



WORKSHOP MANAGEMENT PROCEDURE

GAM/WMP
ISSUE 2
REVISION 1

GALAXY AEROSPACE (M) SDN. BHD
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PART 0.1 BINDING STATEMENT

- I. Forming the basis for approval to workshop, contents of this Workshop Management Procedure shall be binding. In particular, this document governs the technical and organisational as well as the personnel-related prerequisites for proof of compliance and change of workshop activities under GALAXY AEROSPACE (M) SDN. BHD.
- II. All the significant changes in this Workshop Management Procedure (WMP) and Workshop Capability Procedure (WCP) shall be accepted by QAM.
- III. This Workshop Management Procedure (WMP) is to be updated accordingly to comply with any new or amended regulation published by the Civil Aviation Authority Malaysia or other applicable regulatory requirements from time to time.
- IV. Access is permitted to the Civil Aviation Authority Malaysia to all locations of GALAXY AEROSPACE (M) SDN. BHD., its partners, its subcontractors, and its suppliers for checking whenever deemed required by the Civil Aviation Authority Malaysia.
- V. Workshop Management Procedure and Workshop Capability Procedure will be reviewed at intervals not exceeding 12 months or whenever significant changes occur which affect the content of the Workshop Management Procedure.
- VI. GALAXY AEROSPACE (M) SDN. BHD. will assure sufficient tools, equipment, facility and training for the qualified staff.

GALAXY AEROSPACE (M) SDN. BHD. (1040262-D)



SHAMSUL KAMAR SAMSUDIN
Accountable Manager

Date: 30/12/2022




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PART 0.2 AUTHORIZATIONS

The Workshop Management Procedure: Document no. **GAM/WMP ISSUE 2 Revision 1** is hereby approved by Engineering Manager and accepted by Quality Assurance Manager.

The Engineering Manager is responsible to ensure that the policies, procedures and instruction contained in this WMP are adhered to by all persons employed in the Engineering Department (Workshop) in the execution of their duties.

<p style="text-align: center;">Prepared by: Hamidah Binti Hama</p> <div style="text-align: center; margin-top: 20px;">  Workshop In-Charge Date: 7/8/2023 </div>	<p style="text-align: center;">Approved by: Syafrul Yamani bin Safruddin</p> <div style="text-align: center; margin-top: 20px;">  Engineering Manager Date: 7/8/2023 </div>
<p>Accepted by: Omar bin Ahmad</p> <div style="text-align: center; margin-top: 20px;">  Quality Assurance Manager Date: 11.08.2023 </div>	

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PART 0.3 RECORD OF REVISIONS

Issue No	Revision No.	Revision Date	Revision Details
1	Initial	03/03/2020	Initial issue of GAM Workshop Management Procedures (WMP)
1	1	30/07/2020	Procedure on control of Workshop Worksheet added.
2	0	30/11/2022	<p>All the Changes of AN 6501 to CAD 8601 and AN 29A to CAD 8708 has been updated.</p> <p>Update and added new on Part 1.4.4 thru 1.4.8, page 1 of 3 thru page 1 of 3. – Duties and Responsibilities of Personnel.</p> <p>Update and added new on Part 1.5 page 1 of 1 – Workshop Organizational Chart.</p> <p>Update and added new on Part 1.10, para 1.10.1, page 3 of 5 – Workshop Process Flow Scope Group a.II and b.I.</p> <p>Update and added new on Part 1.15.1 – Technical Record and Retention, new revision of GAM CAAM ARC.</p>
2	1	03/07/2023	<p>Procedure Of Control, Update and Distribute of Current Maintenance Data/Technical Data (CMM, OMM, IETP etc.).</p> <p>Added new FAA FORM 8130-3.</p>

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PART 0.4 DISTRIBUTION LIST

COPY NO. 1	: QUALITY ASSURANCE MANAGER	(Master copy)
COPY NO. 2	: ACCOUNTABLE MANAGER	(Soft Copy)
COPY NO. 3	: ENGINEERING MANAGER	(Soft Copy)
COPY NO. 4	: WORKSHOP IN-CHARGE	(Master copy)
COPY NO. 5	: GAMS Portal (Accessible to all GAM-personnel)	(Soft Copy)

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PART 0.6 LIST OF EFFECTIVE PAGES

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Cover Sheet	-	2	1	03/07/2023
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0.4	1	2	0	30/11/2022
0.5	1	2	1	03/07/2023
0.6	1	2	1	03/07/2023
0.7	1 - 4	2	0	30/11/2022
0.8	1 - 3	2	0	30/11/2022
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1.5	1	2	0	30/11/2022
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1.11	1 - 2	2	0	30/11/2022
1.12	1	2	0	30/11/2022
1.13	1	2	0	30/11/2022
1.14	1	2	1	03/07/2023
1.15	1	2	1	03/07/2023
1.16	1	2	1	03/07/2023

Prepared by: Hamidah Binti Hama  Workshop In-Charge Date: 7/8/2023	Approved by: Syafrul Yamani bin Safruddin  Engineering Manager Date: 7/8/23	Accepted by: Omar bin Ahmad  Quality Assurance Manager Date: 11.08.2023
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PART 0.7 ABBREVIATIONS AND DEFINITIONS

0.7.1 ABBREVIATIONS

ARC	Airworthiness Release Certificate
BER	Beyond Economical Repair
CAAM	Civil Aviation Authority Malaysia
CAD	Civil Aviation Directive
CHAP	Chapter
CoC	Certificate of Conformance
Comp.	Component
CMM	Component Maintenance Manual
DEPT	Department
E.C	Engineering Circular
ELT	Emergency Locator Transmitter
EPM	Engineering Procedures Manual
EM	Engineering Manager
FAA	Federal Aviation Administration
GAM	Galaxy Aerospace Malaysia
GRP	Group
I.A.W	In Accordance With
LEP	List of Effective Pages
L.R.U	Line Replaceable Unit
MAINT.	Maintenance
MCAR	Malaysia Civil Aviation Regulation
MOC	Management Of Change
MOE	Maintenance Organisation Exposition
NDT	Non-Destructive Testing
ORI	Original
O/H	Overhaul
PO	Purchase Order
PPC	Production Planner and Controller
QAM	Quality Assurance Manager
QAN	Quality Assurance Notice
REQ	Request
REQ'D	Required
SB	Service Bulletin
'S'	Serviceable
SMS	Safety Management System
SO	Service Order
TAT	Turn Around Time
T.S. I	Time Since Installation
U/S	Unserviceable
WKSP	Workshop
WKSHT	Worksheet
WCP	Workshop Capability Procedure
WMP	Workshop Management Procedure
WIC	Workshop In-Charge

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0.7.2 DEFINITIONS

Certifying Staff	Personnel who is responsible for the release of an aircraft or a component after maintenance or servicing.
Assembly	<p>A number of parts, sub-assemblies or any combination thereof joined together to perform a specific function, and which can be disassembled without destruction of designed use.</p> <p>Note: The distinction between an assembly and a sub-assembly is not always exact – an assembling one instance may be a sub-assembly in another where it forms a portion of an assembly.</p>
Calibration	The application of specifically known and accurately measured input to ensure that an item will produce specifically known output which is accurately measured or indicated. Calibration includes adjustment or recording of corrections, as appropriate.
Check	An examination to determine the functional capability or physical integrity of an item.
Check, Functional	A detail test of an item to determine if it operates within prescribed limits of movement, flow, temperature, pressure, etc.
Company, The	Galaxy Aerospace Malaysia Sdn. Bhd.
Component	Any self-contained part, combination of parts, sub-assemblies of units, which perform a distinctive function necessary to the operation of a system.
Defect	Any abnormal condition in an aircraft or any of its components or parts whether or not this could eventually result in a failure and whether or not this affects the airworthiness or safety of the aircraft.
Failure	The inability of an item to perform within previously specified limits.
Interchangeable	An interchangeable part, sub-assembly, assembly or unit meets or exceeds required functional and structural specifications for a given application. It has the same mounting provisions. Overall dimensions and connections may vary, provided that installation does not require rework or modifications.

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Maintenance	Those actions required for restoring or maintaining an item in a serviceable condition, including servicing, repair, modification, overhaul, inspection and determination of condition.
Major/Significant Defect	A major/significant defect is any fault, failure or malfunction of aircraft or its component, items or equipment which could endanger the aircraft or its occupants at any time.
Malfunction	The occurrence of a condition whereby the operation of an item is outside of its specified limits.
Overhaul	A major work operation involving the following as per approved specifications in order to renew the operational life: - <ul style="list-style-type: none"> a) Complete dismantling to constituent parts. b) Inspection, repair and replacement of the constituent parts as required. c) Re-assembly including stage inspection and testing during re-assembly, as required. d) Complete testing as specified.
Part	One piece, or two or more pieces joined together which are not normally subject to disassembly without destruction of designed use.
Quality Standard	Extent to which work carried out in connection with aircraft maintenance conforms to: - <ul style="list-style-type: none"> a) The requirements of CAAM prescribed in airworthiness related documents and publications. b) The requirements of relevant technical instructions. c) The requirements of Company procedure.
Repair	A work operation performed on an unserviceable aircraft or any of its unserviceable components with the intention of returning it to its normal serviceable and airworthiness condition.

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Replacement	<p>A work operation involving the removal of a part and installation of the same part or substitution of an approved alternative part.</p> <p>Note:</p> <ul style="list-style-type: none"> a) Removal and subsequent fitting of inspection panels, access panels and cowling etc. does not constitute a replacement. b) Except that when such inspection panels, access panels and cowlings etc. form primary seal panels for fuel tanks, provide structural integrity to primary structure or affect aerodynamic characteristics, their removal and installation will constitute a replacement.
Scheduled Maintenance	<p>That maintenance performed at defined intervals to retain an item in a serviceable condition by systematic inspection, detection, replacement of wear out items, adjustment, calibration, cleaning, etc.</p> <p>The replacement of consumables required in order to maintain a component or aircraft in operating condition.</p>

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PART 0.8 ADMINISTRATION AND CONTROL

0.8.1 INTRODUCTION

0.8.1.1 Purpose

The purpose of this Workshop Management Procedure (WMP) is to offer guidance to staff on how to process and handle components that require workshop inspection and rectification actions within the operation.

The following procedure ensures compliance with the latest CAA Malaysian regulations, other applicable regulatory requirement and the manufacturer references.

0.8.1.2 Effectivity

This section covers the Workshop Management Procedure (WMP) and Workshop Capability Procedure (WCP) document.

0.8.1.3 Format

Paper copies of this manual are distributed in accordance with the Distribution List.

0.8.2 SYSTEM OF AMENDMENT AND REVISION

0.8.2.1 Method of Amendment

The Workshop Management Procedures (WMP) and Workshop Capability Procedure (WCP) are issued on the authority of the Company. The Engineering Manager (EM) approves all amendments as required by the Company.

All amendments will be in the form of printed individual replacement pages. Handwritten amendments are not permitted. Each page of the procedure will show the date of issue. Left side vertical marginal lines will indicate a changed or revised portion of the text.

Each paper amendment will be accompanied by a revised List of Effective Pages, with their dates of issue, and acknowledge form to manual holder. Whenever a change is made to a page, the amendment will show the new date.

A record of amendments incorporated is shown on the Record of Revisions

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0.8.2.2 Source of Amendments

Amendments may be suggested by any Company personnel. Amendments may be prompted by:

- a. Editorial changes
- b. Identification of inadequacies or deficiencies.
- c. Changes in GAM activities.
- d. Changes in GAM Bases.
- e. Changes in customer requirements or standards.
- f. Changes in Authority Requirement.
- g. Changes in Company Management Structure.
- h. Changes in relation to WMP or WCP.
- i. Changes in WCP to reflect as per component maintenance manual / maintenance data latest revision.

0.8.2.3 Amendment Proposals and Process

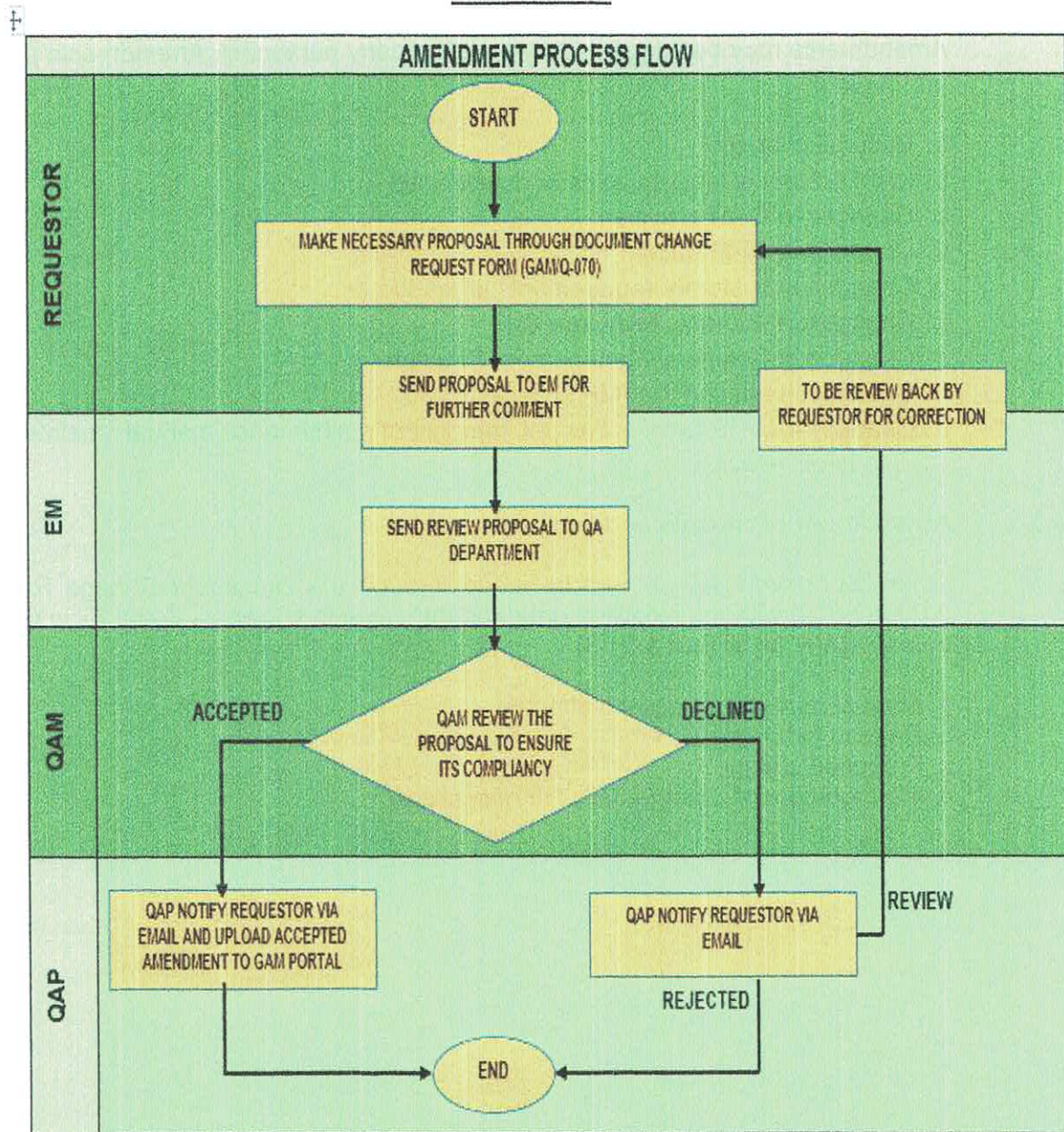
Amendment proposals should be made through the Document Change Request (GAM/Q-070) with the following data and the process shown as in the Flow Chart 1 below: (Refer MOE Part 1.11.3)

- a. Manual part and paragraph affected.
- b. Reason for change.
- c. Proposed change.
- d. Management of Change, MOC (if necessary)

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Flow Chart 1



0.8.2.4 Distribution

All GAM personnel have easy access to the WMP and WCP through GAMS Portal.

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PART 1.1 WORKSHOP CAPABILITY LIST

Refer GAM/WCP Part 1.1 latest amendment for workshop capability list.

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PART 1.2 SAFETY AND QUALITY POLICY

In pursuant to GAM Policy on Safety and Quality as stipulated in MOE Part 1.2, GAM Engineering is committed to uphold the policy in the workshop procedures.

1.2.1. GAM Quality Policy objective and commitment is to:

- Provide aircraft maintenance to the highest possible in accordance with airworthiness authority regulations to ensure flight safety.
- GAM will regard all legal documents of the CAAM, any other authority regulatory requirement and Aircraft/Original Equipment Manufacturer (OEM) standard as the minimum acceptable standard.
- It is the responsibilities of all the personnel to comply with all procedures, standards and regulations at all times in accordance with this policy.

1.2.2. GAM Safety Policy objective commitment.

Engineering Manager, Safety Manager and Quality Assurance Manager shall provide and maintain a healthy and safe work environment for all employees and all other persons on site. In order to achieve the objective GAM is committed:

- Human Factor Principle awareness and training to all staff.
- Promote open channel for all staff to report maintenance error, incidents, unsafe acts and non-compliance of procedures.
- Comply with all applicable Malaysian Health, Safety and Environment legislations.
- Establish and adhere to procedures to identify, evaluate and control to eliminate safety hazards.
- Provide the necessary safety training to all employees.

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PART 1.3 WORKSHOP MANAGEMENT PERSONNEL

1.3.1 List of Workshop Management Personnel

Management Personnel approved under Workshop Approval:

Designation	Nominated Personnel
Managing Director/Accountable Manager	Shamsul Kamar bin Samsudin
Quality Assurance Manager	Omar bin Ahmad
Engineering Manager	Syafrul Yamani bin Safruddin
Workshop In-Charge	Hamidah Binti Hama
Workshop Supervisor (Safety)	Bahiran bin Abdul Aziz
Workshop Supervisor (Avionics)	Mior Mohd Adib bin Mior Sallehuddin
Workshop Supervisor (Mechanical)	Vacant
Safety Manager	Wan Izahan Zameree Ishak

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PART 1.4 DUTIES AND RESPONSIBILITIES OF PERSONNEL

1.4.1 Accountable Manager/ Managing Director

- Ensuring that the necessary finance, manpower resources and facilities are available to enable the company to perform maintenance under this workshop capabilities.
- To undertake the management responsibility of WMP and WCP MOC.
- Responsible for establishing and promoting Safety and Quality policy.
- To ensure all workshop activities carried out in accordance with this WMP and WCP, compliance to latest revision of GAM MOE, SMS, CAAM regulations, and other applicable regulatory requirement.
- Also refer GAM MOE Part 1.4.1 latest revision.

1.4.2 Quality Assurance Manager

- To undertake the Quality Assurance Manager responsibility of MOC as laid out in accordance with MOE PART 1.10.
- To liaise with CAAM and other applicable regulatory requirements on all matters with regard to this WMP and WCP.
- To assess, control, audit and record all workshop capability and approval with reference to this WMP, WCP and GAM MOE latest revision, CAAM regulations, other applicable regulatory requirement and the manufacturer references.
- To issue approval to Workshop Personnel and to ensure the approval holder is aware of its authority and limitation in exercising their approval.
- Responsible for approving WMP and WCP.
- Also refer GAM MOE Part 1.4.2 latest revision.

1.4.3 Engineering Manager

- To undertake the Engineering Manager responsibility of WMP and WCP MOC.
- Will undertake Workshop in-Charge duty and responsibility in the absence of Workshop in-Charge.
- To be the custodian of the WMP and WCP.
- Also refer GAM MOE Part 1.4.3 latest revision.

1.4.4 Workshop In- Charge

- To undertake the Workshop In-Charge responsibility as state in the MOE
- Directly reporting to Engineering Manager.
- Ensuring the Workshop procedures and standards are compiled when carrying out maintenance and servicing.
- Responsible for proposing the addition, changes or deletion of any Workshop Scope or Capabilities.
- Responsible to update EM on the development of new and/or changes made to the existing WMP and WCP, that compliance to latest revision of GAM MOE, SMS, CAAM regulations, other applicable regulatory requirement and the manufacturer references and/or other relevant instruction.
- 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

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- To ensure all workshop activities carried out in accordance with this WMP and WCP, compliance to latest revision of GAM MOE, SMS, CAAM regulations, other applicable regulatory requirement and the manufacturer references.
- Ensure that all the Workshop personnel are in possession of the correct skills and are given appropriate training.
- Monitor all the competency and training of workshop personnel annually or as required.
- In case of lengthy absence, the regulatory duties and responsibilities will be delegated to the Engineering Manager (EM) or his/her delegated personnel through the Management of Change procedure.

1.4.5 Workshop Supervisor

- To undertake the Workshop Supervisor responsibility as state in the MOE.
- To report to WIC with regards to any activities under this WMP and WCP.
- Responsible for monitoring all the workflow, activities and availability of the workshop technician as requested.
- Responsible for raising the related Workshop Worksheet(s) for Scope Group (a.II) prior to the performance of maintenance.
- Monitor all the inventory of tools and equipment in the Workshop quarterly or as required.
- To monitor that the Workshop task are updated and controlled as mentioned by the maintenance data.
- In case of lengthy absence, the regulatory duties and responsibilities will be delegated to the WIC or his/her delegated personnel.

1.4.6 Component/Aircraft Certifying Staff

- To report to Workshop Supervisor with regards to any activities under this WMP and WCP.
- To issue Serviceable Label and/or CAAM FORM 1 i.a.w. CAD 8708 if required.
- Only appropriate Aircraft Certifying Staff to recertify serviceable items into store by means of appropriate test and/or inspection to ascertain the serviceability of the component.
- To highlight any shortcomings and report any incident accident in accordance with GAM MOE Part 2.18.
- To complete and certify the Workshop Process Report if required.
- To perform the assigned task only after fully understand the instructions and once completed to sign approval holder column of activities in Workshop Worksheet carried out, in accordance with this WMP and WCP, to ensure compliance to latest revision of CMM, GAM MOE, SMS and CAAM latest MCAR, CAD, FAA latest RSQCM and/ or other relevant instruction.
- Monitor the cleanliness of all working areas, office and workshop area.
- Where the actual job is being performed by workshop technician, to ensure that the technician signs on the related column of the task carried out by them.
- To update all the inventory and listing of tools and equipment in the workshop quarterly or as required.
- In case of absence, the regulatory duties and responsibilities will be delegated to the Workshop Supervisor or his delegated personnel.

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1.4.7 Workshop Technician

- To perform the assigned task only after fully understand the instructions and once completed to sign technician column of activities in Workshop Worksheet carried out, in accordance with this WMP and WCP, to ensure compliance to latest revision of CMM, GAM MOE, SMS, CAAM latest MCAR, CAD, FAA latest RSQCM and/ or other relevant instruction.
- Responsible for the cleanliness of his/her working area, office or workshop area.
- In case of absence, the regulatory duties and responsibilities will be delegated to the Workshop Supervisor or his delegated personnel.

1.4.8 Logistic Department

- To receive or dispatch components, and check for any other documentation that should be attached with it.
- To inform customer if noticed shipping damage during initial acceptance inspection.
- To inform Production Planner once component has been inspected and registered.
- To notify Commercial Department component is ready to be returned to the customer.

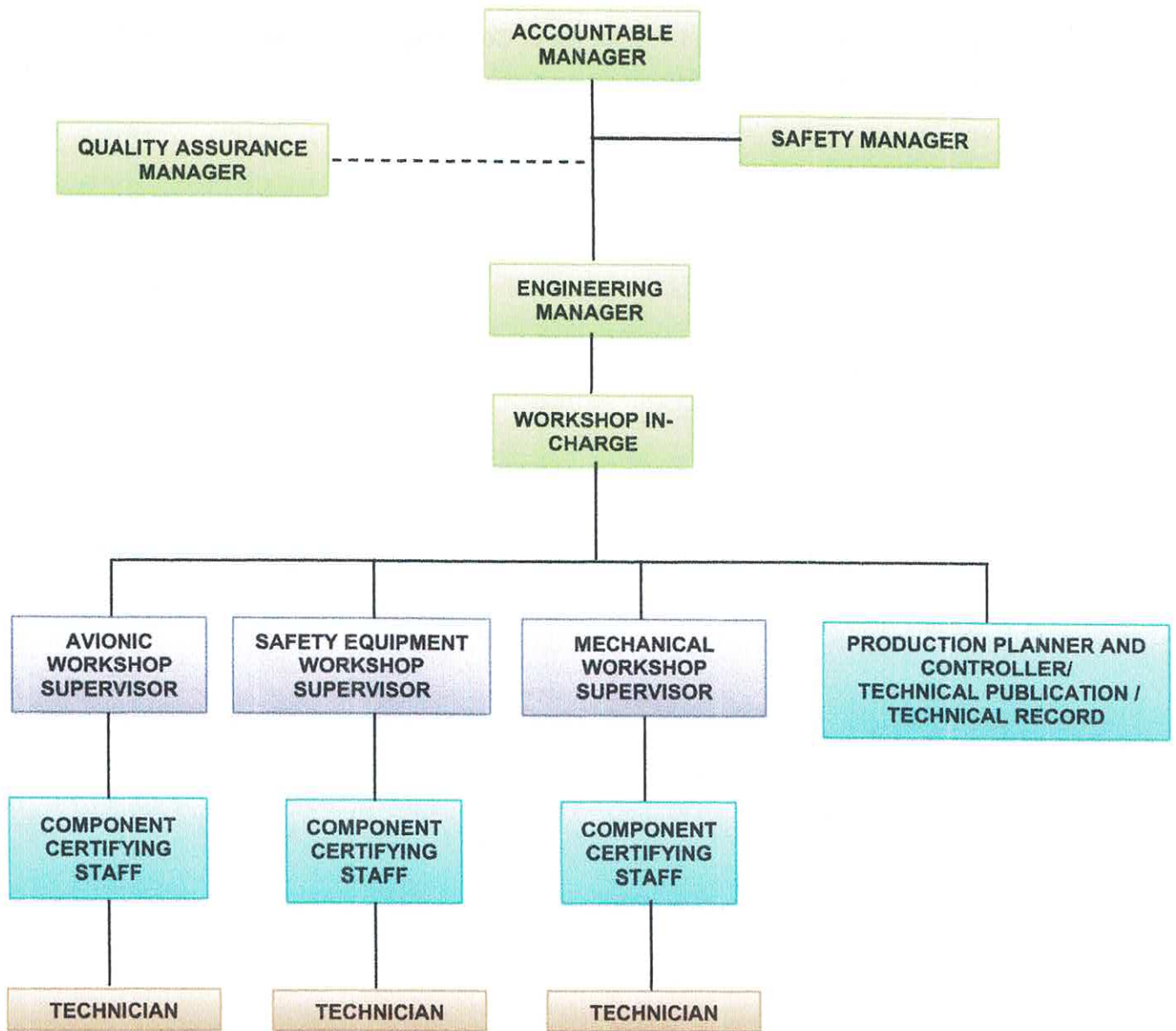
1.4.9 Production Planner and Controller / Technical Publication / Technical Record

- Advise Commercial department the availability of the component in GAM Capability List and Turn Around Time (TAT) for the component based on the appropriate workshop movement.
- Monitor all the incoming and outgoing components from GAM Warehouse to workshop.
- To ensure all the documentation is available with the components during receiving and before delivering to the store.
- To raise and monitor all demand spares or components that requested by Workshop Supervisor/Workshop Department.
- To raise, provide and monitor the Workshop Task Register.
- Manage workshop/maintenance activities timeline are met.
- To raise Work Order as per customer PO.
- To ensure that all the manual and publication for the Workshop Department are up to date and comply with the latest revision.
- To keep all the original and soft copy (scan) document upon completion.
- Workshop maintenance records are kept in the Technical Records folder and shall be backed up every two (2) weeks in the external hard disc under the custody of the Workshop PPC and kept at a different place from the main records.
- To update Workshop In-Charge/Workshop Supervisor any delay of demanded spares/components from time to time.
- In case of absence, the regulatory duties and responsibilities will be delegated to the Workshop Supervisor or his delegated personnel.

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PART 1.5 WORKSHOP ORGANISATIONAL CHART



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PART 1.6 LIST OF COMPONENT CERTIFYING STAFF

1.6.1 List of Component Certifying Staff

As stipulated by MOE Part 1.7.2, for list of Component Certifying Staff, refer GAM/Q-001 (List of Approval Holder).

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PART 1.7 WORKSHOP MANAGEMENT

1.7.1 Introduction

This section is to address how GAM manages its' workshop capabilities and supporting maintenance activities.

This procedure constitutes Significant Changes, it cannot be practiced without prior approval from QAM.

1.7.2 Purpose

This Workshop Procedure is to address how GAM personnel manages its' workshop capabilities and activities on aircraft components (on-wing and off-wing).

This Workshop Management Procedure will provide comprehensive description, instruction and guidance for GAM Workshop to include but not limited to Aircraft Specialized Maintenance, Aircraft Component Maintenance and Parts Recertification.

1.7.3 Scope

This Workshop Management Procedure covers GAM capability expansion and development, management, quality and approvals, processes, certifications and controls within GAM Workshop Approval/System.

1.7.4 Reference

Reference can be made to the following documents:

- a. MCAR 2016
- b. CAAM Civil Aviation Directives
- c. GAM Maintenance Organization Exposition (MOE)
- d. GAM FAA Repair Station and Quality Control Manual (RSQCM)
- e. Workshop Capability Procedure
- f. Engineering Circular
- g. Engineering Procedure Manual

1.7.5 Definition

Scope under Workshop Management will be divided into 2 groups which are:

- a. Aircraft Components which consist of:
 - I. Component on aircrafts covered under GAM Aircraft Type Capability CAAM Approval.
 - Components from aircraft maintained by GAM with available approved maintenance data and not requiring specialised technics, training or workshop environment as limited by the Aircraft Maintenance Manual, Component Maintenance Manual, Service Bulletins or Airworthiness Directives.
 - II. Component Maintenance. (**CATEGORY W1.1, W1.2, W2.1, W2.2 and W2.3** of MOE 3.4 Personnel Approval System)
 - Components from aircraft maintained by GAM which are covered inside Workshop Capability List and performed at GAM CAAM approved facility.
 - Components from aircraft that are not maintained by GAM.

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III. Fabrication.

- Fabrication for modification and repair under MOE 1.9.7

IV. Recertification.

- Recertification of aircraft components with known serviceability and traceability status. Refer Part 1.14 for detail.

b. SPECIALISED MAINTENANCE (**CATEGORY D** of MOE 3.4 Personnel Approval System)

Aircraft Specialized Maintenance which consists of but not limited to;

- I. *Reserved* (Example: NDT etc.)

1.7.6 Approval Requirement

The table below shows the requirement of approval on capability and approval holders.

Scope Group	Workshop Capability	Certifying Staff	Documents Required	MOC
a.I	No	B1 or B2	<ul style="list-style-type: none"> • Workshop Worksheet. 	No
a.II	Yes	W1.1, W1.2, W2.1, W2.2, W2.3	<ul style="list-style-type: none"> • Workshop Worksheet. • Workshop Process Report (As required) • CAAM FORM 1 • FAA FORM 8130-3 (As required) 	Yes
a.III	No	B1 or B2	<ul style="list-style-type: none"> • Workshop Worksheet 	No
a.IV	No	B1 or B2	<ul style="list-style-type: none"> • Workshop Worksheet • CAAM FORM 1 • FAA FORM 8130-3 (As required) 	No
b.I	Yes	D	<ul style="list-style-type: none"> • Workshop Worksheet. • Workshop Process Report (As required) • CAAM FORM 1 • FAA FORM 8130-3 (As required) 	Yes

1.7.7 Related Documents

List of documents and functions relevant to the Workshop Procedure as listed:

a. Management of Change (GAM/Q-011)

Any changes/addition/deletion to Workshop scope of work and capability will require MOC to be issued. This includes additional or deletion of category/rating, expansion or relocation of facility, additional personnel qualification, introduction of new equipment etc. Evaluation process to be performed to ensure regulatory requirements are met and ascertain its capability and its effects.

This process shall form part of the Management of Change policy adopted by GAM with safety is emphasized as the utmost priority. Every MOC issued on particular workshop capability shall be referenced and recorded in individual WCP Part 2.1.X specific to the capability.

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b. Workshop Management Procedures

Workshop Management Procedures (WMP) is a document specifying the management of workshop engineering procedures to be adopted by the Engineering section of GAM relating to the management of the Workshop works.

c. Workshop Capability Procedures

Workshop Capability Procedure (WCP) contains 2 parts which is GAM workshop capability list and workshop procedures for the capability.

WCP Part 1 is document which states the Workshop Capability List. Every capability listed in WCP Part 1 shall have its own Workshop Capability Procedure and form a sub-part in WCP Part 2

WCP Part 2 is an individual supporting document to each workshop capability listed in WCP Part 1 which provides detailed content of the workshop capability component to be carried out. It contains the reference to the MOC for the capability, component details, list of publication affecting the capability, list of tools, facilities meant for the capability, list of approval holders/certifying personnel.

These documents shall be read in conjunction with the Workshop Management Procedure (WMP).

d. Work Order (GAM/E-030)

Work Order shall be raised by PPC after received:

- i. Customer Purchase Order from Commercial.
- ii. GAM Service Order from Logistic.
- iii. Work Pack from GAM AMO PPC.

The Work Order shall be distributed to the designated Workshop Supervisor.

e. Workshop Worksheet (GAM/E-001C)

Workshop Worksheet is where all tasks are recorded in detail and certified individually. It also constitutes the MAINTENANCE RELEASE for the work carried out and details all part replacements and material used to perform the work. The Workshop Worksheet shall remain with the Technical Record and not to be extended to the customers.

Should by any circumstance that Workshop is instructed not to proceed with the completion of a work on a component/item during maintenance due to Beyond Economical Repair (BER), certification should not be issued. Certification may only be issued on incomplete maintenance work if the component/item undergoing a series of maintenance and the Company is only required to complete the maintenance work as per the Work Order.

f. Workshop Process Report (GAM/E-029)

The Workshop Process Report shall be issued for workshop tasks belong to Scope Group (a.II) and (b.I). It shall contain the most detailed report for disassembly,

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inspection, rectification, replacement, repair, modification and assembly processes. It can be treated as a *tear down report* or a *strip down report*. Any findings and observations shall be recorded in the report and photographic proof is strongly recommended to be included in the report. It may also contain technical observation as probable cause to any finding or defect found on the component.

The Workshop Process Report shall be completed and certified by the Workshop Component Certifying Staff. It shall only be provided to customers upon request and must be approved by the Engineering Manager or Quality Assurance Manager prior to delivery to the customer. A copy shall be retained in by the Technical Record.

g. CAAM FORM 1 / ARC (Authorised Release Certificate) (GAM/Q-040)

CAAM FORM 1 / ARC issued to release a component/item after maintenance work carried out under the CAAM Malaysia Approval. The issuance is dictated by the certification requirement on the Work Order (GAM/E-030) issued to Workshop. Hence not all component/item would require to be issued with a CAAM FORM 1 after maintenance work.

Should a CAAM FORM 1 is issued, the original copy shall follow the component and a copy shall be retained with the Technical Record. The procedure of issuance to refer to CAD 8708.

h. Unserviceable Label (GAM/E-006)

Shall be issued and attached to component while waiting further instructions to rectify the discovered defects or findings during workshop task.

i. Serviceable Label (GAM/E-005)

Serviceable Label shall be issued for workshop tasks belong to Scope Group (a.I) once the workshop task completed and found Satisfactory. Serviceable Label must make reference to the component Workshop Worksheet for recording and traceability.

j. Request for Once-Off Authorisation (GAM/E-019)

May be initiated by Engineering Manager should there is a need for any deviation from company or OEM procedures and to be submitted to the Quality Assurance Manager. MOE 3.10 refers for a complete guide to the procedures.

k. FAA FORM 8130-3 / ARC (Authorized Release Certificate/ Airworthiness Approval Tag) (Gam/Q-068)

FAA FORM 8130-3 / ARC issued to release a component/item after maintenance work carried out under the FAA Approval. The issuance is dictated by the certification requirement on the Work Order (GAM/E-030) issued to Workshop. Hence not all components would require to be issued with a FAA FORM 8130-3 after maintenance work. Should a FAA FORM 8130-3 is issued, the original copy shall follow the component and a copy shall be retained with the Technical Record. The procedure of issuance refers to ORDER 8130.21 latest edition.

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PART 1.8 MANAGEMENT OF WORKSHOP CAPABILITY PROCEDURE

1.8.1 Workshop Capability Procedure

The procedure addressed in this sub-part applies to Workshop Capability Procedure (WCP) document and scope group a.II and b.I of WMP Part 1.7.5.

a. Adding, Changing and Deletion of Capabilities

- I. Changes in workshop capability can be raised by anybody in GAM AMO provided that it is sponsored by Workshop In-Charge or Workshop Supervisor
- II. The proposer will have raise **MOC** accompanied with Document Change Request form in the form of a hardcopy or an email to Workshop In-Charge or Workshop Supervisor.
- III. All MOC must be accompanied by a properly filed WCP Part 2. For an additional scope of existing capability, only the affected revised content of the current WCP Part 2 is needed.

b. Classification of MOC of Workshop Capability Change

- I. QAM is responsible for classifying the requested workshop capability change.
- II. To be classified as Significant if.
 - i. New addition of component new category W.
 - ii. Any new application of category D.
 - iii. Involving major changes to existing capability.
 - iv. Involving major changes in facility, personnel and tools requirements.
 - v. Involving new complicated procedures and sophisticated tools/equipment usage.
 - vi. Anytime instructed by CAAM.
 - vii. Others which are not classified under non-Significant.
- III. To be classified as non-Significant if.
 - i. Addition of component subcategory with similar process.
 - ii. Involving minor changes to existing capability.

c. Major changes to existing capability refer to additional components that required new / different facility, equipment or personnel requirement
E.g.: additional of Lead Acid Battery to existing Capability of Battery Maintenance which previously only cover Ni-Cad Battery

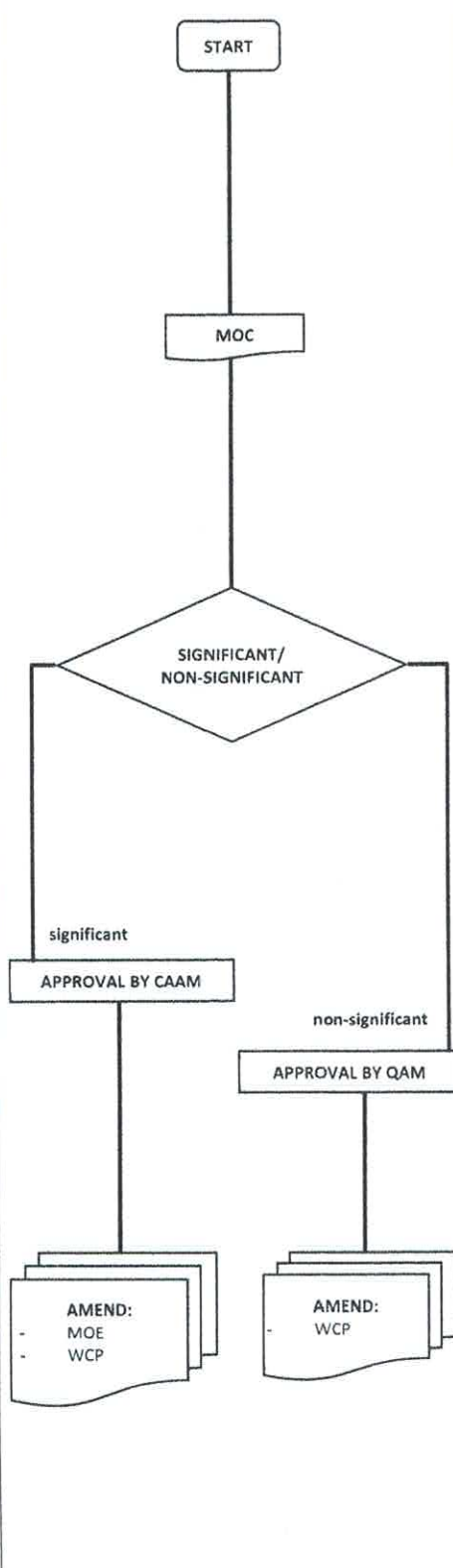
d. Minor changes to existing capability refer to the additional components that are not affecting the current facility, tools and personnel requirement.

e. Quality Assurance Manager responsible to present to CAAM the capability changes in accordance with CAAM requirements (CAD 8601).

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WORKSHOP CAPABILITY CHANGE FLOW

FLOW PROCESS	DESCRIPTION	RESPONSIBLE PERSON	DOC. REF.
 <p>The flowchart starts with a 'START' box, leading to an 'MOC' box. Below this is a decision diamond labeled 'SIGNIFICANT/ NON-SIGNIFICANT'. From the diamond, a 'significant' path leads to an 'APPROVAL BY CAAM' box, and a 'non-significant' path leads to an 'APPROVAL BY QAM' box. Both paths lead to boxes representing stacks of documents: 'AMEND: MOE WCP' for significant changes and 'AMEND: WCP' for non-significant changes. The flowchart continues through several rows of the table, detailing the steps from approval to the final issuance of amendments to MOE, WCP, and WMP.</p>	<p>A requirement for a new workshop capability or an addition / deletion to existing workshop capability.</p>	Anyone	Nil.
	<p>Raise new MOC.</p> <p>Prepare all requirements in terms of facility, tools, qualified personnel, maintenance data, training.</p> <p>Prepare a relevant WCP Part 1 and 'X' (depending on the capability rating). For an additional scope of existing capability, only revised or additional changes to the content of the current WCP Part 'X' are needed.</p> <p>Conduct HIRM</p> <p>Furnish all the said requirements and close the gap after obtained approval from the management and update the MOC if required.</p>	<p>Workshop / Engineering Personnel.</p> <p>EM and Management</p> <p>Safety Department</p>	<ul style="list-style-type: none"> • MOC Procedure (QAN-001) • MOC Form (GAM/Q-011) • Publication Amendment Request • WMP 1.8
	<p>Significant if;</p> <p>i. New addition of component new category W ii. Any new application of category D iii. Changes in facility location iv. Anytime instructed by CAAM. v. Others which not classified under Non-Significant.</p> <p>Non-Significant if;</p> <p>i. Involving minor changes to existing capability within the same category (rating).</p>	QAM shall classify the MOC.	<ul style="list-style-type: none"> • MOC • MOE Part 1.8 and/or 1.9 • WCP Part 1.1 • WCP Part 2
	<p>Approval of significant changes to workshop capability:</p> <p>Presentation to CAAM the capability changes in accordance with CAAM requirements.</p> <p>Preparation of amendment to MOE and WCP Part 2 for the submission of changes in capability to CAAM.</p>	<p>QAM</p> <p>EM</p>	<ul style="list-style-type: none"> • MOC. • MOE Part 1.8 and/or 1.9 • WCP Part 1.1 • WCP Part 2
	<p>Approval of non-significant changes to workshop capability.</p> <p>Preparation of amendment WCP Part 2 for the submission of changes in capability to CAAM.</p>	<p>QAM</p> <p>EM</p>	<ul style="list-style-type: none"> • MOC. • WCP Part 1.1 • WCP Part 2
	<p>Issuance of the amendments to the MOE and officiate the approved changes.</p> <p>Issuance of the amendments to the WMP and WCP and officiate the approved changes.</p>	<p>QAM</p> <p>EM and Technical Publication.</p>	<ul style="list-style-type: none"> • MOE Part 1.8 and/or 1.9 • WCP Part 1.1 • WCP Part 2

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PART 1.9 WORKSHOP DOCUMENT GENERATION

1.9.1 Workshop Document Generation and Control

- a. Upon receipt of Work Order from Production Planner, Workshop Supervisor shall raise Workshop Worksheet, Workshop Process Report, CAAM FORM 1 and FAA Form 8013-3. This same Workshop Task running number shall be used in the documents issued for the workshop task ie:

Type of Document	Group Requirement	Register Number
		Ref. to Document Type
Workshop Worksheet	a.I, a.II, a.III, a.IV, b.I	WW-W/XXX
Workshop Process Report (as required)	a.II, b.I	WPR-W/XXX
CAAM FORM 1 (as required)	a.II, b.I	W/XXX
FAA FORM 8130-3 (as required)	a.II, b.I	W/XXX

Note:
 XXX – Workshop task running Number.

- b. Workshop Worksheet, Workshop Process Report, CAAM Form 1, and FAA Form 8013-3 shall bear the same running number with different reference to document type.
- c. Requirements for Workshop Document for each scope group are as explained in the table above. Issuance of CAAM FORM 1 or FAA Form 8013-3 and Workshop Process Report for the workshop task shall depend on the requirement raised by Work Order. If the component was meant for GAM internal use, the Workshop Worksheet shall suffice for Aircraft Type Rated Approval Holder to issue Serviceable Label.
- d. Workshop Worksheet (GAM/E-001C)
- i. As approved maintenance data for the workshop task may change from time to time, it is the responsibility of the Certifying Staff as the certifying personnel to ensure the task performed was in accordance with the latest approved maintenance data and get reflected in the Workshop Worksheet being issued.
 - ii. As such, the Certifying Staff certifying for the task shall inform the Workshop Supervisor that shall amend the Workshop Worksheet to reflect the latest maintenance data.
 - iii. The worksheet shall be generated by copying the required task from the approved latest maintenance document and transferred word for word to the worksheet or by quoting applicable instruction.
 - iv. For the Workshop Worksheet issued for Scope Group (a.I), (a.III), and (a.IV) the Workshop Worksheet shall be prepared as per normal aircraft maintenance format acceptable by the B1 or B2 Aircraft Certifying Staff.
 - v. The instructions, references and referred documents have to be listed in detail in the Workshop Worksheet.
 - vi. Generation of Workshop Worksheet shall also include General and Safety Instruction and Reminder which shall be highlighted at the beginning of the Workshop Worksheet if applicable.

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- vii. For High-Risk procedure to always start the procedure with “Warning” sign to highlight any danger or “Caution Sign” to highlight the detail of following instructions. Normal or Additional requirement can be notified as “For Information Purposes Only” sign.
- e. Workshop Process Report (GAM/E-029)
 - i. A detailed report of a workshop task to be completed and issued by the Component Certifying Staff.
 - ii. The Workshop Process Report shall be issued for workshop tasks belonging to Scope Group (a.II) and (b.I).
 - iii. The form is self-explanatory. The W or D Component Certifying Staff shall be the signatory for the issuance of the report. Should a request be made by the customer, a copy shall be extended to the customer with the approval of the Engineering Manager or the Quality Assurance Manager for the release.
- f. CAAM FORM 1 / ARC (Authorized Release Certificate) (GAM/Q-040)
 - i. CAAM FORM 1 by which the issuance is dictated by the certification requirement on the Work Order issued to Workshop. Hence not all component/item would require to be issued with a CAAM FORM 1 after maintenance work.
 - ii. Should a CAAM FORM 1 is issued, the original copy shall follow the component and a copy shall be retained with the Technical Record. The procedure of issuance refers to CAD 8708.
 - iii. CAD 8708 refers to a template of CAAM FORM 1 guideline for the adaptation of the use of the blocks and inclusion of the logo of the Company.
- g. FAA FOR 8130-3 / ARC (Authorized Release Certificate) (GAM/Q-064)
 - i. FAA FORM 8130-3 by which the issuance is dictated by the certification requirement on the Work Order issued to Workshop. Hence not all components/item would require to be issued with a FAA FORM 8130-3 after maintenance work.
 - ii. Should a FAA FORM 8130-3 is issued, the original copy shall follow the component and a copy shall be retained with the Technical Record. The procedure of issuance refers to the latest **ORDER 8130.21**.
 - iii. **ORDER 8130.21** refers to a template of FAA FORM 8130-3 guideline for the adaptation of the use of the blocks and inclusion of the logo of the Company.
- h. Serviceable Label (GAM/E-005)
 - i. Serviceable Label shall be issued for workshop tasks belonging to Scope Group (a.I) upon completion of the workshop task.
 - ii. Serviceable Label must make reference to the component Workshop Worksheet for recording and traceability.

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i. Component Log Card

- i. Components accompanied with Component Log Card shall have the Log Cards updated by the Certifying Staff releasing the component.
- ii. Reference shall be made to the OEM on the procedure to update the Log Cards and reference shall be made to the Workshop Worksheet.
- iii. Entries shall be signed, dated and stamped with the approval stamp.

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PART 1.10 WORKSHOP PROCESS FLOW

1.10.1 Workshop Process Flow – General

- a. Acceptance of Workshop Activities/Components
 - i. Register incoming items in the Workshop Task Register and issued with a reference number.
 - ii. To place in the designated **"INCOMING"** area, preliminary acceptance check shall be carried out.
 - iii. *The Workshop Worksheet, Workshop Process Report* (as required) and *CAAM Form 1* (as required) or *FAA FORM 8130-3* (as required) shall be raised and issued with reference numbers accordingly.
 - iv. Any discrepancies, defects or findings which are regarded as not as per what is required by the relevant Work Order shall be forwarded to the Workshop Supervisor.
 - v. The Workshop Supervisor shall extend the report to Workshop PPC and then he/she will liaise with the Commercial to inform the customer for further instruction. Component to be labelled in accordance with the outcome of the report.
 - vi. While waiting for further instructions, an additional **'UNSERVICEABLE'** label shall be issued and attached to the item signifying the defects or findings discovered. Item to be placed in the designated **"QUARANTINE"** area.
 - vii. If the component was allowed to proceed to the maintenance stage, while waiting for its' turn, the item shall be placed at the designated **"HOLDING"** area.

- b. Workshop Maintenance Process
 - i. All components must be accompanied with the respective Workshop Worksheet or new one to be raised.
 - ii. Workshop Technician performing the workshop task shall have their sign and staff id in the Technician column and the Component Certifying Staff shall have their sign, approval stamp and appropriately dated the Approval Holder column once he/she is satisfied with the work has been carried out in accordance with approved documents and to the standard required by the MOE.
 - iii. Upon completion of the workshop task, Component Certifying Staff shall ensure all applicable signature columns in the Workshop Worksheet are signed for and stamped. All details and measurements to be recorded are filled up, all parts used for the workshop task are recorded and supported by their release certificate. *Workshop Process Report* (as required) duly completed and signed for. *CAAM Form 1* (as required) or *FAA FORM 8130-3* (as required) is completed and signed for i.a.w CAAM/FAA requirement. Component Log Card shall be updated in relation to the work carried out and the component hours the maintenance was carried out and dated.
 - iv. All applicable documents shall be attached to the component and place to **"OUTGOING"**.

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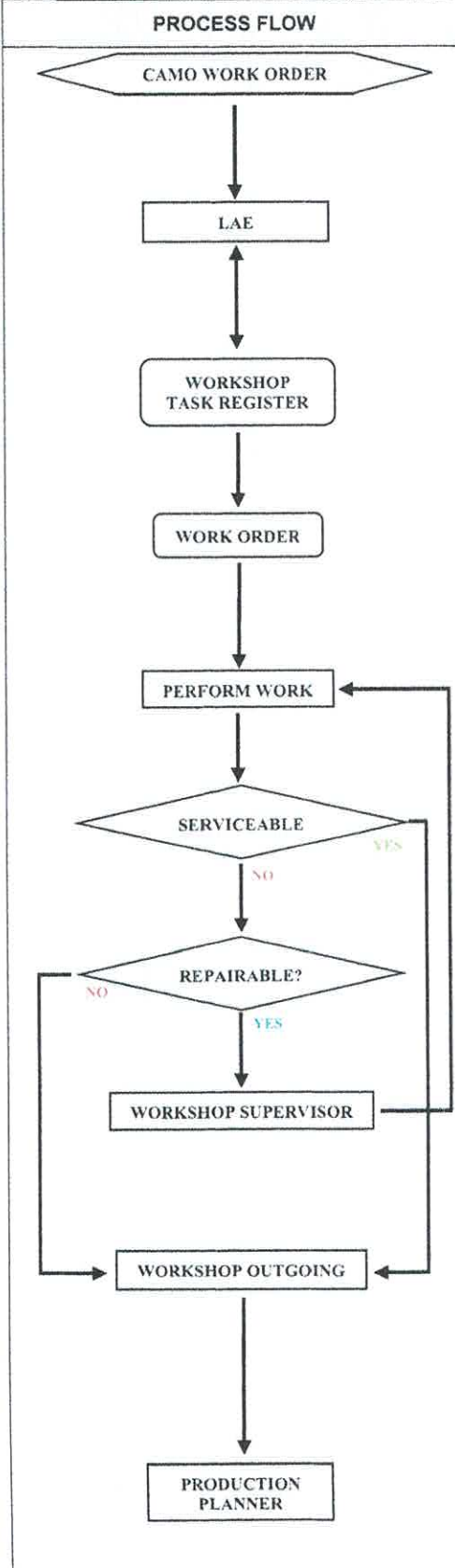
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- v. For unserviceable component, it is to be accompanied with 'UNSERVICEABLE' label and placed to "OUTGOING" prior return to store.
- vi. All components to be sent to GAM Warehouse as soon as possible and recorded in the "OUTGOING" record book or Google Drive for the departure from the workshop process.

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WORKSHOP PROCESS FLOW SCOPE GROUP a.I

PROCESS FLOW	DESCRIPTION	RESPONSIBLE PERSON	DOC. REF.
	<ul style="list-style-type: none"> • Issuance of CAMO Work Order signifying maintenance requirement on the component. 	CAMO	<ul style="list-style-type: none"> • CAMO Work Order
	<ul style="list-style-type: none"> • Notify Production Planner the incoming workshop task and enquire the availability of the workshop. • CAMO Work Order shall be forwarded to Production Planner. • Once workshop is available, remove component from aircraft and issue Unserviceable Label. • Transfer component from aircraft to workshop. 	Aircraft Certifying Staff Production Planner	<ul style="list-style-type: none"> • Unserviceable Label (GAM/E-006)
	<ul style="list-style-type: none"> • Register the component in Workshop Task Register and issued the workshop reference number. • Raise Work Order for the workshop task and notify Workshop Supervisor. • Issue Workshop Documents i.a.w WMP sub-part 1.7.5 accordingly: <ul style="list-style-type: none"> ○ Group a.I - Workshop Worksheet 	Production Planner Workshop Supervisor	<ul style="list-style-type: none"> • WKSP Task Register (GAM/E-033) • Work Order (GAM/E-030) • WKSP Worksheet (GAM/E-001C)
	<ul style="list-style-type: none"> • Aircraft Certifying Staff shall ensure Workshop Worksheet raised i.a.w latest maintenance data. • Perform work i.a.w approved maintenance data. 	Aircraft Staff Certifying	<ul style="list-style-type: none"> • WKSP Worksheet (GAM/E-001C)
	<ul style="list-style-type: none"> • Testing of component/work and to ensure result as per requirement of maintenance data. • Record result in Workshop Worksheet • Serviceable component to be transferred to Workshop Outgoing area. 	Aircraft Staff Certifying	<ul style="list-style-type: none"> • WKSP Worksheet (GAM/E-001C)
	<ul style="list-style-type: none"> • For unsatisfactory result, Unserviceable Label shall be issued and transfer to Workshop Quarantine Area. • Workshop Supervisor shall be informed. • If the component is repairable, Aircraft Certifying Staff to acquire approval from Workshop Supervisor for approval to proceed with further investigation and repair. • If component considered as BER. Component must be properly labelled and with completed documents shall be transferred to Workshop Outgoing area. 	Aircraft Staff Certifying Workshop Supervisor	<ul style="list-style-type: none"> • Unserviceable Label (GAM/E-006)
	<ul style="list-style-type: none"> • All components properly labelled and with completed documents shall be transferred to Workshop Outgoing area. • Component Log Card to be updated. • Aircraft Certifying Staff shall issue Serviceable Label for the component. • Completed documents shall be scanned and properly distributed, attached to the component and the ones to be sent to Production Planner. 	Aircraft Staff Certifying Workshop Supervisor	<ul style="list-style-type: none"> • WKSP Worksheet (GAM/E-001C) • Component Log Card Serviceable Label (GAM/E-005) • Unserviceable Label (GAM/E-006)
	<ul style="list-style-type: none"> • Production Planner to ensure documents are completed i.a.w MOE and WMP. • Records to be kept i.a.w the MOE and all the scanned copy of the document will be kept by Technical Record 	Production Planner Technical Record	<ul style="list-style-type: none"> • MOE PART 2.

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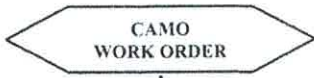
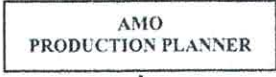

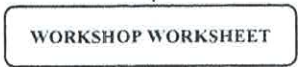
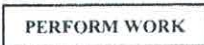

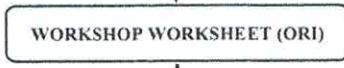
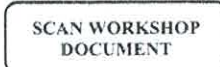
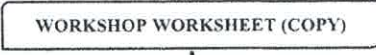
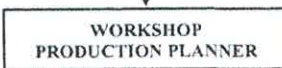
WORKSHOP PROCESS FLOW SCOPE GROUP a.II and b.I

PROCESS FLOW	DESCRIPTION	RESPONSIBLE PERSON	DOC. REF.
<pre> graph TD RECEIVING{RECEIVING} <--> GAM_WAREHOUSE[GAM WAREHOUSE] GAM_WAREHOUSE --> WORKSHOP_TASK_REGISTER[WORKSHOP TASK REGISTER] WORKSHOP_TASK_REGISTER --> PERFORM_WORK[PERFORM WORK] PERFORM_WORK --> SERVICEABLE[SERVICEABLE] SERVICEABLE -- NO --> COMMERCIAL[COMMERCIAL] SERVICEABLE -- YES --> WORKSHOP_OUTGOING[WORKSHOP OUTGOING] COMMERCIAL --> REPAIRABLE{REPAIRABLE?} REPAIRABLE -- NO/BER --> WORKSHOP_OUTGOING REPAIRABLE -- YES --> PERFORM_WORK WORKSHOP_OUTGOING --> PRODUCTION_PLANNER[PRODUCTION PLANNER] PRODUCTION_PLANNER --> GAM_WAREHOUSE[GAM WAREHOUSE] </pre>	<ul style="list-style-type: none"> Review workshop capabilities before acknowledge customer requirements. Issuance of Purchase Order signifying minimum maintenance requirement on the component by customer. 	Commercial	Customer Purchase Order
	<ul style="list-style-type: none"> Received component and check for any document attached with it. Inspect and alert Commercial if there is any damage to the component. Inform Production Planner that the component is in store. Customer PO or related documents shall be forwarded to Production Planner. 	Store Inspector Warehouse Production Planner	Store Unserviceable Register
	<ul style="list-style-type: none"> Received the component from logistic. Registered the component in Workshop Task Register and issue the workshop reference number. Raised Work Order for the workshop task and notify Workshop Supervisor. Issue Workshop Documents i.a.w WMP sub-part 1.7.5 accordingly: <ul style="list-style-type: none"> Group a.II and b.I Workshop Worksheet Workshop Process Report (as required) Workshop supervisor will be assigned personal to perform the task. 	Production Planner Workshop Supervisor	WKSP Task Register (GAM/E-033) Work Order (GAM/E-030) WKSP Worksheet (GAM/E-001C)
	<ul style="list-style-type: none"> Component Certifying Staff shall ensure Workshop Worksheet raised i.a.w latest maintenance data. Perform work i.a.w approved maintenance data as required by Work Order. 	Component Certifying Staff Workshop Technician	WKSP Worksheet (GAM/E-001C)
	<ul style="list-style-type: none"> Testing of component and to ensure result as per requirement of maintenance data. Record result in Workshop Worksheet and Workshop Process Report (as required) Serviceable component to be transferred to Workshop Outgoing area. For unsatisfactory result, Unserviceable Label shall be issued and transfer to Workshop Quarantine Area. Workshop Supervisor shall be informed and in turn notify Production Planner and Commercial. 	Component Certifying Staff Component Certifying Staff Workshop Supervisor	WKSP Worksheet (GAM/E-001C) WKSP Process Report (GAM/E-029) Unserviceable Label (GAM/E-006)
	<ul style="list-style-type: none"> Commercial to inform customer the result and advise customer if component considered BER. Commercial to acquire approval from customer for approval to proceed with further investigation and repair followed by new work scope. If component considered as BER. Component must be properly labelled and with completed documents shall be transferred to Workshop Outgoing area. 	Commercial	New quote to customer. Amend work scope on Purchase Order.
	<ul style="list-style-type: none"> All components properly labelled and with completed documents shall be transferred to Workshop Outgoing area. Component Log Card to be updated. (if available). Inform production Planner that the component has been placed at the Workshop Outgoing area with completed documents attached. 	Workshop Supervisor Approval Holder	WKSP Worksheet (GAM/E-001C) WKSP Process Report (GAM/E-029) CAAM FORM 1 (GAM/Q-040) FAA form 8130-3 (GAM/Q-64) Unserviceable Label (GAM/E-006) Component Log Card
	<ul style="list-style-type: none"> Production Planner to ensure documents are completed i.a.w MOE and WMP. Records to be kept i.a.w the MOE and all the scanned copy of the document will be kept by Technical Records. 	Production Planner Technical Records	MOE PART 2.9
	<ul style="list-style-type: none"> Store personnel shall receive the component from workshop for next process. To inform Commercial the component status and prepare the component to be return to customer. 	Warehouse Commercial	Delivery Order

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WORKSHOP MANAGEMENT PROCEDURE

WORKSHOP PROCESS FLOW SCOPE GROUP a.III

PROCESS FLOW	DESCRIPTION	RESPONSIBLE PERSON	DOC. REF.
	<ul style="list-style-type: none"> • Issuance of CAMO Work Order signifying task required to be performed. 	GAM CAMO	Nil
	<ul style="list-style-type: none"> • AMO Production Planner to notify Aircraft Certifying Staff the incoming task. 	AMO Planner Aircraft Staff	Nil
	<ul style="list-style-type: none"> • Issue Workshop Documents i.a.w WMP sub-part 1.7.5 accordingly: <ul style="list-style-type: none"> ◦ Group a.III - Workshop Worksheet 	Aircraft Staff	WKSP Worksheet (GAM/E-001C)
	<ul style="list-style-type: none"> • Aircraft Certifying Staff shall ensure Workshop Worksheet raised i.a.w latest maintenance data. • Perform work i.a.w approved maintenance data. 	Aircraft Staff	WKSP Worksheet (GAM/E-001C)
	<ul style="list-style-type: none"> • Testing of work and to ensure result as per requirement of maintenance data. • Record result in Workshop Worksheet. 	Aircraft Staff	WKSP Worksheet (GAM/E-001C)
	<ul style="list-style-type: none"> • All items properly labelled. • Liaised with Workshop Production Planner to register the task in Workshop Task Register for the issuance of workshop reference number. 	Aircraft Staff	WKSP Worksheet (GAM/E-001C)
	<ul style="list-style-type: none"> • Registered the task in Workshop Task Register and issued the workshop reference number. • Aircraft Certifying Staff shall fill up the workshop reference number inside the Workshop Worksheet. • Completed documents shall be properly distributed, attached to the item and the ones to be sent to Production Planner. • Production Planner to ensure documents are completed i.a.w MOE and WMP • Records to be kept i.a.w the MOE and all the scanned copy of the document will be kept by Workshop Production Planner. 	Workshop Production Planner Aircraft Staff	WKSP Task Register (GAM/E-033) WKSP Worksheet (GAM/E-001C) MOE PART 2.
			
			
			

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WORKSHOP MANAGEMENT PROCEDURE

WORKSHOP PROCESS FLOW SCOPE GROUP a.IV

PROCESS FLOW	DESCRIPTION	RESPONSIBLE PERSON	DOC. REF.
	<ul style="list-style-type: none"> • Issuance of Purchase Order signifying minimum maintenance requirement on the component by customer 	Commercial	• Customer Purchase Order
	<ul style="list-style-type: none"> • AMO Production Planner to notify Aircraft Certifying Staff the incoming task. 	AMO Planner Aircraft Staff	• Nil
	<ul style="list-style-type: none"> • Issue Workshop Documents i.a.w WMP sub-part 1.7.5 accordingly: • Group a.IV - Workshop Worksheet 	Aircraft Staff	• WKSP Worksheet (GAM/E-001C)
	<ul style="list-style-type: none"> • Aircraft Certifying Staff shall ensure Workshop Worksheet raised i.a.w latest maintenance data. • Perform work i.a.w approved maintenance data. 	Aircraft Staff	• WKSP Worksheet (GAM/E-001C)
	<ul style="list-style-type: none"> • Testing of work and to ensure result as per requirement of maintenance data. • Record result in Workshop Worksheet. 	Aircraft Staff	• WKSP Worksheet (GAM/E-001C)
	<ul style="list-style-type: none"> • All items properly labelled. • Liaised with Workshop Production Planner to register the task in Workshop Task Register for the issuance of workshop reference number. 	Aircraft Staff	• WKSP Worksheet (GAM/E-001C)
	<ul style="list-style-type: none"> • Registered the task in Workshop Task Register and issued the workshop reference number. • Aircraft Certifying Staff shall fill up the workshop reference number inside the Workshop Worksheet. • Issued CAAM FORM 1 for the component. • Completed documents shall be properly distributed, attached to the item and the ones to be sent to Production Planner. • Production Planner to ensure documents are completed i.a.w MOE and WMP • Aircraft Certifying Staff shall notify AMO Production Planner for the completion of task. • Records to be kept i.a.w the MOE and all the scanned copy of the document will be kept by Workshop Production Planner. 	Workshop Production Planner Aircraft Staff AMO Planner	<ul style="list-style-type: none"> • WKSP Task Register (GAM/E-033) • WKSP Worksheet (GAM/E-001C) • CAAM FORM 1 (GAM/Q-040) • MOE PART 2.
	<ul style="list-style-type: none"> • Store personnel shall receive the component and attaching documents for inspection. • To inform Commercial the component status and prepare the component to be return to customer 	Warehouse Commercial	• Delivery Order

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WORKSHOP MANAGEMENT PROCEDURE

PART 1.11 CONTROL OF TOOLING, FACILITY, PARTS SUPPLY AND MAINTENANCE DATA CAPABILITIES LIMITATIONS

1.11.1 Capability Limitations

To support aircraft maintenance activity, GAM shall have adequate approved facility supported with all necessary tools, equipment, workforce, documentations, approved maintenance programs for an aircraft type and components as specified in the MOE Part 1.9.

Variations shall exist from time to time which may affect the limitations and capabilities of carrying out maintenance on aircraft and components listed in MOE Part 1.9.

GAM is committed to arrange the following items below before the particular maintenance is recommenced:

- The necessary tooling is made readily available (re-calibrated or purchased)
- Qualified personnel are available (trained or employed)
- All necessary equipment is (re-) obtained.
- Maintenance programs and documentation are checked for currency and applicability and updated as necessary.
- The facilities are suitable for the maintenance to be performed or possibly adjusted to the latest requirements.

1.11.2 Control of Tools and Test Set

- a. Shall be in accordance with MOE Part 2.4, Part 2.5 and Part 2.6.
- b. Tools and equipment which are essential to the workshop capability shall be listed in each Workshop Capability Procedures Part 2. Any changes shall warrant for the capability for a review.

1.11.3 Control of Facility and Environment Intended for Workshop Activity.

- a. The approved facility for a particular Workshop Capability shall be listed in the MOE Part 1.8.
- b. The minimum requirement and the details of facilities including the layout shall be laid down in the Workshop Capability Procedures Part 2. Any changes shall warrant for the capability for a review and for an amendment. Any unavailability of the listed facility shall invalidate the capability until they can be made available again.
- c. Certain workshop capability may not require a fixed facility but a minimum requirement on the facility and environment to perform the task may be laid down in the Workshop Capability Procedures Part 2. As such, any facility that meets the requirement shall be regarded as approved to perform the workshop task.

1.11.4 Control of Certifying Personnel

- a. The certifying personnel for a particular workshop capability shall be the Approval Holders of the Company or the Authorized Personnel by CAAM.
- b. A list of certifying personnel shall be controlled by the Quality Assurance Manager and a copy shall be extended to the Workshop In-Charge and Workshop Supervisor

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WORKSHOP MANAGEMENT PROCEDURE

- c. As for individual workshop capability, the list of Approval Holders for the capability shall be listed in the Workshop Capability Procedures Part 2.
- d. Any changes shall warrant for the capability for a review and for an amendment of the Workshop Capability Procedures Part 2.
- e. The Workshop Technicians and other staff are subjected to Job *competency assessments* every 2 years.
- f. Minimum requirement for training of Component Certifying Staff and Workshop Technicians shall also be laid down in the Workshop Capability Procedures Part 2.

1.11.5 Control of Parts Supply and Vendor

- a. New parts or material, applied or embodied on the component being serviced as part of workshop task due to replacement, repair or any other means should be obtained in accordance with MOE Part 2.1.
- b. Workshop Supervisor and Component Certifying Staff should ensure that the new parts to be embodied to the component have sufficient means of certificate / data in accordance with MOE Part 2.1.2 and 2.2.

1.11.6 Control of Maintenance Data

- a. Control of maintenance data shall be i.a.w MOE Part 2.8.
- b. The Workshop Supervisor and Component Certifying Staff certifying for the Workshop task shall ensure only the updated and controlled maintenance data is referred to and transferred to the Workshop Worksheet.
- c. The amendment status of the maintenance data referred to must be mentioned in the Workshop Worksheet and Workshop Process Report.

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WORKSHOP MANAGEMENT PROCEDURE

PART 1.12 PROCEDURE OF DISCREPANCIES / REJECTED WORKSHOP ACTIVITIES / COMPONENTS AND MAINTENANCE ERROR

1.12.1. Discrepancies Workshop Process

- a. To elaborate the discrepancies or defects in the Workshop Process Report. Defects shall be recorded in the Workshop Worksheet.
- b. Discrepancies/Rejected Workshop Activities/Components found during acceptance and during maintenance process, depending on nature of the discrepancies, the person in charge to the respective workshop may have to inform the customer to get approval to proceed.
- c. Faulty components beyond local repair to be tagged with '**UNSERVICEABLE**' label and return to store with its' Workshop Worksheet and Workshop Process Report. All the tasks carried out until the item was declared as unserviceable shall be signed for on the Workshop Worksheet. However, the MAINTENANCE RELEASE statement on the Workshop Worksheet shall be cancelled.
- d. Discrepancies/Rejected Workshop Activities/Components found post maintenance and after release are to be investigated. The Workshop Supervisor to report to Workshop In-Charge and shall be extended to Engineering Manager and Quality Assurance Manager the result of the investigation after Quality Assurance Manager conducted his own assessment.
- e. All occurrences concerning workshop activity to refer to MOE Part 2.18. Any findings concerning 'Bogus Part' encountered during the process shall warrant for an Mandatory Occurrence Report to be raised.

1.12.2. Procedure to Detect and Rectify Maintenance Error

- a. All workshop personnel in maintenance shall report to Workshop In-Charge conditions that could seriously hazard the aircraft components or person working in the area. Any maintenance error must be stopped immediately irrespective of commercial or personal interest, and workshop personnel shall obey procedure laid down in the MOE Part 2.25.

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WORKSHOP MANAGEMENT PROCEDURE

PART 1.13 WORKSHOP PERSONNEL APPROVAL SYSTEM

1.13.1. Workshop Personnel Approval System

- a. Workshop Approval Processes will start with application using form GAM/Q-012 latest revision.
- b. There are 2 types of certifications.
 - i. Certification using workshop approval by which the certification is carried out by the Component Certifying Staff holding approval for the component and specialized maintenance Category C/W1.1, W1.2, W2.1, W2.2 and W2.3 or Category D.
 - ii. Certification on components from aircrafts covered under type listed in MOE Part 1.9 or maintenance, fabrication (under repair and modification) and re-certifications of parts for an aircraft contracted to GAM shall be certified by a B1 or B2 Aircraft Certifying Staff on type.
- c. The issuance and control approval system shall be i.a.w MOE Part 3.4 latest revision.
- d. Any deviations from company or OEM procedures are to be submitted to the Quality Assurance Manager. Should the deviation involve company procedures and affecting regulatory requirement, an approval from CAAM is required i.a.w MOE Part 3.10
- e. For component re-certification, rated B1 or B2 Aircraft Certifying Staff for the type may certify for the said component.

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WORKSHOP MANAGEMENT PROCEDURE

PART 1.14 PROCEDURE OF RECERTIFICATION COMPONENT / PART USING WORKSHOP WORKSHEET

1.14.1 Component / Part Recertification Process

- a. For the purpose of this procedure PART 1.14.1, the term “items” includes all components, parts, consumables and accessories.
- b. This procedure is to recertify items which is removed from aircraft or withdrawn from bonded store which its serviceability status is known or to be determined which then to be returned into warehouse with serviceable label or with CAAM Form 1/ [FAA FORM 8130-3](#) (for component installed on aircraft).

 Example: Bolt, wire, cable, or items booked out from bonded store for troubleshooting, or items booked out from bonded store but not installed on aircraft.
- c. It is essential to obtain clear evidence that the items are serviceable before returning to the warehouse.
- d. The serviceability status of the items must be justified and recorded in the Workshop Worksheet as a form of evidence.
- e. Items where applicable to be recertified therefore be subjected to competent assessment and inspection in the light of adequate knowledge of the circumstances of the condition of aircraft, subsequent storage and transport conditions and with evidence of previous service operation history obtained from valid airworthiness records (i.e., log card) for traceability purpose before return to store as serviceable can be considered.
- f. Recertified items which are removed from aircraft must ascertain its serviceability status by appropriate adequate means but not limited to:
 - i. Perform functional check on aircraft (remove from aircraft as serviceable)
 - ii. Detail examination and physical condition visual check
 - iii. Bench test (if required).
 - iv. Other adequate and appropriate of test or inspection.
- g. Inspection, testing or means to ensure the serviceability of the items should be certified by appropriate rated LAE.
- h. For items which its status is known as serviceable, Workshop Worksheet shall contain the traceability of its operation history, registration of aircraft served (if applicable), serviceability status and task, inspection or test conducted to ascertain the serviceability of the item.
- i. If the item is found to be unserviceable, it must be returned to the warehouse with an unserviceable label.
- j. Once the Workshop Worksheet is completed with sufficient detail, the items with Workshop Worksheet to be submitted to Warehouse for acceptance.
- k. Any findings concerning 'Bogus Part' encountered during the process shall warrant for Mandatory Occurrence Report to be raised.

Note: Items which are withdrawn from the bonded store shall be accompanied with a copy of the serviceable label issued by warehouse and acceptance document (ARC) if any before return to warehouse.

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WORKSHOP MANAGEMENT PROCEDURE

PART 1.15 PROCEDURE OF CONTROL, UPDATE AND DISTRIBUTE OF CURRENT MAINTENANCE DATA/TECHNICAL DATA (CMM, OMM, IETP etc.)

1.15.1 Control, update and distribute of current Maintenance Manual Data/Technical Data (CMM, OMM, IETP etc.)

- a. The Current Maintenance data / Technical Data (CMM, OMM, IETP etc.) or other methods of revision that shall be used during maintenance and servicing of the aircraft components shall be controlled, updated and distributed accordingly.
- b. Workshop PPC/Technical Publication (Tech Pub) personnel are responsible to review and revise any update data every 2 weeks (biweekly) or as required and shall be recorded in the "Workshop Maintenance data updated record form (GAM/E-083)" and "Publication Master Listing form (GAM/E-020)" for controlling current data.
- c. He /She shall download, upload (e- Doc Workshop) and shall notify QA, EM, Lead PPC and all workshop personnel regarding the new updated data.
- d. The Workshop Supervisor shall ensure that the latest updated Maintenance data / Technical Data (CMM, OMM, IETP etc.) to be implemented and used by the Workshop technician during servicing and maintenance of the aircraft components.

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WORKSHOP MANAGEMENT PROCEDURE

PART 1.16 TECHNICAL RECORDING AND RETENTION.

1.16.1 Procedure

Maintenance recording shall be in the form of:

- | | |
|------------------------------------|--|
| 1. Workshop Worksheet | : Part 1.16 Appendix A |
| 2. CAAM FORM 1 | : Part 1.16 Appendix B |
| 3. Workshop Process Report | : Part 1.16 Appendix C |
| 4. FAA FORM 8130-3 | : Part 1.16 Appendix D |

1.16.2 Retention of Records

Shall be i.a.w MOE Part 2.14.5 latest revision.

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CUSTOMER	AIRCRAFT REG	CSN*	WORKSHOP WORKSHEET NO: A WW-W/XXX-FF WORK ORDER REF: B SHEET: 1 OF 1
BASE/FACILITY:	AIRCRAFT S/N	CSO*	
DATE IN:	TSN*		
DATE OUT:	TSO*		
	*IF APPLICABLE		

Reason for raising: C	Raised by and date: D	Other requirements/information:
------------------------------	------------------------------	---------------------------------

Item	Description	Technician	*Approval Holder	Date
------	-------------	------------	------------------	------


	Component detail: E <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Description</th> <th style="width:15%;">P/N</th> <th style="width:15%;">S/N</th> <th style="width:15%;">D.O.M</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Description	P/N	S/N	D.O.M											
Description	P/N	S/N	D.O.M													
	WARNING: F CAUTION:															
1.0	G															
	H	I	J	K												
2.0																
3.0																

L

- *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
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Legend	Note
A	Workshop worksheet reference number issued by Workshop Supervisor. XXX - Workshop task running number. FF - Sub-assembly task number if required, otherwise not shown
B	Work Order reference number issued by Production Planner.
C	Reason for raising; based on the work order detailed in the Work Order of task required to perform. Reference to maintenance data and its revision status must be recorded in this column.
D	The person issuing/raising the Workshop Worksheet and the date raised.
E	The details of the component the work is being performed.
F	Section for WARNING, CAUTION and NOTES
G	Title of the task
H	Details of task performed on the component, transferred from an approved maintenance data of the latest revision. All results from the measurement and test must be recorded in this column.
I	The signature of the technician performing the particular task or the approval holder if the person performing the task and the inspector are of the same person.
J	The signature of the inspector certifying for the task performed by the technician, must also be the appropriate approval holder. Each signature must be accompanied by the inspector's approval stamp issued by the Company.
K	The date the inspector certified the task.
L	CAAM Release Statement for the maintenance performed on the component. Should the work being performed on the component being halted due to <i>Beyond Economical Repair (BER)</i> or upon customer request, the statement must be stricken off.

1. Country MALAYSIA	2. AUTHORISED RELEASE CERTIFICATE CAAM FORM 1			3. Form Tracking Number	
4. Organisation Name and Address <div style="text-align: center;">  <p>Galaxy Aerospace <small>Perbadanan Antar-Air Malaysia</small></p> </div> Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor, Malaysia					
6. Item	7. Description	8. Part Number	9. Quantity	10. Serial Number	11. Status/ Work
12. Remarks					
13a. Certifies that the item identified above were manufactured in conformity to: <input type="checkbox"/> Approved design data and are in condition for safe operation. <input type="checkbox"/> Non-approved design data specified in block 12.					
13b. Authorised Signature		13c. Approval/ Authorisation Number		14a. CAR Reg. 30: Maintenance Release <input type="checkbox"/> 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 CAA Malaysia Requirements, and in respect to that work the items are approved for release to service.	
13d. Name		13e. Date (dd/mm/yy)		14b. Authorised Signature	
14d. Name		14e. Date (dd/mm/yyyy)		14c. Certificate/ Approval Ref. No. <div style="text-align: center; font-size: 1.2em; font-weight: bold;"> AMO/2016/02 </div>	
USER/INSTALLER RESPONSIBILITIES					
<p>"THIS CERTIFICATE DOES NOT AUTOMATICALLY CONSTITUTE AUTHORITY TO INSTALL.</p> <p>WHERE THE USER/INSTALLER PERFORMS WORK IN ACCORDANCE WITH REGULATIONS OTHER THAN THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1, IT IS ESSENTIAL THAT THE USER/INSTALLER ENSURES THAT HIS/HER AIRWORTHINESS AUTHORITY ACCEPTS ITEMS FROM THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1.</p> <p>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."</p>					

LEGEND OR BLOCK	NOTE
Block 1	The country of the approving civil aviation authority is MALAYSIA. This block may be pre-printed.
Block 2	Header shall be as follows: "AUTHORISED RELEASE CERTIFICATE CAAM Form 1"
Block 3	Enter the unique number established by the numbering system/procedure of the organization identified in block 4; this may include alpha/numeric characters.
Block 4	Enter the full name and address of the approved organization (refer to CAAM/AW/8601-01 form) releasing the work covered by this Certificate. Logos, etc., are permitted if the logo can be contained within the block.
Block 5	To facilitate customer traceability of the item(s), enter the work order number, contract number, invoice number, or similar reference number.
Block 6	Enter line-item numbers when there is more than one line item. This block permits easy cross-referencing to the Remarks block 12.
Block 7	Enter the name or description of the item. Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (e.g. Illustrated Parts Catalogue, Aircraft Maintenance Manual, Service Bulletin, Component Maintenance Manual).
Block 8	Enter the part number as it appears on the item or tag/packaging. In case of an engine or propeller the type of designation may be used.
Block 9	State the quantity of items.
Block 10	If the item is required by regulations to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation may also be entered. If there is no serial number identified on the item, enter 'N/A'.
Block 11	The following describes the permissible entries for block 11. Enter only one of these terms – where more than one may be applicable, use the one that most accurately describes the majority of the work performed and/or the status of the article. <ul style="list-style-type: none"> (i) <i>Overhauled</i>. Means a process that ensures the item is in complete conformity with all the applicable service tolerances specified in the type certificate holder's, or equipment manufacturer's instructions for continued airworthiness, or in the data which is approved or accepted by the Authority. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data. (ii) <i>Repaired</i>. Rectification of defect(s) using an applicable standard (*). (iii) <i>Inspected/Tested</i>. Examination, measurement, etc. in accordance with an applicable standard (*) (e.g. visual inspection, functional testing, bench testing etc.). (iv) <i>Modified</i>. Alteration of an item to conform to an applicable standard (*). <p>Note: (*) Applicable standard means a manufacturing/ design/ maintenance/ quality standard, method, technique or practice approved by or acceptable to the Authority. The applicable standard shall be described in block 12.</p>
Block 12	Describe the work identified in block 11, either directly or by reference to supporting documentation, necessary for the user or installer to determine the airworthiness of item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the main CAAM Form 1. Each statement must clearly identify which item(s) in block 6 it relates to. <p>Examples of information to be entered in block 12 are:</p> <ul style="list-style-type: none"> (i) Maintenance data used, including the revision status and reference. (ii) Compliance with airworthiness directives or service bulletins. (iii) Repairs carried out. (iv) Modifications carried out. (v) Replacement parts installed. (vi) Life limited parts status. (vii) Deviations from the custom^{er} work order. (viii) Release statements to sat^{isfy} a foreign Civil Aviation Authority maintenance require^{ment}.

	<p>(ix) Information needed to support shipment with shortages or reassembly after delivery. (x) For maintenance organizations approved in accordance with Civil Aviation Directive 8602, the component certificate of release to service statement shall be as follows:</p> <p>'Certifies that, unless otherwise specified in this block, the work identified in block 11 and described in this block was accomplished in accordance to the requirements of Civil Aviation Directive 8602 and in respect to that work the item is considered ready for release to service. THIS IS NOT A RELEASE UNDER CIVIL AVIATION DIRECTIVE 8601.'</p> <p>If printing the data from an electronic CAAM Form 1, any appropriate data not fit for other blocks should be entered in this block.</p> <p>Mark the appropriate box(es) indicating which regulations apply to the completed work. If the box 'other regulations specified in block 12' is marked, then the regulations of the other airworthiness authority(ies) must be identified in block 12. At least one box must be marked, or both boxes may be marked, as appropriate.</p> <p>For all maintenance carried out by maintenance organizations approved in accordance with Civil Aviation Directive 8602, the box 'other regulation specified in block 12' shall be ticked and the certificate of release to service statement made in block 12. In that case, the certification statement 'unless otherwise specified in this block' is intended to address the following cases.</p> <ol style="list-style-type: none"> a. Where the maintenance could not be completed. b. Where the maintenance deviated from the standard required by Civil Aviation Directive 6801. c. Where the maintenance was carried out in accordance with a requirement other than that specified in Civil Aviation Directive 6801. In this case block 12 shall specify the particular national regulation. <p>For all maintenance carried out by maintenance organizations approved in accordance with Civil Aviation Directive 8601, the certification statement 'unless otherwise specified in block 12' is intended to address the following cases:</p> <ol style="list-style-type: none"> a. Where the maintenance could not be completed. b. Where the maintenance deviated from the standard required by Civil Aviation Directive 8601. c. Where the maintenance was carried out in accordance with a requirement other than that specified in Civil Aviation Directive 8601. In this case block 12 shall specify the particular national regulation.
Block 14a	
Block 14b	This space shall be completed with the signature of the authorized person. Only persons specifically authorized under the rules and policies of the Authority are permitted to sign this block. To aid recognition, a unique number identifying the authorized person may be added.
Block 14c	Enter the Certificate/Approval number/reference. This number or reference is issued by the Authority.
Block 14d	Enter the name of the person signing block 14b in a legible form.
Block 14e	Enter the date on which block 14b is signed, the date must be in the format dd = 2-digit day, mmm = first 3 letters of the month, yyyy = 4-digit year.



WORKSHOP PROCESS REPORT

(A)	Report Number	: WPR-W/XXX	Quantity	:
	Customer	:	Date of mfg. *	:
	Aircraft Type*	:	Work 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. *	:	Date rec'd	:

**As applicable*

Reason for removal:

(B)

Amendments/modification status - Incoming:

(C)

Certification requested:

(D)

Repair required:

(E)

Receiving Remarks

(F)

Strip down/inspection remarks:

(G)

**Attach picture as required*

Findings and defects:

(H)

Technical observation as probable cause to findings:

(I)

(U) **Issued by Authorised Personnel/Approval Holder:**

Name:

Signature:

Approval:

Date:

(V) **Authorisation for release to customer by Engineering Manager or Quality Assurance Manager:**

Name:


Signature:

Stamp:

Date:

FORM EXPLANATION

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 log card, or the data plate attached to the item
D	Type of certification as requested by the end-user as mentioned in the Work Order i.e: CAAM FORM 1.
E	Repair or any maintenance work required by work order/ purchase order/ <i>Technical Directive</i>
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 CAAM FORM 1 issued if applicable
R	Appending documents with the report ie. 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 Worksheet)
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.

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:  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 were manufactured in conformity to: Approved design data and are 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	14b. Authorised Signature: 14c. Certificate/ Approval Ref. No.: GLYY941D	
13b. Authorised Signature:	13c. Approval/ Authorisation Number:	14d. Name:	14e. Date (dd/mm/yyyy):
User/Installer Responsibilities			
<p>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.</p>			

Block-By-Block Instructions for Completing FAA Form 8130-3 for Approval for Return to Service.

- a. **Block 1. Approving Civil Aviation Authority/Country.** FAA/United States. (Preprinted.)
- b. **Block 2. Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.** (Preprinted.)
- c. **Block 3. FAA Form Tracking Number.** Enter the unique number established by the numbering system. (Refer to paragraph 3-1i of this order.)
- d. **Block 4. Organization Name and Address.** Enter the full name and physical address (no post office box numbers) of the organization or facility for which the form is being issued, and the facility's certificate number (for example, certificate No. L11R 123K or X9MA123H), as appropriate. A logo or other identification of the organization is permitted if it can be contained within the block.
- e. **Block 5. Work Order/Contract/Invoice Number.**
 - (1) Fill in the work order number, contract number, and/or invoice number related to the shipment list, or maintenance release authorization number, and state the number of pages attached to the form, including dates, if applicable. If the shipment list contains the information required in Blocks 6 through 11, the respective blocks may be left blank if a list is attached to the form. In this case, the following statement must be entered in Block 12:

"This is the certification statement for the articles listed on the attached document dated _____, containing pages _____ through _____. In addition, the shipping list must cross-reference the form tracking number located in Block 3. (Refer to appendix A, figure A-4, to this order.)"

- (2) If a work order/contract/invoice number is not available, enter "N/A."
- f. **Block 6. Item.** When FAA Form 8130-3 is issued, a single item number or multiple item numbers (for example, same item with different serial numbers) may be used for the same part number. Multiple items must be numbered in sequence, although not necessarily beginning with the number one (for example, 0040, 0050, 0062, 0063). If a separate listing is used, enter "List Attached" (refer to paragraph 3-6e of this order for further instructions).
- g. **Block 7. Description.** Enter the name or description of the product or article. Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (for example, illustrated parts catalog, aircraft maintenance manual, or service bulletin).
- h. **Block 8. Part Number.** Enter each part number of the product or article. In case of an aircraft engine or propeller, the model designation may be used. If the article being worked is a subassembly that does not have a part number of its own, enter the next higher assembly number followed by the word "subassembly."
- i. **Block 9. Quantity.** Enter the quantity of each product or article shipped.
- j. **Block 10. Serial Number.** If the product or article is required by part 45 to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation also may be entered. If no serial number is entered in this block, enter "N/A." If a specific batch or lot number is used, refer to the instructions for Block 12.
- k. **Block 11. Status/Work.** The following table describes what to enter in a specific situation. The term entered in Block 11 should reflect the majority of the work performed by the organization. The use of upper or lower case in this block does not matter.

Table 2—FAA Form 8130-3 for Approval for Return To Service Block 11 Terms

Enter—	For—
"OVERHAULED"	A process that ensures the product or article is in complete conformity with the applicable service tolerances specified in the type certificate holder's or equipment manufacturer's instructions for continued airworthiness, or in the data approved or accepted by the authority. The product or article will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled, and tested in accordance with the approved or accepted data
"See Block 12"	Products or articles rebuilt or altered by authorized PAHs in accordance with § 43.3(j). Refer to paragraph 3-6l(3).
"REPAIRED"	Repair of defect(s) using an applicable standard. "INSPECTED" and/or "TESTED" Examination or measurement in accordance with an applicable standard (for example, visual inspection, functional testing, or bench testing).
"INSPECTED" and/or "TESTED"	Examination or measurement in accordance with an applicable standard (for example, visual inspection, functional testing, or bench testing).
"MODIFIED"	Alteration of a product or article to conform to an applicable standard.

Note: The applicable standard must be described in Block 12.

I. Block 12. Remarks. The use of upper or lower case in this block does not matter.

- (1) Describe the work identified in Block 11 and associated results necessary for the user or installer to determine the airworthiness of the product or article in relation to the work being certified. This can be done either directly or by reference to supporting documentation. If necessary, a separate sheet may be used and referenced from the main FAA Form 8130-3. Each statement must clearly identify which product or article in Block 6 it relates to.
- (2) Below are examples of conditions that could necessitate a statement in this block. These statements may or may not be appropriate depending on the form's purpose.
 - (a) Data required by § 43.9, including the reference and revision status. If other documents such as work orders, shop orders, shop travelers, or FAA Form 337, Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance), are used by the certificate holder to comply with §§ 43.9 and 43.11, they must be specifically referenced in this block.
 - (b) Compliance with ADs or service bulletins.
 - (c) Repairs carried out.
 - (d) Modifications carried out.
 - (e) Replacement articles installed.
 - (f) Life-limited parts status (for example, total time, total cycles, time since new).
 - (g) If a specific batch or lot number is used to control or trace the product or article, enter the batch or lot number in this block.
 - (h) Deviations from the customer work order.
 - (i) Release statements to satisfy a CAA maintenance requirement.
 - (j) Information needed to support shipment with shortages or re-assembly after delivery.

Note: Examples in paragraph 3-6l(2)(j) show the possibility of dual release against both part 43 and another CAA's maintenance requirement or the single release by a part 145-approved maintenance facility against a CAA maintenance requirement. However, care should be taken to check the relevant box(es) in Block 14a to validate the release. A dual release requires the approved data to be approved/accepted by both the FAA and appropriate CAA.

- (3) When an authorized person completes Blocks 14a through 14e for the purpose of rebuilding or altering a product they hold the approval for in accordance with § 43.3(j), the term "See Block 12" will be entered in Block 11, and one of the following statements will be entered in Block 12: "Rebuilt to original PAH's specifications" or "Altered to original PAH's specifications."

m. Blocks 13a through 13e. Shade, darken, or otherwise mark to preclude inadvertent or unauthorized use.

n. Block 14a. Approval for Return to Service. Mark the appropriate box(es) indicating which regulations apply to the completed work. If the box "Other regulations specified in Block 12" is marked, then the regulations of the other CAA(s) must be identified in Block 12. At least the left box must be marked, or both boxes may be marked, as appropriate.

- (1) The regulations of the other CAA must be specifically identified in Block 12. The completed work can be accomplished in accordance with the regulations of the FAA, or the regulations of the FAA and another CAA. The data used to complete the work must be clearly stated in Block 12 or attached to the form and the attachment identified in Block 12. If the work has been done in accordance with both the regulations of the FAA and another CAA, both boxes must be checked. (Refer to paragraph 3-2a(3) of this order for dual release instructions.) Attachments should include the form tracking number of the corresponding FAA Form 8130-3.
- (2) The phrase "Rebuilt (altered or inspected) to original PAH's specifications" will be entered in Block 12 when a PAH rebuilds, alters, or inspects their product in accordance with § 43.3(j) or § 43.7(d).

o. Block 14b. Authorized Signature. This space will be completed with the signature of the authorized person. Only persons specifically authorized are permitted to sign this block. The approval signature must be applied at the time and place of issuance and manually applied, except as provided in paragraph 3-1j of this order.

p. Block 14c. Approval/Certificate No. Enter the PAH, air agency, or air carrier certificate number (for example, OTWR165K or PQ1234NM).

q. Block 14d. Name (Typed or Printed). Enter the typed or printed name of the authorized representative whose signature appears in Block 14b.

r. Block 14e. Date (dd/mm/yyyy). The date to be entered in Block 14e for approval for return to service will be the date on which the original work was completed (refer to § 43.9). The date must be in the following format: two-digit day, first three letters of the month, and four-digit year, for example, 03 Feb 2008. This does not need to be the same as the printing or shipping date, which may occur later. The use or omission of slashes, hyphens, or spaces in the date does not matter.