



CORRECTIVE ACTION REQUEST

Standard
PU 2103

*(Tick 'V' or 'X')

*Category Critical Major
 Minor

SECTION 1 : DETAILS OF AUDIT

Auditor

Auditee

Reg 4.5.7d Authorised Trade Personnel

*Position :

QM
 SMM
 Others

Audit No /
CAR No of

Galaxy Aerospace (M) Sdn Bhd

SECTION 2 : NON-CONFORMANCE (Include details of objective evidence)

Ref:

#1. GAM/MMP/AW139 HOM Section 4.4.2 Para 3.

The Audit found that 5 out of 6 ATPs registered in Ref#1 (Jimmy, Joshua, Stefan, Rolenzo and Nina) were not attending the AW139 Type Course.

Auditor

Date / /

Auditee

SECTION 3 : ROOT CAUSE AND CORRECTIVE ACTION (Determination of root cause and action plan including completion date)

Root Cause :

Date to be completed : / /

1. Inadequate procedure to identify the requirement of ATP

Corrective Action :

- The mentioned names have been removed as ATP and will be replaced with qualified personnel. Refer SMM Letter in Attachment 1.A
- Crisis Management Meeting was conducted on 26/09/2022 and decision made to revoke all ATP's who has not attended type rating training. Refer attached Minute of Meeting in Attachment 1.B
- MMP Part 6, Appendix 1 QTE, has been revised to include requirement of type training for ATP. Refer Draft MMP Part 6, Appendix 1 in Attachment 1.C

Auditee

Position : **AZILLAH BIN MATAP**
Senior Maintenance Manager
Galaxy Aerospace (M) Sdn. Bhd.
(1040252-D)

Date / /

SECTION 4 : FOLLOW-UP DETAILS AND CLOSE OUT

Verification of implemented corrective actions :

Verified By

*CAR Close Out (Tick V)
 Yes No

Date / /

Attachment

1.A

PRIVATE & CONFIDENTIAL

26th September 2022

- i) **MR. STEFAN WALTER SUNDANG ALEX (STAFF NO. 8233)**
- ii) **MR. JIMMY FERNANDEZ AK JULET (STAFF NO. 8108)**
- iii) **MR. JOSHUA TIRRO YAHYA (STAFF NO. 8109)**
- iv) **Ms. NINA NA'ILAH BINTI RUSLAN (STAFF NO. 8145)**
- v) **MR. ROLENZO ANAK ROBERT GERSOM (STAFF NO. 8237)**

Dear Sir/Madam,

REVOKED OF AUTHORISED TRADE PERSON (ATP) FOR NAVY-HOM OPERATION.

Refer : A. PU2103 Volume 3 Regulation 7 Technical Airworthiness Management Manual (TAMM).
B. GAM/MMP/AW139 HOM Section 4.2.2 Para 3.

Please be informed that your Company Approval as Authorised Trade Person (ATP) for GAM-AMO NAVY-HOM Operation have been revoked effective on the date of this letter to be aligned with the DGTA Compliance Audit and GAM Crisis Management held on 19-22nd September 2022 and 26th September 2022 respectively.

Further I would like to request your cooperation to return your Authorized Trade Person (ATP) stamp issued by Quality Department to the Quality Manager as soon as possible.

Thank You.

Best Regards,
for and on behalf of
GALAXY AEROSPACE (M) SDN BHD


AZILLAH BIN MATAP
SENIOR MAINTENANCE MANAGER.
GALAXY AEROSPACE (M) SDN. BHD.
azillah@galaxyaerospace.my

Attachment

1.B

CRISIS MANAGEMENT MINUTES OF MEETING – 12/22

Meeting Title:	Compliance to TAM Reg.7 – ATP Personnel Requirement
Date of Meeting:	26 Sept 2022
Time:	11.45 A.M – 1.00 P.M
Location:	Emerald Room, GAM OC
Chairperson:	Omar bin Ahmad (Quality Assurance Manager – QAM)
Attendee:	<ol style="list-style-type: none"> 1. Ismail bin Sulaiman (Chief Operation Officer – COO) 2. Syafrul Yamani Bin Safruddin (Engineering Manager - EM) 3. Azillah bin Matap (Deputy Engineering Manager – Deputy EM) 4. Nurulazhan bin Sallehuddin (Senior Maintenance Manager - APMM) 5. Mohd Mahadir Hanafiah (Senior Maintenance Manager – NAVY) 6. Muhammad Arzat bin Anuar (Safety Assistant) 7. Muhammad Izzuddin bin Ibeharim (Quality Assurance Inspector)



Meeting Objective
To carry out investigation and determine root cause analyses on the incident.

No.	Remarks
1.0	<p>Welcoming</p> <p>Chairman welcoming everyone with thanks to all for being present at the meeting even though in short notice.</p>
2.0	<p>Introduction</p> <p>To discuss the on the ATP personnel requirement and privilege after recent DGTA Compliance Audit on GAM AMO</p>
3.0	<p>Incident Information</p> <p>Incident Date NIL</p> <p>Incident Time NIL</p> <p>Aircraft Type NIL</p> <p>Aircraft Registration NIL</p> <p>Serial Number NIL</p> <p>Owner Malaysian Maritime Enforcement Agency (MMEA) Royal Malaysian NAVY</p> <p>Operator Malaysian Maritime Enforcement Agency (MMEA) Royal Malaysian NAVY</p> <p>Detail Incident DGTA recently completed Compliance audit on GAM AMO NAVY. Major NCR issued to GAM AMO highlighting current GAM Authorised Trade Person (ATP) personnel were not attending AW139 type course. Requirement stipulated in Regulation 4.5.7 required the ATP to satisfactorily completed a formal technical trade training course to quality the individual to perform maintenance task, subject to task authorisation and associated with the trade discipline</p>


No.	Topic	Discussion	Remarks
4.0	Root Cause	a) Materials Not applicable	
		b) Method Incompliance with requirement	
		c) Environment Not applicable	
		d) Machines Not applicable	
		e) Man Not applicable	
5.0	Corrective Action	a) To request ATP personnel not attending related type course to surrender the ATP approval and stamp. Each SMM to issue a letter to the affected ATP with effective date 26 Sept 2022	Action by - SMM
		b) ATP personnel surrendering the approval and stamp to be redesignate to non-ATP. Each SMM to issue a letter to the affected ATP with effective date 26 Sept 2022	Action by - SMM
6.0	Preventive Action	a) GAM to arrange for the type course for affected ATP personnel prior being issued with the ATP approval and stamp	Action by - SMM
		b) To check with DGTA for type course acceptance if the type course conducted by GAM under once-off approval	Action by – SMM/QM
		c) Maintenance Management Plan (MMP) to be revised to reflect the latest manpower arrangement	Action by - QM
		d) Company Approval Certificate (GAM/Q-013B) to be revised. i. ATP – Function 1-7, 22 & 23 ii. MI/S (Mech) – Function 1-7, 9-12, 20-23 iii. MI/S (Avio) – Function 1-7, 9,10,12, 20-23 iv. NTP – Function 17-19 Added Function i. Certificate of Maintenance Review (CMR) – Function to be given to MM ii. Base Maintenance Release (BMR) – Function to be given to MI/S and MM CMR & BMR policy to be included into AMP	SMM to discuss and finalize with AMMACE APMM on the needs of CMR/BMR
7.0	Reporting	a) Safety Department to conduct Risk Assessment (HIRA)	

Closing
The meeting end at 1300 hours.

The minute of meeting prepared by

 	MUHAMMAD IZZUDDIN BIN IBEHARIM
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The minute of meeting verified by

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

1.C

MAINTENANCE MANAGEMENT PLAN

APPENDIX 1

QUALIFICATION, TRAINING AND EXPERIENCE OF MANAGEMENT & MAINTENANCE PERSONNEL

Position	Appointed by	Qualification	Training	Experiences
Accountable Manager (AM)	Board of Director	Nil	Nil	<ol style="list-style-type: none"> 1. Involve in the Aviation Industry 2. Experience in organization management.

Draft

DOCUMENT REFERENCE:	GAM/MMP/AW139HOM		DATE:	29 SEP 2022
ISSUE:	1	AMENDMENT:	4	PAGE: MMP Appendix 1 1 of 5

MAINTENANCE MANAGEMENT PLAN

Position	Appointed by	Qualification	Training	Experiences
Senior Maintenance Manager (SMM)	Accountable Manager	Qualified Maintenance Manager or Maintenance Inspector / Supervisor OR	1. Attended at least a AW139 General Familiarization Course 2. Attended TAMM training and have a thorough understanding of the TAMM regulation in maintenance and aeronautical product of state registered aircraft.	At least 5 years in aircraft maintenance.
		Possess a CAAM/EASA License OR		
		Possess Engineering Degree or Diploma		

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MAINTENANCE MANAGEMENT PLAN

Position	Appointed by	Qualification	Training	Experiences
Quality Manager (QM)	Accountable Manager (AM)	Possess a AMEL License OR	1. Attended Tamm training and have a thorough understanding of Tamm regulation in maintenance and aeronautical product of state registered aircraft 2. Attended at least the Understanding, Documenting and Implementing Quality Management System to ISO 9000	1. At least 3-year experiences in Quality Department or qualified as Lead Auditor. 2. Qualified a certified Lead Auditor.
		Possess a Tertiary education		

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MAINTENANCE MANAGEMENT PLAN

Position	Appointed by	Qualification	Training	Experiences
Maintenance Manager (MM)	Senior Maintenance Manager (SMM)	Possess a CAAM/EASA License, OR	<ol style="list-style-type: none"> Must have attended aircraft AW139 type training Attended Safety and Human Factor Training 	At least 3 years in aircraft maintenance
		Qualified Maintenance Inspector/Supervisor, OR		
		Possess Engineering Degree		
Maintenance Inspector /Supervisor (MI/S)	Senior Maintenance Manager (SMM)	Possess a CAAM/EASA License, OR	<ol style="list-style-type: none"> Must have attended aircraft AW139 type training Attended Safety and Human Factor Training 	At least 5 years in aircraft maintenance
		Qualified Aircraft Tradesman, OR		
		Possess Engineering Degree		
Authorized Trade Persons (ATP)	Senior Maintenance Manager (SMM)	Completed all aircraft basic courses and aircraft training to their respective trades, OR	<ol style="list-style-type: none"> Must have attended aircraft AW139 type training Attended Safety and Human Factor Training 	
		Qualified Aircraft Tradesman, OR		
		Possess Engineering Degree		

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MAINTENANCE MANAGEMENT PLAN

Position	Appointed by	Qualification	Training	Experiences
Non-Trade Personnel (NTP) Publication, Record and Planning.	Senior Maintenance Manager (SMM)	Possess a Degree	1. Attended at least a General Familiarization Course 2. Attended Safety and Human Factor Training	At least 6 months in relevant operation
		Possess a Diploma		At least 1 year in relevant operation
		Possess a Certificate		At least 2 years in relevant operation
Non-Trade Personnel (NTP) Warehouse Operation.	Senior Maintenance Manager (SMM)	Holding company approval for store inspection (E1) from GAM Part 145 operation.	Attended Safety and Human Factor Training	At least 1 year experience in relevant operation environment (Advantage for tools controls or spare controls).

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