



**DAILY MAINTENANCE BOOK**

Location	
Date	
Shift	MORNING / NORMAL / EVENING

A/C REG.	WORK/DESCRIPTION	REMARKS
	FOD WALK BEGINNING OF SHIFT	SIGNATURE:
	FOD WALK END OF SHIFT	SIGNATURE:
PREPARED BY	SIGNATURE	TIME
ACKNOWLEDGED BY	SIGNATURE	TIME

**INSTRUCTIONS FOR FILLING OUT THE GAME-014 DAILY MAINTENANCE BOOK.**

<b>Location</b>	Print the maintenance location: <ul style="list-style-type: none"> <li>• PGU AW139 –Subang.</li> <li>• PGU KA350 – Subang.</li> <li>• PGU AW139 – Kota Kinabalu.</li> <li>• APMM AW139 – Subang</li> <li>• JBPM Fleet – Subang</li> <li>• JBPM Fleet – Bertam</li> <li>• JBPM Fleet – Miri</li> <li>• GA Fleet – Subang</li> </ul>
<b>Date</b>	Print date of fill-in <b>*NO SKIP OF DATE ALLOW FOR ROSTERED OPERATION*</b>
<b>Shift</b>	MORNING / NORMAL / EVENING (Delete / strikethrough as applicable)
<b>A/C Registration Number</b>	Print all Aircraft Registration Number on site.
<b>Work/Description</b>	Print the maintenance/job/task or any relevant activities. i.e., Post/Pre-Flight Check, 100H Insp., aircraft washing, defect etc.
<b>Remarks</b>	Print highlighted information related to activities carried out or status of aircraft. i.e., Serviceable, MRB removed, MGB oil drained, troubleshooting carried out on the awaiting PTF etc.
<b>FOD walk beginning of shift</b>	Print signature of team leader of the shift (LAE / MI/S B1).
<b>FOD walk end of shift</b>	Print signature of team leader of the shift (LAE / MI/S B1).
<b>Prepared by</b>	Print name of team leader of the shift (LAE / MI/S B1) prepared the entry.
<b>Signature (next to Prepared By)</b>	Insert signature of team leader of the shift (LAE / MI/S B1) prepared the entry.
<b>Time (same row to Prepared By)</b>	Insert/print time of the signature was printed.
<b>Acknowledged by</b>	Insert name of team leader of the next following/ changes shift (LAE / MI/S B1) acknowledging the entry.
<b>Signature (next to Acknowledged By)</b>	Insert signature of team leader of the following shift (LAE / MI/S B1) acknowledging the entry.
<b>Time (same row to Acknowledged By)</b>	Insert time of the signature was printed.