from the vendor, such as certifications and other maintenance records required by § 43.9. If a noncertificated person performed the maintenance, an inspection and/or test is required to determine whether the maintenance was performed satisfactorily.

a) Inspection of the articles shall be carried out by the type rated or suitably approved inspector listed in the Roster of Supervisory and Certifying Personnel (GAM/Q-053).

b) The contracted work package generated by the Production Planner and Controller (PPC) shall include all tasks of the required In-Process inspections into the Worksheet (GAM/E-001G).

c) The dimensional and test results such as wear/clearance values, demensional values, torque values, test results of relevant maintenance task etc., will be recorded by the Technicians/LAEs in the respective columns of the worksheets. The Inspection, Measuring and Test Equipment (IMTE) identification will be recorded in the Tools Report (GAM/C-053).

d) Any discrepancies observed during these inspections, the type rated Inspector shall record all the findings in the Worksheet (GAM/E-001G). Inspector shall discuss with PPC for the next course of action.

e) If there is a need for maintenance out of the contracted workscope, PPC will notify Commercial Executive, who will then liaise with the customer/operator for confirmation of work to be done onto the article. Maintenance not covered in the intial P/O shall only be carried out upon receiving concurrence from the customer.

f) PPC will then liase with logistics if the item needs to be sent out for repair, who will then arrange for the item to sent out in accordance with Approved Vendor List (GAM/Q-001)

g) Any parts to be replaced shall be recorded in the Parts Report (GAM/E-030). Customer approval shall be sought for any replacement of article.

h) No steps are allowed to be performed out of sequence without Quality Assurance Manager's approval.

i) If the in-process inspection of the article is found to be unsatisfactory, a rework shall be required in accordance with approved or

acceptable data. This rework process will be recorded in the Worksheet (GAM/E-001G).

j) Upon completion of specific maintenance task, the type rated LAE will sign, stamp using his/her authorisation approval stamp and date for the work done.

5.5.7 Final Inspection (References: § 145.211 (c)(1)(vii))

a) This final inspection is performed on each article before it is approved for return to service. Final inspection should include a review of documents used during the maintenance (worksheets, inspection sheets, discrepancy sheets, etc.) as well as an inspection of the article.

b) The inspection of the articles and documents shall be carried out by the type rated or suitably approved inspector listed Roster of Supervisory and Certifying Personnel (GAM/Q-053).

i. The inspector shall be well versed with the applicable regulations, and the inspection methods, techniques, practices, aids, equipment and tools used to determine the airworthiness of the article.

ii. The person must be proficient in using the various types of inspection equipment and visual inspection aids appropriate for the article being inspected.

iii. The person must be able to understand, read and write English.

iv. The person shall have access to all required current technical data.

c) Prior to proceeding with approval for return to service, the following shall be complied to ensure that all work has been inspected as required for compliance with this inspection system:

i. The inspector performing final inspection shall check that adjustable components are properly secured and shall check the unit for final acceptance.

ii. A record of the modification standard of the unit and its accessories shall be completed.

iii. Review and verify any AD/SB called out in the AD/SB Review Sheet (GAM/E-081) is performed and complied with.

iv. A record of outstanding airworthiness directives shall be noted on Column 12 of FAA Form 8130-3 (for components).

v. Logbook/logcard for complete aircraft/engine/component has been updated.

vi. The inspector authorized for releasing articles to service will audit all work records to determine that all work has been inspected as required for compliance with this inspection system.

d) Whenever GAM carries out a 100-hour and/or annual inspections for a customer, the instruction of work via Purchase Order shall relay from Commercial Department to Production Planner and Control (PPC) and/or Engineering Manager.

i. PPC shall generate a work order number from which a work package shall be raised.

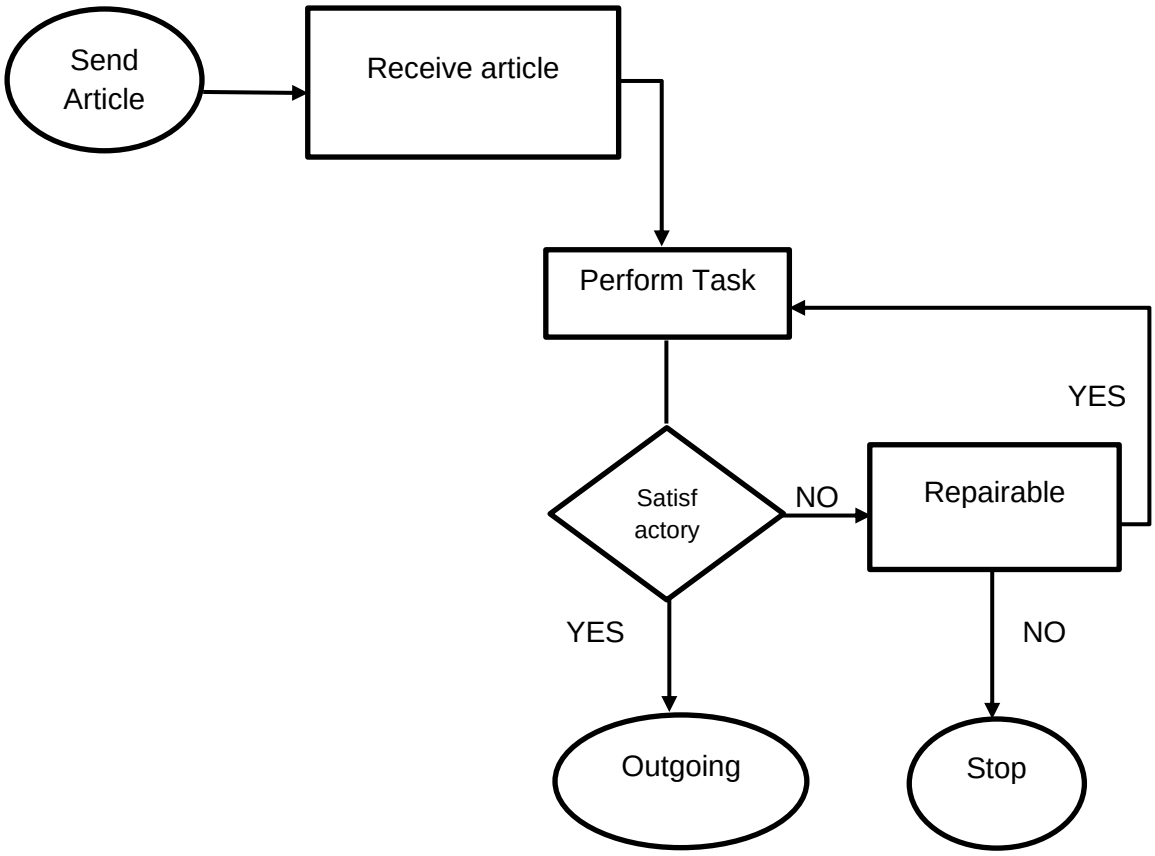
ii. The work package shall include tasks which include the preliminary, hidden damage, in-process and final inspection elements. Scope and details of items (as applicable to the particular aircraft) to be included in Annual and 100-Hour inspections shall be in accordance with Part 43 Appendix D.

iii. The work package shall be documented on Worksheet (GAM/E-001G) to record any discrepancies found during the inspection. The corrective actions shall also be annotated in the same worksheet to correlate with the inspection findings.

iv. For operators with FAA-approved Minimum Equipment List, deferment of defective equipment shall be in with the concurrance of the operator and in accordance with the operator's inspection manual or maintenance program.

v. Once the inspection meets the customer's workscope, documents as specified in RSQCM Chapter 4.11 para 5.2.17 shall be provided to the customer.

5.5.8 Workshop Process Flow (for components)



No	Process Flow	Description
1	Customer Delivers Articles	• Customer sends articles to GAM.
2	Receive Article	• Store Inspector carries out receiving inspection upon receipt of article. • Inspect if there is any transport damage to the article. • Store Inspector informs PPC that the component is in store. • Customer PO and all related documents shall be attached together with the article • PPC registers the component in Workshop Task Register, issues work order for the workshop task and notifies workshop supervisor. • Logistics personnel then sends the article to workshop once notified by PPC. • Workshop supervisor issues workshop documents and assigns personnel to perform the task.

3	Perform Task	• Workshop Approval holder shall ensure workshop worksheet raised i.a.w latest maintenance data. • Perform work as required by work order. • Record result in workshop worksheet and workshop process report as required.
4	Satisfactory	• For serviceable articles (YES), refer item no. 7. • For unsatisfactory article (NO), refer item no. 5.
5	Repairable	• For unsatisfactory result, unserviceable label shall be issued and transferred to workshop quarantine area. Workshop Supervisor shall be notified, who will then inform PPC and Commercial. • For repairable item, Commercial Executive shall inform customer of the unserviceability of the item to seek concurrency to proceed with further investigation and repair followed by new work scope • Commercial liaise with customer for advice if the article is considered Beyond Economical Repair (BER). BER article shall be properly labelled and transferred to workshop outgoing area.
6	Stop	• Commercial liaise with customer for advice if the article is considered BER. BER article shall be properly labelled and transferred to workshop outgoing area.
7	Outgoing	• Serviceable articles are to be properly labelled, complete with related documents. Serviceable articles are transferred to workshop outgoing area. • Component Log Card updated • Inform Production Planner that the component has been placed at the Workshop Outgoing area with completed documents attached.

5.6 **Work Sign-Off** (References: § 145.161, § 145.209(b))

5.6.1 Quality Assurance Manager is responsible for issuing inspection and approval stamps to repair station personnel after assessing their technical qualifications, experience, ability and related knowledge before being considered as an approval stamp holder.

5.6.2 For performing the work sign-off, the employee approval number will be stamped on the documents.

5.6.3 Inspector stamp numbers are annotated on their individual Company Approval Certificate (GAM/Q-013) which are signed and issued by the Quality Assurance Manager and declared in the Roster of Supervisory and Certifying Personnel (GAM/Q-053).

5.6.4 An accurate and complete roster of each stamp issued shall be maintained by the Quality Assurance Manager and kept current at all times in the Quality Assurance Department. Each stamp has its own unique identification number and is traceable to the stamp holder. The content of the roster shall be as specified in RSQCM chapter 4.1.

5.6.5 Approval holders are solely responsible for application of their stamps and that stamps shall be kept in a secure place at all times.

5.6.6 It is the responsibility of the stamp holder to ensure the legibility of the stamp. A review of completed paperwork by Quality Assurance personnel shall also assess the legibility of the stamp.

5.6.7 Terminated/resigned employees shall return their stamps to the Quality Assurance Manager prior to being given final clearance. Transferred employees assigned new duties that no longer require the use of their stamps shall also return them to the Quality Assurance Manager.

5.6.8 Stamps returned by terminated or transferred employees shall be cancelled where returned stamps shall not be reissued to any other person.

5.6.9 The loss or theft of a stamp shall be immediately reported to the Quality Assurance Manager. A new stamp with a new stamp number will be issued to replace the loss.

5.6.10 Sample of the authorization stamp.

5.7 Maintenance Release and Approval for Return to Service

5.7.1 Only those inspectors authorized to release articles to service, may sign the applicable Worksheet, Maintenance Release Certificate, Authorized Release Certificate (FAA Form 8130-3) and FAA Form 337 to release the articles for which it is rated. When signing a maintenance release, the repair station number shall be included on the release certificate.

5.7.2 The authorized inspectors shall be thoroughly familiar with applicable regulations and the inspection methods, techniques, practices and tools used to determine the airworthiness of the component. In addition, he/she shall also be trained and familiar with procedure of issuing Airworthiness Approval Tag FAA Form 8130-3 as per the latest FAA Order 8130.21 and FAA Form 337 as per latest FAA Advisory Circular 43.9.

5.7.3 Except inspections performed in accordance with part 91, part 125, § 135.411(a)(1), and § 135.419 the contents of the maintenance release must include:

a) A description (or reference to data acceptable to the FAA) of the work performed including the part number & serial number of the article maintained.

b) The date the article is approved for return to service.

c) The name of the person who performed the work.

d) The name of the individual authorized by the repair station to approve the article for return to service.

e) The work order number for traceability of parts issued during maintenance.

f) If the maintenance was performed on an article that is life limited, include the total time (TT) and total cycles (TC). If the article requires periodic overhaul, include the time since overhaul (TSO).

5.7.4 The person approving or disapproving for return to service an aircraft, airframe, aircraft engine, propeller, appliance, or component part after any inspection performed in accordance with part 91, 125, § 135.411(a)(1), or § 135.419 shall make an entry in the Maintenance Release Certificate (GAM/E-061) of that equipment containing the following information:

a) The type of inspection and a brief description of the extent of the inspection.

b) The date of the inspection and aircraft total time in service.

c) The signature, the certificate number, and kind of certificate held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof.

d) Except for progressive inspections, if the aircraft is found to be airworthy and approved for return to service, the following statement - **"I certify that this aircraft has been inspected in accordance with specified type of inspection and was determined to be in airworthy condition."**

e) For progressive inspections, the following statement – **"I certify that in accordance with a progressive inspection program, a routine inspection of aircraft and a detailed inspection of articles were performed and the aircraft are approved for return to service."**

f) Except for progressive inspections, if the aircraft is not approved for return to service because of needed maintenance, noncompliance with applicable specifications, airworthiness directives, or other approved data, the following statement **- "I certify that this aircraft has been inspected in accordance with specified type of inspection and a list of discrepancies and unairworthy items has been provided for the aircraft owner or operator."**

g) For progressive inspections, the following statement - **"I certify that in accordance with a progressive inspection program, a routine inspection of aircraft and a detailed inspection of articles were performed and the aircraft are disapproved for return to service and a list of discrepancies and unairworthy items has been provided to the aircraft owner or operator."**

h) Statement in Para 5.10.4 (d, e, f & g) are specified in the Maintenance Release Certificate (GAM/E-061). The Approval Holder are required to tick/select the applicable statement under which the aircraft is release to service.

i) If an inspection is conducted under an inspection program provided for in part 91, 125, or § 135.411(a)(1), the entry must identify the inspection program, that part of the inspection program accomplished, and contain a statement that the inspection was performed in accordance with the inspections and procedures for that particular program.

5.7.5 If the person performing any inspection required by part 91 or 125 or § 135.411(a)(1) finds that the aircraft is unairworthy or does not meet the applicable type certificate data, airworthiness directives, or other approved data upon which its airworthiness depends, that persons must give the owner or lessee a signed and dated list of those discrepancies. For those items permitted to be inoperative under § 91.213(d)(2), that person shall place a placard, that meets the aircraft's airworthiness

certification regulations, on each inoperative instrument and the cockpit control of each item of inoperative equipment, marking it “Inoperative,” and shall add the items to the signed and dated list of discrepancies given to the owner or lessee.

5.7.6 If the aircraft is not approved for return to service, all the discrepancies and unairworthy items shall be listed in the List of Discrepancies and Unairworthy Items form (GAM/E-064).

5.7.7 If GAM is performing maintenance for Part 121, 125, 129 or 135 air carrier, GAM shall follow the maintenance release procedures described in the air carrier manual.

5.7.8 Major repair approvals will be made in accordance with Section 43.9 and Paragraph (b) of FAR Part 43, Appendix B. The original signed FAA Form 337 will be inserted in the article’s record and one copy retained with the article’s permanent work records in GAM.

5.7.9 For major repair or major alteration, GAM shall use FAA Form 337 - Major Repair and Alteration, to record the work and approve the article for return to service. To complete the form reference shall be made to FAA Advisory Circular 43.9. The procedure shall be:

a) The Inspector who performed inspection work of the major repair or major alteration shall execute the FAA Form 337 at least in duplicate (CFR Part 43, Appendix B Section B43.1).

b) In the event the inspector of the major repair or major alteration is not available (sick, on vacation, etc.), an appropriately type rated or suitably approved inspector shall assume the responsibility of executing the Form 337.

5.7.10 For completion of overhaul, repair, alteration or inspection on an article (engine & aircraft components), Authorized Release Certificate / Airworthiness Approval Tag (Form FAA 8130-3) shall be used.

5.7.11 This certificate is issued after completion of overhaul, repair, alteration or inspection on an article (engine & aircraft components) to certify that it has been released to service under FAA Regulations, and for articles in the FAA approved Capability list. The sample of the FAA Form 8130-3 and instructions for completing the form is available in Chapter 5.4.

5.7.12 The tracking number of the FAA Form 8130-3 shall be controlled by Engineering Department with a running reference number. The recording system shall allow easy retrieval of all issued FAA Forms 8130-3. When a request has been made for a FAA Form 8130-3, a tracking number shall be assigned. A copy of the issued FAA Form 8130-3 shall be kept at Engineering Department.

5.7.13 A record of all cancelled or corrected FAA Forms 8130-3 which were mistakenly completed or issued shall be kept at Engineering Department for traceability purposes.

5.7.14 GAM Approval Holders may reissue the FAA Form 8130-3 to correct typographical errors. The recipient of the incorrect FAA Form 8130-3 must provide a written request and a copy of the incorrect FAA Form 8130-3.

5.7.15 The new FAA Form 8130-3 must have a new tracking number, signature and date.

5.7.16 The request for a new FAA Form 8130-3 may be honoured without re-verification of the item(s) condition. The new FAA Form 8130-3 is not a statement of current condition and should refer to the previous Form in block 12 by the following statement; 'This FAA Form 8130-3 corrects the error(s) in block(s) [enter block(s) corrected] of the FAA Form 8130-3 [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service'. Both Forms should be retained according to the retention period associated with the first.

5.7.17 Release certificates shall be duly completed in English and they are only valid with the presence of signature and stamp of an the Approval Holder.

6. RECORDS

6.1 FAA Form 8130-3: Authorised Release Certificate / Airworthiness Approval Tag
6.2 FAA Form 337: Major Repair and Alteration
6.3 GAM/E-001F: Workpack Control
6.4 GAM/E-001G: Worksheet
6.5 GAM/E-003A: Component Discrepancy Report
6.6 GAM/E-005: Serviceable Label
6.7 GAM/E-006: Unserviceable Label
6.8 GAM/E-007: Quarantine Label
6.9 GAM/E-014: Daily Maintenance Book
6.10 GAM/E-018: Holding Tag
6.11 GAM/E-026: Temperature & Humidity Record
6.12 GAM/E-039: Warning Tag
6.13 GAM/E-041: Acceptance Report
6.14 GAM/Q-002: Approved Vendor List
6.15 GAM/E-058: Scrap label
6.16 GAM/E-059: Scrap Log
6.17 GAM/E-060: Scrap Part Report
6.18 GAM/E-062: AD/SB Record Sheet
6.19 GAM/Q-067: Internal Publication Master List
6.20 GAM/E_061: Maintenance Release Certificate
6.21 GAM/E-064 : List of Discrepancies and Unairworthy Items
6.22 GAM/E-077: Aircraft Acceptance/Handover Inspection
6.23 GAM/C-053: Tools Report

4.11 REQUIRED RECORDS AND RECORDKEEPING

1. PURPOSE

1.1 To establish a procedure for required maintenance, preventive maintenance and alteration records are properly kept and maintained.

2. SCOPE

2.1 This procedure is applicable to all aircraft maintenance records that are carried out by GAM.

3. REFERENCE

3.1 FAR § 145.209 (i), § 145.219 & FAR § 43.9

4. RESPONSIBILITIES

4.1 The Production Planner and Controller (PPC) is responsible for controlling, filling, storing, maintaining and retrieving of maintenance records.

4.2 Quality Assurance Manager shall be responsible to ensure all required records are available for inspection by the FAA and National Transportation Safety Board (NTSB).

4.3 Engineering Manager is responsible to ensure the technical record personnel is trained on recordkeeping procedure.

5. PROCEDURES

5.1 Identification

5.1.1 All maintenance records shall be retained in English. They shall have the appropriate identification. The identification may be in a form title, form number or document number.

5.2 Accessing of Records

5.2.1 All technical records shall be maintained and kept in the Technical Record section.

5.2.2 Access to records shall be strictly limited to prevent unauthorized alteration. It is limited to Quality Assurance and technical record staff in the course of their duties.

5.2.3 All aircraft Records shall be made available for scrutiny by FAA, NTSB and National Aviation Authorities.

5.2.4 The records shall be maintained in such a way that proper correlation of all work carried out is established in the work packages with relevant documents.

5.2.5 To facilitate systematic storage and retrieval, aircraft records (work package) are filed by Work Order No.

5.2.6 The work pack is the reference document gathering all the records. The work pack contains all the maintenance tasks performed on the aircraft. It has a reference number and it covers the schedule maintenance or the defect rectification to be carried out.

5.2.7 The Work Package has a control page which outlines the job to be performed and the article information. The work sheets included into the work package contain the detailed description of the work to be performed, the date when the work is completed, the name of the person performing the job and the signatory person to release the job and his stamp.

5.2.8 Additional information as Modification Documentation, Service Bulletins, Airworthiness Directives are also included into the work pack as reference to the job performed.

5.2.9 The records may be in different formats depending on the type of work performed as FAA Form, inspection sheets, work sheets and they are all linked to a particular work pack number.

5.2.10 Supplemental forms may be included into the work package, but not limited to:

a) Part report
b) Worksheets
c) AD/SB record sheets
d) Customer purchase order or workscope
e) Copies of FAA 8130-3 of new/used parts
f) Maintenance Release Certificate

5.2.11 The respective Inspectors shall review the accuracy and completeness of work package before approval for return to service.

5.2.12 Once the work pack is closed, the Inspectors shall hand over to Production Planner and Controller (PPC) for archiving.

5.2.13 Prior to handing over maintenance records to customer, maintenance release certificate together with all other records will be scanned and stored in the electronic media by the Production Planning and Control for recordkeeping.

5.2.14 The scanned maintenance records will then be transferred to the Technical Record folder in the google drive. The maintenance records shall be stored in an indexed format.

5.2.15 A scan copy is kept on a folder for back up and the paper copy (dirty print) will be given to customer.

5.2.16 Scanned copies on the Technical Record folder is backed up every two weeks in the external hard disc by the Production Planner and Control Supervisor and kept at a different place from the main records.

5.2.17 The following maintenance records in original are provisioned to the operator/customer on completion of the base maintenance by the PPC.

a) Work order
b) Certified Workpack
c) Certified Worksheet
d) Certified Part report and authorised release certificates for the components replaced/repaired/overhauled/modified (as applicable)
e) Updated AD/SB Record Sheet
f) Maintenance Release Certificate / FAA 8130-3 (for component release)
g) Applicable updated Aircraft Log Books, Airframe Log Books, Engine Log Books and Component Log Cards.
h) List of Discrepancies and Unairworthy Items (GAM/E-064)

5.2.18 Production Planner and Controller (PPC) shall also update Aircraft Log Books, Airframe Log Books, Engine Log Books and Component Log Cards supplied by the customer/operator.

5.3 Storage, Maintenance and Disposition

5.3.1 All records shall be stored and protected from damage, loss or negative effects by environmental influences.

5.3.2 Records shall not be destroyed without any written authorization given by the Accountable Manager and/or Authority.

5.4 Control of Computer Maintenance Records System

5.4.1 The maintenance records are preserved and protected in a safe manner by the technical records person preventing their destruction/deterioration due to accidental and other environmental damages.

5.4.2 The maintenance records are stored and identified with proper indexing in relation to customer and aircraft type for ease of accessibility and retrieval.

5.5 Records Retention

5.5.1 All Aircraft Records shall be retained for minimum of 2 years from the date the article was approved for return to service.

6. RECORDS

6.1 Work Package

4.12 CALIBRATION OF MEASURING AND TEST EQUIPMENT

1. PURPOSE

1.1 To ensure all inspection, measuring and test equipment (IMTE) used to make airworthiness determinations on articles are duly calibrated to a standard acceptable to the FAA.

2. SCOPE

2.1 This procedure applies to all inspection, measuring and test equipment used for maintenance that affects airworthiness of an articles.

3. REFERENCE

3.1 FAR § 145.109 (b), § 145.211 (c) & FAR § 43.13 (a).

4. RESPONSIBILITIES

4.1 The Tools Store Supervisor is responsible for managing calibration program for all inspection, measuring and test equipment used for maintenance of articles.

4.2 Warehouse and Logistic Controller is responsible to send all inspection, measuring and test equipment to approved accredited calibration agency.

5. PROCEDURES

5.1 Identify and Register of Inspection, Measuring and Test Equipment

5.1.1 All inspection, measuring and test equipment used in GAM are subjected to periodic checks and calibration to assure the required accuracy. All inspection, measuring and test equipment used as master standard for calibration shall not be used for maintenance purposes.

5.1.2 All the inspection, measuring and test equipment for calibration shall be recorded and maintained by the Tool Store Supervisor in the Master List (GAM/E-016) with at least contain the following details:

- Type of Equipment
- Made/Manufacturer
- Part number of equipment
- Serial number of equipment
- Calibration interval

- Calibration date
- Calibration due date

5.2 Identify and Release for Use

5.2.1 For every existing, new or loaned calibration tools that require periodical calibration has a unique control number.

5.2.2 The number will be installed on the IMTE by means of engraving, installation of decals or using serviceable label. The number is used to control the calibration status of IMTE.

5.2.3 For IMTE received after calibration, the Tool Store Supervisor is to ensure the items received are accompanied with calibration decal and certificate of calibration from an accredited calibration agencies.

5.2.4 It is the responsibility of the Tool Store Supervisor to ensure that all inspection, measuring and test equipment are tagged with calibration labels bearing the dates of calibration and expiry. Where there is not practical due to a small size of IMTE, the placard or serviceable label will be attached on its box.

5.2.5 All maintenance personnel before using inspection, measuring and test equipment are responsible to check that the units have current calibration labels/decals attached. At no time will any person be permitted to perform work using inspection, measuring and test equipment that is out of calibration or without a calibration label. If at any time a piece of equipment inadvertently exceeds its calibration due date, it shall immediately be removed from service until a calibration check has been performed.

5.2.6 Any calibrated IMTE found to be out of range or overdue shall be identified with Unserviceable tag (GAM/E-006) and withdrawn from service. That equipment shall be repaired or replaced. After they are being repaired, they shall be re-calibrated as well.

5.2.7 Any affected articles resulting from Para 5.2.6 shall be recalled for re-inspection.

5.3 Calibration Interval

5.3.1 All IMTE shall be checked and calibrated at regular intervals to assure accuracy and correct calibration.

5.3.2 The Tool Store Supervisor shall ensure that all IMTE is calibrated at regular intervals to ensure correct calibration to a standard derived from the NIST (National Institute of Standards and Technology), National Standard or to a standard provided by the equipment manufacturer.

5.3.3 Frequency for calibration standards may vary for different units. Determination of calibration intervals shall be based on equipment

manufacturer's recommendation and is shall not exceed 24 months interval unless it is allowed by the equipment manufacturer.

5.3.4 Records shall not be destroyed without any written authorization given by the Accountable Manager and/or Authority.

5.4 Storage of Inspection, Measuring and Test Equipment

5.4.1 All calibrated IMTE shall be maintained to prevent damage and/or deterioration. If condition of calibrated equipment is in doubt, it shall be re-calibrated.

5.4.2 It is users' responsibility to maintain the tool/equipment from damage or deterioration.

5.5 Personal calibration tools

5.5.1 Within the company, no personal tooling requirement calibration is allowed. All IMTE which requires calibration is owned, leased or loaned by GAM.

5.6 Records Retention

5.6.1 All IMTE records shall be retained for a minimum of two (02) years from the date of issue of "calibration certificate".

5.6.2 The Tool Store Supervisor is responsible for the retention and security of all IMTE records.

6. RECORDS

6.1 GAM/E-016: Master List

6.2 Calibration Certificates

4.13 TAKING CORRECTIVE ACTION ON DEFICIENCIES

1. PURPOSE

1.1 To establish procedures to perform corrective actions to resolve deficiencies / discrepancies noted during in the course of maintenance – from material / part receiving until article return to service.

2. SCOPE

2.1 This procedure applies to all departments in GAM.

3. REFERENCE

1.1 FAR § 145.211 (c)

4. RESPONSIBILITIES

1.1 Quality Assurance Manager shall be responsible to ensure that all corrective actions on the audit findings are appropriately taken and proven effective, within the agreed time period, before the audit findings are closed.

1.2 The Engineering Manager and Supervisory/Inspection Personnel are responsible for corrective action on deficiency observed during maintenance of aircraft.

1.3 All department heads shall be responsible to provide corrective actions to resolve internal and external audit findings.

5. PROCEDURES

5.1 Corrective action is taken to prevent recurrence of an undesirable situation. It is most commonly associated with systemic problems within the facility. Deficiencies may become evident as the result of customer complaints, product defects, audit findings (i.e., internal or external) or contract maintenance functions. The correction and prevention of deficiencies is normally an integral part of a repair station's improvement process, and could include revisions to procedures that were not working properly.

5.2 There are two types of corrective action programs:

5.2.1 Before the article is approved for return to service

a) At a minimum, Non-Compliance Request (GAM/Q-010) may be initiated for the following issues:

i. Internal audit findings
ii. External audit findings (i.e. customer or regulatory)
iii. Product or process deficiencies
iv. Supplier and contractor audit findings

b) Quality Assurance Manager shall initiate and coordinate with the relevant Departmental Heads to investigate and establish root cause and corrective action.

c) The Head of Department shall determine the cause(s) of non-conformities and evaluate the need for corrective and preventive action to ensure that non-conformities do not recur. They shall ensure that within two weeks of receiving audit reportNon-Compliance Request (GAM/Q-010), corrective actions & preventive actions are implemented and/or prepared on line indicating target date, including root cause of the problem determined to prevent recurrence and submitted to Quality Assurance Manager.

d) Should there be any non-conformities caused by a supplier/contractorvendor and when it is determined that the supplier/sub-contractorvendor is responsible for the root cause, Logistic Manager/Commercial ManagerWarehouse and Logistic Controller shall liase with a supplier/sub-contractor.vendor.

e) The relevant Head of Department shall review corrective and preventive action taken and ensure that it is implemented.

f) Quality Assurance Manager shall be responsible to coordinate with the relevant Head of Department in order to ensure that all corrective and preventive actions are implemented accordingly and effectively.

g) There are times that corrective action cannot be completed by the stipulated time frame. As such, a follow up audit is required to ensure the non-conformities are closed.

a)

5.2.2 <u>After the article is approved for return to service</u>

a) For deficiencies noted post-return to service, the Quality Assurance Manager will immediately convene a meeting with the Engineering Department to initiate a course of action. The customer shall then be notified and the article shall be grounded/quarantined immediately.

b) The article shall be re-processed through the Repair Station's existing procedures to include root cause analysis, led by the Quality Assurance Manager.

5.3 All audit related documents such as audit reports, Non-Compliance Request (GAM/Q-010), checklists used for audits, will be kept, stored and maintained

under the custody of the QAM for a minimum period of 3 years. These documents will be stored in the designated place at the office of the QAM.

1. RECORDS

1.1 GAM/Q-010: Non-Compliance Request

4.14 SERVICE DIFFICULTY REPORT

1. PURPOSE

1.1 To establish procedures on classifying and raising Service Difficulty Report (SDR) to FAA.

2. SCOPE

2.1 This procedure applies to all GAM personnel related to inspection, maintenance, preventive maintenance or alteration of articles.

3. REFERENCE

3.1 FAR §145.221.

4. RESPONSIBILITIES

4.1 The Accountable Manager is responsible to encourage service difficulty reports by GAM personnel in promoting safety.

4.2 The Quality Manager is responsible to ensure the reports from GAM personnel are reviewed and responded. Quality Manager is also responsible to submit to the FAA:

a) FAA Form 8010-4, Malfunction or Defect Report and

b) FAA Form 8070-1, Service Difficulty Report – Aeronautical Equipment for carriers and operators under 14CFR Parts 121,125 and 135

5. PROCEDURES

5.1 All GAM personnel involved in inspection, maintenance, preventive maintenance or alteration shall report on discovery of any failure, malfunction, damage on article to Quality Assurance Manager using Safer Card (GAM/SMS/01A) or through GAMS portal – Safety Report) and Occurrence Report (GAM/Q-038).

5.2 The information should contain:

a) Aircraft registration Number.

b) Type, make and model of the article.

c) Date of the discovery of the failure, malfunction or defect.

d) Nature of the failure, malfunction or defect.

e) Time since last overhaul, if applicable.

f) Apparent cause of failure, malfunction or defect and

g) Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.

5.3 Quality Assurance Manager is responsible for the coordination and reporting to FAA of occurrence by the quickest available means within 96 hours of the malfunction or defect coming to the knowledge of the Quality Assurance Manager.

5.4 Any malfunction or defect reported to the FAA shall be made by completing:

a) Form 8010-4, Malfunction or Defect Report and

b) FAA Form 8070-1, Service Difficulty Report – Aeronautical Equipment for carriers and operators under 14CFR Parts 121,125 and 135

5.5 In any case, where the filing of report under the preceding paragraph might prejudice the repair station, it will be referred to the Federal Aviation Administration for a determination as to whether it must be reported. If the defect or malfunction could result in an imminent hazard to work, GAM shall use the most expeditious method it can to inform the FAA concerned such as via telephone.

5.6 GAM inform the manufacturer of the malfunction or defect in writing and by the quickest available means. Additionally, reports on specific maintenance findings in cases where these findings arise from an Airworthiness Directive action will also be forwarded.

5.7 The repair station authorized to report a failure, malfunction or defect under Part 145.221 (d) must not report the same failure, malfunction, or defect under the paragraph of Part 145.221 (a) to FAA to prevent duplicate report issued to FAA. A copy of the report submitted under the paragraph of Part 145.221 (d) must be forwarded to air carrier.

5.8 The SDR shall be forwarded to the FSDO address printed on the FAA Form 8010-4 or FAA Form 8070-1. The information for completion of this form is found in AC 20-109. The preferred method is the online reporting which can be done at http://av-info.faa.gov/sdrx/

6. RECORDS

6.1 GAM/SMS/01A: Safer Card

6.2 GAM/Q-038: Occurrence Report

6.3 FAA Form 8010-4, Malfunction or Defect Report

6.4 FAA Form 8070-1, Service Difficulty Report – Aeronautical Equipment

4.15 SUSPECTED UNAPPROVED PARTS (SUP)

1. PURPOSE

1.1 To establish procedures on detecting and reporting suspected unapproved parts, (SUP).

2. SCOPE

2.1 This procedure applies to all GAM personnel related to inspection, maintenance, preventive maintenance or alteration of articles.

3. REFERENCE

1.1 FAA Advisory Circular AC 21-29D – Detecting and Reporting Suspected Unapproved Parts

4. RESPONSIBILITIES

4.1 The Accountable Manager is responsible to encourage Suspected Unapproved Parts (SUP) reporting in promoting safety.

4.2 The Warehouse and Logistic Controller is responsible to procure articles from approved vendors.

4.3 The Quality Assurance Manager is responsible to ensure the SUP reports are compiled, investigated and responded in a timely manner. He is also responsible to submit the SUP report to the FAA.

5. PROCEDURES

In order to prevent procurement and installation of SUP, the following approach shall be adopted as a minimum.

5.1 Detection of SUPs

5.1.1 All aviation articles shall only be obtained from approved distributors and/or suppliers. They should have a documentation system, and receiving inspection system that ensure the traceability of their parts to an FAA-approved source.

5.1.2 The Warehouse and Logistic Controller shall take the following points into consideration when procuring aviation parts.

a) A quoted or adverised price that is significantly lower than the price quoted by other distributors and/or suppliers of the same part.

b) A delivery schedule that is significantly shorter than that of other distributors and/or suppliers (when the stock of the like item is exhausted).

c) Unlimited supply of parts where industry encounters shortage of parts.

d) Inability of supplier to provide documentary evidence that the part was produced in accordance with an FAA approval, or inspected, repaired, overhauled, preserved, or altered in accordance with the CFR.

5.2 Acceptance Process

5.2.1 To identify SUP during the receiving inspection and prevent their acceptance, the following areas will be addressed:

a) Confirm the packaging of the parts identifies the supplier or distributor's name, and is free from alteration or damage.

b) Verify that the actual part and delivery receipt reflect the same information as the purchase order regarding part number, serial number, and historical information (if applicable).

c) Verify that the identification on the part has not been tampered with (e.g., serial number stamped over, label or part/serial numbers improper or missing, vibro-etch or serial numbers located at other than the normal location.

d) Ensure shelf life and/or life limit not expired, if applicable.

e) Conduct visual inspection of the part and supporting documents to the extent necessary to determine if the part is traceable to an FAA-approved source. The following are examples of positive forms of identification:

i) FAA Form 8130-3, Airworthiness Approval Tag.

ii) European Aviation Safety Agency (EASA) or Transport Canada Civil Aviation (TCCA) Authorized Release Certificate (equivalent to FAA Form 8130-3). Maintenance records or release document with approval for return to service.

iii) FAA Technical Standards Order (TSO) markings.

iv) FAA Parts Manufacturer Approval (PMA) markings.

v) Shipping Ticket/Invoice from Production Approval Holder (PAH).

vi) Direct ship authority letter from PAH.

5.2.2 Evaluate any visible irregularities (e.g., altered or unusual surface, absence of required plating, evidence of prior usage, scratches, new paint over old, attempted exterior repair, pitting or corrosion).

5.2.3 Conduct random sampling of standard hardware packaged in large quantities in a manner that corresponds to the type and quantity of the parts.

5.2.4 Segregate parts of questionable nature and attempt to resolve issues regarding the questionable status of part (e.g., obtain necessary documentation if inadvertantly not provided, or determine if irregularities are a result of shipping damage and handle accordingly).

5.3 Reporting of SUPs

5.3.1 In the event of detecting any potential SUPs, attempts shall be made to stop the parts from being installed to articles. The parts shall be quarantined.

5.3.2 The Warehouse and Logistic Controller shall liase with distributor and/or supplier for further action. If the explanation given by the distributor and/or supplier is not satisfactory and there is potential risk that the bogus parts may affect to other organizations/parties, Quality Assurance Manager shall raise FAA Form 8120-11 Suspected Unapproved Part Report to FAA Aviation Safety Hotline email: 9-AWA-AVS-AAI-SafetyHotline@faa.gov.

6. RECORDS

6.1 FAA Form 8120-11 Suspected Unapproved Part Report

6.2 FAA Form 8130-3

4.16 MAJOR REPAIR AND ALTERATION

1. PURPOSE

1.1. To outline the requirements on major repair or alteration.

2. SCOPE

2.1. Affects all engineering personnel.

3. REFERENCE

3.1. FAR 145.209 (i)

3.2. FAR 145.219

3.3. FAR 43.9(d)

3.4. FAR 43 Appendix A and Appendix B

3.5. AC 43.9-1F or subsequent revision thereof

3.6. AC 120-77 Maintenance and Alteration Data

4. RESPONSIBILITIES

4.1. The Inspector is responsible to determine whether the repair or alteration is major and to inform Quality Assurance Manager through Engineering Manager on the maintenance activity. The determination is detailed in Appendix 1 - Major and Minor Determinations Repairs, Alterations, And Continue-In-Service Conditions.

4.2. Engineering Manager is responsible to submit the completed FAA Form 337 to Quality Assurance Manager or request the approved data if required from the Technical Service Engineer.

4.3. Quality Assurance Manager is responsible to submit the FAA Form 337 to FAA Aircraft Registration Branch in Oklahoma City, Oklahoma, USA within 48 hours after the article is approved to return to service. Electronic form can be submitted automatically through the website at http://eformservice.faa.gov/eForm337.aspx.

5. PROCEDURE

5.1. For major repair or major alteration, GAM shall use FAA Form 337 - Major Repair and Alteration, to record the work and approve the article for return to service. To complete the form reference shall be made to FAA Advisory Circular 43.9.

5.2. Approved data available for Major Alteration.

5.2.1. The Inspector submits the completed FAA Form 337 (triplicate copies) to Engineering Manager.

5.2.2. Engineering Manager to submit the FAA Form 337 (triplicate copies) to Quality Assurance Manager.

5.2.3. Quality Assurance Manager to execute the triplicate FAA Form 337 as follow:

5.2.3.1. FAA Aircraft Registration Branch USA

5.2.3.2. Aircraft owner

5.2.3.3. Record keeping at QA office

5.3. When approved data **NOT** available for the major repair or alteration.

5.3.1. The Inspector will inform the Engineering Manager.

5.3.2. Engineering Manager to request the necessary assistance from the Technical Service Engineer.

5.3.3. Technical Service Engineer to evaluate the applicability and desirability of the request.

5.3.4. Technical Service Engineer to liaise with OEM or DER to obtain the necessary instructions on FAA Form 8110-3 (Statement of Compliance with Airworthiness Standards).

5.3.5. Upon receiving the approved data from OEM or DER, Technical Service Engineer to hand over the approved data to Engineering Manager to perform the major repair or alteration.

5.3.6. The next procedure will be from para 5.2.1 to 5.2.3 above.

5.4. When the major repair or alteration are not complete (aircraft ferry flight back to customer)

5.4.1. The Inspector will complete Form 337 until item 6 and item 8 with full description of work accomplished and inform the Engineering Manager (duplicate copies). (Note: Item 7 should be left blank due aircraft is not approved to return for service).

5.4.2. Engineering Manager to submit the FAA Form 337 (duplicate copies) to Quality Assurance Manager.

5.4.3. Quality Assurance Manager to execute the duplicate FAA Form 337 as follow:

5.4.3.1. Aircraft owner

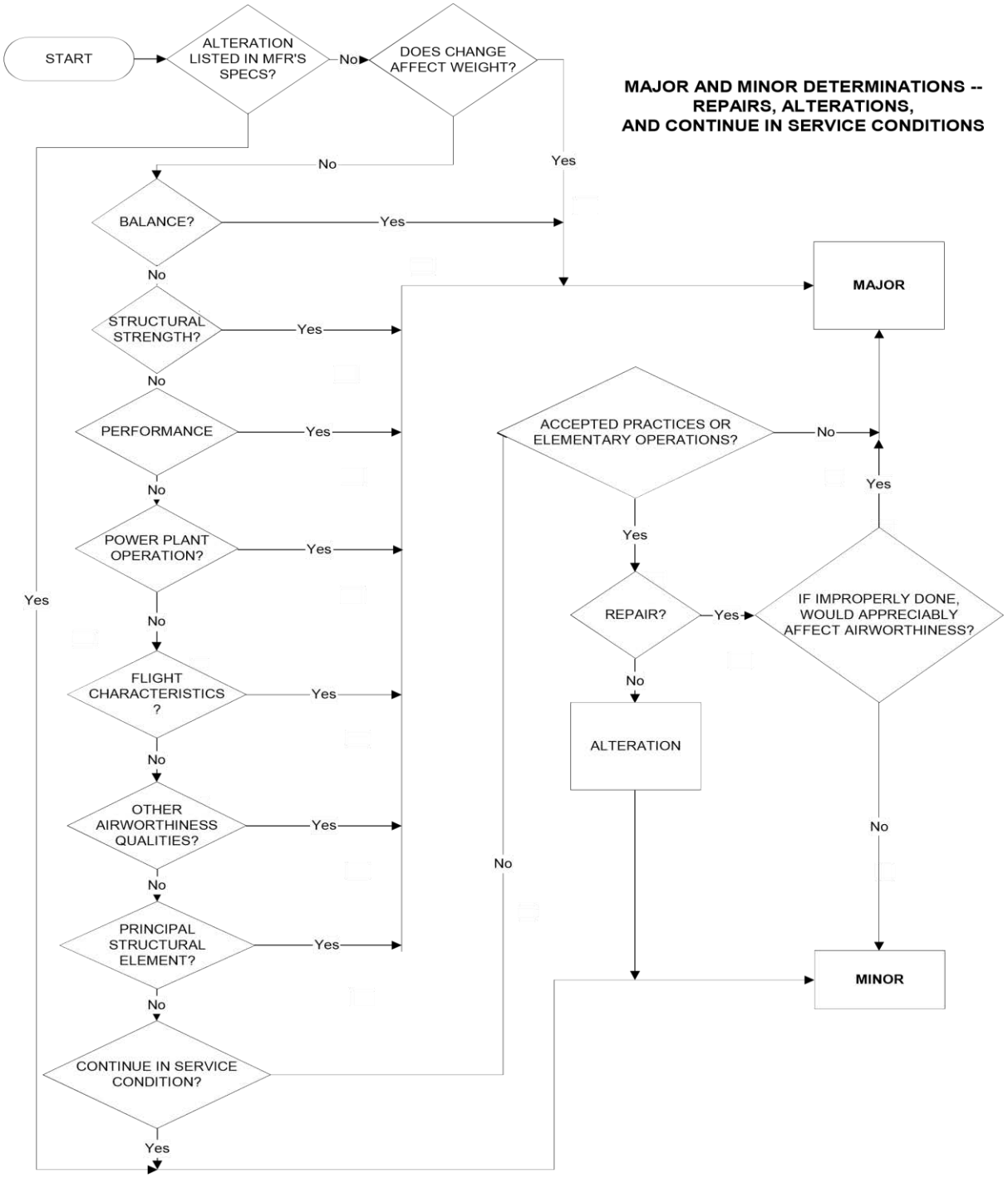
5.4.3.2. Record keeping at QA office

6. RECORDS

6.1. FAA Form 337: Major Repair and Alteration

6.2. FAA Form 8110-3: Statement of Compliance with Airworthiness Standards

Appendix 1. - Major And Minor Determinations Repairs, Alterations, And Continue-In-Service Conditions



4.17 INTERNAL EVALUATION PROGRAMS (QUALITY AUDIT PROGRAM)

1. PURPOSE

1.1 To establish policies and procedures requirements of an independent quality management system covering all the requirements of FAA.

2. SCOPE

2.1 This procedure is applicable to all quality audit that are carried out by GAM.

3. REFERENCE

3.1 AC 145-5, AC 00-58

4. RESPONSIBILITIES

4.1 QAM is responsible to prepare, implement and update the audit plan on yearly basis.

4.2 Accountable Manager is responsible to approve the audit plan.

4.3 QA Auditors are responsible for carrying out audit assigned by the QAM.

5. PROCEDURES

5.1 **Definition Of the Quality System**

5.1.1 Independence

5.1.1.1 GAM ensures that the audits carried out are independent of the Maintenance /delivery functions by assigning the audit duties to the personnel who are not responsible or directly involved with the production/maintenance functions. Similarly, the quality system audit will be carried out by qualified auditors who are not responsible or directly involved with quality system functions.

5.1.1.2 The audit independence will ensure that the audit process will check all aspects of the approved work scope of the organisation covering both systems and products without reservation.

5.1.1.3 The auditor working under the direct supervision of the QAM will have complete independence to carry out the audits without any influence or interference from the department which is being audited and not engaged in the Maintenance related activities.

5.1.1.4 Whenever there is a shortage of auditors and when it is necessary, qualified auditors would be drawn from other departments. All such

auditors will be free from their respective duties and responsibilities during the time they are involved in auditing.

5.1.2 Access to the Accountable Manager

5.1.2.1 The QAM has direct access to the Accountable Manager.

5.1.2.2 The QAM provides an annual quality audit plan to the Accountable Manager for every year.

5.2 Company Audit Policy Including Compliance Audit

5.2.1 Internal quality audits will be conducted by the qualified auditor under QAM to ensure that all aspects of compliance with respect to the RSQCM and regulations are checked over a period of one year which may be carried out as a complete single exercise or subdivided over the twelve months in accordance with a scheduled audit plan.

5.2.2 Scheduled audits and surveillance audits also to be carried out during maintenance.

5.2.3 The scheduled audits will be carried out as per the approved audit plan issued a month prior to the beginning of every year.

5.2.4 The approved audit plan will cover all areas of Maintenance lines, quality system, support departments, support workshops, and vendors.

5.2.5 The audit plan also covers product auditing.

5.2.6 Surveillance audits will be carried out as a part of spot checks while maintenance is undergoing. Additional audits if felt necessary by the QAM will be undertaken on a need to basis.

5.2.7 The areas to be evaluated would include:

a) Facilities and equipment.
b) Repair station authority and limitations versus actual practice, including controls over any deviation authority.
c) Personnel qualifications, training, and staffing levels.
d) Manuals and airworthiness data.
e) Continuity of work and supervision during personnel changes.
f) Supplier selection, approval, and surveillance.
g) Parts and materials handling.
h) Inspection and QC processes.
i) Tool adequacy and calibration.
j) Maintenance release process.
k) Defect reporting.
l) Records and recordkeeping procedures.

5.2.8 The auditor will use the appropriate checklists as audit tools.

5.2.9 At the discretion of QAM desktop audits can replace physical follow up audits wherever evidence could be gathered through video clippings, photographs, or documents.

5.2.10 Whenever any NCR of level 1 is found in any department during audit such area will be considered as weak area and an additional follow up audit will be carried out. The purpose of the follow up audit is to confirm that the action has taken place as planned and to verify that the fix has been effective and if a properly implemented corrective action does not work, new alternatives should be developed as soon as possible.

5.3 Audit Procedure

5.3.1 The internal audits are planned and implemented as per the annual audit plan.

5.3.2 The auditors will use checklist approved by the QAM. Where there is a need, a customised checklist will be prepared or existing checklist will be amended, the checklist so prepared/amended are to be approved by the QAM prior to their usage.

5.3.3 Audit will be carried out in association with section/department in charge concerned or the authorised representatives.

5.3.4 In addition, they will also use their knowledge and experience while conducting audits to assess whether the maintenance work meets the intended standards set by the organization

5.3.5 During Audit, Non-Compliance Request (NCRGAM/Q-010) will be raised against each finding and forwarded to the concerned department heads.

5.3.6 The corrective actions will be drawn up and implemented within the specified timescale.

5.3.7 On taking appropriate action to correct the discrepancies the concerned department heads will take corrective and preventive actions within the time frame stipulated in the NCR. If the corrective action required is going to take more time, this will be reflected in the NCR.

5.3.8 Whenever the action is considered inadequate, the NCR will be kept open and this fact will be brought to the notice of the concerned department head by the auditor/QAM for desired corrective action and final closure of the NCR. This will also be brought to the notice of the Accountable Manager.

5.3.9 The quality management review meetings will be conducted bi-

annually to review the effectiveness of feedback system and to ensure the implementation of necessary corrective and preventive action.

5.3.10 Audit Audit procedure shall be conducted based on the yearly audit program. QAM shall be responsible to establish an audit program on the month of December of every year for the forthcoming calendar year. The audit plan shall be forwarded to the Accountable Manager for his approval.

5.3.11 The assigned auditor shall inform via email to the respective auditee on the audit plan at least one week prior to the commencement of the audit. However, no notice shall be given to the auditee for any unannounced or surveillance audit.

5.3.12 Audit shall start with the opening meeting to brief the purpose and scope of the audit. Auditor shall carry out the audit as per the audit plan, checklist, relevant technical documents and procedure.

5.3.13 Auditor shall seek objective evidence demonstrating whether the audited activities comply with the requirement of the documented quality system. Sampling of the product may be carried out by the auditor during the audit.

5.3.14 An exit meeting with the auditee or HOD is held upon completion of the audit to debrief the summary of the audit.

5.3.15 The auditor shall raise any non-conformance found during the audit using Non-Compliance Report (NCR) (GAM/Q-010) via NCR Module in GAMS Portal together with Audit Report (GAM/Q-009) within 21 working days upon completion of an audit.

5.3.16 For surveillance audits, the issuance of audit report is not required. However, if any non-conformance is found during the surveillance audit, the NCR (GAM/Q-010) shall be issued within 21 working days upon completion of an audit.

5.3.17 Any non-conformance addressed shall be agreed upon between the management personnel responsible of the audit area and auditor.

5.3.18 The Non-conformances recorded by the auditor are classified under the following levels:

Level	Definition	Remarks
1	Any significant non-compliance with respect to the regulations which lowers the safety standard and hazards seriously the flight safety.	All Level-1 findings will be addressed immediately.

2	Any non-compliance with respect to the regulations could lower the safety standard and possibly hazard the flight safety.	The proposed corrective/preventive action and expected completion date shall be responded to Quality Assurance by the Auditee/HOD within 14 days unless otherwise agreed by the QAM.
-	Observations are for the purpose of improvement and enhancement.	No NCR will be issued.

5.3.19 It is the responsibility of auditee, or the department concerned to investigate and determine root cause of the problem upon received of the NCR.

5.3.20 The NCR response shall be returned to the auditor within 14 days from the date of issue, unless otherwise agreed by the auditor/QAM.

5.3.21 The Auditee/HOD shall further analyses/investigate the root causes and take necessary corrective and preventive actions as per the agreed timeline indicated in the NCR(s). In this regard, preventive action should address the root causes of the respective finding to ensure there is no recurrence.

5.3.22 The concerned department HOD shall execute in correcting discrepancies as stipulated in NCR. If the corrective action required is going to take more time, this will be reflected in the NCR.

5.3.23 Auditors shall monitor the respond once the audit report has been released to the auditee.

5.3.24 Auditor shall review proposed corrective and preventive action for each NCR raised.

5.3.25 Auditor shall accept the response of NCR if found satisfactory.

5.3.26 In the event of NCR response is rejected by the auditor, the new revision of NCR shall be raised automatically to HOD/Auditee via NCR Module in GAMS Portal.

5.3.27 A follow-up audit shall be carried out to verify the implementation / effectiveness of the agreed corrective action by the initial auditor or other approved auditor.

5.3.28 If non-conformance has been rectified and/or found effective, the Non-Compliance Report is closed out by the auditor.

5.3.29 The completed/closed NCR shall be acknowledged by the Quality Assurance Manager.

5.3.30 Audit results shall be reviewed during management review meeting to ensure the documented quality system continues to be suitable and effective, meeting specified requirements stated in the documented quality policies and objectives.

5.3.31 The result of audit and the corrective action taken will be made available to the authority at anytime when requested.

5.3.32 All audit related documents such as audit reports, checklists used for audits, approved audit plans in both combination of hard and soft copies will be stored and maintained under the custody of the QAM for a minimum period of 3 years. These documents will be stored in the designated place at the office of the QAM.

5.3.33 Copies of completed NCR are maintained electronically in GAMS Portal.

5.4 Voluntary Self-Disclosure Process (VDRP)

5.4.1 Whenever an inspection or work scope determines that a maintenance step or function has been accomplished incorrectly, it will be the responsibility of all personnel to bring any deficiencies to the immediate attention of the Quality Assurance Manager and/or Accountable Manager.

5.4.2 Whenever it is discovered that an improper maintenance, preventive maintenance or alteration action was approved for return to service, GAM will immediately rectify the situation with the customer.

5.4.3 The Quality Assurance Manager will determine whether the apparent deficiency is contrary to the regulations and report the apparent regulatory deficiency to the FAA under the Voluntary Disclosure Reporting Program (VDRP) contained in Advisory Circular 00-58 as revised

5.4.4 For the purpose of voluntary disclosure, evidence should generally be in the form of written documentation or reports that support a certificate holder's analysis of the disclosed apparent violation and the resulting elements of the proposed comprehensive fix. Evidence

generally comes from the following four elements:

a) Documents or manuals reviewed.

b) Equipment examined.

c) Activities observed.

d) Interview data.

5.4.5 When an apparent regulatory deficiency is suspected, this must be reported to the FAA Principal Inspector ordinarily within 24 hours of that determination. If Initial notification to the FAA Office using the VDRP Web-based system is not practical, then the initial notification can be in the form of a phone call or email.

CHAPTER 5.0

FORMS

5.1 FORMS MANAGEMENT

1. The purpose is to provide a systematic control on all forms applied to provide records of work done and appropriate certification.

2. All Quality and Engineering forms used for recording of work carried out and inspections or checks to be performed requires the authorization of the Quality Assurance Manager who will provide a control number including the revision status.

3. The Quality Assurance Manager is responsible to control a master copy and maintain the currency of all the applicable forms on the GAMS Portal. All Quality and Engineering approved forms shall be posted on the GAMS Portal for all concerned departments to use them as and when required.

5.2 LIST OF FORMS AND INSTRUCTIONS

NO	FORM NUMBER	DESCRIPTIONS
5.2.1	FAA Form 8120-11	Suspected Unapproved Part
5.2.2	FAA Form 8130-3	Authorized Release Certificate/ Airworthiness Approval Tag
5.2.3	FAA Form 8010-4	Malfunction Or Defect Report
5.2.4	FAA Form 8070-1	Service Difficulty Report - Aeronautical Equipment
5.2.5	FAA Form 8110-3	Determination of Compliance with Airworthiness Standards
5.2.6	FAA Form 337	Major Repair & Alteration
5.2.7	GAM/E-001C	Workshop Worksheet
5.2.8	GAM/E-001F	Workpack Control
5.2.9	GAM/E-001G	Worksheet
5.2.10	GAM/E-001H	Parts Report
5.2.11	GAM/E-003	Acceptance Report
5.2.12	GAM/E-003A	Component Discrepancy Report
5.2.13	GAM/E-005	Serviceable Label
5.2.14	GAM/E-006	Unserviceable Label
5.2.15	GAM/E-007	Quarantine Label
5.2.16	GAM/E-014	Daily Maintenance Book
5.2.17	GAM/E-016	Master List
5.2.18	GAM/E-018	Holding Label
5.2.19	GAM/E-020	Publication Master Listing
5.2.20	GAM/E-026	Temperature & Humidity Record
5.2.21	GAM/E-029	Workshop Process Report
5.2.22	GAM/E-030	Work Order
5.2.23	GAM/E-033	Workshop Task Register
5.2.24	GAM/E-039	Warning Tag
5.2.25	GAM/E-048	Aircraft Deferred Defect Record
5.2.26	GAM/E-058	Scrap Label
5.2.27	GAM/E-060	Scrap Part Report
5.2.28	GAM/E-061	Maintenance Release Certificate
5.2.29	GAM/C-027	Service Bulletin (S/B) Status List
5.2.30	GAM/E-064	List of Discrepancies and Unairworthy Items
5.2.31	GAM/E-081	Alternate Tool And Test Equipment Equivalency Report
5.2.32	GAM/Q-002	Approved Vendor List
5.2.33	GAM/Q-003	Vendor Quality Assurance Evaluation Questionnaires
5.2.34	GAM/Q-010	Non-compliance Request
5.2.35	GAM/Q-011	Management of Change (MOC)

NO	FORM NUMBER	DESCRIPTIONS
5.2.36	GAM/Q-012	Application for Company Approval
5.2.37	GAM/Q-013	Company Approval Certificate
5.2.38	GAM/Q-025	Document Acceptance Statement
5.2.39	GAM/Q-038	Occurrence Report
5.2.40	GAM/Q-053	Roster of Supervisory and Certifying Personnel
5.2.41	GAM/Q-065	List of Contracted Maintenance Functions
5.2.42	GAM/Q-066	Capability Evaluation Checklist
5.2.43	GAM/Q-067	Internal Publication Master List
5.2.44	GAM/Q-074	Training Needs Analysis Matrix
5.2.45	GAM/SMS/01A	Safer Card
5.2.46	GAM/E-077	Aircraft Acceptance / Handover Inspection Form
5.2.47	GAM/C-017	Airworthiness Directives (AD's) Status List
5.2.48	GAM/Q-082	Employment Summaries

5.2.1 FAA FORM 8120-11 – SUSPECTED UNAPPROVED PART

Purpose: To record and report any suspected unapproved part during receiving or in the course of maintenance task

OMB Approved 2120-0552
Expires 11/30/2022

SUSPECTED UNAPPROVED PARTS REPORT

1. Date the Part Was Discovered:		2. Part Name:
3. Part Number:		4. Part Serial Number:
5. Quantity:	6. Assembly Name and Number: Name: Number:	7. Aircraft Make & Model: Make: Model:

8. Name, Address, and Description of the Company or Person Who Supplied or Repaired the Part:

Name:		Street Address:
City:	State:	Zip Code:
Country:		Phone Number:

Check One of the Following Applicable to the Company or Person Who Supplied or Repaired the Part:

☐ Air Carrier - Certificate #	☐ Supplier
☐ Mechanic - Certificate #	☐ Production Approval Holder
☐ Repair Station - Certificate #	☐ Manufacturer
☐ Distributor	☐ Other
☐ Owner/Operator	☐ Unknown

9. Description of the Issue: (attach additional sheet if necessary)

10. Name and Address of (the Company or Person) Where the Part Was Discovered:

Name:		Street Address:
City:	State:	Zip:
Country:		Phone Number:

Check One of the Following Applicable to the Company or Person Who Discovered the Part:

☐ Air Carrier - Certificate #	☐ FAA Inspector
☐ Mechanic - Certificate #	☐ DOT/Office of Inspector General
☐ Repair Station - Certificate #	☐ Defense Criminal Investigation Service
☐ Distributor	☐ Other Government Agency
☐ Supplier	☐ Foreign Civil Aviation Authority
☐ Production Approval Holder	☐ Owner/Operator
☐ Unknown	☐ Other

11. Date of this report

12. ☐ Check this box if you request anonymity - *Do not complete block 13.*

13. Name and Address of the Reporter:

Name:	Street Address:	
City:	State:	Zip Code:
Country:	Phone Number:	

14. ☐ Check this box if you request confidentiality.

15. ☐ Check this box if you have attached additional information.

FAA Form 8120-11 (7/2018) Supersedes Previous Edition — Local Reproduction Authorized

OMB Approved 2120-0552
Expires 11/30/2022

Part Name	Part Number	Serial Number	Quantity	Assembly Name	Assembly Number

FAA Form 8120-11 (7/2018) Supersedes Previous Edition

Local Reproduction Authorized

Paperwork Reduction Act Statement:

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0552. Public reporting for this collection of information is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Privacy Act Statement:

This statement is provided pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a. The authority for collecting this information is contained in 49 U.S.C. 44701. The principal purpose for which the information is collected is to support Suspected Unapproved Parts (SUP) investigations and management reports. Submission of this information is voluntary and is necessary to support the FAA's commitment to promote safety. Information developed from this form is covered under the Privacy Act system of records DOT/FAA 852 and the routine uses of that system will apply. These routine uses include sharing of information with law enforcement agencies for use in civil and criminal investigations, as well as the Department of Transportation prefatory routine uses, which are available at https://www.transportation.gov/individuals/privacy/privacy-act-system-records-notices. Individuals who submit reports may request confidentiality of personal information to the extent permitted by the Freedom of Information Act (5 USC 552) and the Privacy Act (5 USC 552a).

An electronic copy of FAA Form 8120-11, Suspected Unapproved Parts Report, is available on the FAA website at http://www.faa.gov/aircraft/safety/programs/sups. You may complete the electronic FAA Form 8120-11 and send it to the FAA Hotline email: FHIS@faa.gov.

The instructions below correspond to numbered blocks on the Suspected Unapproved Parts Report:

1. Record the date the part was discovered.
2. Record the part name (or a description of the part).
3. Record the part number or identification number of the part.
4. Record the serial number on the part, if applicable.
5. Record the quantity of parts.
6. Record the assembly name and assembly number (where the part was or could be installed).

Record additional part numbers on page 3 or on a blank sheet of paper with the same information. Example:

Part Name: **Strut** | Part Number: **1234** | Serial Number: **678** | Quantity: **1** | Assembly Name: **Main Landing Gear** | Assembly Number: **56789X**

7. Record the type of aircraft the part was (or could be) installed on.
8. Record the complete name and address of the company or person who produced, repaired, and/or sold the part. Do not list a P.O. Box address unless a street address is not available. Check the box that describes the company or person and provide the certificate number, if known (see explanations of participants below).

   Air Carrier - An FAA-certificated company or person who undertakes directly by lease, or other arrangement, to engage in air transportation.

   Distributor - A broker, dealer, reseller or other person or agency engaged in the sale of parts.

   Manufacturer - The original equipment manufacturer (OEM.)

   Mechanic - A person holding an FAA mechanics certificate with airframe and/or powerplant ratings.

   Other - Record other type of business.

   Owner/Operator - The owner or operator of an aircraft.

   Production Approval Holder - A company or person holding one of the following three types of FAA production approvals: production certificate, parts manufacturer approval, or technical standard order authorization.

   Repair Station - An FAA-certificated repair station.

   Supplier - A company or person who furnishes aircraft parts or related services, at any tier, to the producer of a product or part thereof.

   Unknown – If not known, check this box.

9. Record a brief narrative stating why you believe the part is not approved. Include a description of the part (improper configuration, suspect marking, different material, etc.), where it was obtained, and what type of documentation was supplied with it.
10. Record the complete name and address of the location where the part was found. Check the appropriate block to reflect the affiliation of the company or person who discovered the part.
11. Record the date the FAA Form 8120-11 is being submitted.
12. Check this box if you request anonymity (do not wish to provide your identity), and do not complete 13 or 14.
13. Record your name, address and phone number, if desired. This information will enable the FAA to contact you for additional information, if necessary.
14. Check this box if you request confidentiality of your personal information recorded in block 13.
15. Check this box if you have provided additional information (photos, invoices, certification statements, etc.).

Forward the completed FAA Form 8120-11, Suspected Unapproved Parts Report, to:

Federal Aviation Administration
Office of Audit and Evaluation, (Room 911)
800 Independence Avenue, SW, Washington, DC 20591

FAA Form 8120-11 (7/2018) Supersedes Previous Edition — Local Reproduction Authorized

5.2.2 FAA FORM 8130-3 – AUTHORIZED RELEASE CERTIFICATE

Purpose: To issue maintenance release after return to service.

1. Approving Civil Aviation Authority/Country: FAA/UNITED STATES	2. AUTHORISED RELEASE CERTIFICATE FAA Form 8130-3, AIRWORTHINESS APPROVAL TAG				3. Form Tracking Number:
4. Organisation Name and Address: GalaxyAerospace SUITE 11-14, HELICOPTER CENTRE, MALAYSIA INTERNATIONAL AEROSPACE CENTRE SULTAN ABDUL AZIZ SHAH AIRPORT, 47200 SUBANG, SELANGOR, MALAYSIA (GLYY941D)					5. Work Order / Contract / Invoice Number:
6. Item:	7. Description:	8. Part Number:	9. Quantity:	10. Serial Number:	11. Status/ Work:
12. Remarks:					
13a. Certifies that the item identified above was manufactured in conformity to: ☐ Approved design data and is in condition for safe operation. ☐ Non-approved design data specified in Block 12.		14a. ☐ 14 CFR 43.9 Return to Service ☐ Other Regulation specified in Block 12 Certifies that unless otherwise specified in Block 12, the work identified in Block 11 and described in Block 12, was accomplished in accordance with Title 14, Code of Federal Regulations, part 43 and in respect to that work the items are approved for release to service.			
13b. Authorised Signature:	13c. Approval Authorisation Number:	14b. Authorised Signature:			14c. Certificate/ Approval Ref. No.: GLYY941D
13d. Name:	13e. Date (dd/mmm/yyyy):	14d. Name:			14e. Date (dd/mmm/yyyy):
User/Installer Responsibilities					
It is important to understand that the existence of this document alone does not automatically constitute authority to install the aircraft engine/propeller/article. Where the user/installer performs work in accordance with regulations other than the airworthiness authority of the country specified in Block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts aircraft engine(s)/propeller(s)/article(s) from the airworthiness authority of the country specified in Block 1. Statements in Blocks 13a and 14a do not constitute installation certification, in all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.					

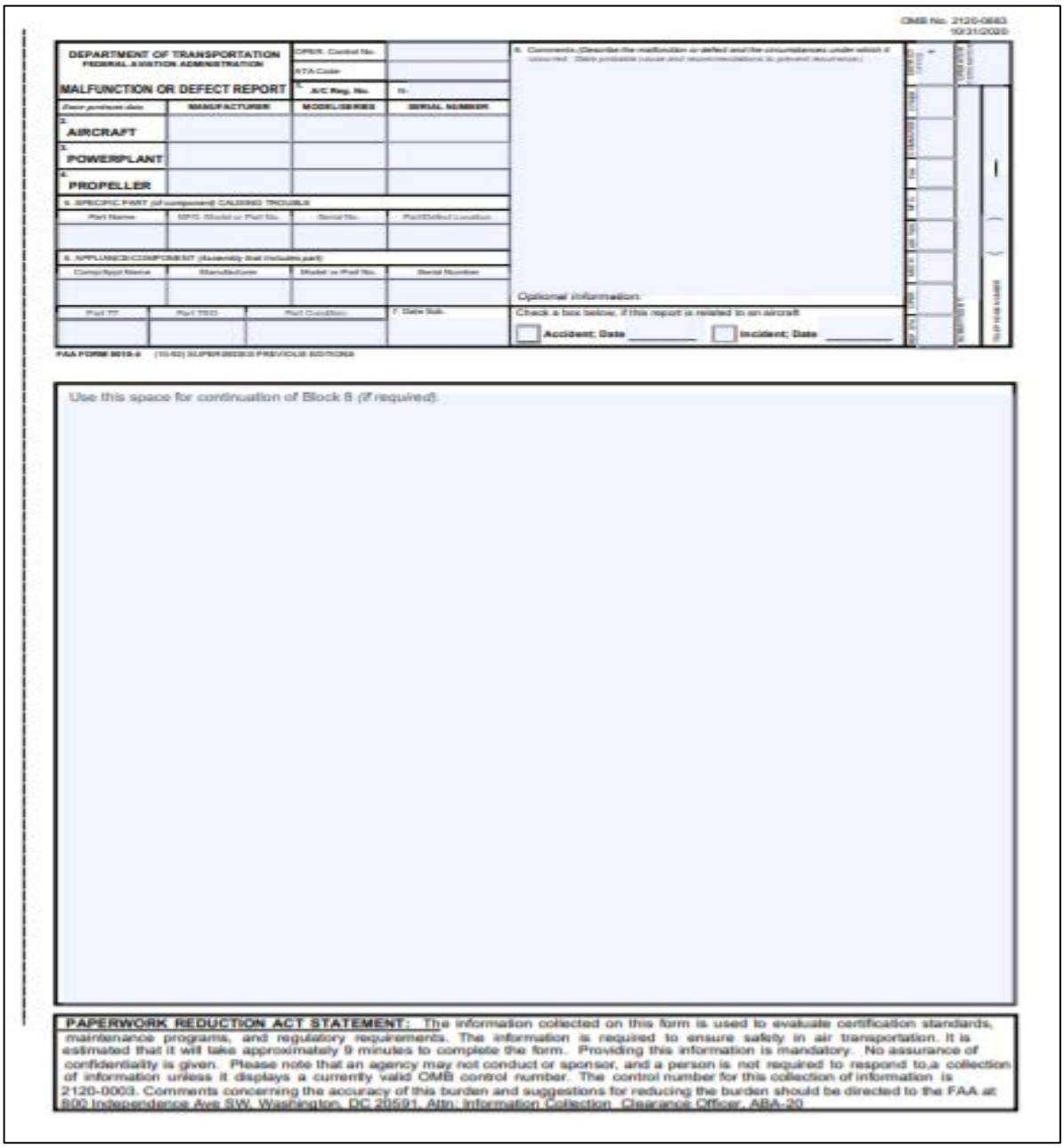
FAA Form 8130-3 (02-14) GAM/Q-068 Rev 0 (07/21)

Procedure for Completion of FAA Form 8130-3:

Refer to the latest FAA Order 8130.21 Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

5.2.3 FAA FORM 8010-4 – MALFUNCTION OR DEFECT REPORT

Purpose: To report to FAA on any malfunction or defect



DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

MALFUNCTION OR DEFECT REPORT

	MANUFACTURER	MODEL/SERIES	SERIAL NUMBER
2. AIRCRAFT			
3. POWERPLANT			
4. PROPELLER			

Optional Information

Check a box below, if this report is related to an aircraft

☐ Accident; Date _____ ☐ Incident; Date _____

Use this space for continuation of Block 8 (If required).

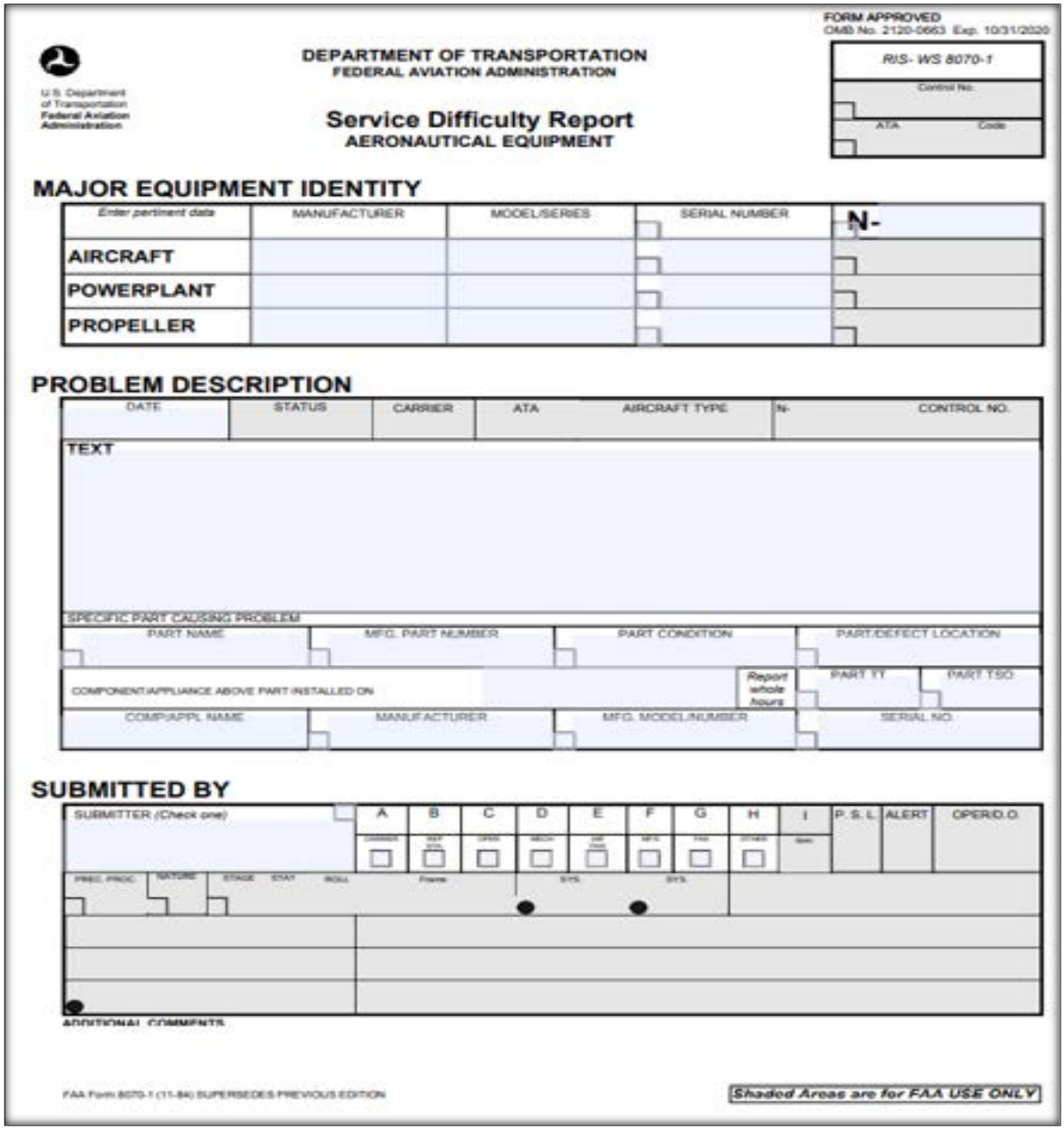
PAPERWORK REDUCTION ACT STATEMENT: The information collected on this form is used to evaluate certification standards, maintenance programs, and regulatory requirements. The information is required to ensure safety in air transportation. It is estimated that it will take approximately 9 minutes to complete the form. Providing this information is mandatory. No assurance of confidentiality is given. Please note that an agency may not conduct or sponsor, and a person is not required to respond to,a collection of information unless it displays a currently valid OMB control number. The control number for this collection of information is 2120-0003. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ABA-20.

Procedures for Completing FAA Form 8010-4: Malfunction or Defect Report:

The preferred method is the online reporting which can be done at http://av-info.faa.gov/sdrx/

5.2.4 FAA FORM 8070-1 – SERVICE DIFFICULTY REPORT

Purpose: To report to FAA on incident or accident



FORM APPROVED
OMB No. 2120-0663 Exp. 10/31/2020

U.S. Department of Transportation
Federal Aviation Administration

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Service Difficulty Report
AERONAUTICAL EQUIPMENT

RIS- WS 8070-1
Control No.
ATA Code

MAJOR EQUIPMENT IDENTITY

Enter pertinent data	MANUFACTURER	MODEL/SERIES	SERIAL NUMBER	N-
AIRCRAFT				
POWERPLANT				
PROPELLER				

PROBLEM DESCRIPTION

DATE	STATUS	CARRIER	ATA	AIRCRAFT TYPE	N-	CONTROL NO.

TEXT

SPECIFIC PART CAUSING PROBLEM

PART NAME	MFG. PART NUMBER	PART CONDITION	PART/DEFECT LOCATION

COMPONENT/APPLIANCE ABOVE PART INSTALLED ON	Report whole hours	PART TT	PART TSO

COMP/APPL NAME	MANUFACTURER	MFG. MODEL/NUMBER	SERIAL NO.

SUBMITTED BY

SUBMITTER (Check one)	A	B	C	D	E	F	G	H	I	P. S. L.	ALERT	OPER/D.O.

ADDITIONAL COMMENTS

FAA Form 8070-1 (11-84) SUPERSEDES PREVIOUS EDITION

Shaded Areas are for FAA USE ONLY

All Submitters - Instructions for Completing FAA Form 8070-1

Major Equipment Identity

TITLE	ENTRY
Aircraft Powerplant Propeller	Identify major equipment related to problem. Enter manufacturer, model, and serial number per FAA/MANUFACTURER type certificate data sheet. If amateur built, use plan or kit name. Use military model designators when appropriate. Avoid colloquial names and market titles.
N-	Aircraft Registration Number.

Problem Description

Date	Give date problem occurred (i.e., 7-1-84).
Text	Whenever possible, describe conditions subsequent to, or leading up to, the reported problem: (a) Identify the cause for malfunction and emergency measures execute. (b) Include compliance or noncompliance with Airworthiness Directives, Service Bulletins, STC's, and PMA's. (c) Provide any significant fact you feel may help to reduce or eliminate recurrence (i.e., cycles, landings, and suggested changes).
Part Name	Skin, rib, shaft, Venturi, transistor, capacitor, etc. Avoid colloquial names.
Mfg. Part Number	Alphanumeric part identifiers assigned by manufacturer.
Part Condition	Cracked, bent, burned, corroded, shorted, etc.
Part/Defect Location	L.H. alternator, audio, R.H. outboard, range switch, etc.
Part TT	Total service time on part in whole hours (i.e., 00531).
Part TSO	Service time on part since overhaul in whole hours (i.e., 00200)
Comp/Appl Name	Fuselage, wing, alternator, carburetor, VOR receiver, etc.
Manufacturer	Comp/appl manufacturer: Beech, Cessna, Prestolite, Bendix, Collins, etc.
Mfg. Model/Number, Serial Number	Alphanumeric model and serial numbers or identifiers assigned by comp/appl manufacturer (i.e., ALU8403, NAS3A1, 51 RVII). Do not repeat "MAJOR EQUIPMENT IDENTITY" in these locations.

Submitted By

Submitter	As noted on form.

FAA District Offices - Refer to FAA Order 8010.2

5.2.5 FAA FORM 8110-3 – Statement of Compliance with Airworthiness Standards

Purpose: Approval of maintenance data

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

STATEMENT OF COMPLIANCE WITH AIRWORTHINESS STANDARDS

1. DATE	

AIRCRAFT OR AIRCRAFT COMPONENT IDENTIFICATION

2. MAKE	3. MODEL NO.	4. TYPE *(Aircraft, Engine, Propeller, etc.)*	5. NAME OF APPLICANT

LIST OF DATA

6. IDENTIFICATION	7. TITLE

8. PURPOSE OF DATA

9. APPLICABLE REQUIREMENTS (List specific sections)

10. CERTIFICATION - Under authority vested by direction of the Administrator and in accordance with conditions and limitations of appointment under 14 CFR Part 183, data listed above and on attached sheets numbered _____ have been examined in accordance with established procedures and found to comply with applicable requirements of the Airworthiness Standards listed.

I (We) Therefore ☐ **Recommend approval of these data** ☐ **Approve these data**

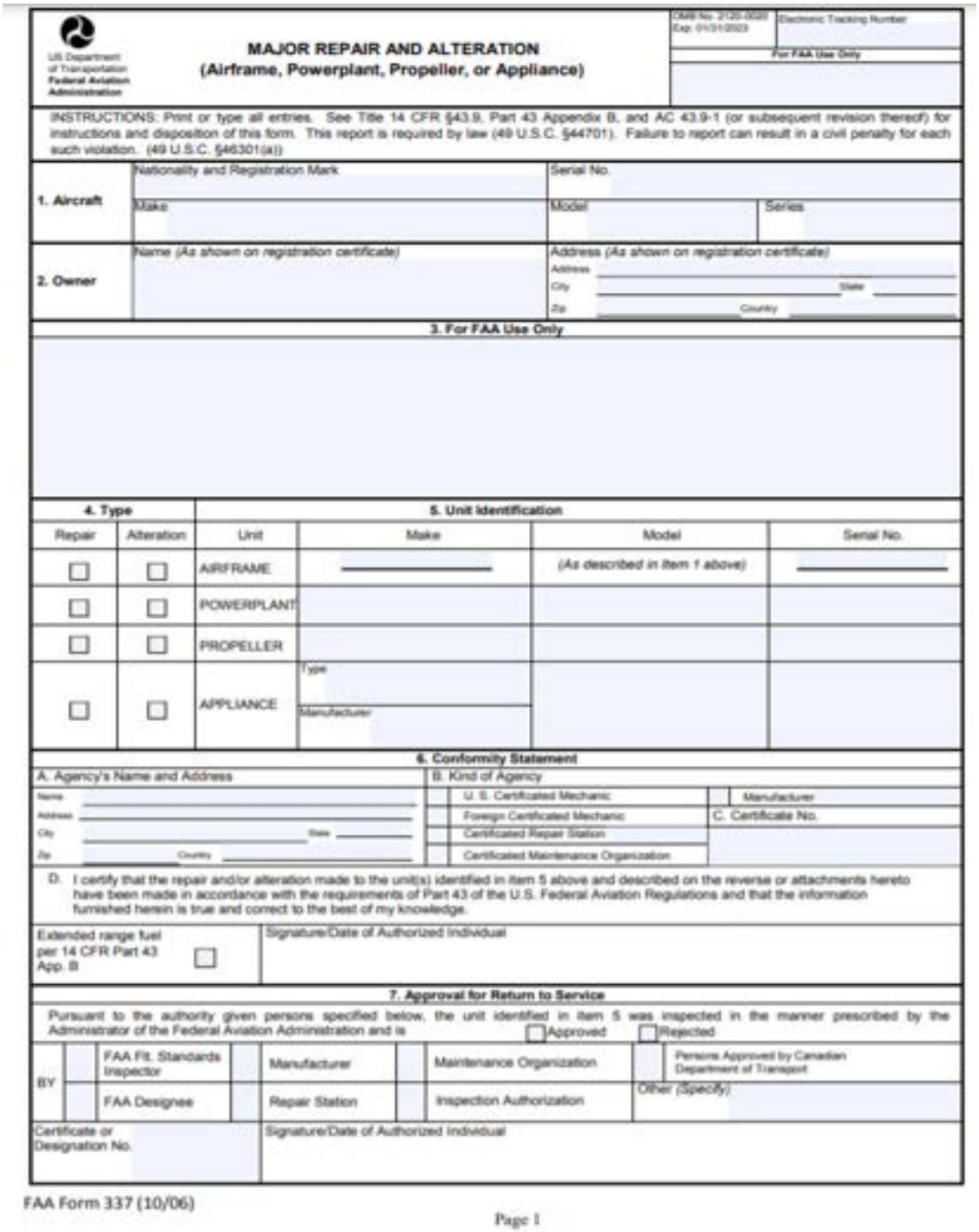
11. SIGNATURE(S) OF DESIGNATED ENGINEERING REPRESENTATIVE(S)	12. DESIGNATION NUMBERS(S)	13. CLASSIFICATION(S)

FAA Form 8110-3 (03/10) SUPERSEDES PREVIOUS EDITION

Note: Refer to Order 8110.37 for examples of completed FAA Form 8110-3
https://www.faa.gov/documentLibrary/media/Order/FAA_Order_8110.37F.pdf

5.2.6 FAA FORM 337 – MAJOR REPAIR & ALTERATION

Purpose: To document major repair and alteration on articles



US Department of Transportation Federal Aviation Administration

MAJOR REPAIR AND ALTERATION
(Airframe, Powerplant, Propeller, or Appliance)

OMB No. 2120-0020 Exp. 01/31/2023 | Electronic Tracking Number | For FAA Use Only

INSTRUCTIONS: Print or type all entries. See Title 14 CFR §43.9, Part 43 Appendix B, and AC 43.9-1 (or subsequent revision thereof) for instructions and disposition of this form. This report is required by law (49 U.S.C. §44701). Failure to report can result in a civil penalty for each such violation. (49 U.S.C. §46301(a))

1. Aircraft	Nationality and Registration Mark	Serial No.	
	Make	Model	Series
2. Owner	Name (As shown on registration certificate)	Address (As shown on registration certificate)	Address / City / State / Zip / Country

3. For FAA Use Only

4. Type		5. Unit Identification			
Repair	Alteration	Unit	Make	Model	Serial No.
☐	☐	AIRFRAME		(As described in item 1 above)	
☐	☐	POWERPLANT			
☐	☐	PROPELLER			
☐	☐	APPLIANCE	Type / Manufacturer		

6. Conformity Statement

A. Agency's Name and Address (Name / Address / City / State / Zip / Country)

B. Kind of Agency
- ☐ U. S. Certificated Mechanic
- ☐ Foreign Certificated Mechanic
- ☐ Certificated Repair Station
- ☐ Certificated Maintenance Organization
- ☐ Manufacturer

C. Certificate No.

D. I certify that the repair and/or alteration made to the unit(s) identified in item 5 above and described on the reverse or attachments hereto have been made in accordance with the requirements of Part 43 of the U.S. Federal Aviation Regulations and that the information furnished herein is true and correct to the best of my knowledge.

Extended range fuel per 14 CFR Part 43 App. B ☐ | Signature/Date of Authorized Individual

7. Approval for Return to Service

Pursuant to the authority given persons specified below, the unit identified in item 5 was inspected in the manner prescribed by the Administrator of the Federal Aviation Administration and is ☐ Approved ☐ Rejected

BY
- ☐ FAA Flt. Standards Inspector
- ☐ FAA Designee
- ☐ Manufacturer
- ☐ Repair Station
- ☐ Maintenance Organization
- ☐ Inspection Authorization
- ☐ Persons Approved by Canadian Department of Transport
- ☐ Other (Specify)

Certificate or Designation No. | Signature/Date of Authorized Individual

FAA Form 337 (10/06)

Page 1

NOTICE

Weight and balance or operating limitation changes shall be entered in the appropriate aircraft record. An alteration must be compatible with all previous alterations to assure continued conformity with the applicable airworthiness requirements.

8. Description of Work Accomplished
(If more space is required, attach additional sheets. Identify with aircraft nationality and registration mark and date work completed.)

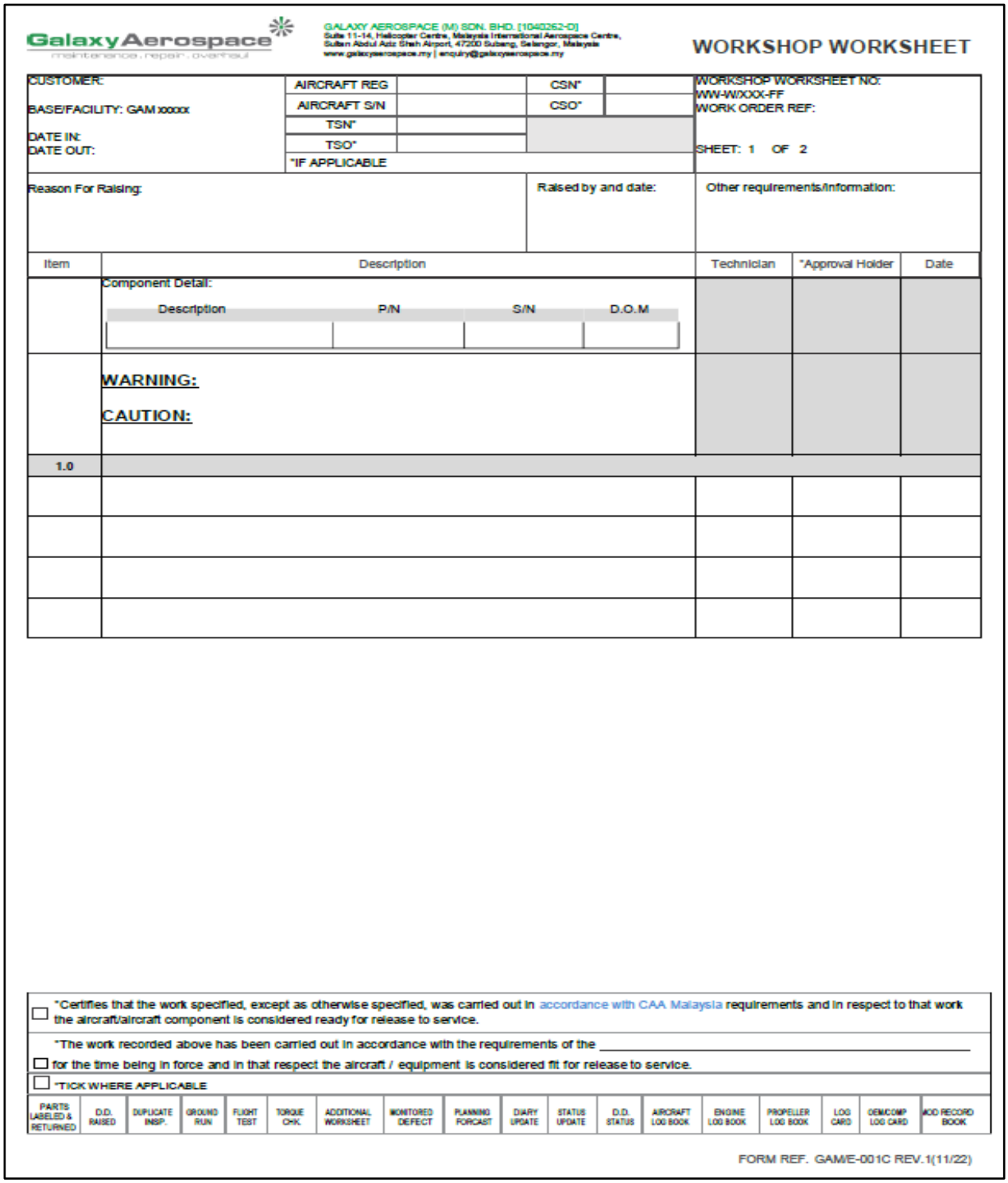
Nationality and Registration Mark | Date

☐ Additional Sheets Are Attached

FAA Form 337 (10/06)

5.2.7 GAM/E-001C: WORKSHOP WORKSHEET

Purpose: To record maintenance tasks for articles (workshop)



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WORKSHOP WORKSHEET

CUSTOMER: BASE/FACILITY: GAM xxxxx DATE IN: DATE OUT:	AIRCRAFT REG		CSN*		WORKSHOP WORKSHEET NO: WW-W/XXX-FF WORK ORDER REF: SHEET: 1 OF 2
	AIRCRAFT S/N		CSO*		
	TSN*				
	TSO*				
	*IF APPLICABLE				

Reason For Raising:	Raised by and date:	Other requirements/information:

Item	Description	Technician	*Approval Holder	Date
	Component Detail: Description / P/N / S/N / D.O.M			
	WARNING: **CAUTION:**			
1.0				

☐ *Certifies that the work specified, except as otherwise specified, was carried out in accordance with CAA Malaysia requirements and in respect to that work the aircraft/aircraft component is considered ready for release to service.

*The work recorded above has been carried out in accordance with the requirements of the _____
☐ for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

☐ *TICK WHERE APPLICABLE

PARTS LABELED & RETURNED	D.D. RAISED	DUPLICATE INSP.	GROUND RUN	FLIGHT TEST	TORQUE CHK.	ADDITIONAL WORKSHEET	MONITORED DEFECT	PLANNING FORCAST	DIARY UPDATE	STATUS UPDATE	D.D. STATUS	AIRCRAFT LOG BOOK	ENGINE LOG BOOK	PROPELLER LOG BOOK	LOG CARD	OEM/COMP LOG CARD	MOD RECORD BOOK

FORM REF. GAM/E-001C REV.1(11/22)

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WORKSHOP WORKSHEET

CUSTOMER: BASE/FACILITY: GAM xxxxx DATE IN: DATE OUT:	AIRCRAFT REG		CSN*		WORKSHOP WORKSHEET NO: WW-W/XXX-FF WORK ORDER REF: SHEET: 2 OF 2
	AIRCRAFT S/N		CSO*		
	TSN*				
	TSO*				
	*IF APPLICABLE				

	Raised by and date:	Other requirements/information:

Item	Description	Technician	*Approval Holder	Date

ITEM REF.	PART NO.	DESCRIPTION	SERIAL NO. ON	SERIAL NO. OFF	APPROVED CERT NO.	QTY

Table 1: Part/Component Replacement Details

☐ *Certifies that the work specified, except as otherwise specified, was carried out in accordance with CAA Malaysia requirements and in respect to that work the aircraft/aircraft component is considered ready for release to service.

☐ *The work recorded above has been carried out in accordance with the requirements of the _____ for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

☐ *TICK WHERE APPLICABLE

PARTS LABELED & RETURNED	D.D. RAISED	DUPLICATE INSP.	GROUND RUN	FLIGHT TEST	TORQUE CHK.	ADDITIONAL WORKSHEET	MONITORED DEFECT	PLANNING FORCAST	DIARY UPDATE	STATUS UPDATE	D.D. STATUS	AIRCRAFT LOG BOOK	ENGINE LOG BOOK	PROPELLER LOG BOOK	LOG CARD	OEM/COMP LOG CARD	MOD RECORD BOOK

FORM REF. GAM/E-001C REV.1(11/22)

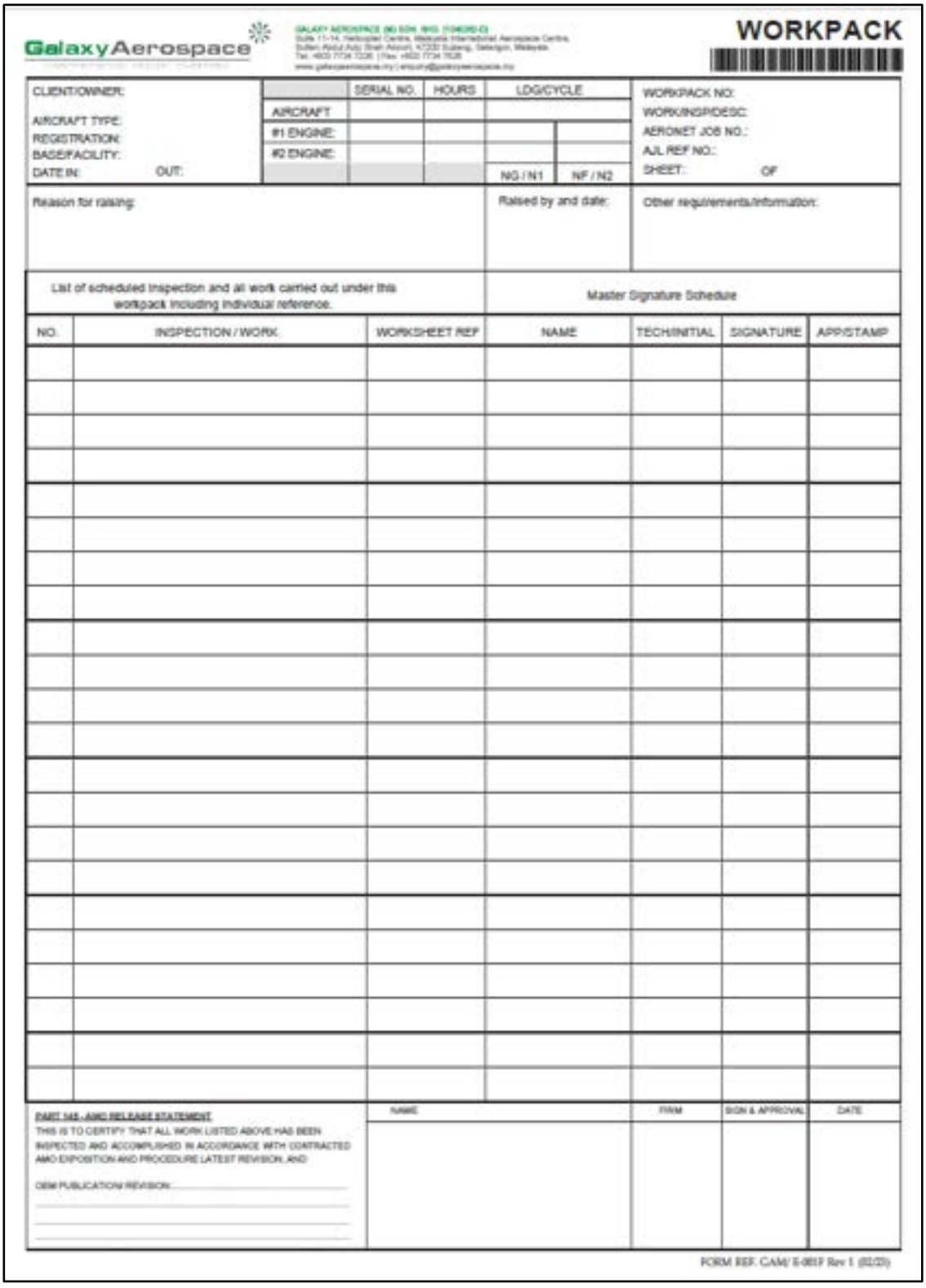
Instruction for completing GAM/E-001C, Workshop Worksheet

Item	Description
Customer	Insert customer detail
Base/Facility	Insert Maintenance facility the maintenance is done in
Date in	Insert date of article entering maintenance facility
Date out	Insert date of article exiting the maintenance facility
Aircraft Reg	Insert aircraft registration if applicable
Aircraft S/N	Insert aircraft serial number if applicable
CSN	Insert cycle since new if applicable
CSO	Insert cycle since overhaul if applicable
TSN	Insert time since new if applicable
TSO	Insert time since overhaul if applicable
Workshop worksheet no	Insert workshop worksheet number
Work order ref	Insert work order reference for
Sheet	Insert current page and total number of pages
Reason for raising	Insert reason for raising the worksheet
Raised by and date	Insert name of personnel raising the worksheet and the date worksheet was raised
Other requirements / information	Insert other requirements/information as applicable
Item	Insert numerical reference for each item
Description	Insert description of each task
Technician	Insert technician signature as applicable
Approval Holder	Insert approval holder signature as applicable
Date	Insert date task was completed
Bottom tick boxes	Tick where applicable

Table 1: Part/Component replacement details	
Item ref	Insert refrence of item replaced
Part no	Insert part no of item replaced
Description	Insert description of item
Serial no. on , off	Insert serial number of component replaced on, and off
Approved cert no	Insert cert approved number of component
Quantity	Insert quantity of component replaced.

5.2.8 GAM/E-001F: WORKPACK.

Purpose: To record summary of maintenance task



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WORKPACK

CLIENT/OWNER:		SERIAL NO.	HOURS	LDG/CYCLE		WORKPACK NO:
AIRCRAFT TYPE:	AIRCRAFT					WORK/NSP/DESC:
REGISTRATION:	#1 ENGINE:					AERONET JOB NO.:
BASE/FACILITY:	#2 ENGINE:					AJL REF NO.:
DATE IN: OUT:				NG / N1	NF / N2	SHEET: OF

Reason for raising:	Raised by and date:	Other requirements/information:

List of scheduled inspection and all work carried out under this workpack including individual reference.

Master Signature Schedule

NO.	INSPECTION / WORK	WORKSHEET REF	NAME	TECH/INITIAL	SIGNATURE	APP/STAMP

PART 145 - AMO RELEASE STATEMENT

THIS IS TO CERTIFY THAT ALL WORK LISTED ABOVE HAS BEEN INSPECTED AND ACCOMPLISHED IN ACCORDANCE WITH CONTRACTED AMO EXPOSITION AND PROCEDURE LATEST REVISION, AND

OEM PUBLICATION REVISION: .....

NAME	FIRM	SIGN & APPROVAL	DATE

FORM REF: CAM/ E-001F Rev 1 (02/20)

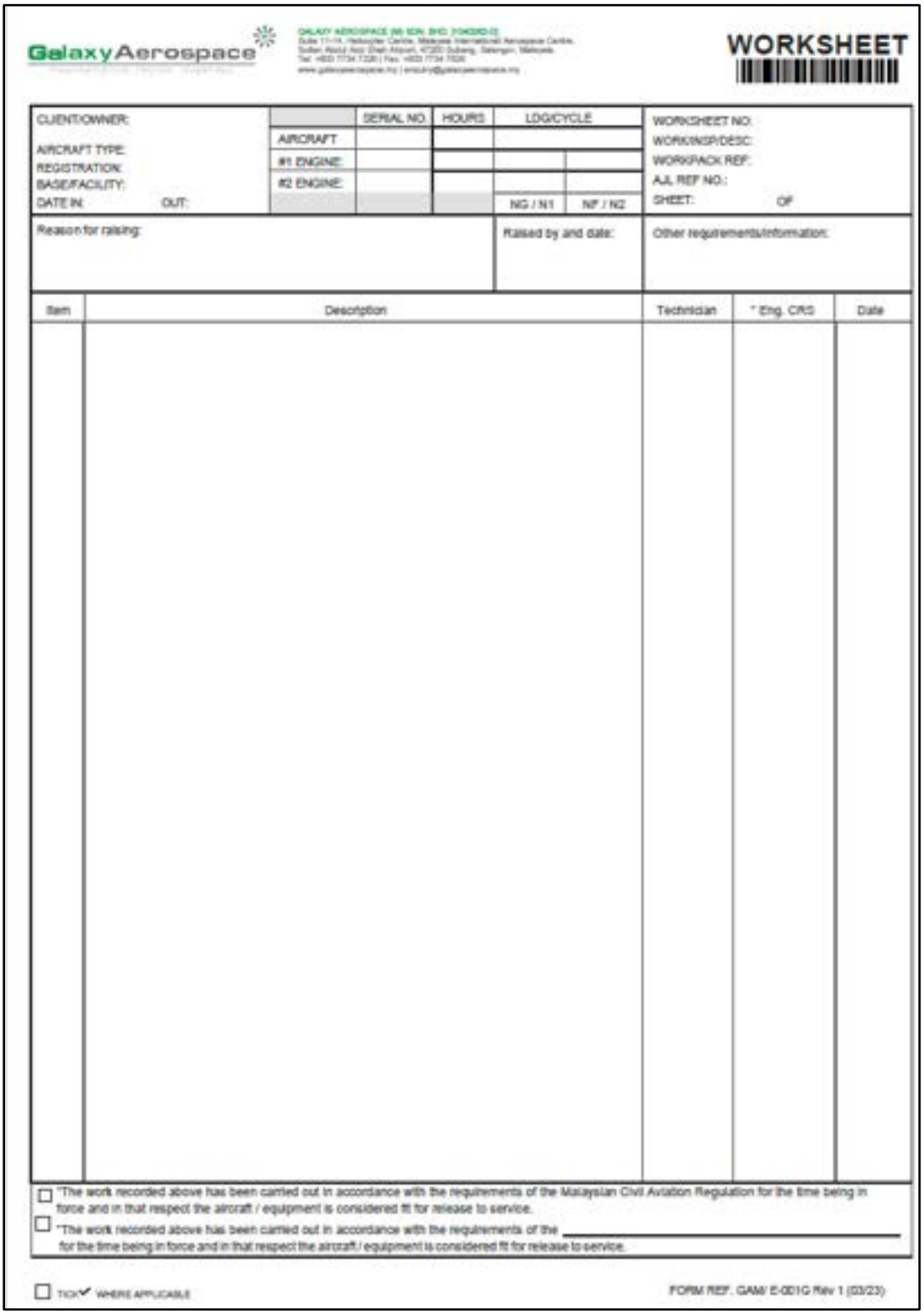
Instruction for completing GAM/E-001F, Workpack.

ITEM	INSTRUCTIONS
CLIENT/OWNER	Insert name of aircraft client/owner.
AIRCRAFT TYPE	Insert aircraft type.
REGISTRATION	Insert aircraft registration number.
BASE/FACILITY	Insert base/facility where the aircraft located.
DATE IN	Insert date start of maintenance inspection.
OUT	Insert date completed maintenance task.
AIRCRAFT SERIAL NO	Insert aircraft serial number.
#1 ENGINE SERIAL NO	Insert #1 engine serial number.
#2 ENGINE SERIAL NO	Insert #2 engine serial number.
AIRCRAFT HOURS	Insert aircraft hours.
#1 ENGINE HOURS	Insert #1 engine hours.
#2 ENGINE HOURS	Insert #2 engine hours.
AIRCRAFT LDG/CYCLE	Insert aircraft landing cycle.
#1 ENGINE NG/N1	Insert #1 engine NG/N1 cycle.
#2 ENGINE NG/N1	Insert #2 engine NG/N1 cycle.
#1 ENGINE NF/N2	Insert #1 engine NF/N2 cycle.
#2 ENGINE NF/N2	Insert #2 engine NF/N2 cycle.
WORKPACK NO	Insert the worksheet no. with format XXXX-YYY where: XXXX: Workpack running number. YYY: Worksheet running number starting with 001. For worksheet raised by AMO due to unscheduled maintenance/defect, Insert worksheet no. with format UMC-REG- YY-ZZZ, where: REG: Aircraft registration marks. YY: Year of issued work sheet. ZZZ: running number starting with 001.
WORK/INSP/DESC	Insert inspection task in brief
WORKPACK REF	Enter the workpack no. with format AC REG-XXXX, where: AC REG: Aircraft Registration Marks. XXXX: AERONET generated number.
WORK/INSP/DESC	Insert the inspection task in brief.
AERONET JOB NO	Enter the job no. with format YEAR-XXXX, where: YEAR: Year of issued workpack. XXXX: AERONET generated number (the same number as item 18).
AJL REF NO	Insert the AJL reference of the inspection.
SHEET	Insert the page number of workpack.
OF	Insert the total page number of workpack.
REASON FOR RAISING	Insert the inspection and compliance requirement reference (AMP, MM, EMM or if applicable) to the inspection with specific revision status of the maintenance data.
RAISED BY AND DATE	Insert name of the personnel who raised the worksheet and date at which the worksheet is raised.
OTHER REQUIREMENTS / INFORMATION	Insert any additional requirements/information pertaining to the inspection.
NO	Enter sequence number of inspections.
INSPECTION / WORK	Enter the inspection required.

ITEM	INSTRUCTIONS
WORKSHEET REF	Enter the worksheet no. with format XXXX-YYY, where: XXXX: AERONET generated number (the same number as item 18). YYY: running number starting with 001.
NAME	Enter the name of every personnel involved with all inspection listed in (28) Note: The Master Signature Schedule does not reflect by row of the listed inspection on the left (Inspection Work).
TECH / INITIAL	Insert the tech / initial.
SIGNATURE	Enter the signature by all personnel involved including the non-certifying staff.
APP / STAMP	Approval no. / stamp by the authorized certifying staff. For non-certifying staff, to enter company staff ID.
OEM PUBLICATION REVISION AS PER REASON FOR RAISING ABOVE	Insert the OEM publication and current revision maintenance data used for maintenance reference.
NAME	Enter the name of authorized certifying staff who release the aircraft.
FIRM	Enter the organization name of the authorized Approved Maintenance Organisation (AMO).
SIGN & APPROVAL	Enter the signature and approval no. / stamp of the authorized certifying staff.
DATE	Enter the date when the workpack reviewed and accepted.

5.2.9 GAM/E-001G: WORKSHEET

Purpose: To record maintenance tasks



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WORKSHEET

CLIENT/OWNER:		SERIAL NO.	HOURS	LDG/CYCLE		WORKSHEET NO:
AIRCRAFT TYPE:	AIRCRAFT					WORK/INSP/DESC:
REGISTRATION:	#1 ENGINE:					WORK/PACK REF:
BASE/FACILITY:	#2 ENGINE:					AJL REF NO.:
DATE IN: OUT:				NG / N1	NF / N2	SHEET: OF

Reason for raising:	Raised by and date:	Other requirements/information:

Item	Description	Technician	* Eng. CRS	Date

☐ *The work recorded above has been carried out in accordance with the requirements of the Malaysian Civil Aviation Regulation for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

☐ *The work recorded above has been carried out in accordance with the requirements of the _____ for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

☐ TICK✓ WHERE APPLICABLE

FORM REF. GAM/ E-001G Rev 1 (03/23)

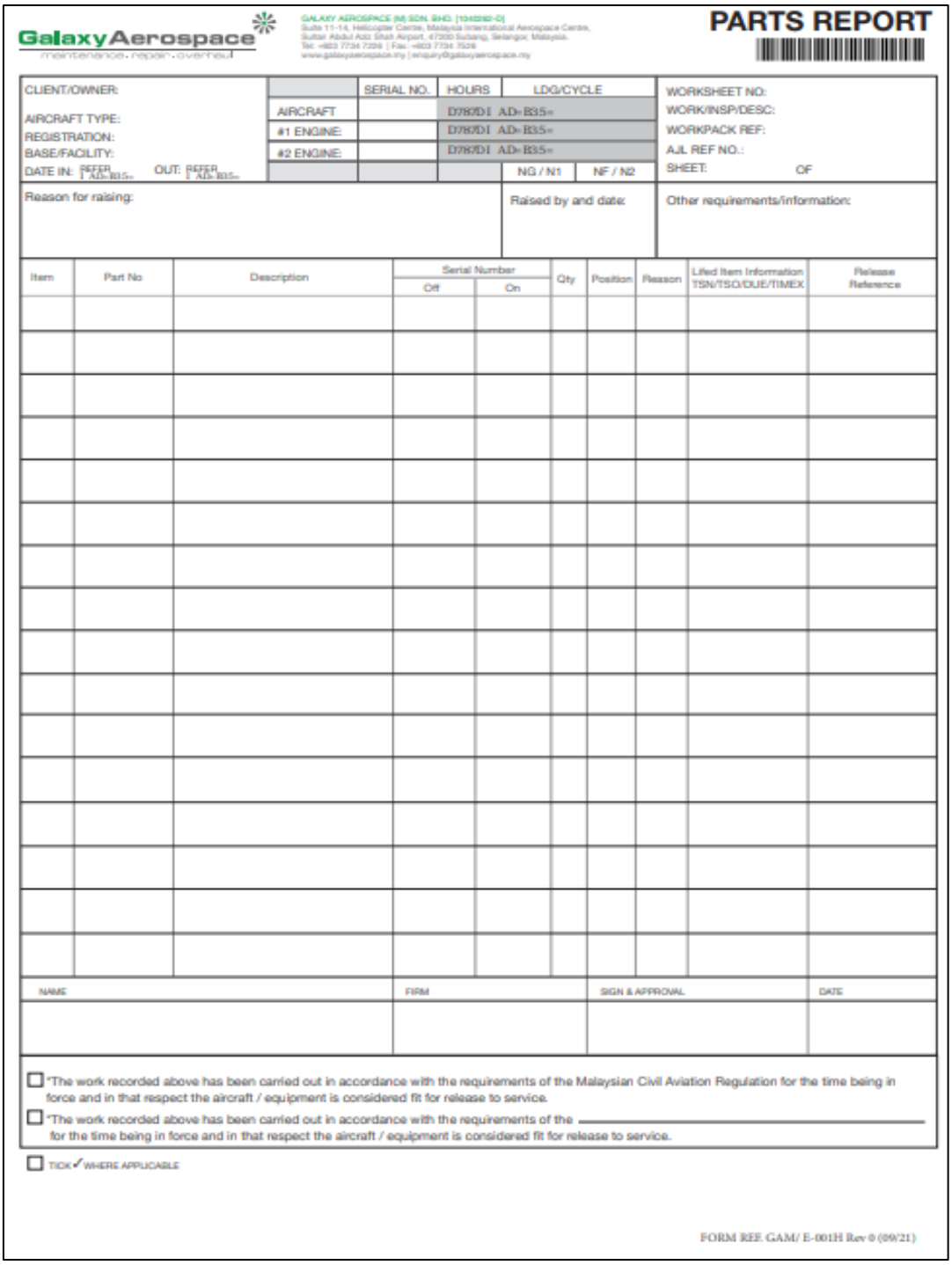
Instruction for completing GAM/E-001G, Worksheet.

ITEM	INSTRUCTIONS
CLIENT/OWNER	Insert name of aircraft client/owner.
AIRCRAFT TYPE	Insert aircraft type.
REGISTRATION	Insert aircraft registration number.
BASE/FACILITY	Insert base/facility where the aircraft located.
DATE IN	Insert "Refer Workpack". For UMC, enter the date of start of maintenance.
OUT	Insert "Refer Workpack". For UMC, enter the date of completed maintenance.
AIRCRAFT SERIAL NO	Insert aircraft serial number.
#1 ENGINE SERIAL NO	Insert #1 engine serial number.
#2 ENGINE SERIAL NO	Insert #2 engine serial number.
AIRCRAFT HOURS	Insert "Refer Workpack". For UMC, enter the aircraft hours in hours-minutes/decimals, as applicable, at maintenance completion.
#1 ENGINE HOURS	Insert "Refer Workpack". For UMC, enter the #1 engine hours in hours-minutes/decimals, as applicable, at maintenance completion.
#2 ENGINE HOURS	Insert "Refer Workpack". For UMC, enter the #2 engine hours in hours-minutes/decimals, as applicable, at maintenance completion.
AIRCRAFT LDG/CYCLE	Insert "Refer Workpack". For UMC, enter the aircraft landing/cycle at maintenance completion.
#1 ENGINE NG/N1	Insert "Refer Workpack". For UMC, enter the #1 engine NG/N1 cycle at maintenance completion.
#2 ENGINE NG/N1	Insert "Refer Workpack". For UMC, enter the #2 engine NG/N1 cycle at maintenance completion.
#1 ENGINE NF/N2	Insert "Refer Workpack". For UMC, enter the #1 engine NF/N2 cycle at maintenance completion.
#2 ENGINE NF/N2	Insert "Refer Workpack". For UMC, enter the #2 engine NF/N2 cycle at maintenance completion.
WORKSHEET NO	Insert the worksheet no. with format XXXX-YYY where: XXXX: Workpack running number. YYY: Worksheet running number starting with 001. For worksheet raised by AMO due to unscheduled maintenance/defect, Insert worksheet no. with format UMC-REG- YY-ZZZ, where: REG: Aircraft registration marks YY: Year of issued work sheet. ZZZ: running number starting with 001
WORK/INSP/DESC	Insert inspection task in brief
WORKPACK REF	Insert workpack reference with XXXX-YYYYY where: XXXX – Year issued workpack YYYYY – Workpack running number. For worksheet raised by AMO due to unscheduled maintenance/defect, Insert workpack reference with "Not Applicable"
AJL REF NO.	Insert AJL ref if available. Insert NIL if NIL AJL.
SHEET	Insert page number of the worksheet
REASON FOR RAISING	Insert the inspection and compliance requirement reference (AMP, MM, EMM or if applicable) to the inspection with specific revision status of the maintenance data.
RAISED BY AND DATE	Insert name of the personnel who raised the worksheet and date at which the worksheet is raised.

ITEM	INSTRUCTIONS
OTHER REQUIREMENTS / INFORMATION	Insert any additional requirement/information pertaining to the inspection. Insert NIL if no additional requirement/information.
ITEM	Insert sequence number of inspection/task
DESCRIPTION	Insert the following. a) Inspection title b) Inspection description c) Inspection reference d) Remarks* Note: • Inspection completed satisfactory to remark "Carried out and found satisfactory" or "Found satisfactory" • Inspection requiring ground run / flight test to remark "Carried out. Refer [AJL page or workpack] for [engine ground run or flight test], as applicable. • PTF reference no. shall be entered in the remarks and PTF certificate attached to the applicable flight test worksheet. • Inspection not applicable require entering reason ("Not applicable due to [reason]") • Record value/readings in the column/attachment if required by the inspection procedure in the maintenance manuals. • Inspection found defect to enter workpack reference if rectify in another workpack. • Enter "Refer attachment" if available for the inspection. All attachment shall be signed, stamp, dated and include inspection item and worksheet reference. • Short form allowed only as listed abbreviations in the respective AMP if available. • Inspection requiring component replacement to include removal and installation task. • Task requiring optional/mission equipment removal to remark "[Equipment] removed due to operational requirement does not require its use". • Task requiring optional/mission equipment installation to remark "[Equipment] installed due to operational requirements". • For UMC, the AMO is also required to enter in the description the approved data reference (AMM, ICA, etc.) and specific revision status of the publication that is referred to rectify the defect or unscheduled maintenance check.
TECHNICIAN	Technician performing the task to sign the column upon inspection completion LAE to sign the column if task was performed by him/herself. To enter "-" only for not applicable inspection or duplicate inspection.
ENG. CRS	Signed and stamp upon completed inspection verification by respective LAE.
DATE	Enter the date of inspection task completed
MCAR MAINTENANCE RELEASE STATEMENT	Tick for 9M registered aircraft.
OTHER AUTHORITY MAINTENANCE RELEASE STATEMENT	Tick for other than 9M registered aircraft and filled up the Authority/Regulation in force.

5.2.10 GAM/E-001H: PARTS REPORT

Purpose: To record part replacement



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PARTS REPORT

CLIENT/OWNER:		SERIAL NO.	HOURS	LDG/CYCLE	WORKSHEET NO:
AIRCRAFT TYPE:	AIRCRAFT		D7803D1 AD=B35=		WORK/INSP/DESC:
REGISTRATION:	#1 ENGINE:		D7803D1 AD=B35=		WORKPACK REF:
BASE/FACILITY:	#2 ENGINE:		D7803D1 AD=B35=		AJL REF NO.:
DATE IN: REFER TO AD=B35= OUT: REFER TO AD=B35=				NG / N1 NF / N2	SHEET: OF

Reason for raising:	Raised by and date:	Other requirements/information:

Item	Part No	Description	Serial Number Off	Serial Number On	Qty	Position	Reason	Lifed Item Information TSN/TSO/DUE/TIMEX	Release Reference

NAME	FIRM	SIGN & APPROVAL	DATE

☐ *The work recorded above has been carried out in accordance with the requirements of the Malaysian Civil Aviation Regulation for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

☐ *The work recorded above has been carried out in accordance with the requirements of the _____ for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

☐ TICK ✓ WHERE APPLICABLE

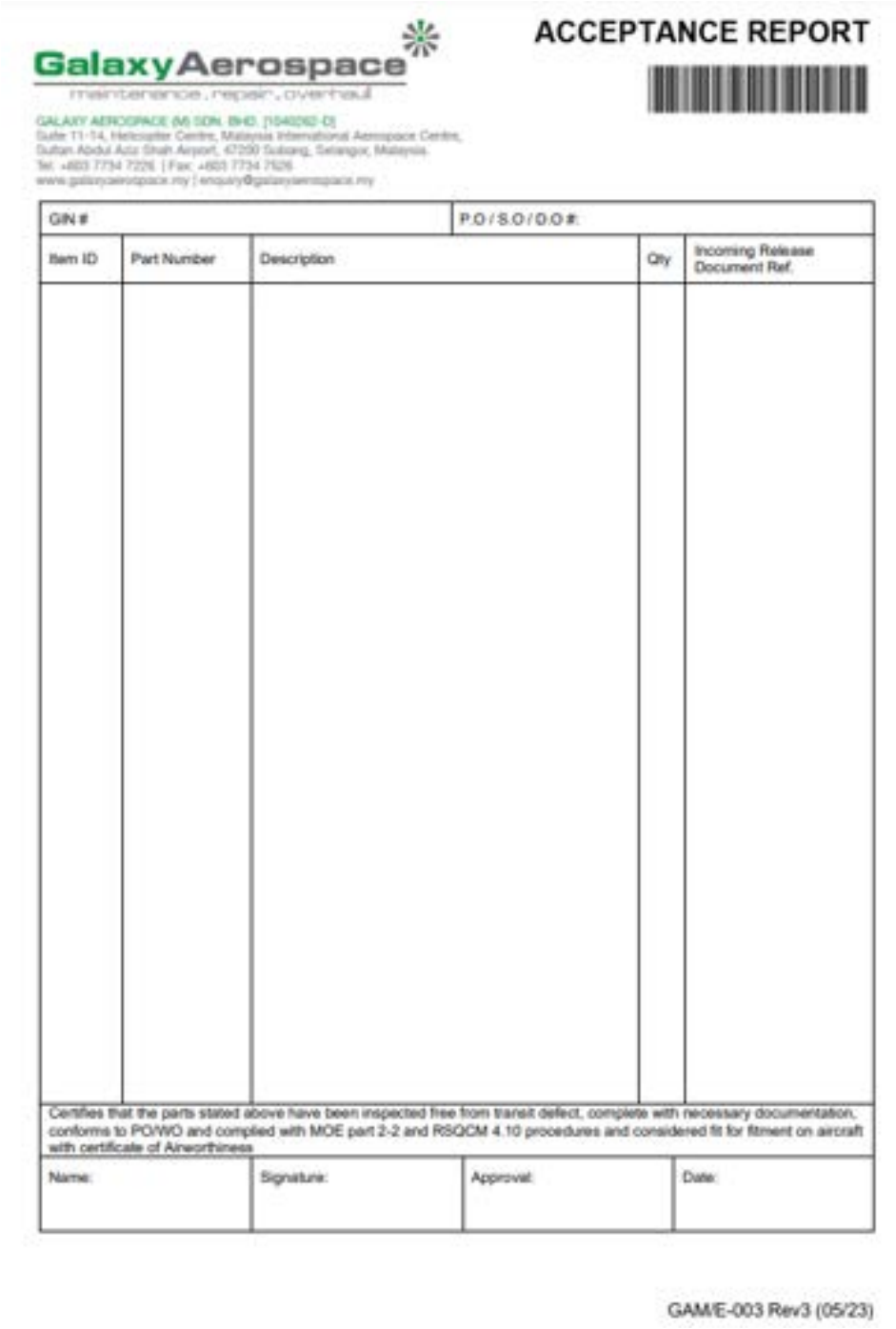
FORM REF. GAM/ E-001H Rev 0 (09/21)

Instruction for completing GAM/E-01H, Parts Report

Component replacement details	
Client / owner	Insert client / owner of the article
Aircraft type	Insert aircraft type
Registration	Insert aircraft registration
Base/facility	Insert base / facility maintenance is carries out in
Date in	Insert start date of aircraft in maintenance
Date out	Insert end date of aircraft in maintenance
Aircraft serial no	Insert aircraft serial number
#1 engine serial number	Insert number 1 engine serial number
#2 engine serial number	Insert number 2 engine serial number
Aircraft hours	Insert aircraft hours
Aircraft landing cycle	Insert aircrat landing cycle
#1 engine hours	Insert #1 engine hours
#2 engine hours	Insert #2 engine hours
#1 engine ldg/cycle	Insert #1 engine landing cycle
#2 engine ldg/cycle	Insert #2 engine landing cycle
Worksheet no	Insert worksheet number
Work/insp/desc	Insert inspection detail
AJL ref no	Insert AJL refence number
Sheet	Insert current page and total page
Reason for raising	Insert reason for raising parts report
Raised by and date	Insert name of personnel raising the parts report
Other requirements/information	Insert other requirements / information details
Item	Insert refrence of item replaced
Part no	Insert part no of item replaced
Description	Insert description of item
Serial no. on , off	Insert serial number of component replaced on, and off
Quantity	Insert quantity of component replaced.
Position	Insert position of component
Reason	Insert reason for replacement
Lifed item information	Insert life item information as applicable
Release reference	Insert release reference for component
Name	Insert name of personnel replacing parts
Firm	Insert company name
Sign & Approval	Insert signature and approval stamp of personnel carrying out the replacement of parts
Date	Insert date of part report closure

5.2.11 GAM/E-003: ACCEPTANCE REPORT

Purpose: To generate report of articles satisfactorily completed receiving inspection.



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ACCEPTANCE REPORT

GIN #			P.O / S.O / D.O #:	
Item ID	Part Number	Description	Qty	Incoming Release Document Ref.

Certifies that the parts stated above have been inspected free from transit defect, complete with necessary documentation, conforms to PO/WO and complied with MOE part 2-2 and RSQCM 4.10 procedures and considered fit for fitment on aircraft with certificate of Airworthiness

Name:	Signature:	Approval:	Date:

GAM/E-003 Rev3 (05/23)

Instructions for completing Acceptance Report (GAM/E-003):

Auto generated from Aeronet system.

5.2.12 GAM/E-003A: COMPONENT DISCREPANCY REPORT

Purpose: To record discrepancy during receiving inspection by Store Inspector

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COMPONENT DISCREPANCY REPORT

1. REPORT NUMBER	2. DATE RAISED	3. SUPPLIER/VENDOR

DELIVERY DETAILS

4. INVOICE NO. & DATE	5. DELIVERY ORDER NO	6. PURCHASE ORDER NO.

MATERIAL DESCRIPTION

7. PART NUMBER	9. SERIAL NUMBER
8. DESCRIPTION	10. QUANTITY & UNIT

11. DISCREPANCY

11a. CONDITION OF MATERIAL
A1 - IN CONDITION OTHER THAN THAT INDICATED ON RELEASE / RECEIPT DOCUMENT
A2 - EXPIRED SHELF LIFE
A3 - DAMAGED PARCEL

11b. SUPPLY DOCUMENTATION
B1 - NOT RECEIVED
B2 - INCOMPLETE OR IMPROPER

11c. MISDIRECTED MATERIAL
C1 - ADDRESSED TO WRONG LOCATION

11d. OVER/DUPLICATE SHIPMENTS
D1 - QUANTITY IN EXCESS OF THAT ON PACKING NOTE DOCUMENT
D2 - QUANTITY IN EXCESS OF THAT REQUESTED
D3 - DUPLICATES SHIPMENT

11e. PACKING DISCREPANCY
E1 - IMPROPER PACKING

11f. QUALITY DEFICIENCIES
F1- DEFICIENT MATERIAL

11g. SHORTAGE OF SHIPMENT
G1 - QUANTITY LESS THAN ON PACKING LIST
G2 - QUANTITY LESS THAN THAT REQUESTED
G3 - NON-RECEIPT OF SHIPMENTS

11h. TECHNICAL DOCUMENTATION
INCLUDES ARC, COC, COMPLETION OF WORK, 8130 CERT, MSDS OR ANY RELEVENT DOCUMENTS
H1 - MISSING
H2 - ILLEGIBLE OR TORN
H3 - INSPECTION DATA MISSING OR INCOMPLETE

11i. WRONG ITEM (IDENTIFY REQUESTED)
I1 - INCORRECT ITEM RECEIVED
I2 - UNACCEPTABLE SUBSTITUTE

11j. OTHER DISCREPANCY
J1 - SEE REMARKS (ATTACH SUPPORTING DOCUMENT)

12. RAISED BY (STORE INSPECTOR):

NAME:
SIGNATURE & STAMP: DATE:

NOTE: Warehouse to email this form to Purchasing Personnel and cc to QAM

13. RECTIFICATION TO DISCREPANCY

(Attach supporting document if any)

NAME:
SIGNATURE: DATE:

14. ACTION TAKEN (STORE INSPECTOR):

NAME:
SIGNATURE & STAMP: DATE:

GAM/E-003A Rev 1 (03/22)

Instruction for completing GAM/E-003A, Component Discrepancy Report.

1. REPORT NUMBER	Fill this section with the running number (CDR-XXX) i.e – CDR-001
2. DATE RAISED	Insert date of the report raised (DD/MM/YYYY) i.e. 25/01/2022
3. SUPPLIER/VENDOR	Insert supplier/vendor name compliance to the Approved Vendor List
4. INVOICE NO. & DATE	Fill this section as per document received when receiving the item
5. DELIVERY ORDER NO	Fill this section as per document received when receiving the item
6. PURCHASE ORDER NO.	Fill this section with the PO number involved with the item
7. PART NUMBER	Fill in material part number
8. DESCRIPTION	Fill in the description of material
9. SERIAL NUMBER	Fill in the serial number of material
10. QUANTITY & UNIT	Insert the quantity and unit of the material
11. DISCREPANCY	Mark the discrepancy codes related to the item (the codes are described in Page ii of this instructions)
12. RAISED BY	To be filled by Store Inspector. Fill this section with the name, signature along with official stamp and date of the form raised *Note: After this section, Store Inspector should email the form to Purchasing Personnel (and CC to QA Manager) for further action*
13. RECTIFICATION TO DISCREPANCY	To be filled by Purchasing Personnel. After this section has been filled up, send back the form to Store Inspector
14. ACTION TAKEN	To be filled by Store Inspector. Fill in the action taken prior to closing the report

5.2.13 GAM/E-005: SERVICEABLE LABEL

Purpose: To denote serviceable part after completion of inspection

SERVICEABLE ITEM ID:		GalaxyAerospace
DESCRIPTION:		
PART NO:	QTY:	
SERIAL NO:	BIN:	
CONDITION:	LOCATION:	
TSN:	TSO:	
SHELF DUE / EXP DATE:		
JOB ID:	PO ID:	SIGN:
GIN / ID. NO:	APPROVAL:	

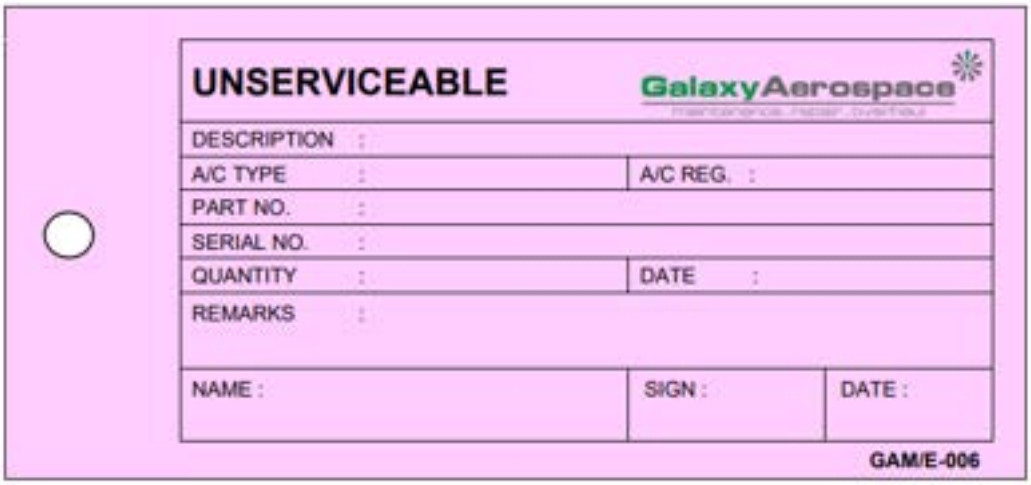
GAM/E-005 Rev 2 (01/21)

Instruction Forms for GAM/E-005 Serviceable Tag

Description	Insert the item description
Quantity	Insert the Quantity of the items
Part Number	Insert the Part number of aircraft
Serial No	Insert the serial number of the item
Status	Circle where applicable
TSN	Insert the details if applicable/Not Applicable
TSO	Insert the details if applicable/Not Applicable
Shelf Due/Exp Date	Insert the due date of the item
GIN/Ref	Insert the Goods in Notes or Reference number
Inspected By	Insert the Store Inspector details
Sign	Insert the Store Inspector Sign
Date	Insert the Date raised

5.2.14 GAM/E-006: UNSERVICEABLE LABEL

Purpose: To denote unserviceable part after completion of inspection



Instruction for completing GAM/E-006, Unserviceable Lable

Description	Insert the item description
A/C Type	Insert the type if aircraft
A/C Reg	Insert the registration of aircraft
Part Number	Insert the Part number of aircraft
Serial No	Insert the serial number of the item
Quantity	Insert the Quantity of the items
Date	Insert the date removed
Remarks	Insert the detail of item removed
Name	Insert the Store Inspector name
Sign	Insert the Store Inspector Sign
Date	Insert the Date raised

5.2.15 GAM/E-007: QUARANTINE LABEL

Purpose: To identify part kept in the quarantine – pending for disposition.

Instructions forms for GAM/E-007 Quarantine Label

Description	Insert the item description
A/C Type	Insert the type of aircraft
A/C Register	Insert the register of aircraft
Part No	Insert the part number of aircraft
Serial no	Insert the serial number of descriptions
GiN/Ref no.	Insert the GiN/ Reference Number of the item
Summary of reason	Insert the detail/reason of quarantine
Name	Insert the Store Inspector name
Sign	Insert the Sign of Store Inspector
Date	Insert the Date tag raised

5.2.16 GAM/E-014: DAILY MAINTENANCE BOOK

Purpose: To record handover task or activities between shift

GalaxyAerospace maintenance . repair . overhaul	Daily Maintenance Book	
	Location	
	Date	
	Shift	MORNING / NORMAL / EVENING

A/C REG.	WORK/DESCRIPTION	REMARKS
FOD WALK BEGINNING OF SHIFT		SIGNATURE:
FOD WALK END OF SHIFT		SIGNATURE:

PREPARED BY	SIGNATURE	TIME
ACKNOWLEDGED BY	**SIGNATURE**	**TIME**

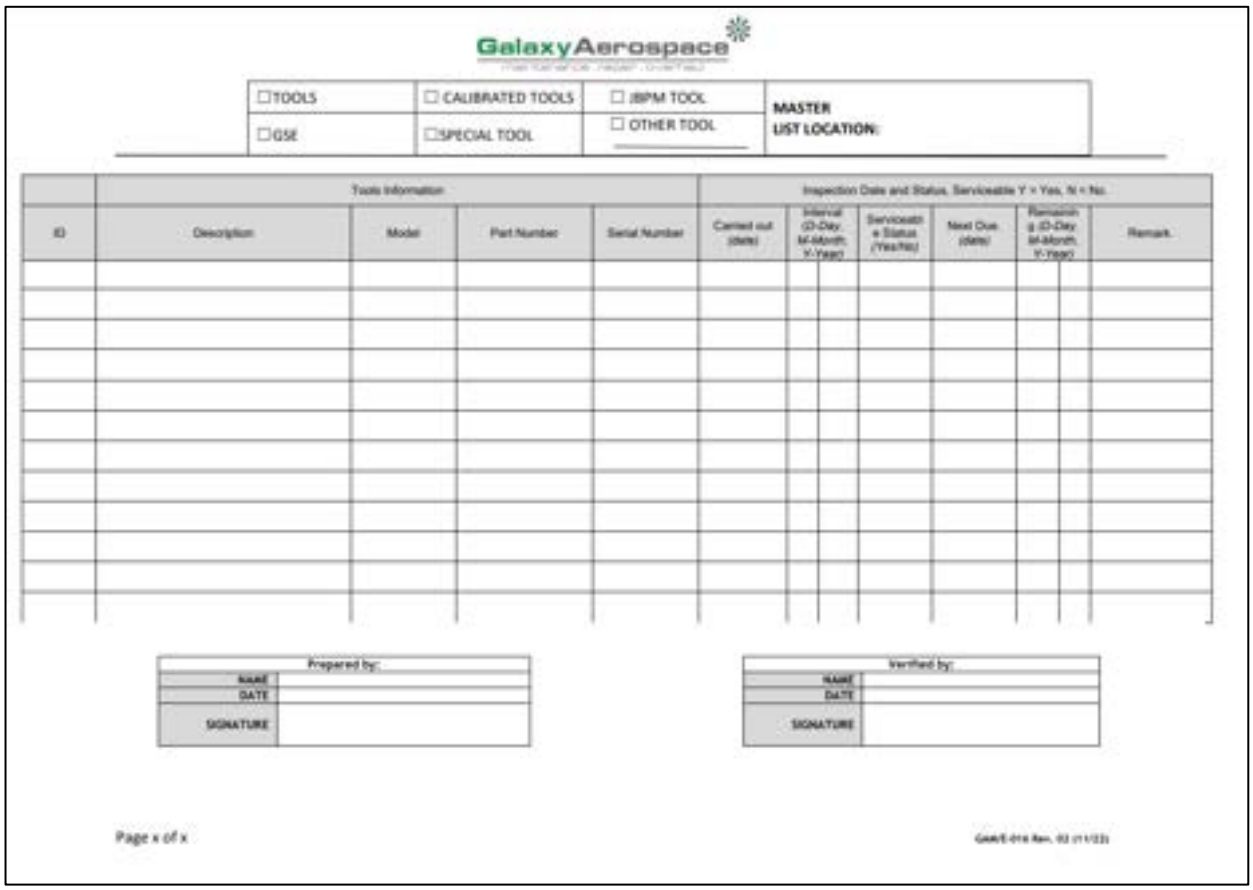
GAM/E-014R2 (03/23)

Instruction for Completing GAM/E-014, Daily Maintenance Book

Location	Print the maintenance location: PGU AW139 – Subang PGU KA350 – Subang PGU AW139 - KK APMM AW139 – Subang JBPM Fleet – Subang JBPM Fleet – Bertam JBPM Fleet – Miri GA Fleet – Subang
Date	Print date of fill-in ***NO SKIP OF DATE ALLOW FOR ROSTERED OPERATION**
Shift	MORNING / NORMAL / EVENING (delete as applicable)
A/C Registration Number	Print all Aircraft Registration Number on site
Work/Description	Print the maintenance/job/task or any relevant activities. i.e. Post/Pre-Flight Check, 100H Insp., aircraft washing, defect .... etc.
Remarks	Print highlighted information related to activities carried out or status of aircraft i.e. Serviceable, MRB removed, MGB oil drained, troubleshooting carried out on the ...., awaiting PTF etc.
FOD walk beginning of shift	Print signature of team leader of the shift (LAE / MI/S B1)
FOD walk end of shift	Print signature of team leader of the shift (LAE / MI/S B1)
Prepared by	Print name of team leader of the shift (LAE / MI/S B1) making the entry
Signature (next to Prepared By)	Print signature of team leader of the shift (LAE / MI/S B1) making the entry
Time (same row to Prepared By)	Print time of the signature was printed
Acknowledge by	Print name of team leader of the following shift (LAE / MI/S B1) acknowledging the entry
Signature (next to Acknowledge By)	Print signature of team leader of the following shift (LAE / MI/S B1) acknowledging the entry
Time (same row to Acknowledge By)	Print time of the signature was printed

5.2.17 GAM/E-016: MASTER LIST

Purpose: To record list of tools/equipment.



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☐TOOLS	☐ CALIBRATED TOOLS	☐ JBPM TOOL	MASTER
☐GSE	☐SPECIAL TOOL	☐ OTHER TOOL	LIST LOCATION:

	Tools Information				Inspection Date and Status, Serviceable Y = Yes, N = No					
ID	Description	Model	Part Number	Serial Number	Carried out (date)	Interval (D-Day, M-Month, Y-Year)	Serviceable Status (Yes/No)	Next Due (date)	Remaining (D-Day, M-Month, Y-Year)	Remark

Prepared by:	
NAME	
DATE	
SIGNATURE	

Verified by:	
NAME	
DATE	
SIGNATURE	

Page x of x

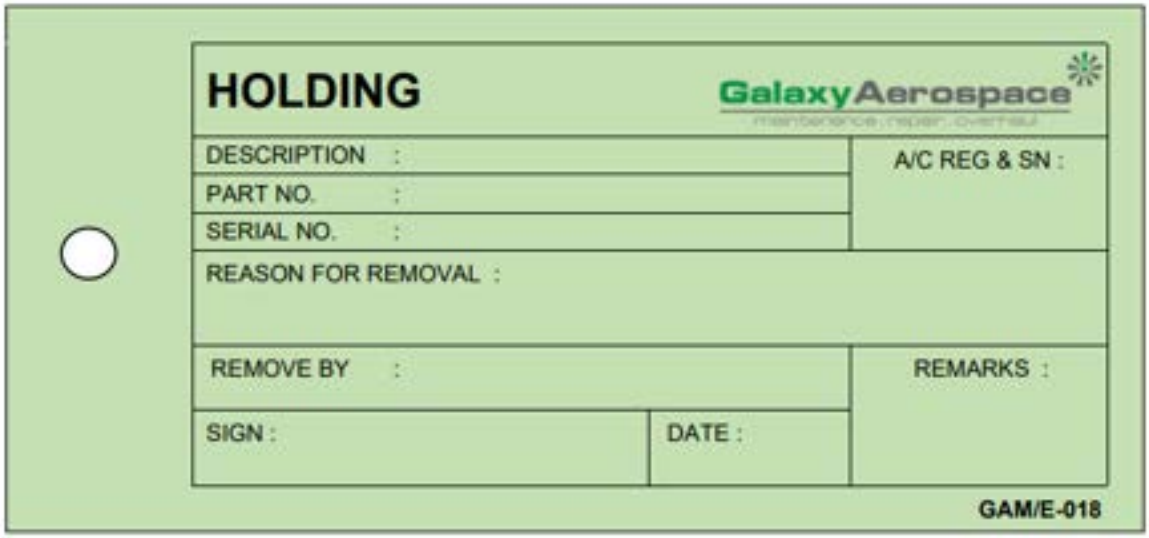
GAM/E-016 Rev. 02 (11/22)

INSTRUCTION FOR COMPLETING GAM/E-016 Rev 2 (11/22)

No	DESCRIPTION	Instruction
1	**TOOLS**	Marked X if the list is meant for general tools.
2	**GSE**	Marked X if the list is meant for GSE tool or equipment.
3	**CALIBRATED TOOLS**	Marked X if the list is meant for calibrated tools
4	**SPECIAL TOOL**	Marked X if the list is meant for special tools
5	**JBPM TOOL**	Marked X if the list is meant for JBPM tools
6	**OTHER TOOL**	Marked X if the list is meant for other than tool category listed and state the type of the tool masterlist.
7	**MASTERLIST LOCATION** **TOOLS INFORMATION** **ID** **DESCRIPTION** **MODEL** **PART NUMBER** **SERIAL NUMBER**	State the location used for the masterlist. Eg PGU KK This column is meant for information of the tools State the unique ID assign to the tool State the description of the tool eg. Wire twister, wire cutter State the model of the tool eg. Kennedy, Snap on State the part number of the tool eg. Kennedy, Snap on State the serial number of the tool eg. Kennedy, Snap on
8	**INSPECTION DATE AND STATUS** **CARRIED OUT (DATE)** **INTERVAL** *(D-Day, M-Month, Y-Year)* **SERVICEABLE** *(Yes/No)* **NEXT DUE** *(date)* **REMAINING** *(D-Day, M-Month, Y-Year)* **REMARK**	This column is meant for status of the tools which applicable. Calibration date of the tool if applicable. Interval duration of the tool calibration if applicable. Serviceable status of the tool if applicable. Due date of the tool calibration date if applicable. Remaining duration to the calibration due date if applicable Any remark related to the tool
9	**PREPARED BY** **NAME** **DATE** **SIGNATURE**	State who prepares the list. Self-explanatory Self-explanatory Self-explanatory
10	**VERIFIED BY** **NAME** **DATE** **SIGNATURE**	State who verified the list. Self-explanatory Self-explanatory Self-explanatory

5.2.18 GAM/E-018: HOLDING LABEL

Purpose: To identify articles removed from aircraft/component during maintenance

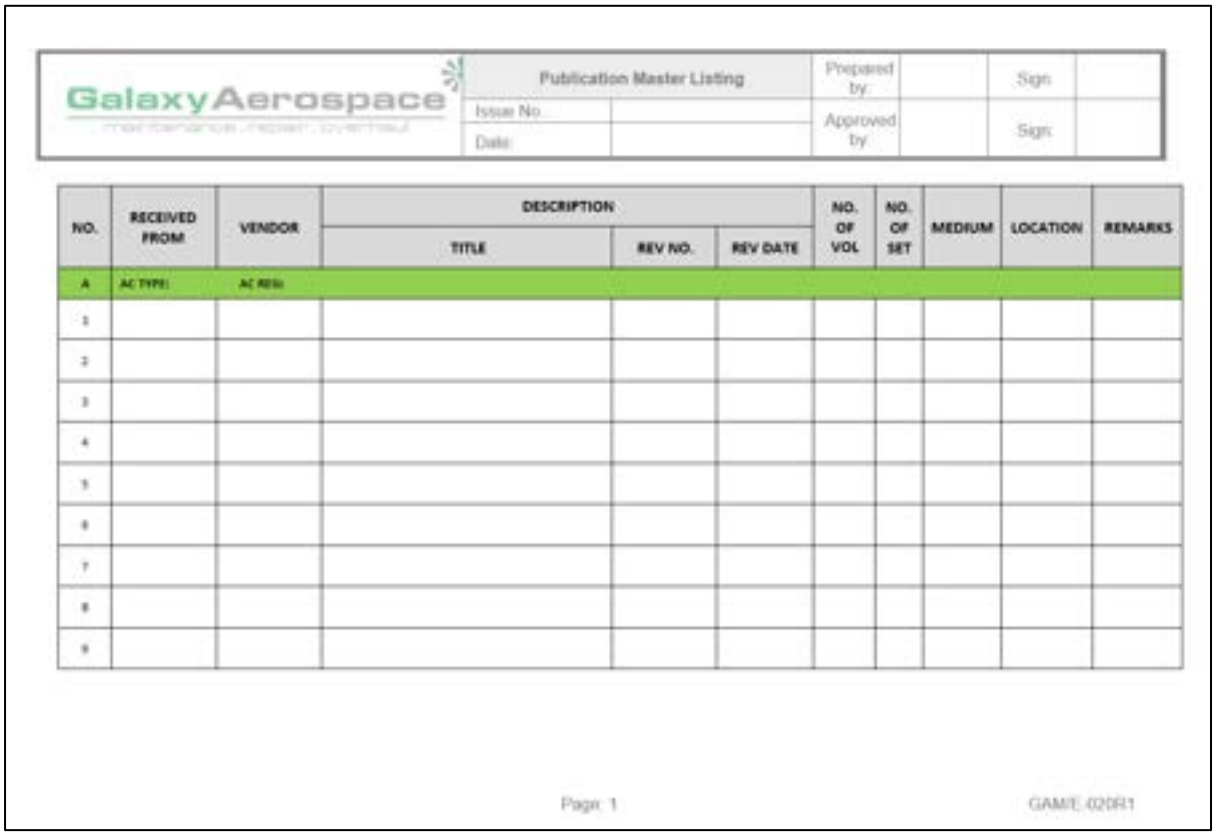


Instruction Forms for GAM/E-018 Holding Tag

Description	Insert the description of the item/aircraft part
Part No	Insert the part number of item/aircraft part
Serial No	Insert the Serial Number of item/aircraft part
A/C Reg & SN	Insert the Aircraft registration and Serial Number
Reason for removal	Insert the reason of removal
Removed by	Insert the personnel name in charge of removal
Sign	Insert the personnel signage
Date	Insert the date of removal
Remarks	Insert the any remarks

5.2.19 GAM/E-020 – Publication Master Listing

Purpose: Listing of applicable maintenance data



Galaxy Aerospace	Publication Master Listing		Prepared by		Sign	
	Issue No.		Approved by		Sign	
	Date					

NO.	RECEIVED FROM	VENDOR	DESCRIPTION			NO. OF VOL	NO. OF SET	MEDIUM	LOCATION	REMARKS
			TITLE	REV NO.	REV DATE					
A	AC TYPE:	AC REG:								
1										
2										
3										
4										
5										
6										
7										
8										
9										

Page: 1 GAM/E-020R1

Instruction for filling up GAM/E-020 – Publication Master Listing

Received from	Insert source where the maintenance data is obtained from.
Vendor	Insert vendor of maintenance data

Description	
Title	Insert title of applicable maintenance data, in accordance with each article.
Rev no	Insert current revision number of maintenance data
Rev date	Insert revision date of maintenance data

No of vol	Insert total volume of maintenance data
No of set	Insert total no of sets of maintenance data available at GAM, in accordance with total number of registered PC.
Medium	Insert medium of access of maintenance data
Location	Insert location of access of maintenance data
Remarks	Insert any additional remark pertaining to maintenance data

5.2.20 GAM/E-026: TEMPERATURE & HUMIDITY RECORD

Purpose: To record temperature and humidity.

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TEMPERATURE & HUMIDITY RECORD

MONTH								
LOCATION								
DAY	TIME	A.M			P.M			
		TEMP. (°C)	HUMIDITY (%)	SIGNATURE	TIME	TEMP. (°C)	HUMIDITY (%)	SIGNATURE
1	8.30AM				5.30PM			
2	8.30AM				5.30PM			
3	8.30AM				5.30PM			
4	8.30AM				5.30PM			
5	8.30AM				5.30PM			
6	8.30AM				5.30PM			
7	8.30AM				5.30PM			
8	8.30AM				5.30PM			
9	8.30AM				5.30PM			
10	8.30AM				5.30PM			
11	8.30AM				5.30PM			
12	8.30AM				5.30PM			
13	8.30AM				5.30PM			
14	8.30AM				5.30PM			
15	8.30AM				5.30PM			
16	8.30AM				5.30PM			
17	8.30AM				5.30PM			
18	8.30AM				5.30PM			
19	8.30AM				5.30PM			
20	8.30AM				5.30PM			
21	8.30AM				5.30PM			
22	8.30AM				5.30PM			
23	8.30AM				5.30PM			
24	8.30AM				5.30PM			
25	8.30AM				5.30PM			
26	8.30AM				5.30PM			
27	8.30AM				5.30PM			
28	8.30AM				5.30PM			
29	8.30AM				5.30PM			
30	8.30AM				5.30PM			
31	8.30AM				5.30PM			

STORAGE CONTROL STANDARD PARAMETER
TEMPERATURE TO BE SET BETWEEN 18°C TO 24°C AND RELATIVE HUMIDITY TO BE MAINTAINED NOT TO EXCEED 75%. INDICATE TEMPERATURE OR HUMIDITY BEYOND 24°C OR 75% RESPECTIVELY, READING SHALL BE MONITORED CLOSELY. EPM 3-02 TO BE REFERRED.

GAM/E-026 Rev 2 (01/22)

Instruction for filling up GAM/E-026, Temperature and Humidity Record

INDICATION	INSTRUCTION
MONTH	Fill in the month of the record
LOCATION	Fill in the location of the record
DAY	Fill in the day of the record
TIME	Fill in the time of the record
TEMPERATURE	Fill in the temperature reading of the room
HUMIDITY	Fill in the humidity reading in the room
SIGNATURE	The signature of the personnel who perform the check

5.2.21 GAM/E-029: WORKSHOP PRCESS REPORT

Purpose: To record maintenance acitivity process.

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WORKSHOP PROCESS REPORT

(A)

Report Number	: WPR-W/XXX	Quantity	:
Customer	:	Date of mfg. *	:
Aircraft Type*	:	Repair Order ref	:
Registration*	:	Total Part hrs	:
Base/Facility	:	Part TSN	:
Customer PO*	:	Part TSO	:
Part Number	:	Part Cycles	:
Part Description	:	Eng. N1 / N2 *	:
Part Serial No. *	:	Data rec'd	:

**As applicable*

(B) **Reason for removal:**

(C) **Amendments/modification status - Incoming:**

(D) **Certification requested:**

(E) **Repair required:**

(F) **Receiving remarks:**

(G) **Strip down/inspection remarks:**

**attach picture as required*

(H) **Findings and defects:**

(I) **Technical observation as probable cause to findings:**

FORM REF. GAM/E-029

(J) Summary of work performed:

(K) Assembly remarks:

(L) Final inspection remarks:

(M) Amendments/modification status - Outgoing:

(N) Maintenance Data reference and amendment status:

(O) TSO outgoing

(P) Workshop Card ref.

(Q) DCAM FORM 1 ref.

(R) Appending documents:

(S) Administrative notes:

(T) Part replaced:

Item	Part Number	Description	Serial No.	Next Expiry	Qty.

FORM REF. GAM/E-029

(U) **Issued by Authorised Personnel/Approval Holder:**

Name:

Signature:

Approval:

(V) **Authorisation for release to customer by Engineering Manager or Quality Assurance Manager:**

Name:

Signature:

Stamp:

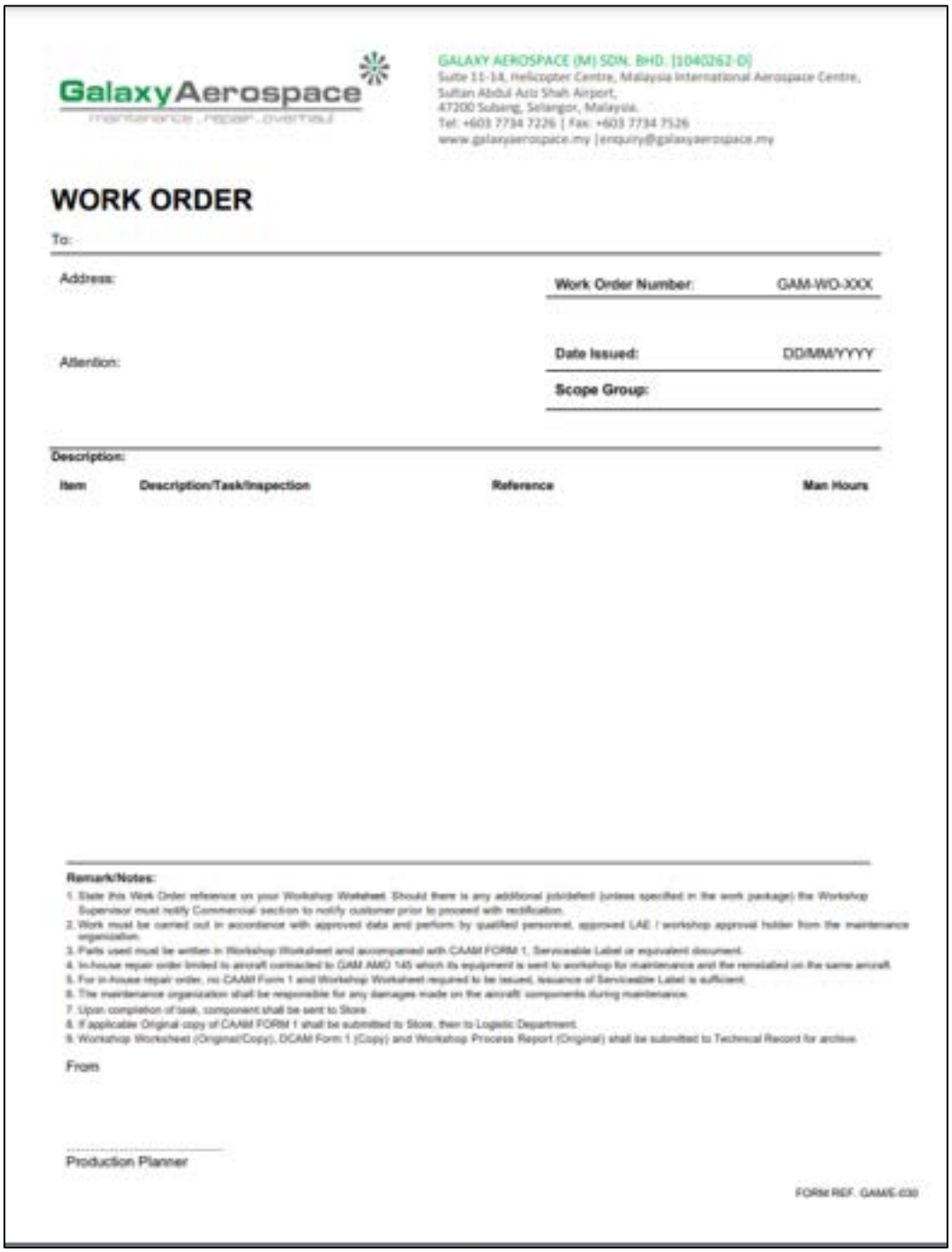
FORM REF. GAWE-029

INSTRUCTIONS TO COMPLETE FORM

LEGEND	NOTE
A	The details of the component the work is being performed on and the customer purchase order reference if applicable
B	Reason of removal as stated in the appending unserviceable label from the customer or maintenance personnel. This shall be the basis of the work required and defect; if applicable; must be confirmed first before proceeding to rectification
C	The status of modification of the component (if applicable) which can be ascertained from the modification recorded in the component logcard or the data plate attached to the item
D	Type of certification as requested by the end-user as mentioned in the work order/ purchase order/ ***Technical Directive*** (i.e.DCAM ARC/AAT)
E	Repair or any maintenance work required by work order/ purchase order/ ***Technical Directive***
F	Receiving remarks are the result of the acceptance inspection on the item once received at the workshop. Remarks may be supported by photos etc.
G	Summary of general report and findings observed during the tear down/ strip down process
H	Defects and findings discovered during the process in details as well as confirmation or reported defect by the end user as claimed in the work order/ Purchase Orders/ Technical Directives
I	Simple technical evaluation to probable causes that may contribute to the defects and findings observed in (H)
J	Records of work performed on the item which may include airworthiness directives, service bulletins and rectification to defects recorded earlier
K	Significance observed during the reassembly proses, if any. Any difficulties encountered during the process
L	Final inspection remarks include test results
M	Complete list of final outgoing modification status, service bulletins or airworthiness directives previously and recently complied on the item
N	List of maintenance data and its revision status used for the maintenance work
O	New TSO at outgoing
P	Corresponding Workshop Card reference
Q	Corresponding DCAM ARC/AAT issued if applicable
R	Appending documents with the report i.e. Additional photos etc.
S	Additional notes if applicable
T	Record of parts used
U	Name, signature, approval stamp and date of report issuer (approval holder certifying the Workshop Card)
V	Name, signature, official stamp and date of Engineering Manager or Quality Assurance Manager as an approval for the Workshop Process Report to be released to customer/end user.

5.2.22 GAM/E-030: WORK ORDER

Purpose: Instructions from Production Planning and Control to workshop on details workscope to be carried out on article.



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Tel: +603 7734 7226 | Fax: +603 7734 7526
www.galaxyaerospace.my [enquiry@galaxyaerospace.my

WORK ORDER

To:

Address:

Attention:

Work Order Number: GAM-WO-XXX

Date Issued: DD/MM/YYYY

Scope Group:

Description:

Item	Description/Task/Inspection	Reference	Man Hours

Remark/Notes:

1. State this Work Order reference on your Workshop Worksheet. Should there is any additional job/defect (unless specified in the work package) the Workshop Supervisor must notify Commercial section to notify customer prior to proceed with rectification.
2. Work must be carried out in accordance with approved data and perform by qualified personnel, approved LAE / workshop approval holder from the maintenance organization.
3. Parts used must be written in Workshop Worksheet and accompanied with CAAM FORM 1, Serviceable Label or equivalent document.
4. In-house repair order limited to aircraft contracted to GAM AMO 145 which its equipment is sent to workshop for maintenance and the reinstalled on the same aircraft.
5. For in-house repair order, no CAAM Form 1 and Workshop Worksheet required to be issued, issuance of Serviceable Label is sufficient.
6. The maintenance organization shall be responsible for any damages made on the aircraft/ components during maintenance.
7. Upon completion of task, component shall be sent to Store.
8. If applicable Original copy of CAAM FORM 1 shall be submitted to Store, then to Logistic Department.
9. Workshop Worksheet (Original/Copy), DCAM Form 1 (Copy) and Workshop Process Report (Original) shall be submitted to Technical Record for archive.

From

.....
Production Planner

FORM REF. GAM/E-030

Instruction for completing form GAM/E-030, Work Order

To	Insert operation area the work order is intended for.
Address	Insert address of operation area
Attention	Insert personnel the work order is intended for
Work Order Number	Insert work order number
Date Issued	Insert date of work order issuance
Scope Group	Insert scope group the work order is intended for
Item	Insert item number
Description / Task / Inspection	Insert description of task or inspection
Reference	Insert maintenance data reference for the task specified
Man Hours	Insert man hour needed for specified task

5.2.23 GAM/E-033: WORKSHOP TASK REGISTER

Purpose: To record all incoming and outgoing of articles in workshop

WORKSHOP TASK REGISTER

INCOMING COMPONENT REGISTER NO	SCOPE GROUP	TASK DESCRIPTION	PART NUMBER	SERIAL NUMBER	DOCUMENT ATTACHED	WIN	WPR	CAAM FORM 1	DATE IN	WORKSHOP BASE	STATUS	REMARKS	DATE OUT

FORM REF. GAM/E-033

Instruction for filling up GAM/E-033, Workshop Task Register.

Incoming Component Register No	Insert register number for incoming component
Scope Group	Inseret Scope group for component maintenance
Task Description	Insert task description for each incoming component
Part Number	Insert Part number of component
Serial Number	Insert Serial number of component
Doc Attached	Insert Documents attached with the component.
RO/WP	Insert yes/no for Repair order / Work pack availability
WW	Insert yes/no for workshop worksheet availability
WPR	Insert yes/no for workshop process report availability
CAAM Form 1	Insert yes/no CAAM Form 1 availability
Date in	Insert the date component was received
Workshop Base	Insert workshop base the component is planned for maintenance
Outgoing	Insert destination of component after released from workshop
Status	Insert status of component
Remarks	Insert remark for the corresponding component
Date Out	Insert date component is released from the workshop

5.2.24 GAM/E-039 WARNING TAG

Purpose: To identify parts require precaution during maintenance or assembly.

Instructions for Completing Warning Tag (GAM/E-039)

Aircraft Registration	Insert aircraft registration number
Description	Insert the details of article
Raised by	Insert name of Inspector/LAE who issues this tag
Sign & Stamp	Insert Signature of Inspector/LAE who issues this tag
Date	Enter date of inspection
Remarks	Enter reason of why this part requires precaution

5.2.25 GAM/E-048 – Aircraft Deferred Defect Record

Purpose: Recording of aircraft deferred defect raised and cleared

GalaxyAerospace		AIRCRAFT DEFERRED DEFECT RECORD		CLIENT/ OPERATOR:	
				APPROVED MEL REFERENCE:	
AC TYPE:		REGN:		SERIAL NO:		BASE:	

DEFECT RAISED					DEFECT CLEARED	
D.D NO:		JOURNEY LOG SHEET NO:		DATE/ HRS LIMIT DUE:	JOURNEY LOG SHEET NO:	
DEFECT:		WORKSHEET REF:			WORKSHEET REF:	
		SIGN & APP:			SIGN & APP:	
MEL REFERENCE:		DATE:			DATE:	
DEFECT RAISED					DEFECT CLEARED	
D.D NO:		JOURNEY LOG SHEET NO:		DATE/ HRS LIMIT DUE:	JOURNEY LOG SHEET NO:	
DEFECT:		WORKSHEET REF:			WORKSHEET REF:	
		SIGN & APP:			SIGN & APP:	
MEL REFERENCE:		DATE:			DATE:	
DEFECT RAISED					DEFECT CLEARED	
D.D NO:		JOURNEY LOG SHEET NO:		DATE/ HRS LIMIT DUE:	JOURNEY LOG SHEET NO:	
DEFECT:		WORKSHEET REF:			WORKSHEET REF:	
		SIGN & APP:			SIGN & APP:	
MEL REFERENCE:		DATE:			DATE:	
DEFECT RAISED					DEFECT CLEARED	
D.D NO:		JOURNEY LOG SHEET NO:		DATE/ HRS LIMIT DUE:	JOURNEY LOG SHEET NO:	
DEFECT:		WORKSHEET REF:			WORKSHEET REF:	
		SIGN & APP:			SIGN & APP:	
MEL REFERENCE:		DATE:			DATE:	

GAM/E-048

Instruction for filling up GAM/E-048 – Aircraft Deferred Defect Record

AC Type	Insert Aircraft Type
Regn	Insert aircraft registration no
Serial No	Insert aircraft serial no
Base	Insert the base for which the aircraft is located in
Approved MEL reference	Insert reference for MEL used for deferred defect
Client / Operator	Insert client / operator of the aircraft

Defect Raised	
DD no	Insert reference no for deferred defect
Defect	Insert description of defect
MEL Reference	Insert reference of MEL used for deferred defect
(Defect raised) Journey Log sheet no	Insert journey log sheet reference no for which the deferred defect is recorded in
Worksheet reference	Insert worksheet reference pertaining to the deferred defect
Sign & app	Insert signature of personnel approving the deferred defect
Date	Insert date for each deferred defect
Date/hrs limit due	Insert date / hrs limit for deferred defect

Defect Cleared	
Journey log sheet no	Insert journey log sheet no for
Worksheet ref	Insert workjsheet reference pertaining to the clearance of the recorded deferred defect
Sign & app	Insert signature and approval of personnel clearing the defect
Date	Insert the date defect was cleared

5.2.26 GAM/E-058: SCRAP LABEL

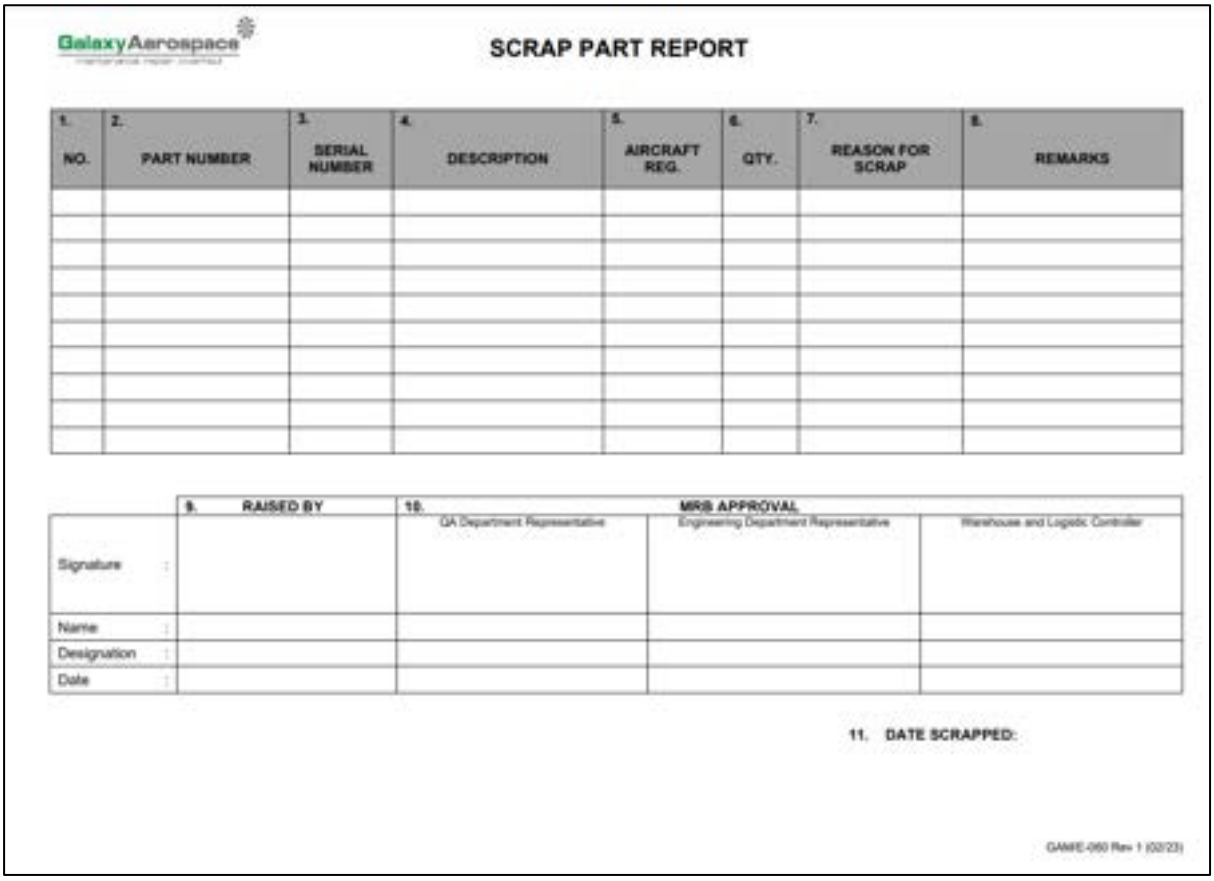
Purpose: To identify non-repairable/scrap article.

Instructions for Completing Scrap Label (GAM/E-058)

Part No	Insert part number of article
S/No	Insert Serial number of article
Description	Insert the details of article
Reason	Write reason of article to be scrapped.
Remarks	Any additional info required.
Inspected by	Insert name of Inspector/LAE
Sign & Stamp	Insert Signature & stamp of Inspector/LAE who declares article to be scrapped.
Date	Enter date of inspection.

5.2.27 GAM/E-060 – Scrap Part Report

Purpose: List of scrap parts, with approval for scrap through Maintenance Review Board.



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SCRAP PART REPORT

1. NO.	2. PART NUMBER	3. SERIAL NUMBER	4. DESCRIPTION	5. AIRCRAFT REG.	6. QTY.	7. REASON FOR SCRAP	8. REMARKS

	9. RAISED BY	10. MRB APPROVAL		
		QA Department Representative	Engineering Department Representative	Warehouse and Logistic Controller
Signature :				
Name :				
Designation :				
Date :				

11. DATE SCRAPPED:

GAM/E-060 Rev 1 (02/23)

INSTRUCTION FOR COMPLETING GAM/E-060,

SCRAP PART REPORT

Item	Description
1	Enter line item(s).
2	Enter part number of part/article being scrapped.
3	Enter serial number of part/article (if applicable).
4	Enter description of part/article.
5	Enter aircraft registration number of part/articles was removed from.
6	Enter quantity of part/article.
7	Enter reason for scrap (Refer Scrap Label).
8	Enter either to be used in house for training purposes or dispose by outside vendor
9	Enter/print signature, name, designation, and date of the person raising the report.
10	Enter/print signature, name, designation, and date of the person approving the MRB decision. The person shall be the representative from the QA Department, Engineering Department and Warehouse and Logistic Controller.
11	Enter date of scrap in relation to item block no. 8

5.2.28 GAM/E-061 – Maintenance Release Certificate

Purpose: To release article after maintenance had been done

GalaxyAerospace maintenance . repair . overhaul	MAINTENANCE RELEASE CERTIFICATE
	Firm : Galaxy Aerospace (M) Sdn Bhd
	FAA Approved Repair Station No. : GLYY941D

1. MRC Reference :
2. Aircraft Type :
3. Aircraft Serial No. :
4. Aircraft Registration No. :
5. Type Of Work/Inspection/Inspection Program :
6. Date Completed :
7. Aircraft Total Time in Service :

8a. If the aircraft is found to be airworthy and approved for return to service	
☐	I certify that this aircraft has been inspected in accordance with specified type of inspection and was determined to be in airworthy condition.
For Progressive Inspection	
☐	I certify that in accordance with a progressive inspection program, a routine inspection of aircraft and a detailed inspection of articles were performed and the aircraft are approved for return to service.
8b. If the aircraft is **NOT** approved for return to service.	
☐	I certify that this aircraft has been inspected in accordance with specified type of inspection and a list of discrepancies and unairworthy items has been provided for the aircraft owner or operator.
For Progressive Inspection	
☐	I certify that in accordance with a progressive inspection program, a routine inspection of aircraft and a detailed inspection of articles were performed and the aircraft are disapproved for return to service and a list of discrepancies and unairworthy items has been provided to the aircraft owner or operator.
9. Pertinent details of the work are listed in List of Discrepancies and Unairworthy items form. Reference:	
Tick (√) where applicable	

GAM/E-061 Rev. 0 (11/21)

Galaxy Aerospace maintenance . repair . overhaul	MAINTENANCE RELEASE CERTIFICATE		
	Firm	:	Galaxy Aerospace (M) Sdn Bhd
	FAA Approved Repair Station No.	:	GLYY941D

10. Pertinent details of the work are on file at this agency under Work Order No: .....

11. Name: _____ 12. Stamp No.: _____

13. Signature: _____ 14. Date: _____

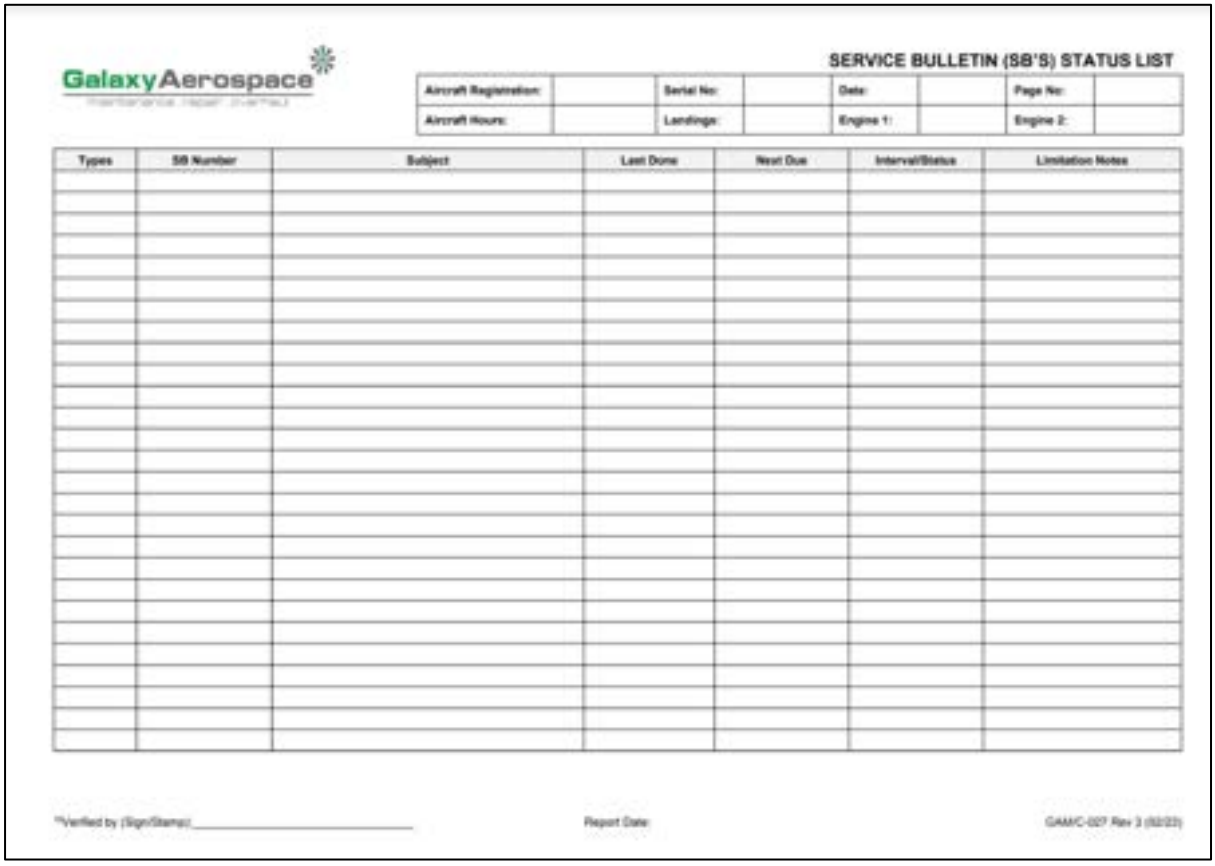
GAM/E-061 Rev. 0 (11/21)

Instruction for completing GAM/E-061, Maintenance Release Certificate

Item	Description
1.	Enter/Print Maintenance Release Certificate No.
2.	Enter/Print Aircraft Type.
3.	Enter/Print Aircraft Serial No.
4.	Enter/Print Aircraft Registration No.
5.	Enter/Print Type of Work/Inspection Performed.
6.	Enter/Print Date of Work/Inspection Performed Completed.
7.	Enter/Print Aircraft Total Time in Service
8a.	Tick (√) where applicable
8b.	Tick (√) where applicable
9.	Enter/Print List of Discrepancies and Unairworthy items form reference if the aircraft is not approved for return to service
10	Enter/Print the Relevant Work Order No.
11.	Enter/Print Name of Inspection Personnel.
12.	Enter/Print Inspection Personnel Stamp's No.
13.	Enter/Print Signature of Inspection Personnel.
14.	Enter/Print Date.

5.2.29 GAM/C-027 SERVICE BULLETIN (SB'S) STATUS LIST

Purpose: To record SB review of aircraft



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SERVICE BULLETIN (SB'S) STATUS LIST

Aircraft Registration:		Serial No:		Date:		Page No:	
Aircraft Hours:		Landings:		Engine 1:		Engine 2:	

Types	SB Number	Subject	Last Done	Next Due	Interval/Status	Limitation Notes

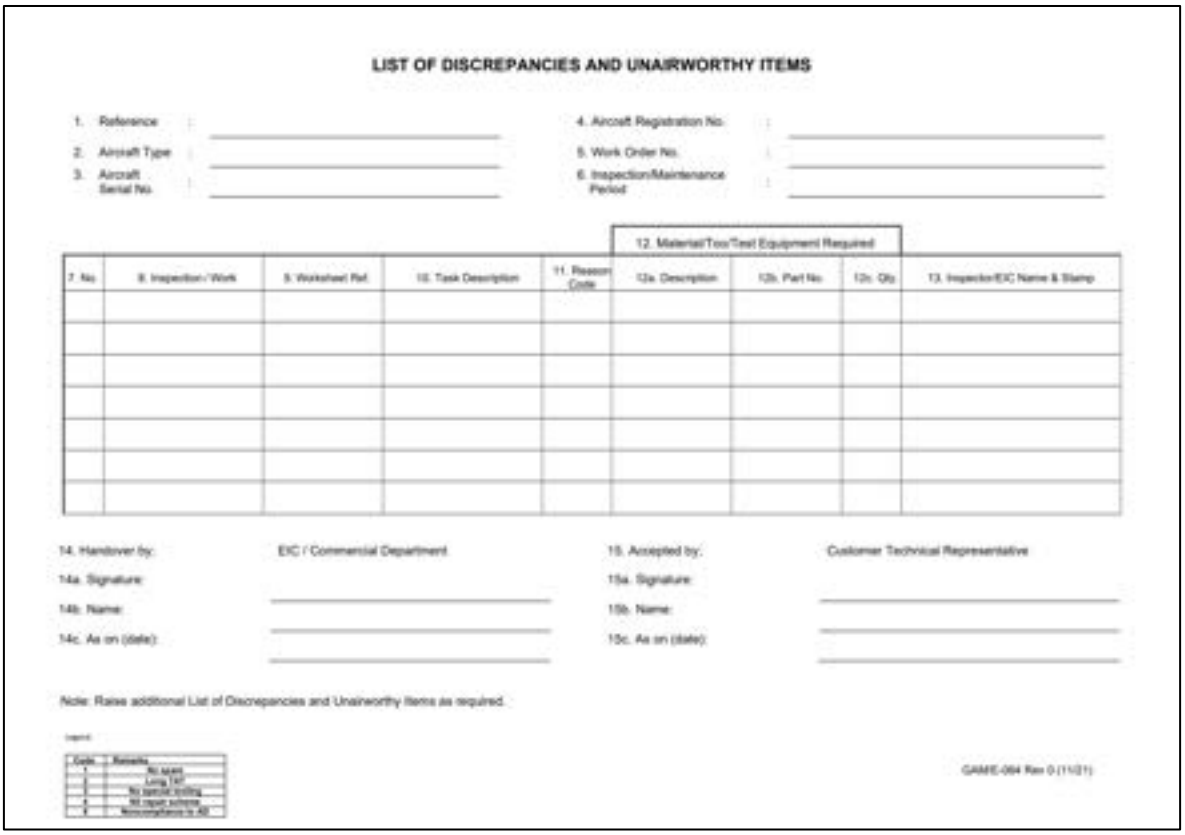
*Verified by (Sign/Stamp):_____ Report Date: GAM/C-027 Rev 3 (02/23)

Galaxy Aerospace	INSTRUCTION FOR COMPLETING FORM GAM/CAMO-017 AIRWORTHINESS DIRECTIVES (AD'S) STATUS LIST

NO	ITEM	INSTRUCTIONS
1.	AIRCRAFT REGISTRATION	Enter the aircraft registration number with prefix
2.	SERIAL NO	Enter the aircraft serial number
3.	DATE	Enter the date of last Aircraft Journey Log entered in AERONET
4.	PAGE	Enter the page number of SB status list
5.	AIRCRAFT HOURS	Enter the aircraft hours in hours-minutes / decimals, as applicable, at last AJL entry in AERONET
6.	AIRCRAFT LDG/CYCLE	Enter the aircraft landing/cycle at last AJL entry in AERONET
7.	#1 ENGINE HOURS	Enter the #1 engine hours in hours-minutes / decimals, as applicable, at last AJL entry in AERONET
8.	#2 ENGINE HOURS	Enter the #2 engine hours in hours-minutes / decimals, as applicable, at last AJL entry in AERONET
9.	TYPES	Enter the type of SB as follows: i) Enter Repetitive SB if SB requires repetitive/ recurring action. ii) Enter Standard SB if SB only require one time action.
10.	SB NUMBER	Enter the SB number and revision. Enter related AD as applicable.
11.	SUBJECT	Enter the SB Subject
12.	LAST DONE	Enter the date and/or hours and/or cycles at compliance.
13.	NEXT DUE	Enter the next compliance due (date/hours/cycles) for Repetitive SB Enter the compliance time in hours/ calendar days/ cycles as applicable for Standard SB
14.	INTERVAL/STATUS	Enter the compliance time interval in hours/ calendar days/ cycles as applicable for Repetitive SB. Enter the Status of SB for Standard SB as follows: i) Enter SUPERSEDED for SB that has been superseded. ii) Enter CANCELLED for SB that has been cancelled. iii) Enter NOT APPLICABLE for SB that is not applicable to the aircraft. iv) Enter TO BE COMPLIED for SB that is applicable to the aircraft and requires to be complied. v) Enter COMPLIED WITH for SB that is applicable to the aircraft and has been complied with. vi) Enter OPTIONAL for SB is applicable and compliance is optional.
15.	LIMITATION NOTES	Enter the following information as applicable: i) TIC Reference ii) Accomplishment information. Enter the last accomplishment information only for repetitive SB. iii) Any other remarks that need to be highlighted.
16.	VERIFIED BY (SIGN/STAMP)	Enter the signature and approval no. / stamp of the authorized technical record personnel.
17.	REPORT DATE	Enter the date when the SB's Status List was generated

5.2.30 GAM/E-064 – List of Discrepancies and Unairworthy Item.

Purpose: To record discrepancies found during maintenance.



LIST OF DISCREPANCIES AND UNAIRWORTHY ITEMS

1. Reference :
2. Aircraft Type :
3. Aircraft Serial No. :
4. Aircraft Registration No. :
5. Work Order No. :
6. Inspection/Maintenance Period :

12. Material/Tool/Test Equipment Required

7. No.	8. Inspection / Work	9. Worksheet Ref.	10. Task Description	11. Reason Code	12a. Description	12b. Part No.	12c. Qty	13. Inspector/EIC Name & Stamp

14. Handover by: EIC / Commercial Department
14a. Signature:
14b. Name:
14c. As on (date):

15. Accepted by: Customer Technical Representative
15a. Signature:
15b. Name:
15c. As on (date):

Note: Raise additional List of Discrepancies and Unairworthy Items as required.

Code	Remarks
1	No spare
2	Long TAT
3	No special tooling
4	NO repair scheme
5	Noncompliance to AD

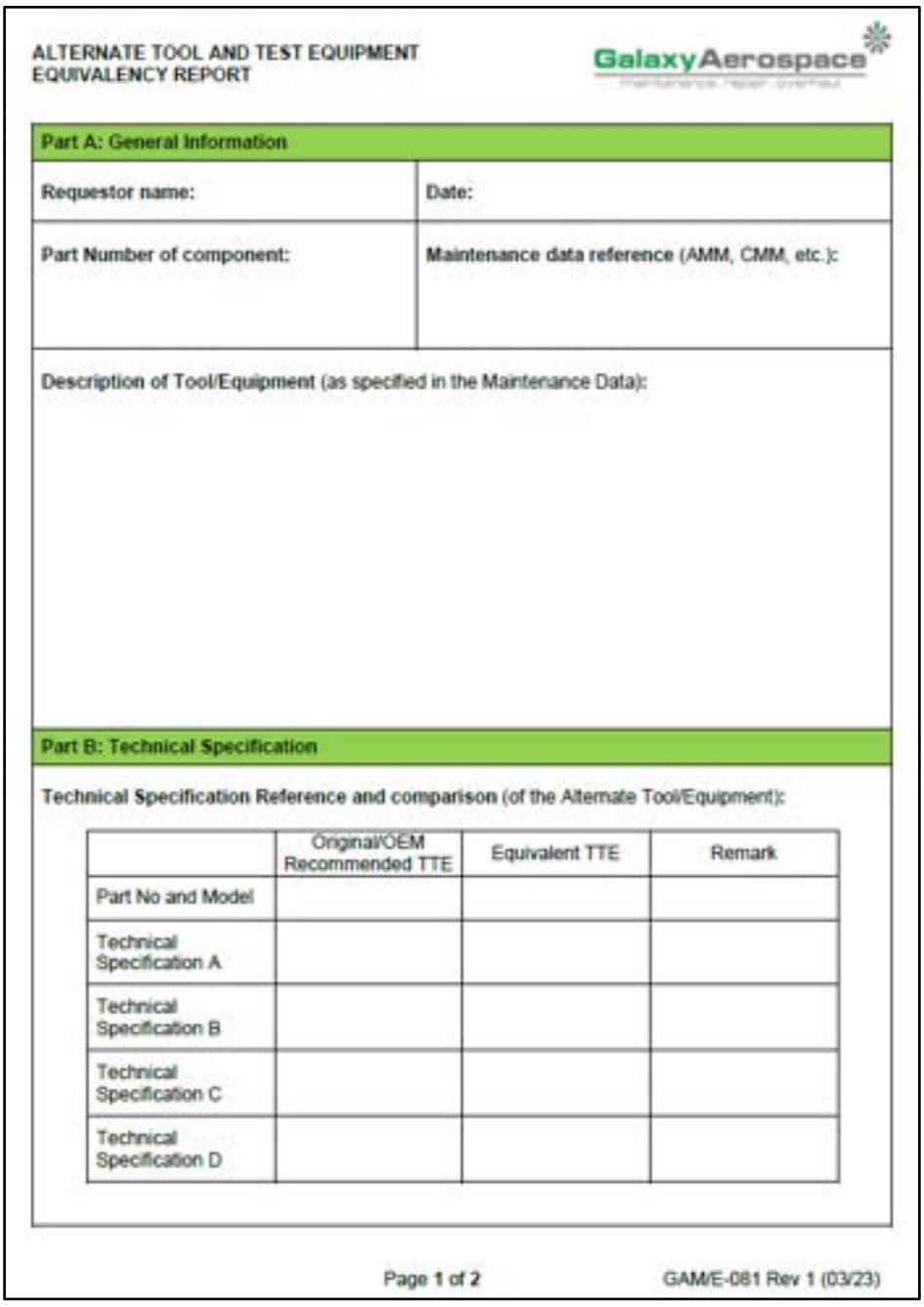
GAM/E-064 Rev 0 (11/21)

Instruction for filling up GAM/E-064 – List of Discrepancies and Unairworthy Item.

Item	Description
1.	Enter/Print form reference No. (DAUI/YY/0RN: e.g.: DAUI/21/001)
2.	Enter/Print Aircraft Type.
3.	Enter/Print Aircraft Serial No.
4.	Enter/Print Aircraft Registration No.
5.	Enter/Print Work Order No.
6.	Enter/Print Inspection/Maintenance period ('date in' to 'date out' e.g.: *1/1/21 to 1/2/21 or 01Jan21 to 01Feb21*)
7.	Enter/Print number as applicable (e.g.: *1, 2, 3, 4, 5,....*)
8.	Enter/Print description of inspection / work (e.g.: *100hrs inspection, Annual Inspection....*)
9.	Enter/Print the task description (e.g.: *Inspect cyclic stick assembly for defect, inspect weld for crack....*)
10.	Enter/Print the applicable worksheet reference (e.g.: *ABC-001*)
11.	Enter/Print reason code for the discontinuation of work
12a.	Enter/Print description of tool/equipment/material required for the task (if applicable) (enter dash(-) or N/A if not applicable)
12b.	Enter/Print part no. of tool/equipment/material required for the task (if applicable) (enter dash(-) or N/A if not applicable)
12c.	Enter/Print quantity of tool/equipment/material required for the task (if applicable) (enter dash(-) or N/A if not applicable)
13.	Enter/Print name and stamp of the person entering the information (Inspector/EIC)
14a, 14b, 14c.	Enter/Print signature, name and date of the person verifying and handing over the list to customer (EIC/Commercial Department)
15a, 15b, 15c.	Enter/Print signature, name and date of the person accepted the list (Customer Technical Representative)

5.2.31 GAM/E-081 – Alternate Tool And Test Equipment Equivalency Report

Purpose: To record the equivalency of tools



ALTERNATE TOOL AND TEST EQUIPMENT EQUIVALENCY REPORT

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Part A: General Information	
Requestor name:	Date:
Part Number of component:	Maintenance data reference (AMM, CMM, etc.):

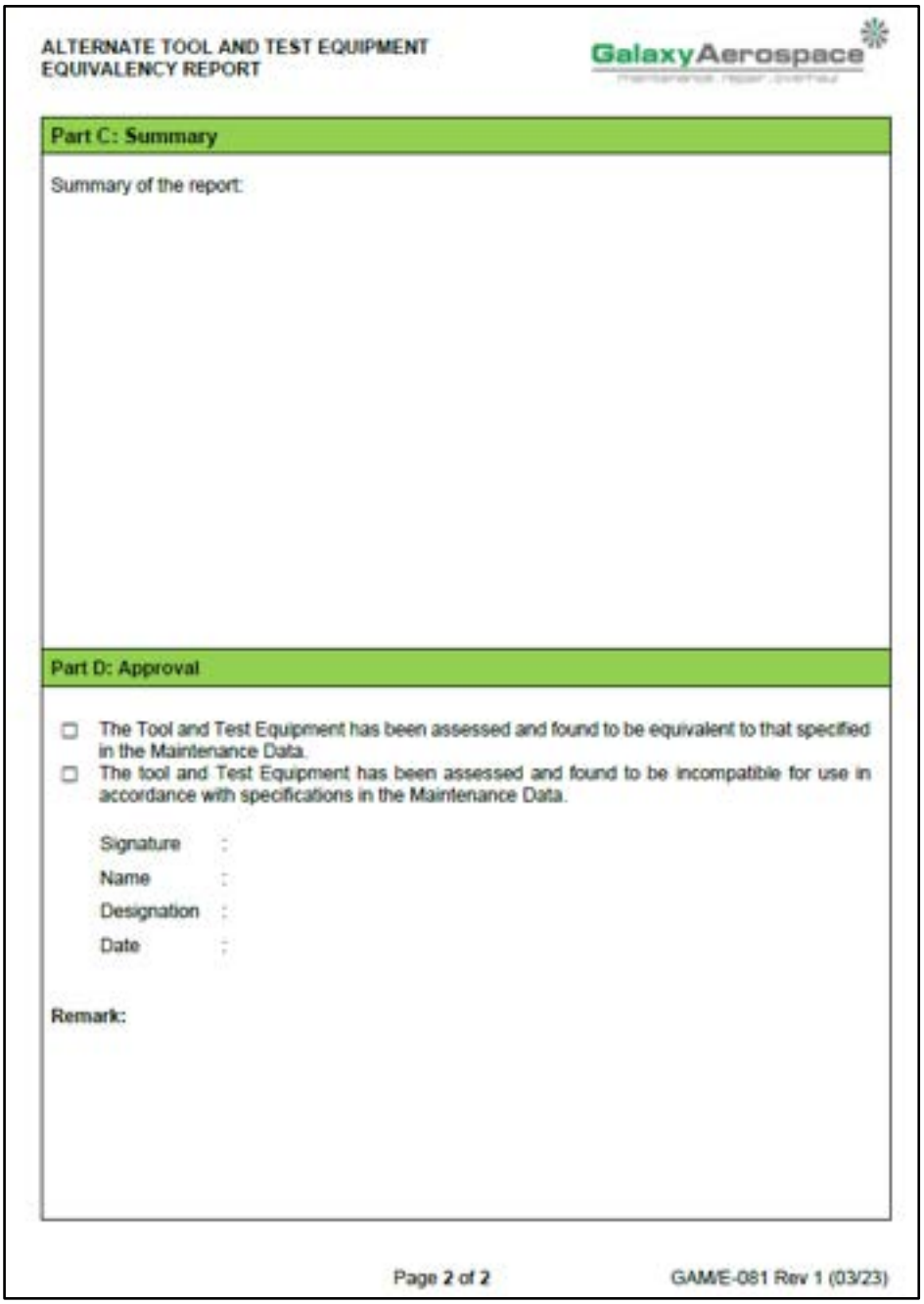
Description of Tool/Equipment (as specified in the Maintenance Data):

Part B: Technical Specification

Technical Specification Reference and comparison (of the Alternate Tool/Equipment):

	Original/OEM Recommended TTE	Equivalent TTE	Remark
Part No and Model			
Technical Specification A			
Technical Specification B			
Technical Specification C			
Technical Specification D			

Page 1 of 2 GAM/E-081 Rev 1 (03/23)



ALTERNATE TOOL AND TEST EQUIPMENT EQUIVALENCY REPORT

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Part C: Summary

Summary of the report:

Part D: Approval

☐ The Tool and Test Equipment has been assessed and found to be equivalent to that specified in the Maintenance Data.

☐ The tool and Test Equipment has been assessed and found to be incompatible for use in accordance with specifications in the Maintenance Data.

Signature :

Name :

Designation :

Date :

Remark:

Page 2 of 2 GAM/E-081 Rev 1 (03/23)

Instruction for filling up GAM/E-081 – Instruction completing GAM/E-081, Alternate Tool And Test Equipment Equivalency Report.

Part A: General Information	
Requestor name	Insert requestor name.
Date	Insert date of request.
Part number of component	Insert part number of component intended for use.
Maintenance data reference	Insert maintenance data reference specifying the use of TTE.
Description of Tool/Equipment	Insert description of TTE as recommended by the maintenance data.

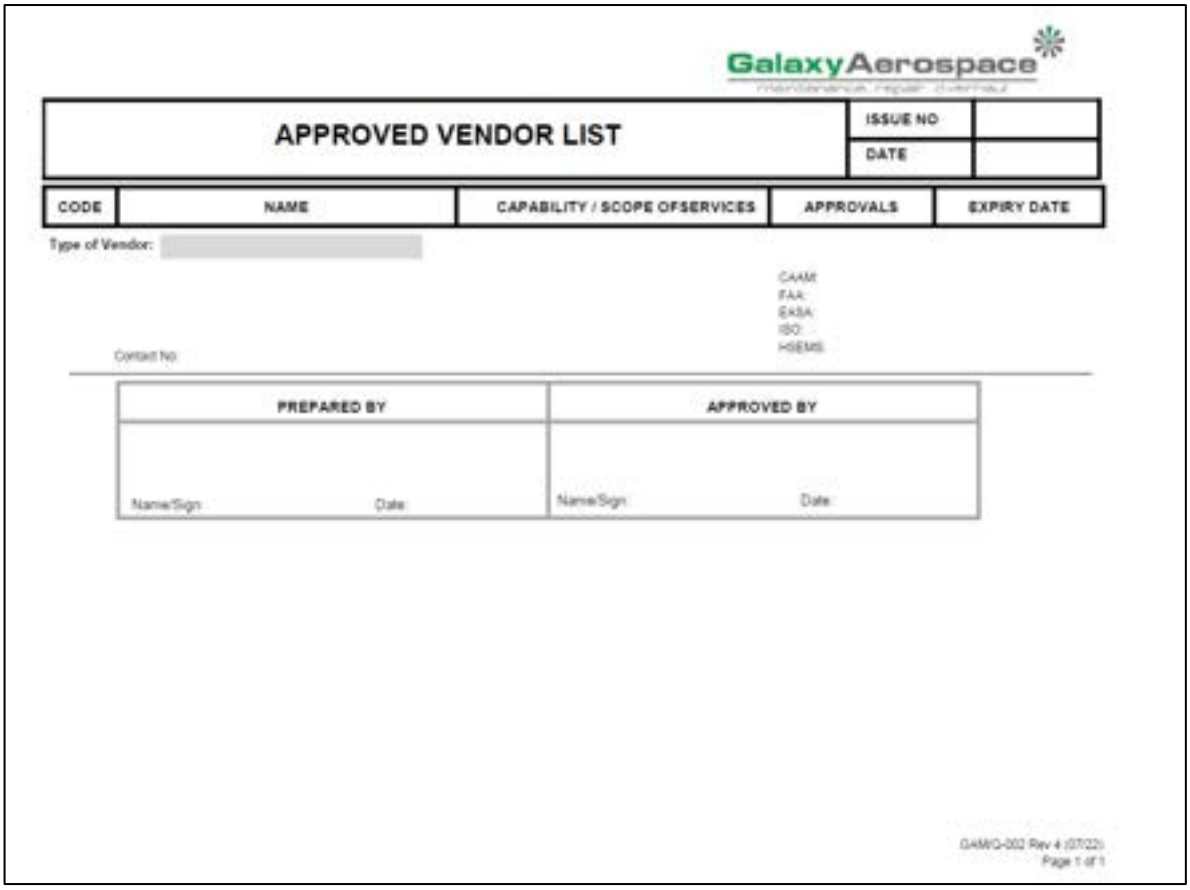
Part B: Technical Specification	
Part no and model	Insert part number and model of the TTE accordingly, for both OEM recommended TTE and Equivalent TTE in their own respective columns
Technical Specification A	Insert Technical specification of TTE intended for comparison. Example: Voltage, Ampere, Force
Technical Specification B	Insert Technical specification of TTE intended for comparison. Example: Voltage, Ampere, Force
Technical Specification C	Insert Technical specification of TTE intended for comparison. Example: Voltage, Ampere, Force
Technical Specification D	Insert Technical specification of TTE intended for comparison. Example: Voltage, Ampere, Force
Remark	Insert remark in accordance with comparison between OEM recommended TTE and equivalent TTE for each Technical Specifications.

Part C: Summary	
Summary	Insert summary of the report.

Part D: Approval	
☐	Tick where applicable.
Name	Insert name of Engineering Manager approving the equivalency of TTE.
Signature	Insert signature of Engineering Manager approving the equivalency of TTE.
Designation	Insert designation of Engineering Manager approving the equivalency of TTE.
Date	Insert date of approval for the TTE equivalency.
Remark	Insert remark if applicable.

5.2.32 GAM/Q-002 – Approved Vendor List

Purpose: List of Approved vendor for maintenance contractor and supplier



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APPROVED VENDOR LIST	ISSUE NO	
	DATE	

CODE	NAME	CAPABILITY / SCOPE OFSERVICES	APPROVALS	EXPIRY DATE

Type of Vendor:

CAAM
FAA
EASA
ISO
HSEMS

Contact No:

PREPARED BY	APPROVED BY
Name/Sign: Date:	Name/Sign: Date:

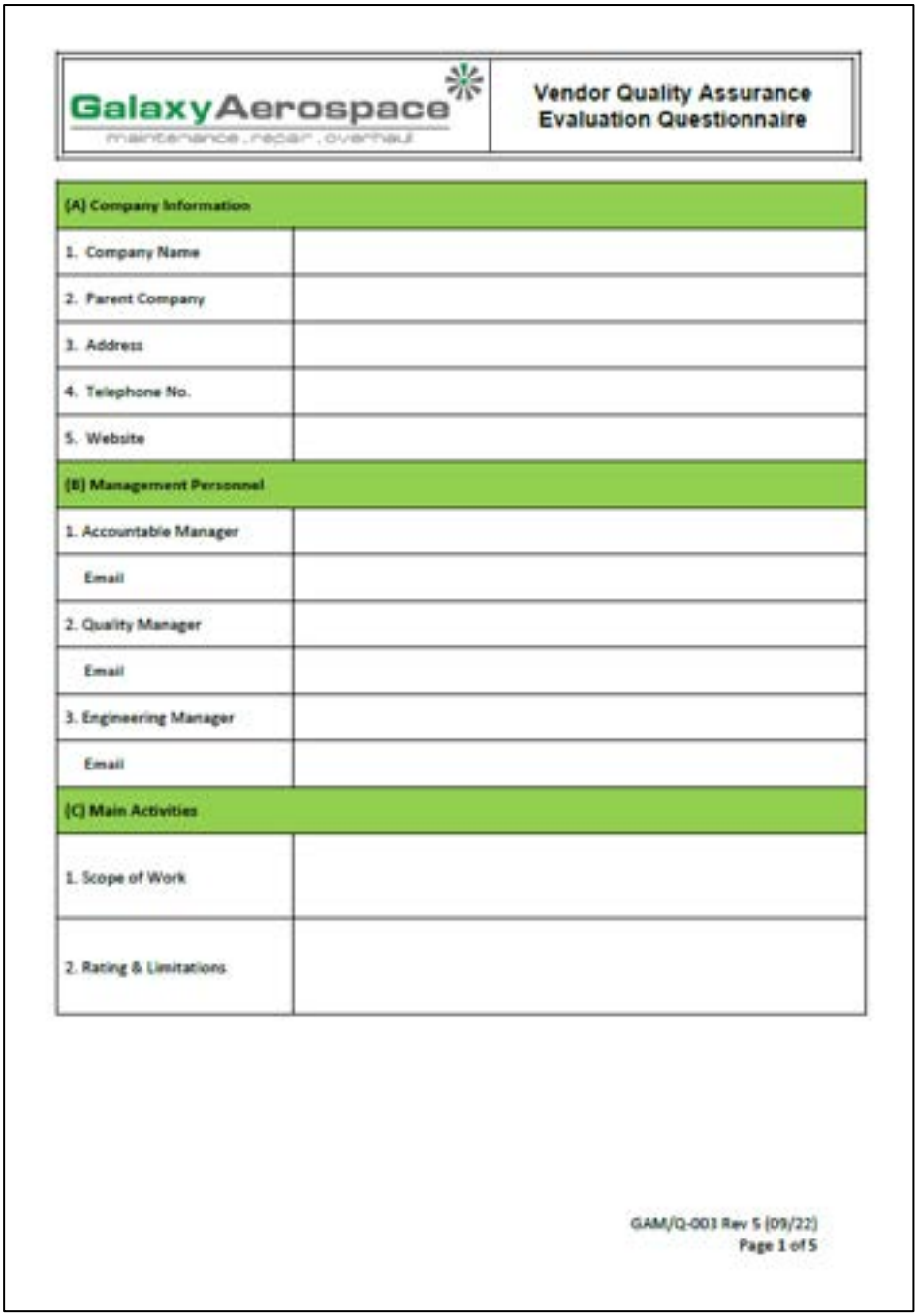
GAM/Q-002 Rev 4 (07/22)
Page 1 of 1

Instructions for completing the GAM/Q-002, Approved Vendor List

Issue No	Insert issue no whenever changes made.
Date	Insert new date whenever changes made.
Code	Insert specific code for each vendor.
Name	Insert name of the vendor.
Capability/Scope of Services	Insert capability or services provided by vendor
Approval	Tick which applicable based on approval
Expiry Date	Insert expiry date of approval
Contact No	Insert contact no of the vendor.
Prepared by	Signed by Quality Assurance Personnel.
Approved by	Signed by Quality Assurance Manager.

5.2.33 GAM/Q-003: VENDOR QUALITY ASSURANCE EVALUATION QUESTIONNAIRES

Purpose: To document evaluation of vendors



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Vendor Quality Assurance Evaluation Questionnaire

(A) Company Information	
1. Company Name	
2. Parent Company	
3. Address	
4. Telephone No.	
5. Website	
(B) Management Personnel	
1. Accountable Manager	
Email	
2. Quality Manager	
Email	
3. Engineering Manager	
Email	
(C) Main Activities	
1. Scope of Work	
2. Rating & Limitations	

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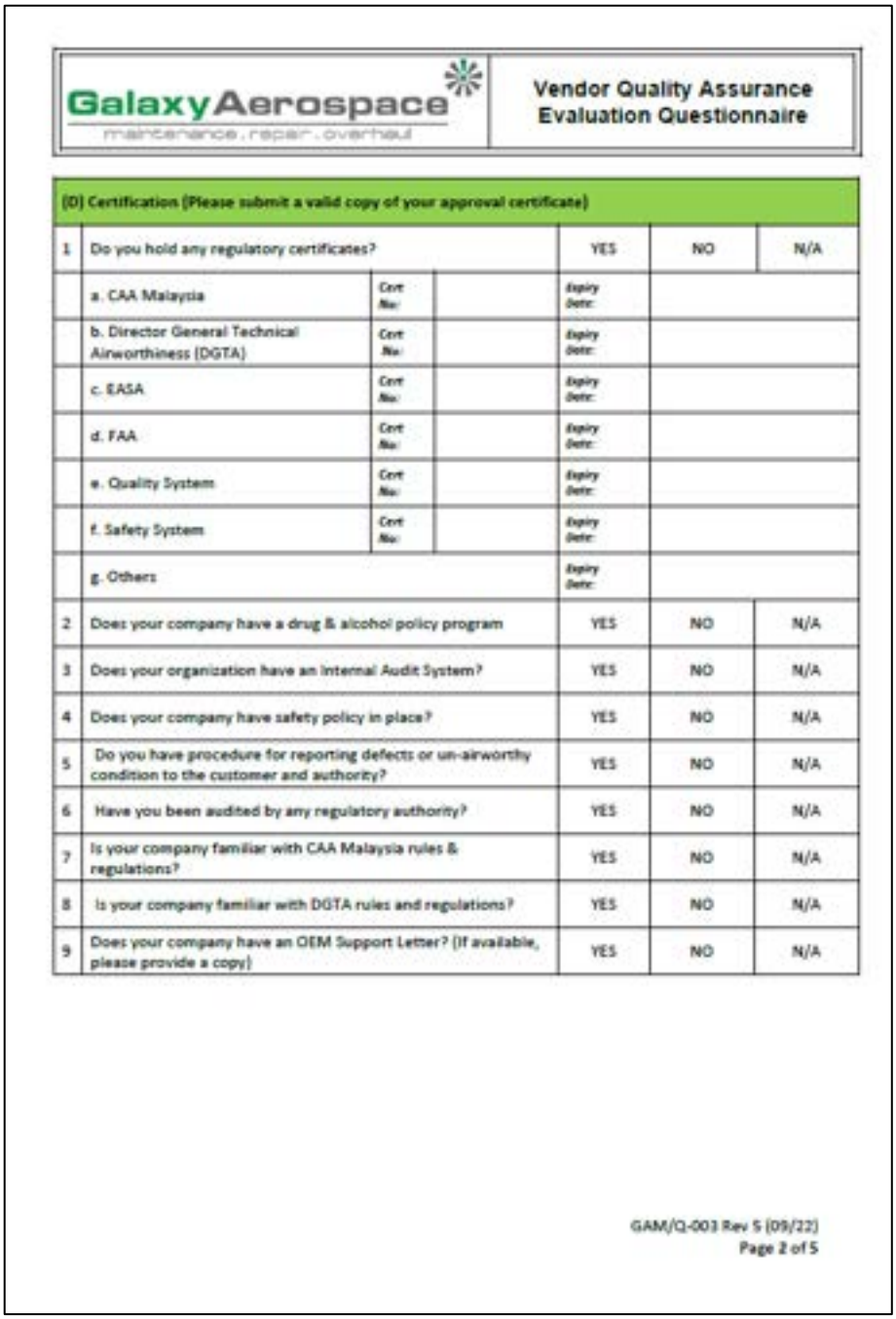

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Vendor Quality Assurance Evaluation Questionnaire

(D) Certification (Please submit a valid copy of your approval certificate)						
1	Do you hold any regulatory certificates?			YES	NO	N/A
	a. CAA Malaysia	Cert No:		Expiry Date:		
	b. Director General Technical Airworthiness (DGTA)	Cert No:		Expiry Date:		
	c. EASA	Cert No:		Expiry Date:		
	d. FAA	Cert No:		Expiry Date:		
	e. Quality System	Cert No:		Expiry Date:		
	f. Safety System	Cert No:		Expiry Date:		
	g. Others			Expiry Date:		
2	Does your company have a drug & alcohol policy program			YES	NO	N/A
3	Does your organization have an Internal Audit System?			YES	NO	N/A
4	Does your company have safety policy in place?			YES	NO	N/A
5	Do you have procedure for reporting defects or un-airworthy condition to the customer and authority?			YES	NO	N/A
6	Have you been audited by any regulatory authority?			YES	NO	N/A
7	Is your company familiar with CAA Malaysia rules & regulations?			YES	NO	N/A
8	Is your company familiar with DGTA rules and regulations?			YES	NO	N/A
9	Does your company have an OEM Support Letter? (If available, please provide a copy)			YES	NO	N/A

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Vendor Quality Assurance Evaluation Questionnaire

(E) Personnel and facility				
1	Total no. of employees			
	a. Engineering			
	b. Quality			
	c. Production			
2	Is the work environment secure and safe?	YES	NO	N/A
3	Does the facility have adequate lighting, space, shelving, security, and fire protection?	YES	NO	N/A
4	Does the storage area have temperature & humidity-controlled environment?	YES	NO	N/A
(F) Training				
1	Do you have a documented training program?	YES	NO	N/A
2	Are all employees properly trained, authorized and certified where necessary?	YES	NO	N/A
3	Is continuation training provided to ensure procedural changes are maintained current?	YES	NO	N/A
4	Is formal training and on-the-job training properly documented?	YES	NO	N/A
5	Are the training records retained for a minimum of two years after the person leaves the company?	YES	NO	N/A
6	Is human factor training part of the training program?	YES	NO	N/A

GAM/Q-003 Rev 5 (09/22)
Page 3 of 5

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Vendor Quality Assurance Evaluation Questionnaire

(G) Quality Assurance/Quality Control				
1	Are the Quality Control/Quality Assurance Manual current & available to all employees?	YES	NO	N/A
2	Does your company have a method of checking or controlling the quality of sub-contractor work?	YES	NO	N/A
3	Do you have a documented shelf life program?	YES	NO	N/A
4	Is there an established system in place to trace all parts back to the manufacturer?	YES	NO	N/A
5	Are parts supplied by your company acquired only from approved sources?	YES	NO	N/A
6	Is material handled in an appropriate manner and protected from damage, theft, and deterioration?	YES	NO	N/A
7	Does the company have a quarantine area for rejected parts and material waiting for disposal?	YES	NO	N/A
8	Are shipped parts provided with material certification of conformance?	YES	NO	N/A
9	Does material certification indicate that the certified item was not involved in any aircraft accident?	YES	NO	N/A
(H) Tools and Equipment				
1	Does your company have a calibration program?	YES	NO	N/A
2	Is the calibration of measuring and test equipment traceable to required standards?	YES	NO	N/A
3	Are calibration records kept on file?	YES	NO	N/A
4	Are employees owned tools subject to the same controls as the company tools?	YES	NO	N/A
5	Are tools stored in an orderly and clean manner?	YES	NO	N/A

(I) Declaration

I hereby certify that the information supplied in this questionnaire is true and correct at the time of issue.

Name:	Date:
Position:	Signature:

GAM/Q-003 Rev 5 (09/22)
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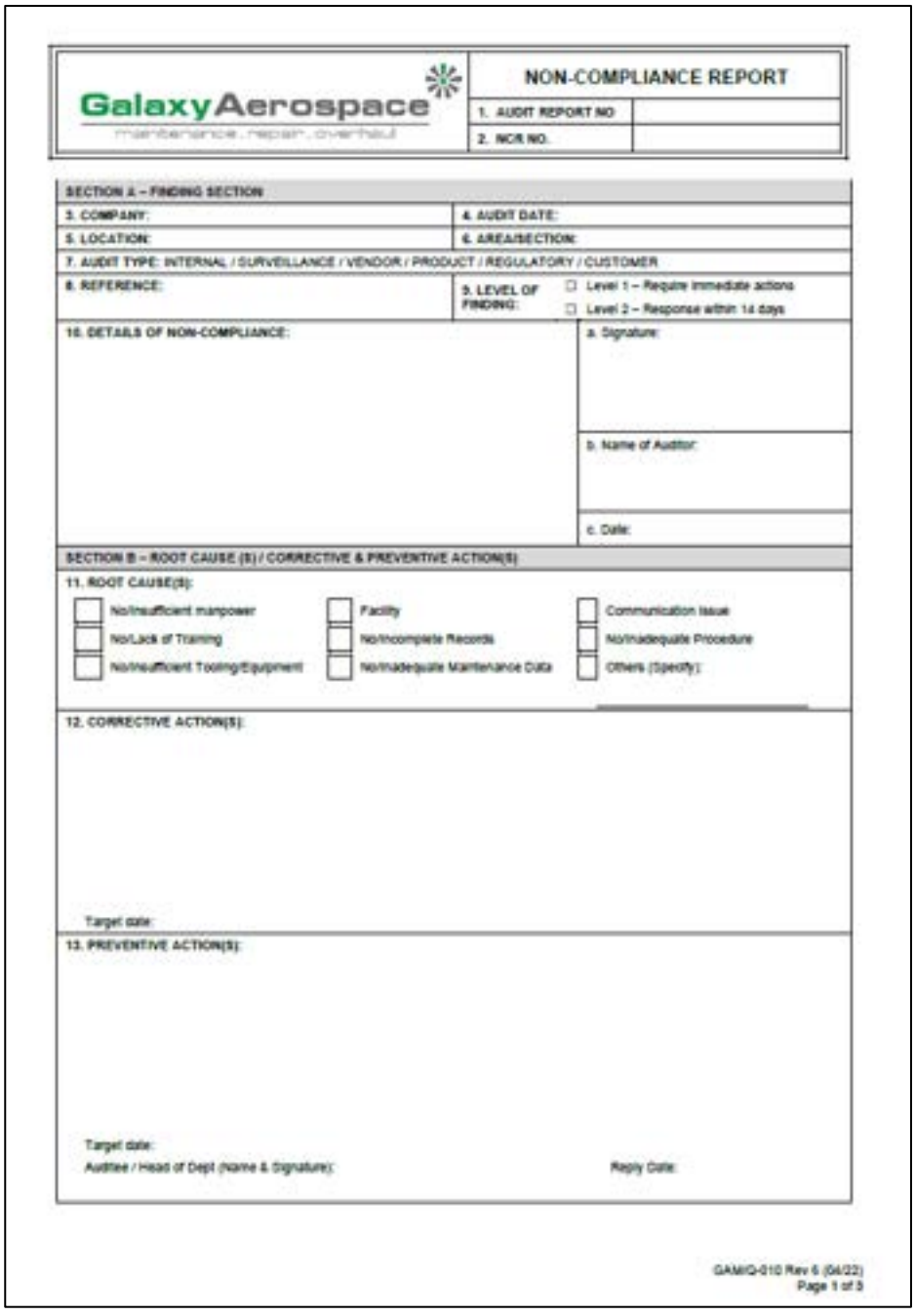
INSTRUCTIONS FOR COMPLETING FORM GAM/Q-003 VENDOR QUALITY ASSURANCE EVALUATION QUESTIONNAIRE

Section A – Company Information	Vendor to provide all the necessary information of the company which is self-explanatory.
Section B – Management Personnel	Vendor to provide names and emails of their nominated post holders or key personnel.
Section C – Main Activities	Vendor to provide its scope of approval or ratings.
Section D – Certification	Vendor to provide all the required certification information it holds and to provide current copies of certificates.
Section E – Personnel and Facility	Vendor to provide personnel and facility information which is self-explanatory.
Section F – Training	Vendor to provide training information which is self-explanatory.
Section G – Quality Assurance / Quality Control	Vendor to provide information on quality assurance / quality control which is self-explanatory.
Section H – Tools and Equipment	Vendor to provide information on their tool and equipment calibration and control.
Section I – Declaration	Vendor's representative to sign the form declaring that the information given on the form is correct and accurate.
Section J – For Galaxy Aerospace Malaysia Used Only	Galaxy Aerospace's Quality Department to review and approve the vendor.

5.2.34 GAM/Q-010 NON-COMPLIANCE REQUEST

Purpose: To record audit findings and corrective/preventive responses.



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NON-COMPLIANCE REPORT

1. AUDIT REPORT NO	
2. NCR NO.	

SECTION A – FINDING SECTION

3. COMPANY:	4. AUDIT DATE:
5. LOCATION:	6. AREA/SECTION:
7. AUDIT TYPE: INTERNAL / SURVEILLANCE / VENDOR / PRODUCT / REGULATORY / CUSTOMER	
8. REFERENCE:	9. LEVEL OF FINDING: ☐ Level 1 – Require immediate actions ☐ Level 2 – Response within 14 days

10. DETAILS OF NON-COMPLIANCE:

a. Signature:

b. Name of Auditor:

c. Date:

SECTION B – ROOT CAUSE (S) / CORRECTIVE & PREVENTIVE ACTION(S)

11. ROOT CAUSE(S):

☐ No/Insufficient manpower ☐ Facility ☐ Communication Issue
☐ No/Lack of Training ☐ No/Incomplete Records ☐ No/Inadequate Procedure
☐ No/Insufficient Tooling/Equipment ☐ No/Inadequate Maintenance Data ☐ Others (Specify):

12. CORRECTIVE ACTION(S):

Target date:

13. PREVENTIVE ACTION(S):

Target date:
Auditee / Head of Dept (Name & Signature): Reply Date:

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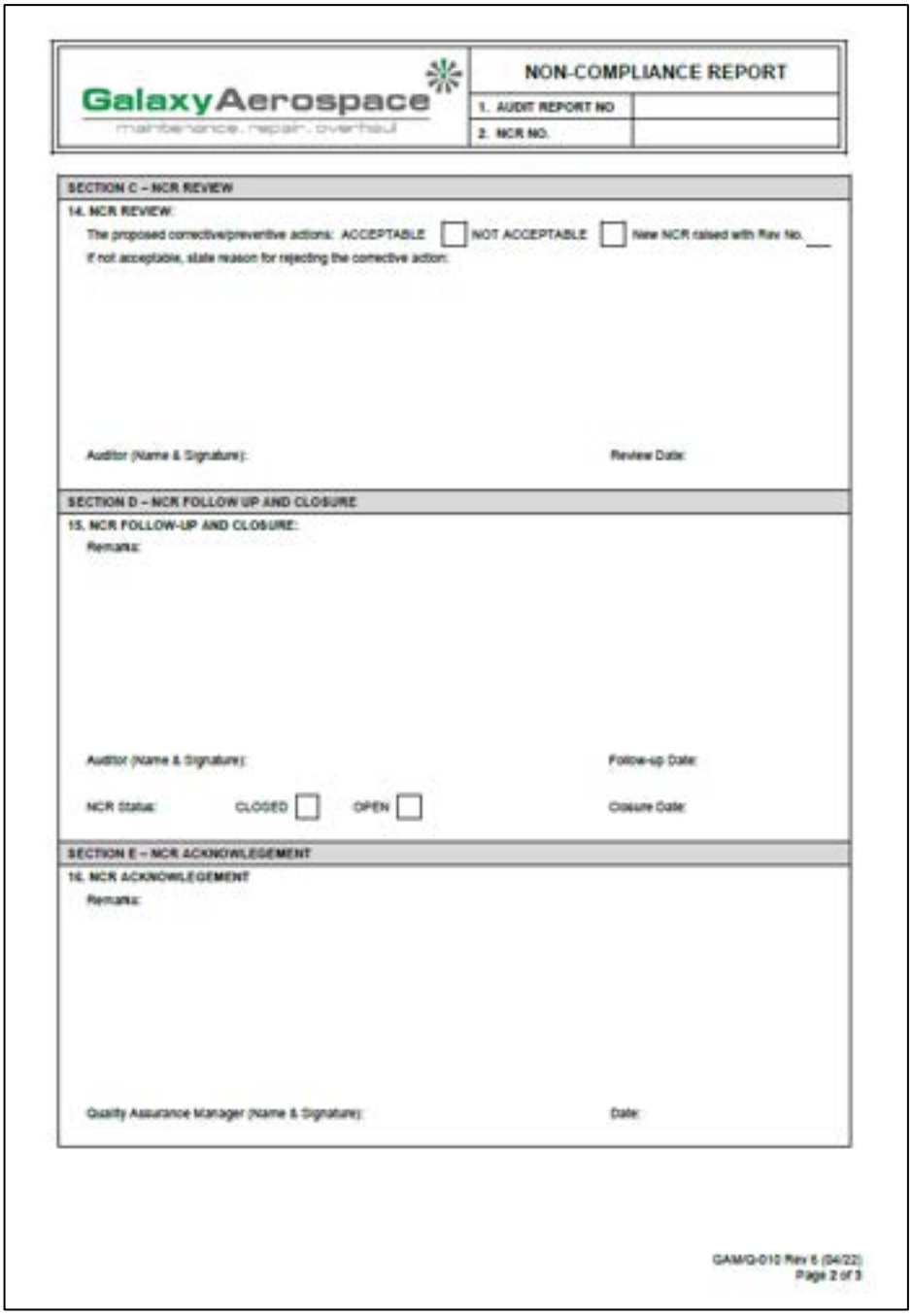

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NON-COMPLIANCE REPORT

1. AUDIT REPORT NO	
2. NCR NO.	

SECTION C – NCR REVIEW

14. NCR REVIEW:

The proposed corrective/preventive actions: ACCEPTABLE ☐ NOT ACCEPTABLE ☐ New NCR raised with Rev No. ___

If not acceptable, state reason for rejecting the corrective action:

Auditor (Name & Signature): Review Date:

SECTION D – NCR FOLLOW UP AND CLOSURE

15. NCR FOLLOW-UP AND CLOSURE:

Remarks:

Auditor (Name & Signature): Follow-up Date:

NCR Status: CLOSED ☐ OPEN ☐ Closure Date:

SECTION E – NCR ACKNOWLEGEMENT

16. NCR ACKNOWLEGEMENT

Remarks:

Quality Assurance Manager (Name & Signature): Date:

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INSTRUCTIONS FOR COMPLETING FORM GAM/Q-010, NON-COMPLIANCE REQUEST FORM

Column	Responsibility	Action
1	Auditor	Enter Audit Report Number i.e (IAR-2020/01)
2	Auditor	Insert NCR Number i.e. 01, 02, 03 ...
3	Auditor	Insert GALAXY AEROSPACE (M) SDN BHD
4	Auditor	Insert date of audit being performed.
5	Auditor	Insert the location of audit conducted i.e. HQ, MIAT, PGU Subang etc
6	Auditor	Insert the area/section audited.
7	Auditor	Choose type of audit.
8	Auditor	Insert the Requirement Reference/s from which the non-compliance is based on.
9	Auditor	Tick/Choose level of finding.
10	Auditor & Auditee	Record the details of the non-compliance. a, b, c - Print name, sign with date of issuance of NCR d, e, f – Print name of auditee/Head of Dept, sign with date of acknowledgement of NCR.
11	Auditee	Tick the appropriate box for the probable root cause of non-compliance/finding.
12	Auditee	Record the intended corrective (short term) action for the non-compliance stated in column 10. Record the target accomplishment date. The accomplishment date must be within the required action time period for the category of NCR issued.
13	Auditee	Enter the proposed a preventive (long term) action plan to prevent such non-compliance from re-occurring in future. Print name, sign with date of reply of NCR.
14	Auditor	Tick the appropriate box to indicate the acceptance/non-acceptance of auditee's corrective action. Record the reason for the non-acceptability of NCR as applicable. Raise a revised NCR using the same reference number suffixed with revision number if the corrective action is not acceptable and re-issue the revised NCR to auditee. Print name, sign with date of review of NCR.
15	Auditor	To review the effectiveness of action(s) taken. NCR is required to follow up from day of audit report conclude. Action is satisfactorily accomplished within the proposed time period. Print name, sign with date of follow-up of NCR.
16	Auditor	Tick the appropriate box to indicate the status of NCR closure after following up. Print name, sign with date of follow

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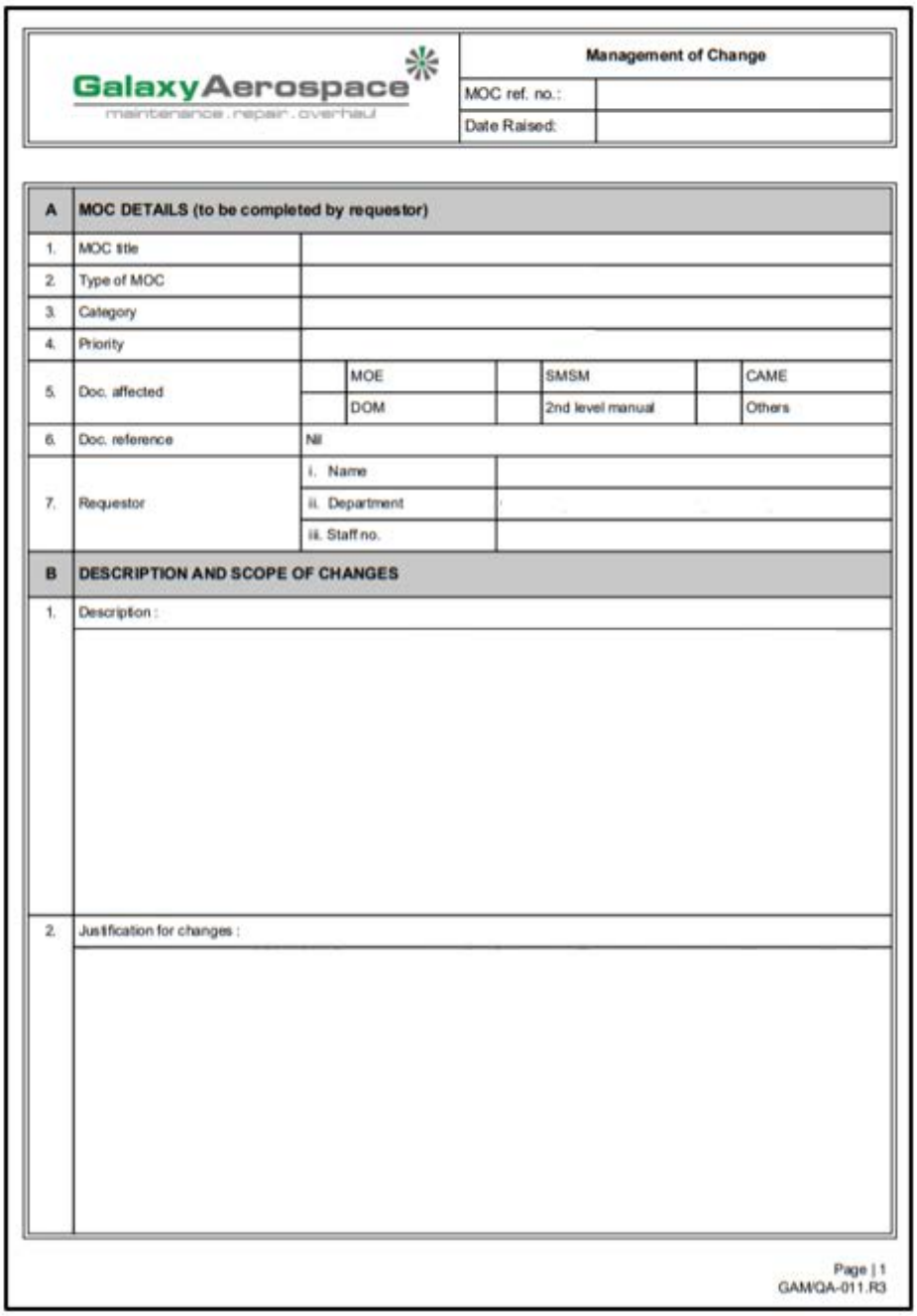
5.2.35 GAM/Q-011 MANAGEMENT OF CHANGE

Purpose: To initiate the addition or change of capability



Galaxy Aerospace
maintenance . repair . overhaul

Management of Change

MOC ref. no.:	
Date Raised:	

A	MOC DETAILS (to be completed by requestor)						
1.	MOC title						
2.	Type of MOC						
3.	Category						
4.	Priority						
5.	Doc. affected		MOE		SMSM		CAME
			DOM		2nd level manual		Others
6.	Doc. reference	Nil					
7.	Requestor	i. Name					
		ii. Department					
		iii. Staff no.					

B	DESCRIPTION AND SCOPE OF CHANGES
1.	Description :
2.	Justification for changes :

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3.	Maintenance Data / Publications / Manual :
4.	Test equipment and tooling requirement :
5.	Hangar / Workshop accommodation / facilities :
6.	Qualified / authorized personnel for task :
7.	Training :

8.	**Name**	**Signature**	**Date**
	Requestor:		
	Head of Department:		
9.	Comments by requestor Head of Department :		
10.	*Note: Complete section A & B and then email it along with supporting document to Quality Assurance Department and Safety Department*		
C	**SAFETY MANAGEMENT SYSTEM SECTION**		
1.	HIRARC	Not required	
		Reference No.:	
2.	Comments		
3.	**Name**	**Signature**	**Date**
D	**ACCOUNTABLE MANAGER APPROVAL (to be completed by Accountable Manager)**		
1.	Approval	Approved by 2nd Level	
2.	Comments		
3.	**Name**	**Signature**	**Date**
4.	*Note: If approved, section E to be completed*		

E	QUALITY ASSURANCE DEPARTMENT SECTION		
1.	Date Received		
2.	Classification		
3.	Audit Needed		
4.	Audit performed by		
5.	Audit reference no.		
6.	Justification for classification		
7.	Comments / Remarks		
8.	DCAM / CAAM Approval Section		
	Date Submission		
	Approval ref. no.		
9.	Approval from Quality Assurance Manager		
	Name	**Signature**	**Date**
F	**IMPLEMENTATION REVIEW**		
1.	Status		
2.	Comments / Remarks		
3.	Date closed		
4.	Closed by		

Instruction Form for completing GAM/Q-011 Management of Change

Section A - MOC Details	
1. MOC Title	Fill in the MOC Title
2. Type of MOC	Insert the details for Type of MOC
3. Category	Insert the category of the MOC
4. Priority	Insert the Priority of the MOC
5. Document affected	Tick where applicable
6. Document reference	Insert any required documents
7. Requestor	Insert the Name, Department and Staff no of requestor
Section B – Description and Scope of Changes	
1. Description	Fill in the details of MOC
2. Justification of changes	Fill in the Justification of changes
3. Maintenance Data/Publications/Manual	Fill in the details of any documents required
4. Test Equipment and Tooling Requirement	Fill in the details of any tools
5. Hangar/Workshop accommodation/Facilities	Fill in the details of Hangar/ Workshop Accommodation/ Facilities
6. Qualified / Authorised Personnel for task	Fill in the Qualified Authorised Personnel details
7. Training	Fill in any required Training
8. Name	Insert the Requestor and Head of Department; Name, Signature and Date.
Section C – Safety Management System Section	
To fill by Safety Department.	Safety Department will evaluate the HIRARC and approve this section.
Section D – Accountable Manager Approval	
To be fill by Accountable Manager	Accountable Manager will review to approve or reject the MOC
Section E – Quality Assurance Department	
To be fill by Quality Assurance Department	Quality Department will review all sections and Quality Assurance Manager approve accordingly
Section F – Implementation Review	
Safety Department to review the execution of the whole Management of Change process especially HIRM (Hazard Identification and Risk Management) if available	

5.2.36 GAM/Q-012 APPLICATION FOR COMPANY APPROVAL

Purpose: To document company approval application process for grant / renewal / variation.

Galaxy Aerospace maintenance . repair . overhaul

Application for Company Approval

General Personnel info

Full Name : _____

Staff No. : _____ Date Joined : _____

Department : _____ Telephone No. : _____

Email : _____

Approval info

Approval No. (for renewal/extension) : _____ Expiry Date : _____

AMEL No. (for Category A, B, & C only) : _____ Expiry Date : _____

Application info : Refer MOE 3.4, 3.7, 5.5, W&B Manual Part 2, CAME 4.1.

Application for : * **GRANT / EXTENSION / RENEWAL** (* delete as applicable)

Category : A ☐ B ☐ C ☐ E1 ☐ W ☐ ARS ☐ W&B ☐

Aircraft : _____ (for Category A, B, C, ARS & W&B only)

Components : _____ (for Category W only)

Functions : _____

Work Experience

Applicant to state their experience in aviation for the last 2 years.

Period		Organisation	Section	Details of Experience
From (Date)	To (Date)			

Attachments Required

Initial: Copies of endorsed DCAM License, relevant course certificates or training records certified by previous approved organization or letter of confirmation from previous Quality Manager. Proof of 6/24 maintenance experience (for category A, B, C & W).

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Galaxy Aerospace maintenance . repair . overhaul	Application for Company Approval

Extension: Copy of Endorsed DCAM License (for License Holders) / copy of component specialized training / copy of general familiarization course/training certificate; and SOJT/Work Schedule, as applicable.

Renewal: Copy of DCA License (for License holders); Evidence of Continuation Training; Proof of 6/24 maintenance experience (for category A, B, C & W); Proof of 6 months experience (for category E1)

Training					
	Date	QA		Date	QA
MOE (A, B, C, W, E1, W&B)			DG Training (E1)		
CAME (ARS)			ESD Training (E1)		
SMS (A, B, C, W, E1, W&B)			Gen. Familiarisation (ARS, W&B)		
HF (A, B, C, W, E1, W&B, ARS)			Component Specialised Training (W)		
FTS (A, B, C, ARS)			Task Training (A)		
CDCCL (A, B, C, ARS)			Weighing Training (W&B)		
EWIS (A, B, C)			Part M (ARS)		

Declaration

1. I am conversant with current issue of MCAR, DCA Airworthiness Notices, Galaxy Aerospace MOE / CAME / Weight and Balance Manual and all 2nd & 3rd level documents.
2. I hereby declare that the above information is accurate to the best of my knowledge and that I meet the requirement of MOE Part 3.4, 3.7, 5.5 / Weight and Balance Manual Part 2 / CAME 4.1 for this application. I understand that any false information in this declaration will result in withdrawal of all company approval authorization.

Name & Signature of applicant	Date

Recommendation by Section Head

1. I hereby certify that the applicant meets the requirement of MOE Part 3.4, 3.7, 5.5 / Weight and Valance Manual Part 2 / CAME 4.1 for qualification and experience.
2. I deem him/her fit and sound to be considered for this application

Name, Signature & Stamp of HOD	Date

Galaxy Aerospace maintenance . repair . overhaul	Application for Company Approval

For Quality Assurance Department use only.

Interview, checked and assessed by Quality Assurance Manager/appointed assessor		
Name & Signature of Assessor		Date:
Name & Signature of Assessor		Date:

Result	**PASS / FAIL / REJECT / RENEWAL** (delete as applicable)

Comments:

License / Approval satisfactory for issue			
Category			
Functions			
Effective date		Expiry Date	

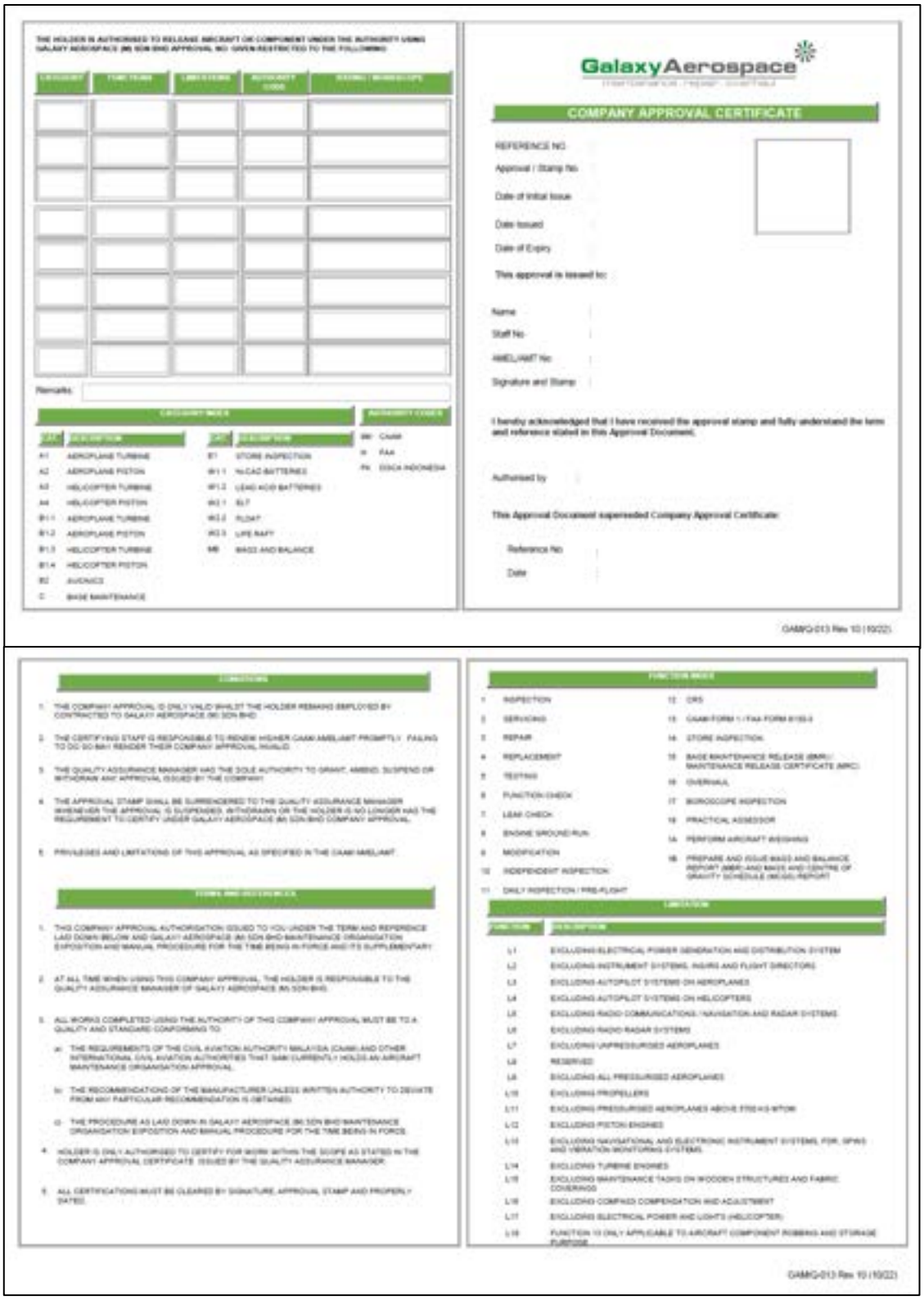
Name & Signature of QAM		Date:

Application for Company Approval (GAM/Q-012) instruction

General Personnel Info	Insert personnel details
Approval Info	Insert required details accordingly
Application Info	Insert the required details for Category/Aircraft/Components/Functions. Refer MOE part 3.4, 3.7, 5.5 / Weight and Balance manual part 2/CAME part 4.1.
Work Experience	Insert the last 2 years experiences including Period/Organisation/Section/Details of Experience related to scope of approval applied
Attachment Required	Provide required documents for initial, extension or renewal application accordingly.
Training	Insert required training date and proof of training. QA section to be filled by QA department personnel.
Declaration	Insert Name & Signature of Applicant and Date
Recommendation by Section Head	Insert Name, Signature, Stamp and Date of section head
Interview, checked and assessed by Quality Assurance Manager/appointed assessor	Insert Name, Signature of Assessor and Date of assessment. For renewal application, this section shall be remarked as N/A (not applicable).
Result	Pass/Fail/Reject/Renewal – Delete as applicable
Comments	Insert comment on the application
License/Approval Satisfactory for Issue	Insert the Category, Functions, Effective Date & Expiry Date.
Name & Signature	Insert Name, Signature of QAM and Date.

5.2.37 GAM/Q-013 COMPANY APPROVAL CERTIFICATE

Purpose: Authorisation certificate issued to company approval holder.



Instruction for filling up GAM/Q-013 – Company Approval Certificate

Reference No	Insert Company Approval Certificate No…(eg..GAM.CA.2021-XXX where XXX is running number)
Approval Stamp No	Insert a unique stamp approval no (i.e M001, M002)
Date of Initial Issue	Enter date of first issuance to applicant.
Date Issued	Enter date of current issuance.
Date of Expiry	Enter expiry date of approval. Note: Validity of 2 years given to applicant and/or follow applicant's CAAM AMEL/AMT expiry date – whichever comes first
Name	Enter name of applicant
Staff No	Enter applicant's employee number
AMEL/AMT No	Enter applicant's AMEL/AMT license number
Signature	Applicant's signature upon receives of approval stamp
Approval No	Insert approval number for each personnel, where applicable
Authorized by	Quality Assurance Manager's signature on authorizing the approval.
Reference No	Enter previous issuance Company Approval Certificate No. If first issuance, enter "INITIAL"
Date	Enter date of previous issuance of Company Approval Certificate. If initial issuance, leave blank.
Category	Enter appropriate AMEL/AMT category as per Category Index Table.
Functions	Enter appropriate authorized function as per Function Index Table.
Limitations	Insert limitation to applicant's authorization (if any).
Authority Code	Insert authority code as stated in the Authority Code table.
Rating / Workscope	Enter the applicant's authorization i.e. AW139, AW189, EC120B etc.
Remarks	Insert additional remarks if applicable

5.2.38 GAM/Q-025 DOCUMENT ACCEPTANCE STATEMENT

Purpose: Receipient to acknowledge receipt of new or revised documents from QA Department

Galaxy Aerospace maintenance . repair . overhaul	Document Acceptance Statement	
	Issue No.	0
	Copy to.	

Document Ref. :

Document Name :

Issue No. :

Revision/Amendment

A. Please be reminded that:

1. You have been registered as a holder of copies of the manual
2. As a holder you are responsible for safekeeping of the copies issued to you and required to strictly observe the following conditions.
   a. This document contains policy and information. ALL INFORMATION CONTAINED HEREIN IS RESTRICTED AND SHALL BE KEPT FOR INTERNAL USE ONLY.
   b. All the information is not to be copied or communicated in part of as a whole, to any person not employed by the Company, without written consent of the Accountable Manager.
3. To ensure completeness of each copy of the manual, you are to check its content against the List of effective pages (LOEP).

B. Acknowledgement

1. I, hereby acknowledged and declared that I have received the latest updated documents as stated above.

Name :

Staff No. :

Signature :

Date :

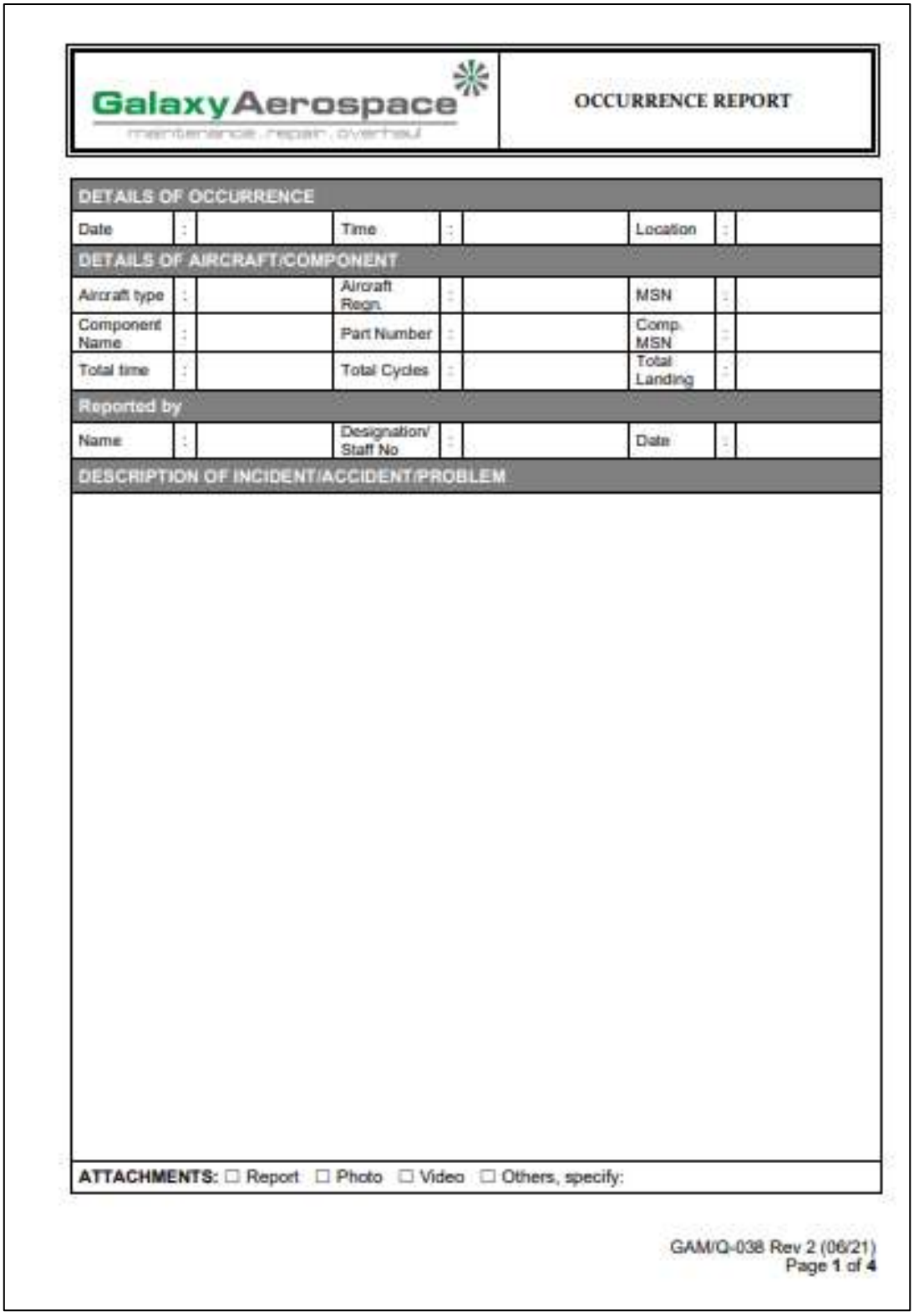
GAM/Q-025

Instruction Form for **Document Acceptance Statement GAM/Q-025**

Issue No.	Insert the Issue Number of the documents
Copy to	Insert the copy for the personnel
Document Reference	Insert the document reference
Document Name	Insert the document name
Revision/Amendment	Insert the current Revision/Amendment
Name	Insert name of the recipient
Staff Number	Insert the recipient Staff Number
Signature	Insert the recipient Signature
Date	Insert date of the document received.

5.2.39 GAM/E-038 – Ocurrence Report

Purpose: Report for any occurrence in relation to article



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OCCURRENCE REPORT

DETAILS OF OCCURRENCE								
Date	:		Time	:		Location	:	
DETAILS OF AIRCRAFT/COMPONENT								
Aircraft type	:		Aircraft Regn.	:		MSN	:	
Component Name	:		Part Number	:		Comp. MSN	:	
Total time	:		Total Cycles	:		Total Landing	:	
Reported by								
Name	:		Designation/ Staff No	:		Date	:	

DESCRIPTION OF INCIDENT/ACCIDENT/PROBLEM

ATTACHMENTS: ☐ Report ☐ Photo ☐ Video ☐ Others, specify:

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GalaxyAerospace maintenance . repair . overhaul	OCCURRENCE REPORT

IMMEDIATE CORRECTIVE ACTION BY AMO/CAMO

ATTACHMENTS: ☐ Report ☐ Photo ☐ Video ☐ Others, specify:

INVESTIGATION BY CRISIS MANAGEMENT TEAM

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Page **2** of **4**

Galaxy Aerospace maintenance . repair . overhaul	OCCURRENCE REPORT

FOR QAM USE	
Report Category	☐ Mandatory Occurrence Report (MOR) ☐ In Service Difficulty Report (ISDR) ☐ Internal Occurrence Report (OR)
Reportable to authority	☐ Yes ☐ No Date Reported to Authority :
Reportable to operator	☐ Yes ☐ No Date Reported to Operator :
Reportable to TC Holder/ STC Holder/ DOA	☐ Yes ☐ No Date Reported :

CORRECTIVE / PREVENTIVE ACTION RECOMMENDATION
Crisis Management Team Minutes of Meeting attached:

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Page **3** of **4**

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REPORT COMPILED BY :

Name:

Stamp:

Date:

Review, Accepted and closed by QAM:

Name:

Stamp:

Date:

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Page **4** of **4**

Instruction for completing GAM/Q-038, Occurrence Report

Details of Occurrence	
Date	Insert date of occurrence
Time	Insert time of occurrence
Location	Insert location of occurrence

Details of Aircraft / Component	
Aircraft Type	Insert aircraft type
Component Name	Insert component name
Total time	Insert total time
Aircraft Regn	Insert aircraft registration
Part Number	Insert part number of component
Total Cycles	Insert total cycles
MSN	Insert Manufacturer Serial Number of aircraft
Comp. MSN	Insert component manufacturer serial number of aircraft

Reported by	
Name	Insert name of personnel reporting the event
Designation / Staff No	Insert designation / staff number of personnel reporting the event
Date	Insert date of report

Description of Incident / Accident / Problem	Insert details of event/ occurrence
Attachments	Tick where applicable

Immediate Corrective Action by AMO/CAMO	Insert details of corrective action in relation to the AMO/CAMO
Attachments	Tick where applicable

Investigation by Crisis Management Team	Insert details of investigation by crisis management team

For QAM Use	
Report Category	Tick where applicable
Reportable to authority	Tick where applicable
Date reported to authority	Insert date the report was made to authority
Reportable to operator	Tick where applicable
Date reported to operator	Insert date the report was made to operator
Reportable to TC holder/STC holder/ DOA	Tick where applicable

Corrective / Preventive action recommendation	Insert corrective / preventive action pertaining to the event
Crisis management team minutes of meeting attached	Insert remark if applicable

Report compiled by	
Name	Insert name of personnel reporting the event
Stamp	Insert stamp of personnel reporting the event
Date	Insert date of report

Review, accepted and closed by QAM	
Name	Insert name of QAM
Stamp	Insert QAM stamp
Date	Insert date of review, acceptance and closure

5.2.40 GAM/Q-053 – Roster of Supervisory and Certifying Personnel

Purpose: List of management, supervisor and inspector

GalaxyAerospace maintenance . repair . overhaul	ROSTER OF SUPERVISORY AND CERTIFYING PERSONNEL	ISSUE NO	
		ISSUE DATE	

MANAGEMENT / SUPERVISOR / INSPECTOR						
NO	JOB CATEGORY	NAME	EMP ID	EMPLOYMENT SCOPE	APPROVAL NO & STAMP SPECIMEN	FAA MECHANIC / REPAIRMAN LICENSE

PREPARED BY	APPROVED BY
Name & Signature	Name & Signature
Date:	Date:

DOCUMENT HISTORY

ISSUE NO	ISSUE DATE	REMARKS

Legends
1. MGT – Management
2. SUP – Supervisor
3. INS – Inspector

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Page 1 of 1

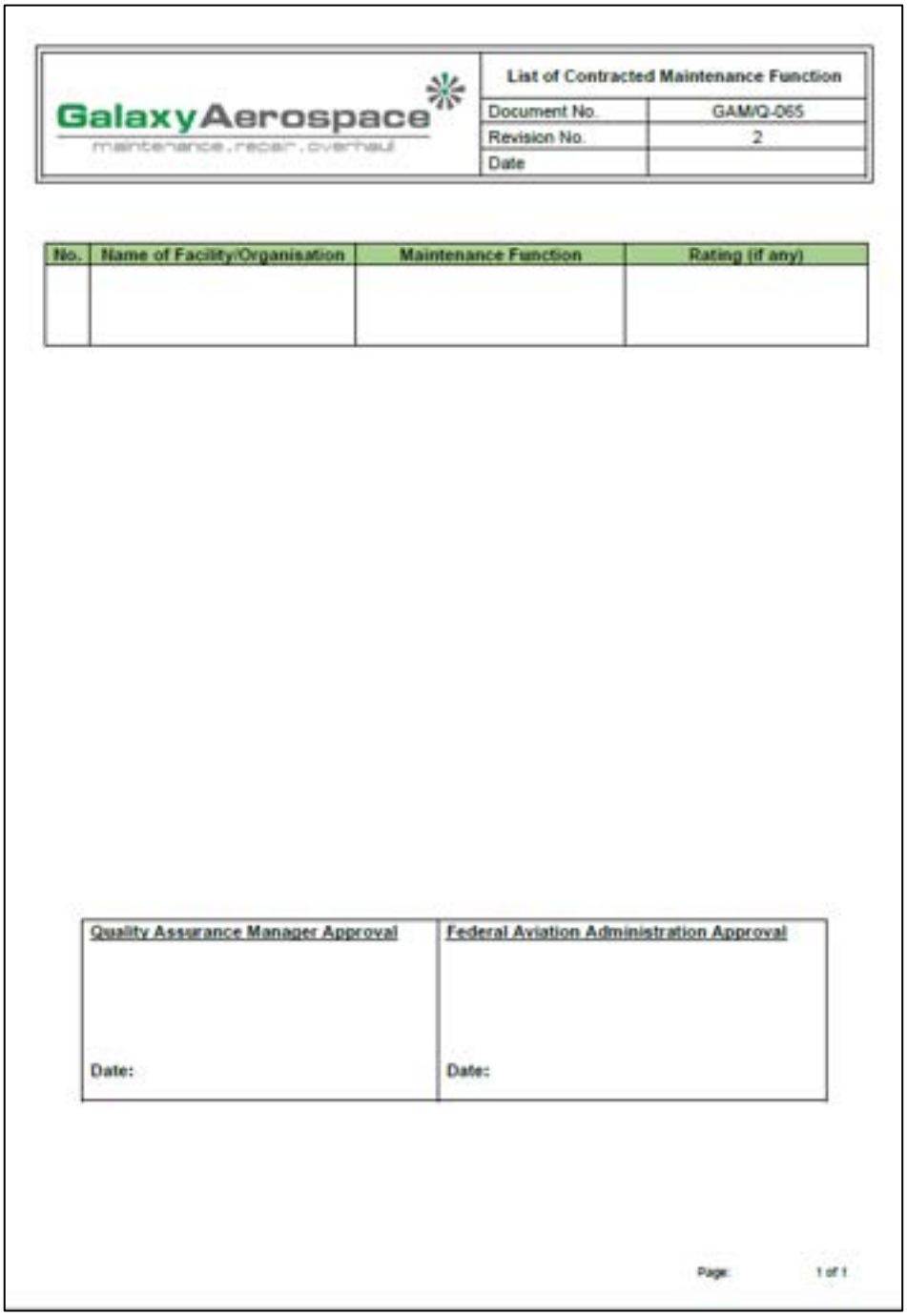
Instruction for completing the form GAM/Q-053, Roster of Supervisory and Certifying Personnel.

Instruction for Completing GAM/Q-053, Roster of Supervisory and Certifying Personnel

Issue No	Insert issue number for roster with the following format: FAA/ROSTER/YY-XX, where YY indicates year and XX is the running issue number, in sequence. Example: 01, 02, 03 etc. Example: FAA/ROSTER/23-01
Issue Date	Insert the date of roster being issued/revised.
No	Insert running number of personnel, in sequence. i.e.: 1, 2, 3, 4 etc.
Job Category	Insert Job category for each supervisory and certifying roster as follows: MGT – Management SUP – Supervisor INS – Inspector
Name	Insert the name of management, supervisor, or inspector personnel
EMP ID	Insert corresponding management, supervisor, or inspector personnel staff no.
Employment Scope	Insert employment scope for each management, supervisor, or inspector personnel.
Approval No & Stamp Specimen	Insert approval number for each personnel and stamp specimen, where applicable
Mechanic / Repairman License	Insert Mechanic / Repairman License reference, where applicable
Prepared by	Insert the applicable name, signature and date of who prepares the document.
Approved by	Insert the applicable name, signature and date of Quality Assurance Manager or his designee who approves the document.
Document History	
Issue No	Insert issue number for roster with the following format: FAA/ROSTER/YY-XX, where YY indicates year and XX is the running issue number, in sequence. Example: 01, 02, 03 etc. Example: FAA/ROSTER/23-01
Issue Date	Insert the date of roster being issued/revised.
Remarks	Describe reason of revision/changes.

5.2.41 GAM/Q-065 – List of Contracted Maintenance Function

Purpose: List of maintenance functions contracted out to other organisations



Galaxy Aerospace
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List of Contracted Maintenance Function	
Document No.	GAM/Q-065
Revision No.	2
Date	

No.	Name of Facility/Organisation	Maintenance Function	Rating (if any)

Quality Assurance Manager Approval	Federal Aviation Administration Approval
Date:	Date:

Page: 1 of 1

Instruction for filling up GAM/Q-065 – List of Contracted Maintenance Function.

Document no	Insert document number
Issue no	Insert issue number
Revision no	Insert revision number
Date	Insert revision date number
No	Insert numerical indication for the contracted organization
Name of facility / organization	Insert name of facility / organization the maintenance function is contracted to.
Maintenance function	Insert maintenance function for which the organization is contracted to.
Rating (if any)	Insert organization rating
Quality Assurance Manager Approval	Insert signature of QAM approving the list, and the date of approval
Federal Aviation Administration Approval	Insert signature of FAA approving the list, and the date of approval

5.2.42 GAM/Q-066 CAPABILITY EVALUATION CHECKLIST

Purpose: To document an evaluation of new or change of GAM's maintenance capability.

Galaxy Aerospace maintenance . repair . overhaul — **Capability Evaluation Checklist**

Instructions: Part A and B to be completed by requestor

(A) GENERAL INFORMATION				
1.	a) NEW ☐	b) ADDITIONAL ☐	c) REMOVAL ☐	
2.	Description			
3.	Part No.		4. Manufacturer	
5.	REQUIRED AUTHORITY APPROVAL / ACCEPTANCE CAAM ☐ FAA ☐ OTHERS ☐ (Please Specify) _____			
6.	Rating		7. Class	

Instructions: *Please tick (√) whether Y (yes), N (no) or N/A (not applicable) in the given space. Enter Remarks to justify your decision.*

(B)	REQUIREMENTS	COMPLIANCE Y	N	N/A	REMARKS
1.	**Justification for the Proposed New or Addition of Capabilities**				
a)	Has MOC been raised and approved? Note: Attached copy of MOC.	☐	☐	☐	
2.	**Housing / Facilities**				
a)	Is there a designated location or facilities to perform the task? Note: State location / facilities to be performed.	☐	☐	☐	
b)	Do the facilities have sufficient workspace and proper segregation and protection of articles during maintenance?	☐	☐	☐	
c)	Does the proposed task require specific area to be segregated from other maintenance activities?	☐	☐	☐	
d)	Does the facility have suitable racks, trays, stands, and other segregation means for storage and protection of all articles during maintenance?	☐	☐	☐	
e)	Does the designated location have sufficient ventilation and lighting?	☐	☐	☐	
f)	Does it require temperature and humidity control?	☐	☐	☐	
3.	**Tools / Equipment**				
a)	Are the complete set of tools available?	☐	☐	☐	
b)	Are the inspection tools and equipment adequate?	☐	☐	☐	
c)	Are the alternate tools available? Note: List of tools / equipment to be attached.	☐	☐	☐	

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Capability Evaluation Checklist

4.	**Technical Data / Manual**				
a)	Are approved technical data / manuals available to perform the task?	☐	☐	☐	
b)	Has the reference data / manual been issued to work area?	☐	☐	☐	
c)	Has the instructional form / worksheet been prepared and released?	☐	☐	☐	
5.	**Personnel**				
a)	Do we have sufficient and qualified personnel to perform the task? Note: List of personnel	☐	☐	☐	
b)	Have the personnel attended formalized product training?	☐	☐	☐	
6.	**Safety**				
a)	Has HIRARC been performed	☐	☐	☐	
b)	Does the task require specific PPE?	☐	☐	☐	

Additional Remarks:

PREPARED BY			REVIEWED BY		
Signature	:		Signature	:	
Name	:		Name	:	
Designation	:		Designation	:	
Date	:		Date	:	

GalaxyAerospace maintenance . repair . overhaul	Capability Evaluation Checklist

(C) FOR QUALITY ASSURANCE DEPARTMENT USE ONLY	
1	Verify on submitted documentations and perform physical inspection to ensure housing facilities, tools and equipment, maintenance data and qualified personnel are available and adequate.
	☐ Satisfactory ☐ Unsatisfactory
	Remarks:
2	Result:
	☐ Recommended for an inclusion of additional capability/variation
	☐ Not Recommended

VERIFIED BY			APPROVED BY		
Signature	:		Signature	:	
Name	:		Name	:	
Designation	:		Designation	:	
Date	:		Date	:	

GalaxyAerospace maintenance . repair . overhaul — **Capability Evaluation Checklist**

INSTRUCTIONS FOR COMPLETING FORM

Part (A)

1. New / Addition	Please tick if the part/article is new or addition to GAM capability.
2. Description	Describe the name of part/article.
3. Part No.	Enter part no. of part/article.
4. Manufacturer	Please enter the aircraft manufacturer company name i.e. Airbus, Leonardo.
5. Required Authority	Please tick the part/article that requires for authority approval/acceptance.
6. Rating **7. Class**	Please identify by referring to the table below to fill the respective field accordingly (only from CAAM and FAA approval).

CAAM

CLASS		RATING	CLASS		RATING
Aircraft	A1	Aeroplanes above 5700 kg	Components other than complete engines or APUs	C9	Fuel, ATA 28; 47
	A2	Aeroplanes 5700 kg and below		C10	Helicopters – Rotors, ATA 62; 64; 66; 67
	A3	Helicopters		C11	Helicopter – Trans, ATA 63; 65
	A4	Aircraft other than A1, A2 or A3		C12	Hydraulic Power, ATA 29
Engines	B1	Turbine Engine		C13	Indicating/Recording Systems, ATA 31; 4; 46
	B2	Piston Engine		C14	Landing Gear, ATA 32
	B3	Auxiliary Power unit (APU)		C15	Oxygen, ATA 35
Components other than complete engines or APUs	C1	Air Conditioning & Pressurisation, ATA 21		C16	Propellers, ATA 61
	C2	Auto Flight, ATA 22		C17	Pneumatic & Vacuum, ATA 36; 37
	C3	Comms and Nav, ATA 23; 34		C18	Protection for/anti/fire, ATA 26; 30
	C4	Doors – Hatches, ATA 52		C19	Windows, ATA 56
	C5	Electrical Power & Lights, ATA 24; 33; 85		C20	Structural, ATA 53; 54; 57-45; 57.20; 57.30
	C6	Equipment, ATA 25; 38; 44; 45; 50		C21	Water Ballast, ATA 41
	C7	Engine – APU, ATA 49; 71; 72; 73; 74; 75; 76; 77; 78; 79; 80; 81; 82; 83		C22	Propulsion Augmentation, ATA 84
	C8	Flight Controls, ATA 27; 55; 57-40; 57.50; 57.60; 57.70	Specialised Services	D1	Non-Destructive Testing (NDT)

FAA

RATING	CLASS		RATING	CLASS	
Airframe	1	Composite construction of small aircraft	Instrument	1	Mechanical
	2	Composite construction of large aircraft		2	Electrical
	3	All-metal construction of small aircraft		3	Gyroscopic
	4	All-metal construction of large aircraft		4	Electronic
Powerplant	1	Reciprocating engines of 400 horsepower or less	Accessories	1	Mechanical
	2	Reciprocating engines of more than 400 horsepower		2	Electrical
	3	Turbine engines		3	Electronic
Propeller	1	All fixed pitch and ground adjustable propellers of wood, metal, or composite construction	Specialised Services		Non-Destructive Testing (NDT)
	2	All other propellers, by make			
Radio	1	Communication equipment			
	2	Navigational equipment			
	3	Radar equipment			

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Galaxy Aerospace maintenance . repair . overhaul	Capability Evaluation Checklist

Part (B)

Requestor to perform and complete all the required checklists and indicate its compliance. Enter Y, N or N/A.

Prepared by	Enter signature, name, designation and date of requestor who prepares this document.
Reviewed by	Enter signature, name, designation and date of HOD who reviews this document.

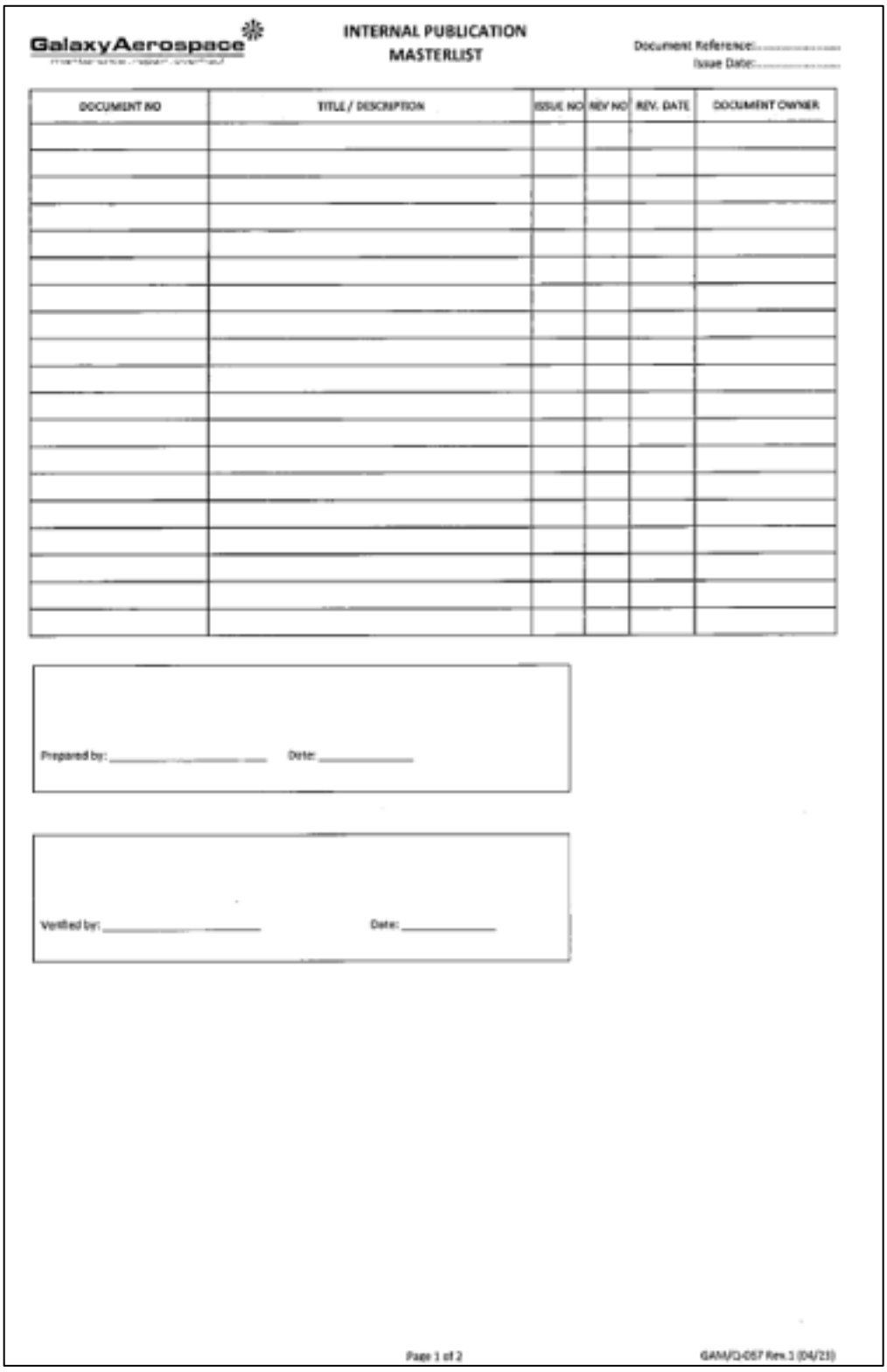
Part (C) is for QA Department use only.

QA Personnel will review and verify the completeness and accuracies of the filled checklist.
Choose "satisfactory" or "unsatisfactory".
Indicate result of verification: Recommended or not recommended.

Verified by	Enter signature, name, designation and date of QA Personnel who verifies this document.
Approved by	Enter signature, name, designation and date of QAM who approves this document.

5.2.43 GAM/Q-067: Internal Publication Masterlist

Purpose: List of internal publications maintained in GAM



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INTERNAL PUBLICATION MASTERLIST

Document Reference:.....
Issue Date:.....

DOCUMENT NO	TITLE / DESCRIPTION	ISSUE NO	REV NO	REV. DATE	DOCUMENT OWNER

Prepared by: _____ Date: _____

Verified by: _____ Date: _____

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GAM/Q-067 Rev.1 (04/23)

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INTERNAL PUBLICATION MASTERLIST

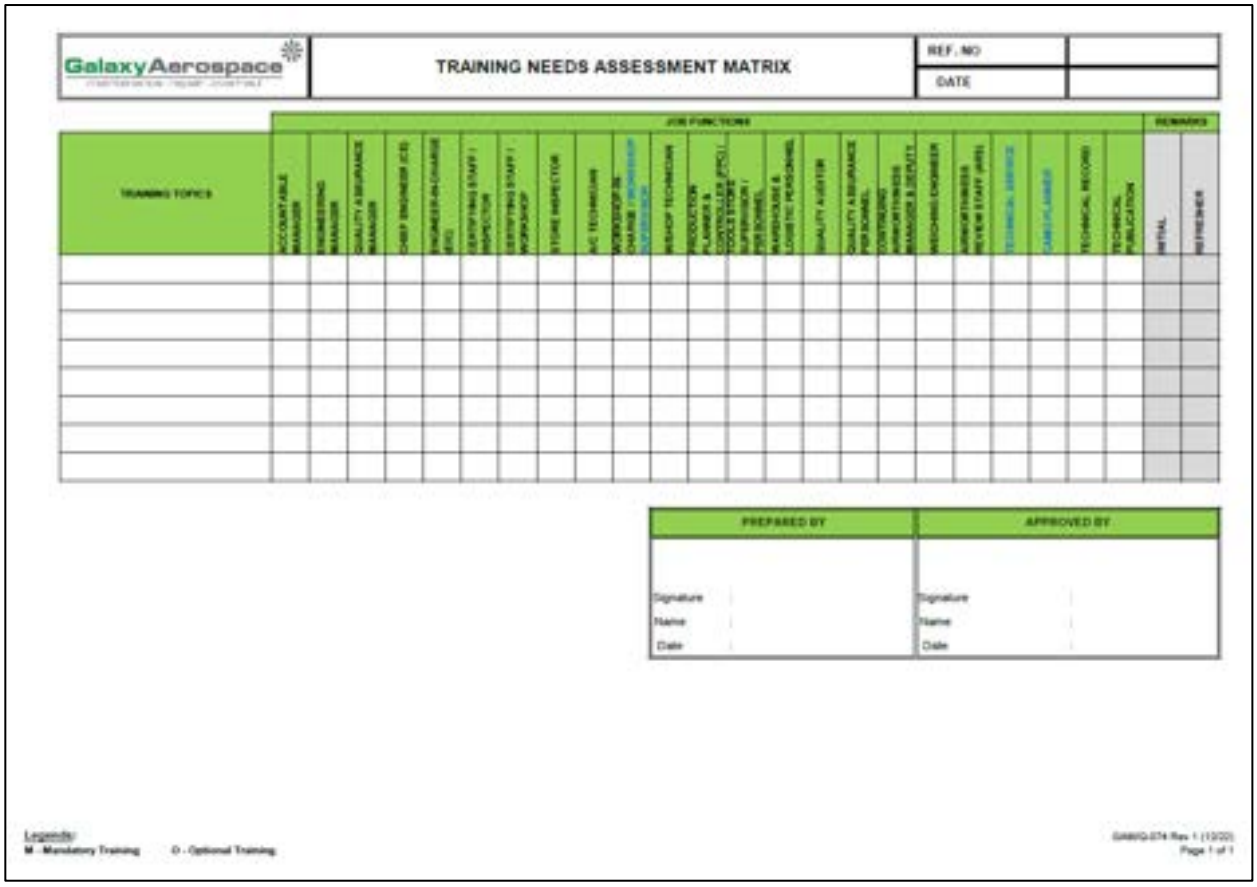
Document Reference:.....
Issue Date:.....

INSTRUCTION TO FILL UP FORMS

DOCUMENT NO	INSERT DOCUMENT REFERENCE NO.
TITLE/DESCRRIPTION	INSERT DOCUMENT TITLE/DESCRIPTION
ISSUE NO	INSERT DOCUMENT ISSUE NO
REV.NO	INSERT DOCUMENT REV. NO
REV. DATE	INSERT DOCUMENT REV. DATE
DOCUMENT OWNER	INSERT DOCUMENT OWNER

5.2.44 GAM/Q-074 Training Needs Assessment Matrix

Purpose: To identity applicable training required by job functions



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TRAINING NEEDS ASSESSMENT MATRIX

REF. NO

DATE

TRAINING TOPICS	JOB FUNCTIONS																								REMARKS	
	ACCOUNTABLE MANAGER	ENGINEERING MANAGER	QUALITY ASSURANCE MANAGER	CHIEF ENGINEER (CE)	ENGINEER-IN-CHARGE (EIC)	CERTIFYING STAFF / INSPECTOR	CERTIFYING STAFF / WORKSHOP	STORE INSPECTOR	A/C TECHNICIAN	WORKSHOP IN CHARGE / SUPERVISOR	WORKSHOP TECHNICIAN	PRODUCTION PLANNER & CONTROLLER (PPC) / TOOLSTORE SUPERVISOR / PERSONNEL	WAREHOUSE & LOGISTIC PERSONNEL	QUALITY AUDITOR	QUALITY ASSURANCE PERSONNEL	CONTINUING AIRWORTHINESS MANAGER & DEPUTY	MISSION ENGINEER	AIRWORTHINESS REVIEW STAFF (ARS)	TECHNICAL SERVICE	CAMO PLANNER	TECHNICAL RECORD	TECHNICAL PUBLICATION	INITIAL	REVIEWER

PREPARED BY	APPROVED BY
Signature	Signature
Name	Name
Date	Date

Legends:
M - Mandatory Training O - Optional Training

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INSTRUCTIONS FOR COMPLETING GAM/Q-074 TRAINING NEEDS ASSESSMENT MATRIX

No.	Item	Instructions
1	Section 1 (Course Code)	Enter the course code assigned for the training topic.
2	Section 1 (Training Topics)	Enter the training title/topics.
3	Section 1 (Job Functions)	Enter the letter 'M' as Mandatory for the appropriate job functions column which required the training.
4	Section 1 (Remarks-Initial)	Enter 'YES' if the training required initial training.
5	Section 1 (Remarks-Refresher)	Enter 'YES' if the training required refresher training.
6	Section 2 (Prepared by)	Enter the applicable name, signature and date of who prepared the document.
7	Section 2 (Approved by)	Enter the applicable name, signature and date of who approved the document.

5.2.45 GAM/SMS/01A: SAFER CARD

Purpose: To report any hazard or incident.

SAFER CARD

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Name: **Report No.:**

Location: **Date:**

Report Type:		
Unsafe Act		Personal (PPE)
		Improper Used
		Location
		Tools
		Procedures
		Not Comply
		Others (Specify)
Remarks for specify:		
Brief Description:		
Improvement / Suggestion:		
Process:		
	HOD	
	SM	
	FILE	
SMS Dept. Remarks:		
SMS Updated Dept. Remarks:		

GAM/SMS/01A REV.0(16)

Instructions for Completing Safer Card (GAM/SMS/01A)

Name	Enter name of person issuing Safer Card
Report No	(auto generate)
Location	Enter the location of hazard
Date	Enter date of report
Report Type	Select the type of report such as Unsafe act or condition.
Remarks for specify	Enter other possible unsafe condition
Brief Description	Describe the hazard in details.
Improvement/Suggestion	Enter any improvement that you feel can mitigate the hazard.
Process	Tick appropriate box for further action (Who will act or take action)
SMS Dept. Remarks	Update from Safety Dept upon receive this Safer Card
SMS Updated Dept Remarks	Update of Action taken by Safety Dept to close this Safer Card

5.2.46 GAM/E-077 AIRCRAFT ACCEPTANCE / HANDOVER INSPECTION FORM

Purpose: To be complete upon aircraft acceptance.

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AIRCRAFT ACCEPTANCE / HANDOVER INSPECTION FORM

A/C TYPE:	
A/C REG:	
A/C SN:	
CLIENT:	

FIGURE 1: NOSE AREA

NO	NOTES/FINDINGS	INSPECTED BY	VERIFIED BY

GAM/E-077 Rev.1 (01/23)
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AIRCRAFT ACCEPTANCE / HANDOVER INSPECTION FORM

FIGURE 2: TOP AREA

NO	NOTES/FINDINGS	INSPECTED BY	VERIFIED BY

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AIRCRAFT ACCEPTANCE / HANDOVER INSPECTION FORM

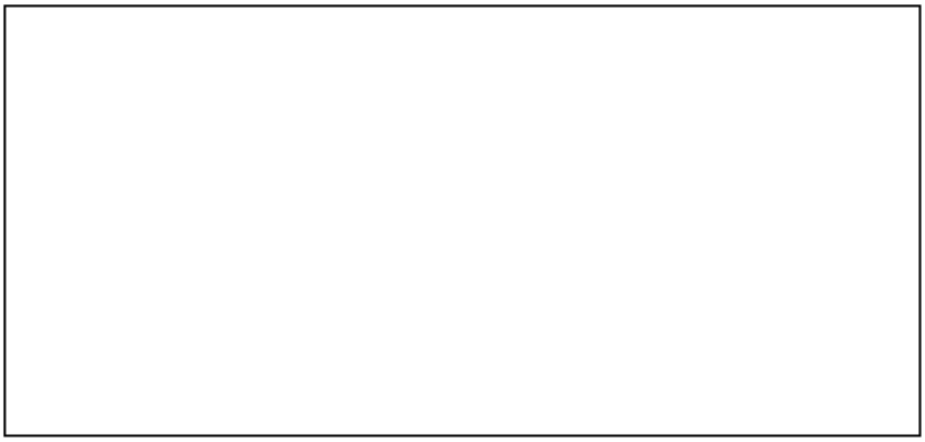

FIGURE 3: LEFT SIDE AREA

NO	NOTES/FINDINGS	INSPECTED BY	VERIFIED BY

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AIRCRAFT ACCEPTANCE / HANDOVER INSPECTION FORM

FIGURE 4: RIGHT SIDE AREA

NO	NOTES/FINDINGS	INSPECTED BY	VERIFIED BY

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AIRCRAFT ACCEPTANCE / HANDOVER INSPECTION FORM

FIGURE 5: BELLY AREA

NO	NOTES/FINDINGS	INSPECTED BY	VERIFIED BY

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AIRCRAFT ACCEPTANCE / HANDOVER INSPECTION FORM

FIGURE 6: SEATS

NO	NOTES/FINDINGS	INSPECTED BY	VERIFIED BY

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AIRCRAFT ACCEPTANCE / HANDOVER INSPECTION FORM

COCKPIT

NO	NOTES/FINDINGS	CHECKED BY	VERIFIED BY

CABIN

NO	NOTES/FINDINGS	CHECKED BY	VERIFIED BY

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AIRCRAFT ACCEPTANCE / HANDOVER INSPECTION FORM

BAGGAGE COMPARTMENT

NO	NOTES/FINDINGS	CHECKED BY	VERIFIED BY

OTHERS

NO	NOTES/FINDINGS	CHECKED BY	VERIFIED BY

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AIRCRAFT ACCEPTANCE / HANDOVER INSPECTION FORM

LOOSE ITEM CHECK LIST

NO	NOTES/FINDINGS	CHECKED BY	VERIFIED BY

SECTION A: ACCEPTANCE FROM CLIENT

I hereby verify that a physical inspection has been carried out with the above notes/findings, prior to aircraft handing-over to Galaxy Aerospace (M) Sdn Bhd :

GAM Representative Signature : _____

NAME : _____

DATE : _____

I hereby acknowledge handing-over of the aircraft to Galaxy Aerospace (M) Sdn. Bhd. with the above-mentioned notes/findings after verification with Galaxy Aerospace representative:

CLIENT Representative Signature: _____

NAME: _____

DATE: _____

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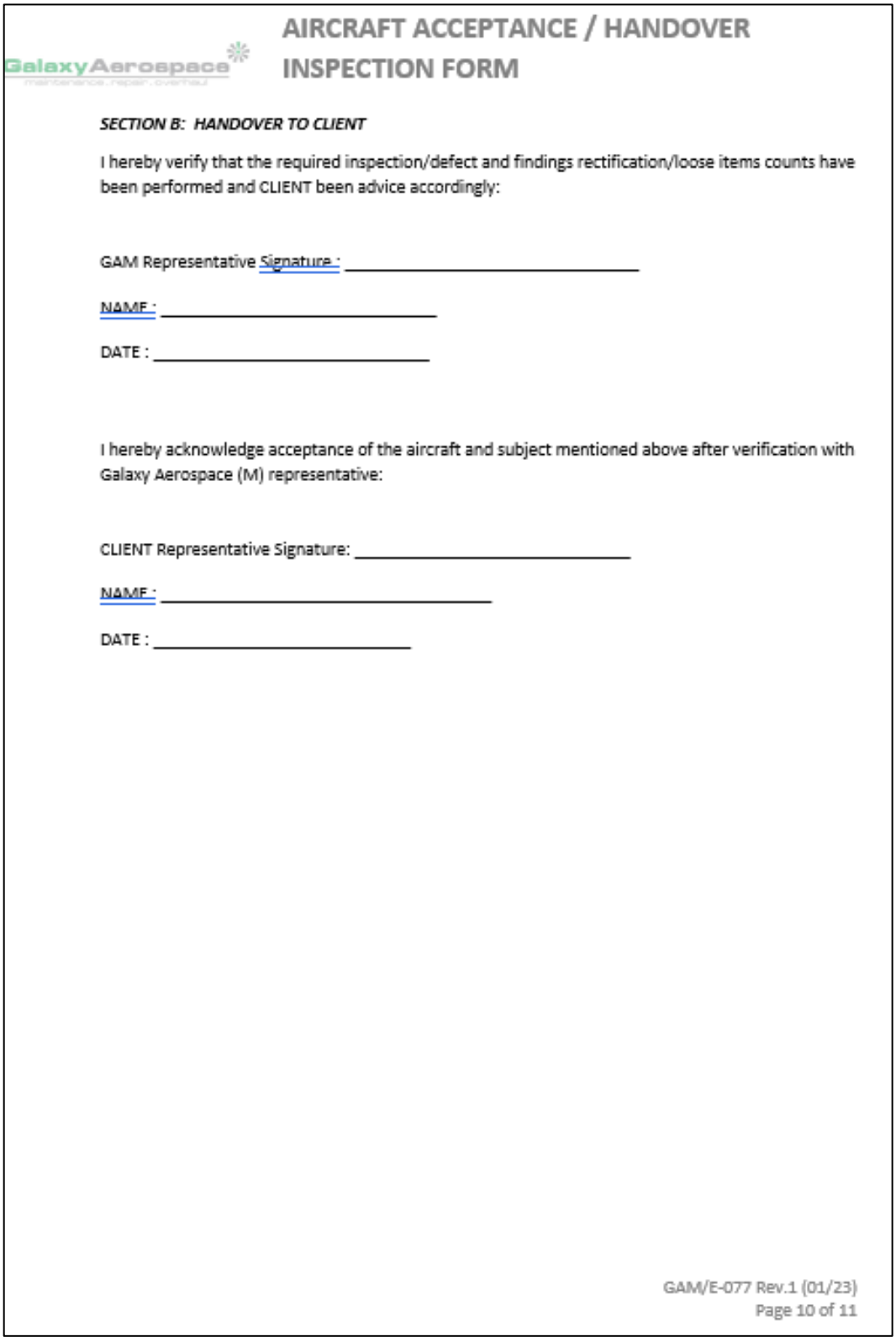

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AIRCRAFT ACCEPTANCE / HANDOVER INSPECTION FORM

SECTION B: HANDOVER TO CLIENT

I hereby verify that the required inspection/defect and findings rectification/loose items counts have been performed and CLIENT been advice accordingly:

GAM Representative Signature : _____

NAME : _____

DATE : _____

I hereby acknowledge acceptance of the aircraft and subject mentioned above after verification with Galaxy Aerospace (M) representative:

CLIENT Representative Signature: _____

NAME : _____

DATE : _____

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AIRCRAFT ACCEPTANCE / HANDOVER INSPECTION FORM

INSTRUCTION FOR COMPLETING AIRCRAFT ACCEPTANCE / HANDOVER INSPECTION FORM

A/C TYPE:	State the aircraft type
A/C REG:	State the aircraft registration
A/C SN:	State the aircraft serial number
CLIENT:	State the aircraft received from which company or customer
NOSE AREA:	PPC insert front view of the aircraft to mark the finding location.
TOP AREA:	PPC Insert top view of the aircraft to mark the finding location.
LEFT SIDE AREA:	PPC Insert left hand side view of the aircraft to mark the finding location.
RIGHT SIDE AREA:	PPC Insert right hand side view of the aircraft to mark the finding location.
BELLY AREA	PPC Insert belly view of the aircraft to mark the finding location.
SEATS	PPC Insert seats view of the aircraft to mark the finding location.
NOTES/FINDING:	LAE remarks any abnormalities found on the parts of the aircraft received together with an actual picture.
CHECKED BY:	Fill in signature and name of GAM representative
VERIFIED BY:	Fill in signature and name of CLIENT representative
GAM Representative Signature :	Fill in signature of GAM representative
NAME:	Fill in name of GAM representative
DATE:	Fill in date of inspection
CLIENT Representative Signature:	Fill in signature of customer representative
NAME:	Fill in name of customer representative

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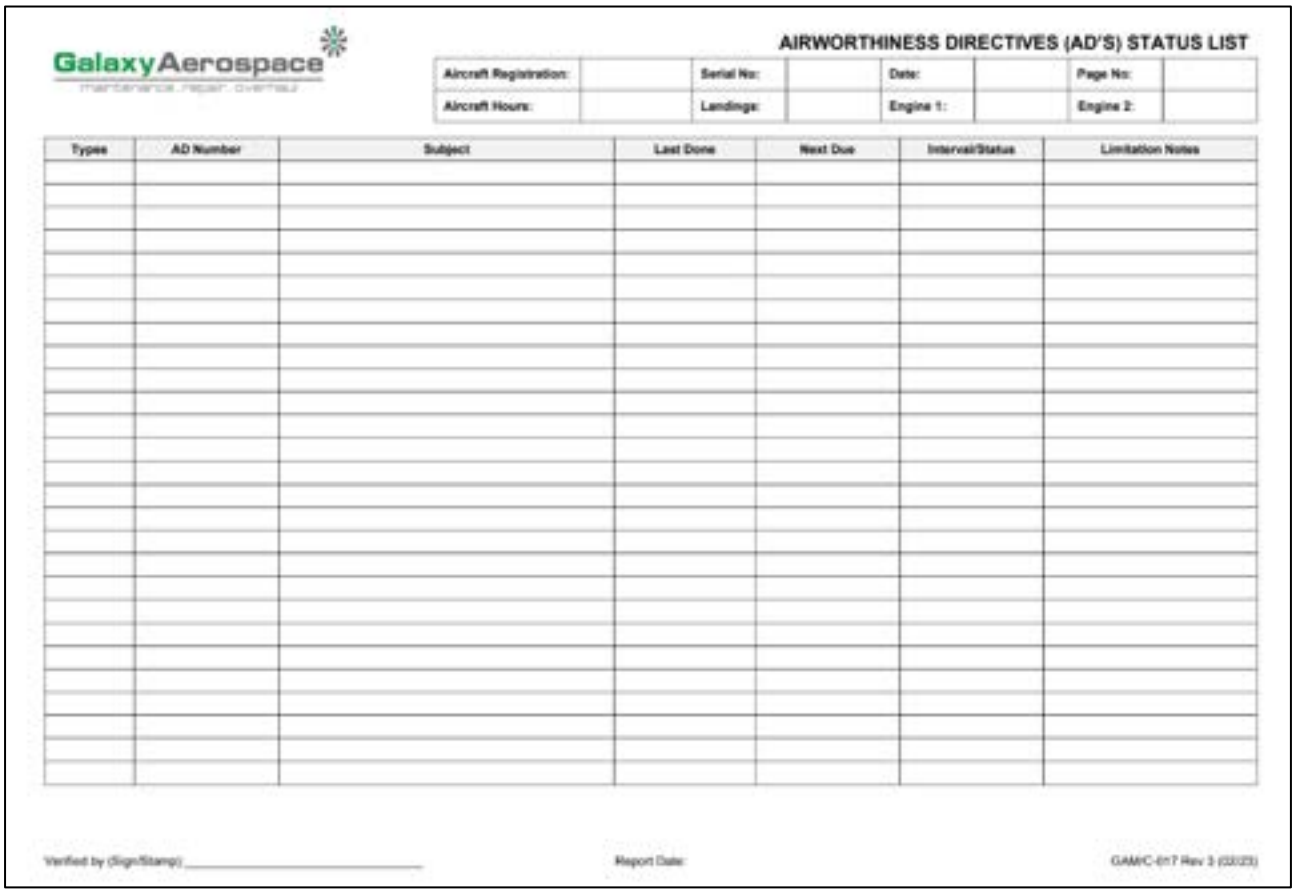
5.2.47 GAM/C-017 AIRWORTHINESS DIRECTIVES (AD'S) STATUS LIST

Purpose: To update and review aircraft Airworthiness Directives (AD's) status.



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AIRWORTHINESS DIRECTIVES (AD'S) STATUS LIST

Aircraft Registration:		Serial No:		Date:		Page No:	
Aircraft Hours:		Landings:		Engine 1:		Engine 2:	

Types	AD Number	Subject	Last Done	Next Due	Interval/Status	Limitation Notes

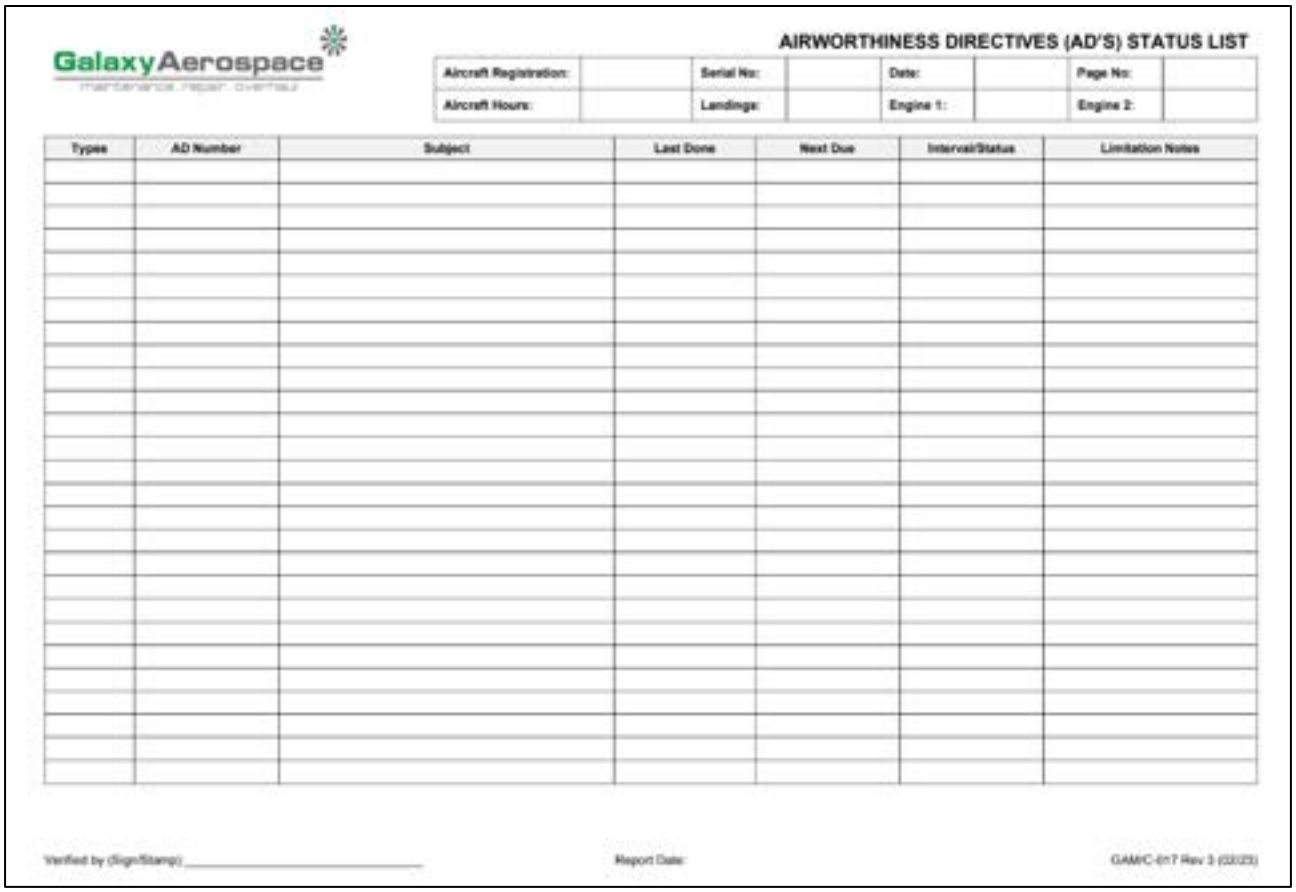
Verified by (Sign/Stamp): _____ Report Date: GAM/C-017 Rev 3 (03/23)

Galaxy Aerospace	INSTRUCTION FOR COMPLETING FORM GAM/CAMO-017 AIRWORTHINESS DIRECTIVES (AD'S) STATUS LIST

NO	ITEM	INSTRUCTIONS
1.	AIRCRAFT REGISTRATION	Enter the aircraft registration number with prefix
2.	SERIAL NO	Enter the aircraft serial number
3.	DATE	Enter the date of last Aircraft Journey Log entered in AERONET
4.	PAGE	Enter the page number of AD status list
5.	AIRCRAFT HOURS	Enter the aircraft hours in hours-minutes / decimals, as applicable, at last AJL entry in AERONET
6.	AIRCRAFT LDG/CYCLE	Enter the aircraft landing/cycle at last AJL entry in AERONET
7.	#1 ENGINE HOURS	Enter the #1 engine hours in hours-minutes / decimals, as applicable, at last AJL entry in AERONET
8.	#2 ENGINE HOURS	Enter the #2 engine hours in hours-minutes / decimals, as applicable, at last AJL entry in AERONET
9.	TYPES	Enter the type of AD as follows: i) Enter Repetitive AD if AD requires repetitive/ recurring action. ii) Enter Standard AD if AD only require one time action.
10.	AD NUMBER	Enter the AD number and revision. Enter related SB as applicable.
11.	SUBJECT	Enter the AD Subject
12.	LAST DONE	Enter the date and/or hours and/or cycles at compliance
13.	NEXT DUE	Enter the next compliance due (date/hours/cycles) for Repetitive AD Enter the compliance time in hours/ calendar days/ cycles as applicable for Standard AD
14.	INTERVAL/STATUS	Enter the compliance time in hours/ calendar days/ cycles as applicable for Repetitive AD. Enter the Status of AD for Standard AD as follows: i) Enter SUPERSEDED for AD that has been superseded. ii) Enter CANCELLED for AD that has been cancelled. iii) Enter NOT APPLICABLE for AD that is not applicable to the aircraft. iv) Enter TO BE COMPLIED for AD that is applicable to the aircraft and requires to be complied. v) Enter COMPLIED WITH for AD that is applicable to the aircraft and has been complied with.
15.	LIMITATION NOTES	Enter the following information as applicable: i) TIC Reference ii) Accomplishment information. Enter the last accomplishment information only for repetitive AD. iii) Any other remarks that need to be highlighted.
16.	VERIFIED BY (SIGN/STAMP)	Enter the signature and approval no. / stamp of the authorized technical record personnel.
17.	REPORT DATE	Enter the date when the AD's Status List was generated

5.2.48 GAM/Q-082: EMPLOYMENT SUMMARIES

Purpose:Purpose: To update and review aircraft Airworthiness Directives (AD's) status.To record employment summaries of personnel as stated in Roster of Supervisory and Certifying Personnel



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AIRWORTHINESS DIRECTIVES (AD'S) STATUS LIST

Aircraft Registration:		Serial No:		Date:		Page No:	
Aircraft Hours:		Landings:		Engine 1:		Engine 2:	

Types	AD Number	Subject	Last Done	Next Due	Interval/Status	Limitation Notes

Verified by (Sign/Stamp) _____ Report Date: GAM/C-017 Rev 3 (03/23)

Galaxy Aerospace	EMPLOYMENT SUMMARIES	ISSUE NO	
		ISSUE DATE	

NO	NAME	EMP. ID	EMPLOYMENT SCOPE	NATIONAL AUTHORITY LICENSE / APPROVAL		WORK EXPERIENCES		TOTAL YEARS OF EXPERIENCE
				CAAM	FAA	PERIOD	NAME OF EMPLOYER	

PREPARED BY	APPROVED BY
Name & Signature	Name & Signature
Date:	Date:

DOCUMENT HISTORY

ISSUE NO	ISSUE DATE	REMARKS

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Instruction for Completing GAM/Q-082, Employment Summaries

Issue No	Insert issue number for Employment Summaries with the following format: FAA/ES/YY-XX, where YY indicates year and XX is the running issue number, in sequence. Example: 01, 02, 03 etc. Example: FAA/ES/23-01
Issue Date	Insert the date of employment summaries being issued/revised.
No	Insert running number of personnel, in sequence. i.e.: 1, 2, 3, 4 etc.
Name	Insert the name of personnel as stated in the Roster of Supervisory and Certifying Personnel.
Emp ID	Insert corresponding personnel employee no.
Employment Scope	Insert job title/designation/employment scope for personnel.
National Authority License/Approval	Insert National Authority License/Approval for the following authority (where applicable): CAAM (Civil Aviation Authority of Malaysia) – Aircraft Maintenance License (AML) FAA (Federal Aviation Administration) – Mechanic / Repairman License
Working Experience	Period: Enter date start and end of employment. Preferably in format mm/yy; where applicable
	Name of Employer: Enter name of employer
Total years of Experience	Insert the total years of working experience (in Years).
Prepared by	Insert the applicable name, signature and date of who prepares the document.
Approved by	Insert the applicable name, signature and date of Quality Assurance Manager or his designee who approves the document.
Document History	
Issue No	Insert issue number for Employment Summaries with the following format: FAA/ES/YY-XX, where YY indicates year and XX is the running issue number, in sequence. Example: 01, 02, 03 etc. Example: FAA/ES/23-01
Issue Date	Insert the date of employment summaries being issued/revised.
Remarks	Describe reason of revision/changes.