
	Audit Report	
	Report No.	SA/2021-001
	Area / Scope	GAM-PGU
	Date of audit	15/03/2021

A		AUDIT DETAILS			
1.	Audit Type / Category	Tick where applicable <input type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Surveillance	<input type="checkbox"/> Vendor <input type="checkbox"/> Product <input type="checkbox"/> Variation to approval		
		Specify: Surveillance audit on GAM-PGU facility			
2.	Audit Reference	Maintenance Organisation Exposition issue 2 revision 04 Airworthiness Notice 6501 AMO Audit Checklist			
3.	Auditor(s)	Luqman Hakim bin Mohd Aroff (Lead Auditor) Mohamad Shafiq Ihsanudin bin Rosmaili			
4.	Auditee(s)	Wan Muhd Faizal Rizza bin Mohd Rahim			
5.	Location	Pasukan Gerakan Udara Subang, Polis Diraja Malaysia, Pangkalan Semenanjung, Lapangan Terbang Sultan Abdul Aziz Shah Airport.			
B		AUDIT SUMMARY			
<p>A surveillance audit was carried out at GAM-PGU AW 139 facility to ensure compliance towards company procedures, as well as regulations published by the authority,.</p> <p>Audit methodology was through observation at the workplace, and interview with personnel working during the shift.</p> <p>The surveillance covered the following elements:</p> <ol style="list-style-type: none"> 1. Tools 2. Facility 					
No	Item	Compliance			Remark
		Yes	No	N/A	
Facility					
1	Housekeeping – Cleanliness of hangar floor, Condition during and after maintenance	/			
2	Adequate lighting – Adequate to carry out task			/	
3	Noise – Ensure noise does not distract personnel from carrying out task			/	
4	Environment control – Schedule and general waste			/	
5	Hangar floor racks – unserviceable, holding rack, Item labeling for items placed on racks (Serviceable, U/S, holding label)	/			
6	Storage of POL				
6.1	Availability of POL storage facility	/			
6.2	Control of POL – Labeling, POL control list (Total POL items available)		/		-Several contact cleaner uncontrolled, without


					any label NCR 06 raised -Improper storage NCR 03 raised
6.3	Shelf life – Control of due date, de-can items,		/		-No due date recorded on several contact cleaners.
6.4	Availability of MSDS at the POL storage area for each item				
Tools and Equipment					
1	GSE				
1.1	Serviceability of equipment - Label and condition		/		- Unserviceable aircraft tyre found stored on racking without any label. NCR 01 raised
1.2	Proper storage of GSE		/		- Several equipment were found to not be stored at their proper place when maintenance is not currently taking place. NCR 07 raised
1.3	Performance of GSE preventive maintenance		/		
1.4	Availability of safety equipment on GSE, if required i.e – fire extinguisher on tow truck		/		
2	Tools and Equipment				
2.1	Tools Store conditions – General housekeeping in the tool store		/		Several tools were found improperly stored. NCR 05 raised
2.2	Availability of tools – Labeling, control number, Tool listing	/			
2.3	Control of in and out of tools– The usage of tools in and out register book, secure storage of tools		/		Keys to tool store found placed onto the table, without anyone's supervision. NCR 04 raised
2.4	Proper storage of tools – In store / during maintenance		/		Several tools were found improperly stored. Refer para 2.1.
2.5	Condition of tool – Serviceability (label, general condition)	/			
2.6	Calibrated tools – Control of calibrated tools, calibration information (sticker, etc.)		/		
2.7	Control of personnel tool – Registered, List of tools		/		
3	Material and consumable – Storage of materials at maintenance base.				
3.1	List of materials stored at maintenance base		/		
3.2	Storage condition and labeling		/		
3.3	Control of materials and consumables at maintenance base		/		
Maintenance Data					
1	Publication				




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1.1	Publication Master List – up to date			/	
1.2	Access to current maintenance data			/	
1.3	Registered PC – availability of current maintenance data			/	
2	Maintenance record – if available			/	
2.1	Control of maintenance record – Condition of storage			/	
2.2	Completeness of maintenance record – sample			/	
2.3	Backup of maintenance record – Hard drive			/	
2.4	Storage of worksheet, AJL etc in use, inside a secure environment.			/	
2.5	AJL , Work order and worksheet register at maintenance base			/	
General					
1	Daily handover logbook				
1.1	Utilization of daily handover logbook – completeness, correct use of logbook.			/	
1.2	Record of FOD walk			/	
2	Aircraft				
2.1	Cleanliness			/	
2.2	Parking condition – shroud, covering, choke			/	
2.3	Storage condition			/	
3	Performance of maintenance				
3.1	Grounding of aircraft during maintenance	/			
3.2	Use of proper tools, equipment, etc.			/	
3.3	Maintenance data availability			/	
3.4	Proper carry out of maintenance		/		Cowling removed from aircraft without any holding label. NCR 02 raised.

Findings and observations

1. Aircraft tyre stored at PGU AW139 hangar unserviceable rack was without any label.
2. Aircraft component removed from 9M-PMB was not tagged.
3. Several flammable fluids (contact cleaners) were stored improperly inside a consumable rack as inside the tool store.
4. Tool store key was not properly taken care of as it was found inside the tool store itself, without anyone attending to it.
5. Several tools were found improperly stored inside the tool store during the surveillance. They were stored onto a movable tray, in the middle of the store.
6. Several contact cleaners were not labeled.
7. Several equipments were found not properly stored at their designated place even when maintenance is not currently taking place.

 <p>Galaxy Aerospace maintenance . repair . overhaul</p>	Audit Report	
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C PREPARATION AND APPROVAL	
1.	Prepared by Signature :  Date : 06/09/2021. Name : LUQMAN HAKIM B. MOHDARIFF
2.	Approved by Signature :  Date : 06.09.2021 Name :  <p>Othman Bin Ahmad Quality Assurance Manager Galaxy Aerospace (M) Sdn. Bhd (1040262-D)</p>



Audit Report

Report No.	IAR-YYYY/0XX
Area / Scope	GAM-XXXX
Date of audit	DD/MM/YYYY

INSTRUCTION FOR COMPLETING GAM/Q-009, INTERNAL AUDIT REPORT

Report No.	Fill in audit report number, in accordance with quality department internal audit report register						
Area / Scope	Fill in the department / operation that the audit focuses on. Options are as follows: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">GAM-CAMO</td> <td style="width: 50%;">GAM-APMM</td> </tr> <tr> <td>GAM-145</td> <td>GAM-FENNEC</td> </tr> <tr> <td>GAM-VENDOR</td> <td></td> </tr> </table>	GAM-CAMO	GAM-APMM	GAM-145	GAM-FENNEC	GAM-VENDOR	
GAM-CAMO	GAM-APMM						
GAM-145	GAM-FENNEC						
GAM-VENDOR							
Date of audit	Fill in date of audit. If the audit takes more than one day, specify each audit dates. E.g.: 01/04/2021 – 03/04/2021 OR 01/04/2021, 03/04/2021 – 05/04/2021						
Section A (1)	Select audit type/category as applicable. The selection is not restricted to only one type/category of audit. Specify the audit type/category selected in the space provided, e.g.: Tick where applicable <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Scheduled</td> <td><input type="checkbox"/> Vendor</td> </tr> <tr> <td><input type="checkbox"/> Surveillance</td> <td><input type="checkbox"/> Product</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/> Variation to approval</td> </tr> </table> Specify: Compliance audit for additional AMO capability on Bell 429 aircraft maintenance	<input type="checkbox"/> Scheduled	<input type="checkbox"/> Vendor	<input type="checkbox"/> Surveillance	<input type="checkbox"/> Product		<input checked="" type="checkbox"/> Variation to approval
<input type="checkbox"/> Scheduled	<input type="checkbox"/> Vendor						
<input type="checkbox"/> Surveillance	<input type="checkbox"/> Product						
	<input checked="" type="checkbox"/> Variation to approval						
Section A (2)	Fill in the audit reference inclusive of regulation referred to, documents used during audit as well as procedures (manual) referred to during the audit						
Section A (3)	Fill in names of auditors involved in the audit. Specify the lead auditor with a label beside the name, e.g.: Omar bin Ahmad (Lead Auditor)						
Section A (4)	Fill in names of auditees involved in the audit						
Section A (5)	Fill in the address of the audit location.						
Section B	Fill in the summary of the audit, which could include audit methodology, audit elements, observation, and finding.						
Section C (1)	Fill in signature and name of personnel that prepared the audit report, as well as the date audit report was prepared						
Section C (2)	Fill in signature and name of personnel that approves the audit report, and the date of report approval.						