



GALAXY AEROSPACE (M) SDN. BHD. [1040262-D]
 Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre,
 Sultan Abdul Aziz Shah Airport,
 47200 Subang, Selangor, Malaysia.
 Tel: +603 7734 7226 | Fax: +603 7734 7526
 www.galaxyaerospace.my | enquiry@galaxyaerospace.my

WORK ORDER

To:

Address:

Work Order Number:

GAM-WO-XXX

Attention:

Date Issued:

DD/MM/YYYY

Scope Group:

Description:

Item	Description/Task/Inspection	Reference	Man Hours
------	-----------------------------	-----------	-----------

Remark/Notes:

1. State this Work Order reference on your Workshop Worksheet. Should there is any additional job/defect (unless specified in the work package) the Workshop Supervisor must notify Commercial section to notify customer prior to proceed with rectification.
2. Work must be carried out in accordance with approved data and perform by qualified personnel, approved LAE / workshop approval holder from the maintenance organization.
3. Parts used must be written in Workshop Worksheet and accompanied with CAAM FORM 1, Serviceable Label or equivalent document.
4. In-house repair order limited to aircraft contracted to GAM AMO 145 which its equipment is sent to workshop for maintenance and the reinstalled on the same aircraft.
5. For in-house repair order, no CAAM Form 1 and Workshop Worksheet required to be issued, issuance of Serviceable Label is sufficient.
6. The maintenance organization shall be responsible for any damages made on the aircraft/ components during maintenance.
7. Upon completion of task, component shall be sent to Store.
8. If applicable Original copy of CAAM FORM 1 shall be submitted to Store, then to Logistic Department.
9. Workshop Worksheet (Original/Copy), DCAM Form 1 (Copy) and Workshop Process Report (Original) shall be submitted to Technical Record for archive.

From

.....
 Production Planner