ENGINEERING PROCEDURE MANUAL

GAM/EPM/AMO/ISSUE 3 REVISION 0

GALAXY AEROSPACE (M) SDN. BHD.

SUITE 11-14, HELICOPTER CENTRE
MALAYSIAN INTERNATIONAL AEROSPACE CENTRE
SULTAN ABDUL AZIZ SHAH AIRPORT
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COPY NO.2 – GAM'S PORTAL

ENGINEERING PROCEDURE MANUAL

AUTHORISATION

This Engineering Procedure Manual (EPM) document no. **GAM/ EPM/ AMO/ ISSUE 3 REVISION 0** is hereby verified by the Engineering Manager and approved by Quality Assurance Manager.

The Engineering Manager is responsible to ensure that the policies, procedures and instructions contained in this EPM are adhered to by all persons employed in the GAM Engineering Department in the execution of their duties.

Prepared by	Verified by	Accepted by
.....	.....	.....
Syafrul Yamani Safruddin	Syafrul Yamani Safruddin	Omar Bin Ahmad
Engineering Manager	Engineering Manager	Quality Assurance Manager
Date: 21 AUG 2024	Date: 21 AUG 2024	Date: 21 AUG 2024

ENGINEERING PROCEDURE MANUAL

RECORD OF REVISIONS

Each revision to this EPM will be accompanied by a letter of transmittal showing the pages to be removed and those to be inserted. All pages will show the date of issue which can be cross checked with the list of effective pages to ensure it's current.

Issue No	Revision No.	Revision Date
1	0	17 Sep 2020
2	0	31 Oct 2021
2	1	30 June 2022
2	2	09 Sept 2022
2	3	08 Dec 2022
2	4	31 Mar 2023
2	5	01 July 2024
3	0	01 Aug 2024

Issue No	Revision No.	Revision Date

DOCUMENT REFERENCE	ISSUE NO.	REV. NO.	EPM NO.	DETAILS OF CHANGE
GAM/EPM/ISS	3	0	ALL	1. Change to new company logo on all pages.
	3	0	EPM 0-06	1. Add abbreviation: SCC (Supply Chain Controller).
	3	0	EPM 0-07	1. Add “to the procedure” in para 8.1.2 2. Add para 8.1.5 - EPM review at least twice a year.
	3	0	EPM 0-08	1. Add Para 1.0 Name and address of organization and delete organization structure. 2. Amend Para 3.0 by changing the title to “Job Description andResponsibility”. 3. Add Para 3.1 Job description and responsibility for Engineering Manager (EM). 4. Add Para 3.8 Job description and responsibility for Record, Planning and Documentation. 5. Amend Para 3.9 by changing title to Supply Chain Controller. 6. Add Para 3.9 b) c. Logistic Unit. 7. Add Para 3.10 Job description and responsibility for Procurement Executive. 8. Amend Para 3.11 by changing the Immediate supervisor to Supply Chain Controller.
	3	0	EPM 0-09	1. Amend Para 8.5.2. by added additional instruction. 2. Amend table on Para 8.6.
	3	0	EPM 2-01	1. Para 8.3 Amend by change Serviceable Label (ref: GAM/E-005) to Serviceable Sticker (ref: GAM/E-071). 2. Add Para 8.4.7 JBPM/GAM/xxx – JBPM owned tool. 3. Add Para 8.4.8 PDRM/GAM/xxx – PGU owned tool. 4. Add Para 8.4.9 STxxxF – Special Tool (Safety Workshop)Fabricated. 5. Add note as a reference for Para 8.4.1 – 8.4.9. 6. Add Para 8.9 and 8.10. 7. Amend Para 9.3.10 by adding additional instruction.
	3	0	EPM 2-02	1. Amend Para 8.4 by changing to Shelf-Life Label (ref: GAM/E-088) and add (GiN number) to identified batches. 2. Amend Para 10.1 by adding Unserviceable Tag (ref: GAM/E-006) to be used.
	3	0	EPM 2-03	1. Amend Para 9.1 by change “Storekeeper” to “GSE Technician”. 2. Add Para 9.4 additional instruction for GSE loan to otherbases. 3. Add Para 10.0 additional procedure for GSE Loan or Rentfrom another organization. Add Para 12.0 new instruction for Fabrication of GSE.

	3	0	EPM 2-04	1. Amend title to “CALIBRATED TOOLS”. 2. Amend Para 9.4 by adding new instruction 9.4.1 and 9.4.2. 3. Add Para 10.5 and 10.6 additional instruction for Controlof Calibrated Tools.
	3	0	EPM 2-05	1. Amend title to “ALTERNATIVE TOOL AND TEST EQUIPMENT”. 2. Amend Para 8.1 – 8.11 procedure for Alternative Tool and Test Equipment.
	3	0	EPM 3-01	1. Amend Para 8.1 for better understanding. 2. Amend Para 8.3 and Para 8.4 with updated instructions. 3. Add Para 10.3 additional instruction for POL Item received in Warehouse. 4. Amend Para 11.0 by changing title to Consignment Parts from Operator. 5. Amend Para 11.1 for better understanding. 6. Add Para 11.2 additional instructions. 7. Amend Para 12.0 for better understanding. 8. Add Para 12.2 additional instruction. 9. Add Para 13.0 additional procedure for Acceptance of Component and Material directly from Customer to Operation. 10. Add Para 14.0 additional procedure for Acceptance of Unserviceable Component removed for aircraft.
	3	0	EPM 3-02	1. Amend title to “MATERIAL STORAGE AND SHELF-LIFECONTROL”. 2. Amend Para 1.1 by updating revision and title. 3. Amend Para 2.1 by updating objective statements. 4. Amend Para 3.1 by updating interpretation statements. 5. Amend Para 10.5 amend for better understanding.
	3	0	EPM 3-03	1. Amend Para 8.3 by revising instruction on Para 8.3.1-8.3.5. 2. Amend Para 8.4 for better understanding. 3. Add Para 8.5 additional instruction. 4. Amend Para 8.6 for better understanding
	3	0	EPM 3-04	1. Amend title to “RETURNING OF COMPONENT OR MATERIAL TO WAREHOUSE”. 2. Amend Para 1.1 by updating revision and title. Amend Para 8.1 to 8.7 for better understanding.
	3	0	EPM 3-05	1. Amend Para 2.1 for better understanding. 2. Amend Para 8.5 for better understanding. 3. Add Para 8.6 and 8.7 additional instruction. 4. Amend Para 8.8 (d) for better understanding. Add Para 8.10 -8.12 additional instructions.
	3	0	EPM 3-07	1. Amend Title to “SENDING COMPONENT TO EXTERNALVENDOR”. 2. Amend Para 8.0 to “Procedure for Sending and ManagingDefective Components”. Amend Para 8.1 – Para 8.5 by revising and adding instruction.

	3	0	EPM 3-08	1. Amend Title to “Disposition of Scrap Item”.
	3	0	EPM 4-01	1. Add Para 8.1.2 additional instruction. 2. Add Para 8.1.6 additional instruction. 3. Add Para 8.1.10 and 8.1.11 additional instructions. 4. Amend Para 8.2 to “Maintenance Instruction coming from Non-CAMO”. 5. Amend Para 8.3.1 for better understanding.
	3	0	EPM 4-02	1. Add Para 2.2 – 2.4 additional instruction.
	3	0	EPM 4-03	1. Amend title to “Daily Maintenance Book”.
	3	0	EPM 4-04	1. Amend title to “Manhour Planning”.
	3	0	EPM 5-01	1. Amend Para 8.2 by adding additional instructions. 2. Amend Para 8.4 by adding Para 8.3.1 and Para 8.3.2. 2. Amend Para 8.6 by changing the EIC to the PPC
	3	0	EPM 6-01	1. Add para 2.1 and delete list of forms

DISTRIBUTION LIST

COPY NO. 1 (Master Copy): ENGINEERING MANAGER.

COPY NO. 2: GAM Internal Data Server.
(Accessible to all GAM Engineering and QA personnel)

TABLE OF CONTENT

TABLE OF CONTENTS

0-05 LIST OF EFFECTIVE PAGES

Page Ref.	Page No.	Issue No.	Revision No.	Date
EPM 0-01	1	3	0	01 Aug 2024
EPM 0-02	1	3	0	01 Aug 2024
EPM 0-03	1	3	0	01 Aug 2024
EPM 0-04	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
EPM 0-05	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
	5	3	0	01 Aug 2024
EPM 0-06	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
EPM 0-07	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
EPM 0-08	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
	5	3	0	01 Aug 2024
	6	3	0	01 Aug 2024
	7	3	0	01 Aug 2024
	8	3	0	01 Aug 2024
	9	3	0	01 Aug 2024
	10	3	0	01 Aug 2024
	11	3	0	01 Aug 2024
	12	3	0	01 Aug 2024
	13	3	0	01 Aug 2024
	14	3	0	01 Aug 2024
	15	3	0	01 Aug 2024

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Engineering Manager	Engineering Manager	Quality Assurance Manager
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Page Ref.	Page No.	Issue No.	Revision No.	Date
EPM 0-08	16	3	0	01 Aug 2024
	17	3	0	01 Aug 2024
EPM 0-09	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
EPM 1-01	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
	5	3	0	01 Aug 2024
EPM 1-02	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
EPM 1-03	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
EPM 2-01	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
	5	3	0	01 Aug 2024
	6	3	0	01 Aug 2024
	7	3	0	01 Aug 2024
	8	3	0	01 Aug 2024
EPM 2-02	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024

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Page Ref.	Page No.	Issue No.	Revision No.	Date
EPM 2-03	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
EPM 2-04	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
EPM 2-05	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
EPM 3-01	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
	5	3	0	01 Aug 2024
	6	3	0	01 Aug 2024
EPM 3-02	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
	5	3	0	01 Aug 2024
EPM 3-03	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
EPM 3-04	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
EPM 3-05	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024

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Page Ref.	Page No.	Issue No.	Revision No.	Date
EPM 3-06	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
EPM 3-07	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
EPM 3-08	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
	5	3	0	01 Aug 2024
EPM 4-01	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
	5	3	0	01 Aug 2024
EPM 4-02	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
EPM 4-03	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
EPM 4-04	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
	3	3	0	01 Aug 2024
	4	3	0	01 Aug 2024
EPM 5-01	1	3	0	01 Aug 2024
	2	3	0	01 Aug 2024
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EPM 5-03	1	3	0	01 Aug 2024
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ABBREVIATIONS

1.0 Abbreviations.

AAT	Airworthiness Approval Tag
AD	Airworthiness Directives
AH	Approval Holder
AJL	Aircraft Journey Log
AMM	Aircraft Maintenance Manual
AMO	Approved Maintenance Organization
APU	Auxiliary Power Unit
ARC	Authorized Release Certificate
ATC	Air Traffic Controller
CAAM	Civil Aviation Authority of Malaysia
CAM	Continuing Airworthiness Manager
CAMO	Continuing Airworthiness Maintenance Organisation
CE	Chief Engineer
COC	Certificate of Conformity
DEM	Deputy Engineering Manager
EASA	European Aviation Safety Agency
EC	Engineering Controller
EIC	Engineer In-Charge
EGR	Engine Ground Run
EM	Engineering Manager
EPM	Engineering Procedure Manual
FAA	Federal Aviation Administration
FOD	Foreign Object Damage
GAM	Galaxy Aerospace (M) Sdn Bhd
GiN	Goods in Note
GSE	Ground Service Equipment
LAE	Licensed Aircraft Engineer
MIV	Material Issue Voucher
MOC	Management of Change
MOE	Maintenance Organization Exposition
MRB	Material Review Board
MWO	Maintenance Work Order
NHA	Next Higher Assembly
OEM	Original Equipment Manufacturer
PPE	Personnel Protective Equipment
PPC	Production, Planning and Controller
POL	Petroleum, Oil and Lubrication
QA	Quality Assurance
QAM	Quality Assurance Manager
SB	Service Bulletin
SCC	Supply Chain Controller
SI	Store Inspector
TSE	Technical Service Engineer

TSO	Time Since Overhaul
TSN	Time Since New
UMC	Unscheduled Maintenance Check
U/S	Unserviceable

Interpretation

Aeronet System; Aeronet System is the Enterprise Resource Planning (ERP) system that used by GAM AMO to register aircraft parts, components and tools that entering the Warehouse and Logistic Department. The Aeronet System will also monitor the stock in and out, calibration of the tools and shelf life of consumable item.

Class 1; A complete aircraft, aircraft engine, or propeller that has been type-certificated in accordance with the applicable regulations, and TC data sheets have been issued.

Class 2; A major component of a Class I product (e.g., wings, fuselages, empennage assemblies, landing gears, power transmissions, or control surfaces, etc.), the failure of which would jeopardize the safety of a Class I product; or any part, material, or appliance, approved and manufactured under the Technical Standard Order (TSO) system in the ‘‘C’’ series.

Class 3; Any part or component that is not a Class I or Class II product, including standard parts. Class III products are considered to be parts.

Warehouse: Warehouse is the facility that formally known as bonded store in EPM.

ADMINISTRATION AND CONTROL

1.0 Citation

1.1 This EPM is cited as EPM 0-07 Issue 3 Revision 0: Administration and control

2.0 Objective

2.1 To provide a systematic procedure of administration and control of the EPM which include changes, revisions and distribution.

3.0 Interpretation

3.1 EPM means Engineering Procedure Manual. This EPM is the 'second level document' to Galaxy Aerospace (M) Sdn. Bhd (GAM).

3.2 This EPM is the second level document to support Maintenance Organization Exposition (MOE) for GAM to qualify for the Maintenance Organization Approval (CAAM Part 145).

3.2.1 This EPM is designed to be dual purpose:

a. Mandatory

With regard to procedures that must be adhered to by all personnel in the Engineering Department

b. Advisory

There may be requirements or procedures either not covered or vaguely discussed in the MCAR, AN or even MOE. As and when required, the EPM will be revised accordingly to help the Part 145 personnel to address these issues.

4.0 Applicability

4.1 Applicable to every personnel within the Engineering Department of GAM

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 Quality Procedure Manual (2.9 Internal Document Control)

7.0 Documentation

7.1 Publication Amendment Request (ref: GAM/E-002)
7.2 Document Change Request Form (ref: GAM/Q-070)

8.0 The Procedure

8.1 Method of Amendment.

8.1.1 This EPM is issued on the authority of the Company. The Quality Assurance Manager (QAM) will review and accept all amendments as required by the Company if not contradict with MOE.

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

8.1.3 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.

8.1.4 A record of amendments incorporated is shown on the Amendment Record page. This page will not be replaced but will rather accrue signatures showing the amendment history.

8.1.5 The EPM content shall be reviewed at least twice a year.

8.2 Amendment Process Form.

8.2.1 Amendment request to add, delete, or amend the EPM can be made using the Publication Amendment Request (ref: GAM/E-002) accompanied with the MOC when compulsory.

8.3 Source of Amendments.

8.3.1 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 Legislation or Regulations.
g. Changes in Company Management Structure.
h. Changes in relation to Company Capability and its procedure.

8.4 Amendment Proposals.

8.4.1 Refer QPM (Internal Document Control).

8.4.2 Amendment proposals should be made through the Document Change Request form (GAM/Q-070), see Section 3.0 below, to the EM including:

a. Manual part and paragraph affected.

b. Management of Change, MOC (if necessary).

8.4.3 After the package is reviewed and approved be EM, submission has to be made to the QA Department.

8.4.4 The proposal will be further assessed for a decision on incorporation by QAM. QA Personnel will communicate the result to the person who initiated the request via email.

8.4.5 Accepted amendment will be uploaded to GAMS Portal and notified to all personnel via Official Announcement.

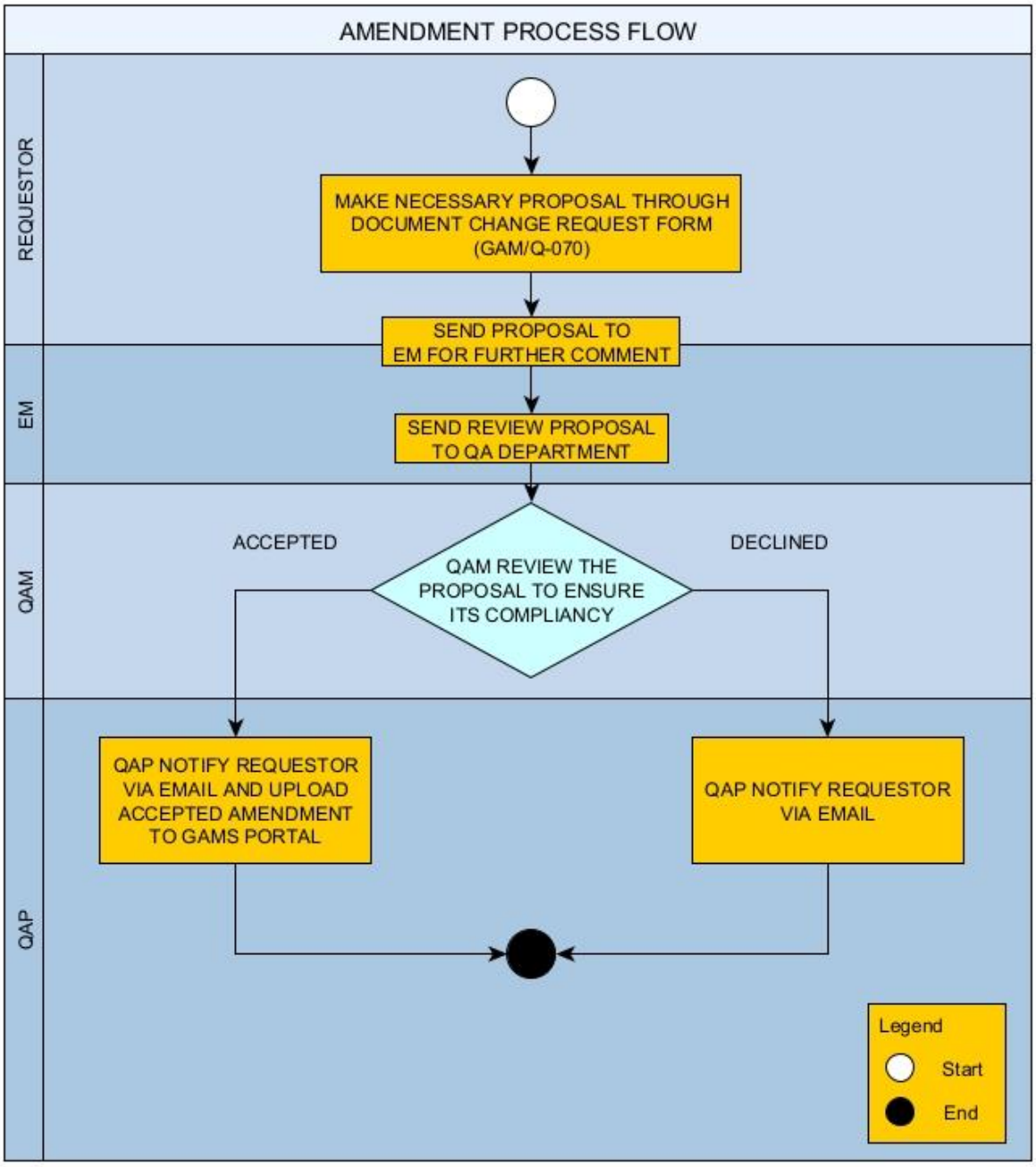
8.5 Distribution.

8.5.1 The Company will ensure that all personnel in the Distribution List is given a copy of the EPM.

9.0 Cancellation

This issue cancels EPM 0-07 Issue 2, Rev 0 dated 31 Oct 2021, which should be destroyed.

END.


AMENDMENT PROCESS FLOW
REQUESTOR
EM
QAM
QAP
MAKE NECESSARY PROPOSAL THROUGH DOCUMENT CHANGE REQUEST FORM (GAM/Q-070)
SEND PROPOSAL TO EM FOR FURTHER COMMENT
SEND REVIEW PROPOSAL TO QA DEPARTMENT
QAM REVIEW THE PROPOSAL TO ENSURE ITS COMPLIANCY
ACCEPTED
DECLINED
QAP NOTIFY REQUESTOR VIA EMAIL AND UPLOAD ACCEPTED AMENDMENT TO GAMS PORTAL
QAP NOTIFY REQUESTOR VIA EMAIL
Legend
Start
End

ORGANISATION DETAILS.

1.0 Name and Address of the Organisation.

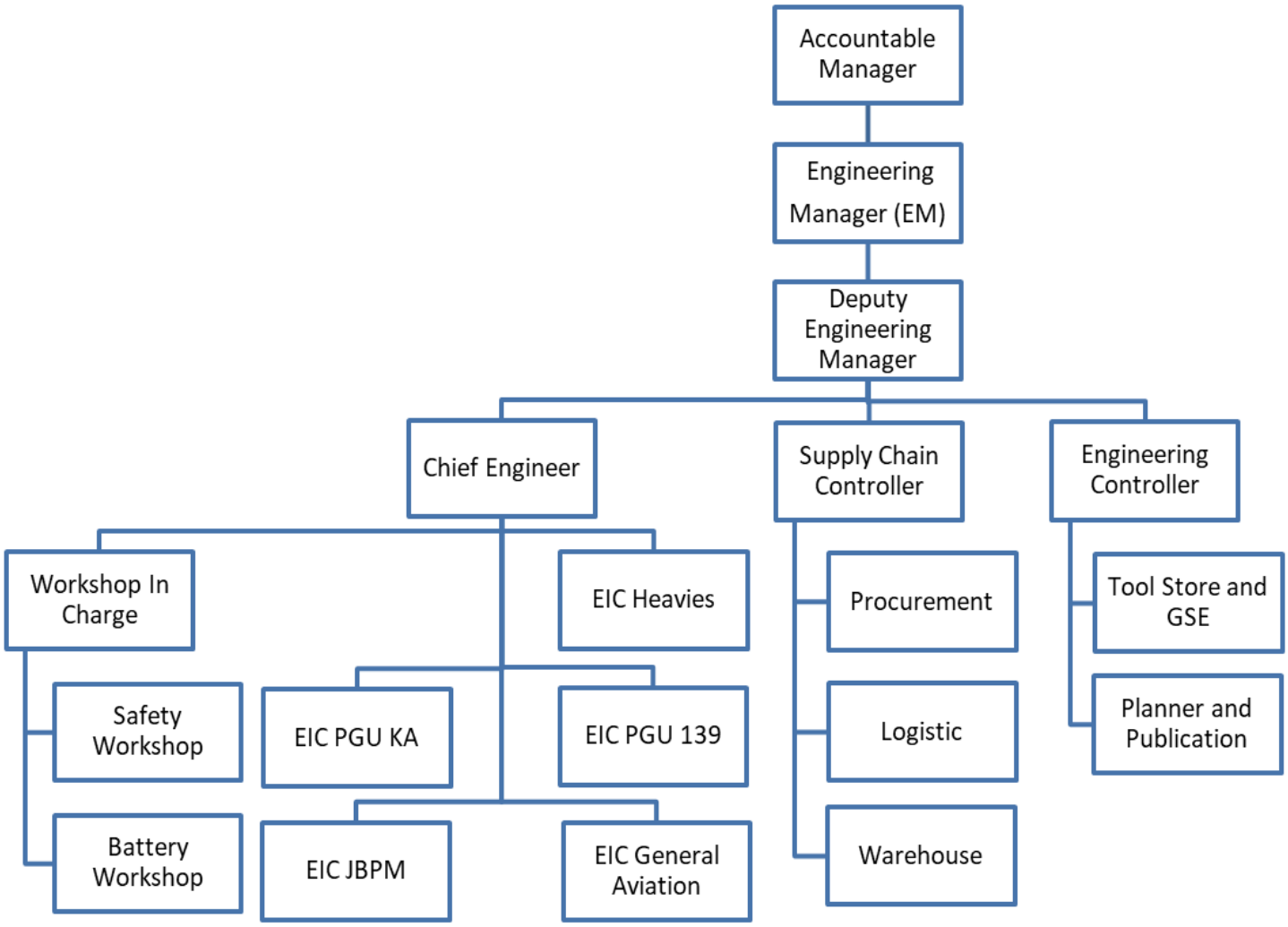
Name of Company	:	**Galaxy Aerospace (M) Sdn. Bhd (GAM).**
Head Quarter Office	:	Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre, Sultan Abdul Shah Airport, 47200 Subang, Selangor Darul Ehsan, Malaysia.
Telephone No	:	+603-7734 7226
Fax No	:	+603-7734 7526
Email	:	amomgmt@galaxyaerospace.my
Operation Base JBPM and General Aviation.	:	**Hangar 2, UniKL MIAT** Subang Campus Persiaran A, Off Jalan Lapangan Terbang Subang, Seksyen U3, 47200 Subang, Selangor
Operation Base PGU Subang	:	**Pasukan Gerakan Udara (PGU) PDRM.** Pangkalan Semenanjung, Lapangan Terbang Sultan Abdul Aziz Shah, 47200 Subang, Selangor
Operation Base JBPM Bertam	:	**Bertam Fire and Rescue Department Air Base.** Kampung Tambang, 13200 Kepala Batas, Penang.
Operation Base PGU Kota Kinabalu	:	**Pasukan Gerakan Udara (PGU) PDRM.** Pangkalan Sabah, Jln. Johor off Jln. Selangor, Tanjung Aru, 88100 Kota Kinabalu, Sabah.
Operation Base PGU Kuching	:	**Pasukan Gerakan Udara (PGU) PDRM.** Pangkalan Sarawak, Batallion 11 Pasukan Gerakan Am Batu Kawa 93250 Sarawak
Operation Base MMEA (State Registered Aircraft)	:	**Malaysian Maritime Enforcement Agency.** Stesen Udara Maritim Subang, Jalan TUDM, 40150 Shah Alam, Selangor.
Operation Base Langkawi		**Helioutpost Langkawi Helipad**, Jalan Kuala Muda 07100, Langkawi, Kedah

Operation Base JBPM Miri

Pangkalan Operasi Udara Miri, JBPM Miri,
General Aviation, Hangar 3 MAHB,
Miri Airport, 98000,
Miri, Sarawak

2.0 Organisation Structure.

2.1 Galaxy Aerospace (M) AMO Engineering Structure.



3.0 Job Description and Responsibility.

This EPM is intended to establish clear definitions for the functions, responsibilities, and job descriptions of GAM AMO (CAAM Part 145) personnel in relation to their positions. It is important that all AMO personnel understand and comply with their respective job descriptions to ensure the smooth operation of the organization. This includes understanding their duties, responsibilities, scope, working conditions, and job title.

3.1 Engineering Manager (EM).

Immediate superior: Managing Director / Accountable Manager.

a) The personnel in this position are responsible for ensuring that aircraft planning and management related to maintenance activities are carried out appropriately to ensure safe and airworthy aircraft, meet the requirements of the AMO, and satisfy the client's requirements.

b) The personnel in this position are responsible for informing the QAM of any changes that could affect the company's AMO certification.

c) The personnel in this position are responsible for ensuring that all organizational activities, including maintenance, overhaul, and repair of aircraft and components, as well as any related supporting programs, meet the required quality standards and fulfill all the requirements for obtaining and maintaining the AMO certification.

d) The personnel in this position are responsible to facilitate maintenance and meet the requirement of AMO with the provision of:

   i. Office accommodation appropriate to the management of the planned work

   ii. A working environment appropriate to tasks being undertaken

   iii. Storage facilities for parts, tools, equipment and materials

   iv. Appropriate and sufficient tools and material to perform the planned tasks.

   v. Sufficient personnel to plan, perform, supervise, inspect and certify the work being performed.

   vi. Maintenance data and publication from the aircraft manufacturer necessary to the task being performed.

e) The personnel in this position are responsible for establishing and upholding the management and functioning of the organization.

f) The personnel in this position are responsible for receiving and overseeing all Work Orders/Work Packages from CAMO regarding maintenance tasks.

g) The personnel in this position are responsible provide maintenance personnel with essential technical information, including publications, service bulletins, service letters, airworthiness directives, maintenance manuals, and any other necessary documentation.

h) The personnel in this position are responsible for facilitating communication with the QAM and pertinent aviation authorities regarding airworthiness matters to ensure that all operations comply with legal and regulatory mandates.

i) The personnel in this position are responsible for coordinating with manufacturers, vendors, and approved design organizations to support aircraft and component maintenance.

j) The personnel in this position are responsible for ensuring that all audit findings, whether conducted internally or by relevant aviation authorities, are addressed and resolved within the agreed-upon timeframe.

k) The personnel in this position are responsible for monitoring the quality of service provided to clients and take appropriate actions to attain desired levels.

l) The personnel in this position are responsible to foster a positive mindset and compliance with industrial safety, health, and environmental regulations, procedures, and practices to ensure safe working environments for both personnel and the organization.

m) The personnel in this position are responsible to Ensure that all maintenance personnel receive appropriate technical, knowledge, and skills training.

n) The personnel in this position are responsible for overseeing the planning and execution of training, development, projects, and growth initiatives related to the AMO.

o) The personnel in this position are responsible to supervise the Engineering Support Section of their function, which includes Technical Planning, Publication and Record, Warehouse, and Logistics.

p) The personnel in this position are responsible to ensure that maintenance personnel are authorized to conduct maintenance activities through an approved and documented system under the Quality Department, based on the assessment of formal qualifications, knowledge, and experience.

q) The personnel in this position are responsible for establishing FOD control programs/systems.

r) The personnel in this position are accountable for setting maintenance duty time limits.

s) The DEM shall share the duties and responsibilities of the EM. In addition, the DEM is responsible for taking over and ensuring the continuity of all functions and responsibilities of the EM during his absence. This includes maintaining the standards of aircraft maintenance planning and management, ensuring compliance with AMO requirements, and overseeing all related organizational activities to guarantee the safety and airworthiness of the aircraft.

3.2 Chief Engineer (CE).

Immediate superior: Engineering Manager.

a) Carry out aircraft planning, restoration and maintenance of an aircraft under GAM responsibility to a serviceable, safe and airworthy condition in accordance with an approved methods and procedures.

b) Daily administration control of maintenance and operation.

c) Ensure correct and efficient execution of maintenance activities and tasks associated with aircraft and parts.

d) Liaise with EM to facilitate the provision of adequate facilities, supporting equipment and qualified personnel to perform maintenance on aircraft and equipment.

e) Coordinate with Warehouse and Logistic section for proper upkeep of store section and provision of adequate spare and consumable for forecasted maintenance and defect rectification.

f) To allocate and supervise work for personnel under his control.

g) Manage all activities concerned with aircraft status, maintenance forecast and maintenance programs in accordance with statuary and legal requirements to ensure timely availability of aircraft to meet contractual obligation.

h) Ensures the necessary documentation and paperwork for all works performed on aircraft and its equipment for proper completion and certification.

i) Review relevant Airworthiness Directives, Service Bulletin and any other technical instruction together with other members of AD/SB review board for applicability and compliance.

j) Liaise and consult QAM on airworthiness matter such as Certificate of Airworthiness renewal, concession or extension etc.

k) Ensures all acceptable deferred defects are monitored and rectified within the stipulated time frame.

l) Ensures that aircraft released to service meets the technical contractual obligation and quality of workmanship is acceptable to the organization and the manufacturer.

m) Provides updates to the EM on technical matters which affect the aircraft airworthiness status.

n) Ensure that all Maintenance personnel are in possession of the correct skills and are given appropriate training.

o) Act in the capacity of EM when required and/or called upon to do so and ensure proper hand-over is accomplished.

p) Plan, organize and control the hangar operation to restore and maintain the aircraft serviceability in accordance with company, customer and relevant aviation authority requirements in the most effective and productive manner.

q) Responsible for maintaining a clean and safe working environment at all times.

3.3 Engineering Controller (EC).

Immediate superior: Engineering Manager.

a) Daily administration and control of engineering support group as per AMO structure.

b) Ensure correct and efficient execution of maintenance planning on aircraft downtime and all task associated with tools, GSE and parts.

c) Liaise with EM to facilitate the provision of adequate facilities, supporting equipment and personnel to perform maintenance on GSE.

d) Coordinate with Warehouse and Logistic section for proper upkeep of store section and provision of adequate spare and consumable for forecasted maintenance and defect rectification.

e) Coordinate and liaise with finance department on allocation of fund for the procurement of spares, consumable and GSE. To plan and forecast the requirement for schedule inspection and anticipate for the unscheduled rectification.

f) Coordinate with commercial department for AMO related matters with regard to contract obligation and client requirement.

g) To lead the engineering support team in setting up new base or new operation and coordinate with CE for the manpower arrangement for the setup.

h) To allocate and supervise work for personnel under his control.

i) Provides updates to the EM on engineering support matters which affect the aircraft maintenance activities.

j) Ensure that all engineering support personnel are in possession of correct skills and are given appropriate training.

k) May act in the capacity of EM when required and/or called upon to do so and ensure proper hand-over is accomplished.

l) Plan, organize and control the ground support equipment, spares and consumable as required by maintenance personnel for the maintain of aircraft in accordance with company, customer and relevant aviation authority requirements in the most effective and productive manner.

m) Responsible for maintaining a clean and safe working environment at all times.

3.4 Engineer in Charge (EIC).

Immediate superior: Chief Engineer.

a) Carry out aircraft planning, restore and maintain GAM aircraft to a serviceable, safe and airworthy condition in accordance with company approved methods and procedures.

b) Daily administration control of his/her maintenance section.

c) Ensure correct and efficient execution of maintenance activities and tasks associated with aircraft and parts. All maintenance tasks and procedures must conform to the organization standards.

d) Facilitate the provision of adequate facilities, supporting equipment and qualified personnel to perform maintenance on aircraft and equipment.

e) Make available to maintenance personnel the necessary overhaul manual, service bulletins, service letters, airworthiness directives, maintenance manual and any other required technical data.

f) Coordinate with Warehouse and Logistic section for proper upkeep of store section and provision of adequate spare and consumable for forecasted maintenance and defect rectification.

g) The EIC will allocate and supervise work for personnel under his control.

h) Manage all activities concerned with aircraft status, maintenance forecast and maintenance program in accordance with statuary and legal requirements to ensure timely availability of aircraft to meet contractual obligation.

i) Ensures the necessary documentation is raised for all works performed on aircraft and its equipment for proper completion and certification.

j) Review relevant Airworthiness Directives, Service Bulletin and any other technical instruction together with other members of AD/SB review board for applicability and compliance.

k) Responds to quality deficiencies arising from Quality Audit and CAAM audit findings.

l) Ensures all acceptable deferred defects are monitored and rectified within the stipulated time frame.

m) Ensures that aircraft released to service meets the technical contractual obligation and quality of workmanship is acceptable to the organization and the CAAM.

n) Provides updates to the EM on technical matters which affect the aircraft delivery status.

o) Ensure that all maintenance personnel are in possession of correct skills and are given appropriate training.

p) Plan, organize and control the hangar operation to restore and maintain the

aircraft serviceability in accordance with company, customer and relevant Aviation Authorities requirements in the most effective and productive manner.

q) Responsible for maintaining a clean and safe working environment at all times.

r) Authorized by EM to manage specific maintenance activities in the AMO.

s) The authority for the EIC may be revoked by EM if the EIC is unable to demonstrate a sound working knowledge of the organization.

3.5 License Aircraft Engineer (LAE)

Immediate superior: Chief Engineer.

a) To undertake and supervise the maintenance, inspection, repair, replacement, modification, rectification and certification of aircraft in accordance with organization and relevant aviation authority's / OEM's approved methods and procedures.

b) The LAE shall have sufficient knowledge of maintenance, supervision, verification and inspection process. He is responsible for correctness and quality of specific tasks performed by personnel under his supervision.

c) Carry out aircraft, components and ground equipment maintenance tasks efficiently.

d) Carry out and certify (as applicable) assigned tasks in accordance with the requirements of the relevant aviation authority's regulation.

e) Carry out and certify as required assigned tasks in accordance with the requirements of the MOE and/or Engineering Circular.

f) Organize available manpower and other resources to meet operational requirements.

g) Ensure defects are rectified correctly in an efficient manner.

h) Ensure the component / parts to be fitted to an aircraft came from an approved source and in a satisfactory condition, release on an Authorized Release Certificate (ARC) / Airworthiness Approved Tag (AAT) acceptable to the relevant aviation authority.

i) Ensure that the part or component is eligible to be fitted when different modification and/or airworthiness standard may be applicable by referring to the CAMO.

j) Exhibit high standard and quality of maintenance work and corresponding certification in accordance with company and relevant aviation authority requirements.

k) Co-ordinate and liaise with CE or other relevant personnel for efficient maintenance action.

l) Ensure a high standard of engineering housekeeping and security in the place of work such as aircraft interior/exterior, hangar, workshops and other maintenance areas.

m) Ensure relevant documentation and procedures are in accordance with established practices.

n) Ensure technical instructions and manuals are in good condition and up-to-dated when being used.

o) Ensure correct inventory of special tools and support equipment are in serviceable condition for proper and safe usage.

p) Ensure personnel under his supervision, namely technicians maintain a high standard of personal and work discipline.

q) Maintain constant and effective communication with his superior, peers and subordinates.

r) Provide guidance and on-the-job-training to personnel under his charge to maintain desired quality and standard of work.

s) Act in the capacity of CE when required and/or called upon to do so and ensure proper handover is accomplished.

t) On a daily basis to record maintenance activities and aircraft status in the Daily Diary.

u) Carry out any other duties assigned by immediate superior.

3.6 Technician.

Immediate superior: Engineer in Charge.

a) To perform aircraft maintenance related tasks as assigned to the best quality standards in a specific time frame whilst maintaining conducive working environment and observing safety and discipline in accordance with the company and relevant aviation authority requirements.

b) Carry out aircraft, components and equipment maintenance tasks efficiently.

c) Carry out and certify as required assigned tasks in accordance with the requirements of the MOE and/or Engineering Circular.

d) Communicate and liaise with LAE, Chief Engineer or other relevant personnel for efficient maintenance actions.

e) Exhibit high standard and quality of maintenance work and corresponding certification (if applicable) in accordance with company and relevant aviation authority requirements.

f) Ensure a high standard of engineering housekeeping and security in the place of work such as aircraft interior/exterior, hangar, workshops and other maintenance areas.

g) Carry out any other duties assigned by any duly delegated superior.

3.7 Tool Store & GSE Supervisor

Immediate superior: Engineering Controller

a) Responsible in monitoring and managing the Tool Store and GSE Supervisor.

b) Monitoring and managing tool store inventory and GSE equipment in accordance with the CAAM and GAM's requirement.

c) Monitor the tool store and GSE inventory, new items order and managing delivery or pickup of the item according to schedule (load, pack, wrap, label, ship)

d) Perform inventory controls and keep quality standards high for audits

e) Coordinate storekeeper to keep a clean and safe working environment and optimize space utilization

f) Supervise orders and arrange stocking of raw material and equipment to ensure they meet needs

3.8 Technical Record, Planning and Documentation

Immediate superior: Engineering Controller

a) To support Maintenance Department by:

i. Providing the necessary publication for aircraft maintenance, planning and logistic activities to meet requirements as an AMO.

ii. Administer all matter related to Technical Records, Technical Library and Planning.

iii. Implement co-ordination to ensure timely availability of parts and material to carry out maintenance of aircraft and other related maintenance support tasks under the AMO context.

b) Facilitate and manage all activities concerned with aircraft status, maintenance forecast and maintenance programs (Approved Maintenance Program) to support aircraft maintenance activities.

c) To receive and accept all work order / work pack from CAMO for the maintenance to be carried out on behalf of the Engineering Manager and distribute to the Chief Engineer / LAE.

d) To ensure the completion and correctness of the work pack / work sheet for all completed maintenance prior to handing over to CAMO.

e) Maintain an up-to-date Publication Section for the maintenance of the type of aircraft under the responsibility of the AMO.

f) To ensure the AMO is updated with the latest issue of applicable Service Bulletin, Airworthiness Directive and Service Letter advised by CAMO for the relevant aircraft.

g) Organize and maintain Technical Record system to retain, update and provide accurate maintenance and operational histories of aircraft, engines, components and associated equipment in accordance with the AMO requirement.

h) To complete and submit to CAMO, various relevant documents are required for the renewal of Certificate of Airworthiness of aircraft.

3.9 Supply Chain Controller

Immediate superior: Engineering Manager

a) Develop Warehouse & Logistics Support policies, responsibilities and tasks to establish appropriate guidelines for the efficient support of GAM operations.

b) Plan, develop and monitor the activities of the following units in the department:

a. Purchasing Unit

b. Warehouse Unit

c. Logistic Unit

c) To manage all activities concerned with material handling, receipt, storage, issue, inventory control, purchasing, import and export services and related activities in support of clients and GAM Engineering Department and be responsible to ensure all work and processes conforms to statutory and legal requirements and meet quality standards.

d) Strategically plan and manage logistics, warehouse, transportation and customer services.

e) Liaise and negotiate with suppliers, manufacturers, retailers and consumers.

f) Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.

g) Arrange warehouse, catalog goods, plan routes and process shipments.

h) Collaborate with other managers to determine supply needs.

i) Purchase supplies and materials according to specifications.

j) Coordinate and supervise receiving and warehousing procedures.

k) Control inventory levels and ensure availability of material during emergencies.

l) Keep detailed records on procurement activity, materials quantity, specifications etc.

m) Monitor inventory control for improved inventory accuracies and security of GAM assets.

n) Maintain metrics and analyze data to assess performance and implement improvements.

o) Monitor the effectiveness of the vendor performance program for responsive support of GAM operation.

p) Initiate and monitor an effective system of Priority/AOG processing and gauge effectiveness in minimizing priority arising.

3.10 Procurement Executive

Immediate superior: Supply Chain Controller

a) Purchasing items from existing approved vendors, based on approved purchase request in accordance with purchasing procedures.
b) Sourcing from approved vendors and purchasing from selected vendors as directed by the superiors.
c) Raising Purchase Orders (PO) and forwarding it to the vendor and obtaining acknowledgement of receipt of the PO.
d) Request pre-payment where required and ensure timely payment to meet delivery target dates.
e) Update the Information System of all delivery and other changes in the PO.
f) Liaise with Warehouse Unit on the delivery details and closely monitor receipt.
g) Assist Warehouse Unit in the resolution of any discrepancy that may arise.
h) Ensure all parts requests are vetted for accuracy, eligibility, and stock availability.
i) Monitor stock levels and update the levels based on delivery lead time, past usage, company policy on stocks to be held.
j) Segregate and reserve stocks identified in the servicing plans and restrict and control access to these stocks.
k) Closely monitor stock usage and trigger replenishment as required.
l) Monitor any obsolete stocks that may arise due to modifications or manufacturers ceasing production. Compile and submit to your superior a list of these obsolete stock for disposal.
m) Any changes of price, or delivery date of the ordered item, must be notified to Logistic & Procurement Controller.
n) To attend related meetings and produce any reports as and when required by superiors and Logistic & Procurement Controller.
o) Any significant changes in price, part number, alternate part number, quantity, or delivery date of the ordered item, must be notified to the requestor.

3.11 Store Inspector (SI)

Immediate superior: Supply Chain Controller

a) Responsible for receiving, storing, packing and/or unpacking of goods as well as delivering goods to/from the store.

b) Checking the incoming paperwork against the purchase order to ensure the correct part has been supplied and checking the part against the paperwork to ensure they match.

c) To perform physical inspection on the receiving component / parts to ensure that hasn't been damaged in transit.

d) Assign the part a unique 'batch' number so there is a paperwork trail when that part is fitted to the aircraft.

e) Allocate the part a location in the store so that it can be found in the future and maintain a register of parts in the store.

f) To supply the part to the maintenance personnel (requestor) upon demand.

e) To Ensure aircraft spares to be meticulously kept in a bonded store. That is, a place with restricted access.

g) Maintaining a register of parts which have a shelf life and removing those that have reached the limit.

h) Receiving unserviceable parts from the maintenance engineers and dispatching unserviceable parts for repair or scrapping them if they are no repairable items.

i) To ensure serviceable aircraft parts cannot be mixed with commercial parts, which have a separate store, and unserviceable parts which should also have their own area.

j) Order parts from an approved supplier.

k) To ensure the parts fitted to an aircraft have come from an approved source, are kept in a controlled environment and are in a serviceable condition when fitted.

l) Keeping a daily record of the store temperature and humidity.

m) Maintaining a stock of consumable items, such as cloths, cleaning fluids etc.

n) Maintaining a stock of oils and grease.

3.12 Storeman

Immediate superior: Supply Chain Controller

a) Responsible for receiving, storing, packing and/or unpacking of goods as well as delivering goods to/from the store.

b) Assign the part a unique 'batch' number so there is a paperwork trail when that part is fitted to the aircraft.

c) Allocate the part a location in the store so that it can be found in the future and maintain a register of parts in the store.

d) To supply the part to the maintenance personnel (requestor) upon demand.

e) To Ensure aircraft spares to be meticulously kept in a bonded store. That is, a place with restricted access.

f) Receiving unserviceable parts from the maintenance engineers and despatching unserviceable parts for repair or scrapping them if they are not repairable items.

g) To ensure serviceable aircraft parts cannot be mixed with commercial parts, which have a separate store, and unserviceable parts which should also have their own area.

h) Keeping a daily record of the store temperature and humidity.

3.13 Logistic Officer

Immediate superior: Supply Chain Controller

a) Liaise with Shippers, Freight Forwarders and Transportation companies and to obtain their scheduled movements to destinations of interest.

b) Arrange transportation as directed by your superior, to convey goods from the Warehouse to the Bases or suppliers as required.

c) Update shipping details and keep all interested parties informed of movement.

d) Arrange immediate shipping for AOG items to bases using the fastest means including carrying on board flights personally when directed by your superior.

e) Receive bulk shipment from suppliers, break bulk and inspect conditions of receipt, documents attached and update receipt information.

f) Separate items into individual destinations and re-pack for shipment according to distribution listing.

g) Damaged items to be isolated into quarantine and reported to superior for resolution of discrepancy.

h) Ensure items to various bases are programmed to be shipped in accordance with shipping schedule without delay, and the recipient informed of impending shipment.

i) Ensure all shipping documents are verified, recorded and disposed of in accordance with the Manual.

3.14 Document Controller

Immediate superior: Supply Chain Controller

a) Receiving, storing, packing and/or unpacking as well as delivering goods to/from the store.

b) Assign the part a unique 'batch' number so there is a paperwork trail when that part is fitted to the aircraft.

c) Allocate the part a location in the store so that it can be found in the future and maintain a register of parts in the store.

d) Receive unserviceable parts from maintenance engineers and dispatch unserviceable parts for repair or scrapping the item.

e) Record daily temperature of the store temperature and humidity.

f) File all the necessary documents in physical and digital records and ensure appropriate storage.

g) retrieve files as requested by employees.

h) maintain the accuracy of the records, editing where necessary to ensure they are up to date.

3.15 Lead Production Planner.

Immediate Supervisor: Engineering Controller.

a) Monitor Production Planner's task to minimize unnecessary delay in Maintenance activities.

b) Ensure timely closure of work orders as requested and specified by CAMO.

c) Facilitate the provision of adequate facilities and supporting equipment to perform maintenance on aircraft and equipment.

d) Facilitate coordination with Warehouse and Logistic section for proper upkeep of store section and provision adequate spare and consumable for maintenance and defect rectification.

e) Respond to quality deficiencies arising from Quality Audit and CAAM Audit findings.

f) Monitor updates of AMO 145 publications and ensure publications are accessible to all AMO personnel in GAM.

g) Plan monitor and control PPC manpower.

h) Plan proper training for PPC personnel.

i) Involved in Post Activity Evaluation of completed and closed maintenance task review opportunity for improvement and optimization.

j) Assist in forecast and plan Base maintenance check and aircraft maintenance activities in the hangar.

k) Assist to Review Base maintenance check Work Order from CAMO and plan for the resources.

l) Perform duties as assigned by Superior.

3.16 Production Planner & Control.

Immediate Supervisor: Lead Production Planner.

a) Check and validate Work Order/Work Pack received from CAMO, ensuring all inspections are included in the work pack.

b) Record work order receive from CAMO in AMO Work Order and Work Pack Masterlist

c) Discus with EIC to prepare work package which include spares to order, tools, manpower and hangar slot for every schedule and unscheduled inspection.

d) Coordinate with Warehouse and Logistics section for proper upkeep of store section and provision of adequate spare and consumable for forecasted maintenance and defect rectification.

e) Coordinate with Tool Store section for tools and equipment required for the forecasted maintenance and defect rectification.

f) Managing the maintenance activities timeline to ensure targets are met.

g) Ensuring appropriate communication throughout the delivery of maintenance activities.

h) Checking completed Work Pack for completeness and following procedures as per MOE.

i) Facilitate to ensure necessary documentation are raised for all works performed on the aircraft and its equipment for proper completion and certification.

j) Make a soft copy of the Work Pack ready in Google Drive before hand over to CAMO upon completion.

k) Engage in post activity evaluation of completed maintenance work to review opportunities for improvement and optimization.

l) Provide aircraft hours to the Commercial Department for claim purposes.

m) Perform duties as assigned by the superior.

3.17 AMO Publication.

Immediate Supervisor: Lead Production Planner.

Perform job function as Production Planner and Control as per para 3.12 and include job function describe below.

a) Monitor publication email from CAMO to ensure AMO publication are up to date.

b) Ensuring updated publications are disseminated to Engineer In Charge (EIC) and to Production Planner & Control (PPC) outside MIAT – PGU, Miri, Bertam and Kota Kinabalu whenever there is updated publication.

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c) Update Publication Master Listing (GAM/E-020R1) at any time a new publication is received.

d) Update all registered PC on the updated publication.

e) Send email on the updated Publication Master Listing to all AMO personnel to inform on the update.

END.

TRAINING

1.0 Citation

1.1 This EPM is cited as EPM 0-09 Issue 3 Revision 0: Training

2.0 Objective

2.1 To provide the required skills, knowledge, and work etiquette to personnel that involved directly or indirectly in the operation, performance, and maintenance of the aircraft.

3.0 Interpretation

3.1 Training and development is a strategic process that focuses on enhancing the skills, knowledge, and abilities of employees to improve their performance and contribute more effectively to the organization's goals.

3.2 Training is a vital component to a company because it directly impacts employee engagement, job satisfaction, and overall organizational success.

3.3 There are some key aspects to consider for a training:

3.3.1 Skills Enhancement

Training and development programs aim to improve specific skills required for an employee's job role. These skills could range from technical competencies to soft skills like communication, leadership, and teamwork.

3.3.2 Performance Improvement:

By providing the necessary training, employees become more proficient in their roles, leading to higher levels of productivity and efficiency. This can ultimately translate to better overall organizational performance**.**

3.3.3 Different Methods:

Training and development can be delivered through various methods, such as workshops, seminars, online courses, on-the-job training, mentoring, coaching, and more. The method chosen depends on the organization's needs and the nature of the content.

3.4 Personnel required to attend two types of training:

3.4.1 Mandatory Training

The essential training programs that employees are required to complete as a part of their job responsibilities or to meet legal, regulatory, or safety requirements.

3.4.2 Optional Training

The learning opportunities that employees can choose to participate in based on their personal interests, career goals, and developmental needs.

3.5 The training program will be reviewed yearly to determine if it is current and adequate for the type of maintenance currently performed at the facility. Because of the advancements in technology are causing aviation maintenance to change rapidly a periodic review of training needs to be appropriate.

4.0 Applicability

4.1 Applicable to every personnel including internship student and protégé within the Engineering Department of GAM

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

RSQCM 4.4	Training Program Revision
MOE 3.4	Certifying Staff and Training Procedures
TPM Part 3	Training Program Manual

7.0 Documentation

Not applicable

8.0 The Procedure

8.1 EM shall be responsible for identifying, determine and provide training to all Certifying and Non-Certifying staff that are involved directly or indirectly in the operation, performance and the maintenance of the aircraft.

8.2 The Training Department shall assist EM to identifying the training needs. EM shall forward the training requirement to Training Department for consolidation and budget application to Accountable Manager.

8.3 The Quality Department shall formulate a Training Schedule annually based on the user department's training requirements. New courses may be developed after an appropriate Training Requirements Analysis is carried out.

8.4 Courses that are not within the capability of the Training Department, shall be sourced out externally. The Quality Department shall co-ordinate sourcing and recommending these courses to the Accountable Manager.

8.5 Training is generally divided into two types:

8.5.1 Initial Training
Initial Training is provided to ensure that all Certifying and Non-Certifying Staff whose work / activities affect airworthiness and service quality area provided

with the necessary knowledge, skills and experience to enable them to perform activities on aircraft and aircraft components to the required quality standards.

8.5.2 Continuous Training

Continuous training is provided to ensure that all-certifying and non-certifying staff whose work affects airworthiness and service quality are continuously updated on changes to company and aircraft procedures. Unless otherwise specified in another manual, the continuous training interval occurs every two years.

8.6 The type of training that is required for all AMO personnel are listed in the following.

TRAINING TOPICS	EM / DEM	CE	EC/DEC	EIC	CERTIFYING STAFF / INSPECTOR	PROJECT ENGINEER	CERTIFYING STAFF / WORKSHOP	STORE INSPECTOR	A/C TECHNICIAN	WORKSHOP-IN-CHARGE / SUPERVISOR	CERTIFYING STAFF / CALIBRATION	W/SHOP TECHNICIAN	PPC / SUPERVISOR	TOOLS AND GSE SUPERVISOR / PERSONNEL	SUPPLY CHAIN CONTROLLER	PROCUREMENT PERSONNEL	LOGISTICS PERSONNEL	REMARKS	
																		INITIAL	RECURRENT
CAAM Maintenance Organisation Exposition (MOE)	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	O	O	YES	YES
CAAM Continuing Airwothiness Management Exposition (CAME)	O	O	O	O	O		O			O									
FAA Repair Station Quality Control Manual (RSQCM)	M	M	M	M	M	O	M	M	O	M	M	M	M	M	M	O	O	YES	YES
FAA Training Program Manual (TPM)	M	M	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	YES	
CAAM Air Legislation	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	O	O	YES	YES
CAAM Part145 - Maintenance Organisation	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	O	O	YES	YES
CAAM Part M - Continuing Airworthiness Management	O	O								O								YES	
FAA Part 43 Awareness	M	M	M	M	M	O	M	O	M	M	O	O	O	M	O	O	O	YES	YES
Engineering Procedure Manual (EPM)	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	O	O	YES	YES
Workshop Management Procedure (WMP)	M	M	M	O	O	M	M	O	O	M	M	M	O	O	O	O	O	YES	YES
Quality Procedure Manual (QPM)	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	YES	YES
Continuing Airworthiness Management Procedure (CAMP)	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	YES	YES
Mass & Balance Program / Aircraft Weighing	O	O	O	O	O	O												YES	
Mass & Balance Program (MBP) - Manual				O	O													YES	
Mass & Balance Program (MBP) - Procedure				O	O													YES	
Human Factor	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	YES	YES
Safety Management System (SMS)	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	YES	YES
Fuel Tank Safety Phase 2				M	M		O		M									YES	YES
Electrical Wiring Interconnected System (EWIS)				M	M		O		M									YES	YES

Legends:
M - Mandatory Training **O - Optional Training**

TRAINING TOPICS	EM / DEM	CE	EC/DEC	EIC	CERTIFYING STAFF / INSPECTOR	PROJECT ENGINEER	CERTIFYING STAFF / WORKSHOP	STORE INSPECTOR	A/C TECHNICIAN	WORKSHOP-IN-CHARGE / SUPERVISOR	CERTIFYING STAFF / CALIBRATION	W/SHOP TECHNICIAN	PPC / SUPERVISOR	TOOLS AND GSE SUPERVISOR / PERSONNEL	SUPPLY CHAIN CONTROLLER	PROCUREMENT PERSONNEL	LOGISTICS PERSONNEL	REMARKS: INITIAL	REMARKS: RECURRENT
Electrical Safety Discharge (ESDS)				O	O		M	M	O	M	O	M						YES	
Dangerous Goods / Hazmat				O	O		O	M	O	O	O	O			M	O	M	YES	YES
Aircraft / Component Type Training				O	M		M		O	O		O						YES	
Aircraft General Familiarization Training	O	O	O	O	O	O	O	O	O	O			O	O	O	O		YES	
Aeronet System	O	O	M	M	M	M	M	M	O	M	O	O	M	O	M	M	M	YES	
Audit Technique/Lead Auditor Course	O	O	O	O														YES	
Root Cause Analysis	M	O	O	O	O		O			O								YES	
Aircraft/Aviation Incident Investigation	M	O	O	O	O													YES	
Production Planning and Control Training	O	O	M	O	O		O			O			M					YES	
AMP & Reliability Training	O	O	O	O	O								O			O		YES	
ISO/EC 17025 Training	O	O	O	O	O		O	O	O	M	M	O	O	O	O	O		YES	
ISO/EC 17025 - Quality Management System	O	O	O	O	O		O	O	O	M	O	O	O	O	O	O		YES	

Legends:
M - Mandatory Training **O - Optional Training**

9.0 Cancellation

This issue cancels EPM 0-09 Issue 2 Revision 4 dated 31 Mar 2023, which should be destroyed.

END

AIRCRAFT TOWING AND PARKING

1.0 Introduction

1.1 This EPM is cited as EPM 1-01 Issue 3 Revision 0: Aircraft Towing and Parking.

2.0 Objective

2.1 As a guideline for AMO personnel in performing aircraft towing and parking in order to minimize probability of incident and/or accident.

3.0 Interpretation

3.1 Towing is a process of moving an aircraft from one place to another without the engine running. Person in charge to the towing procedure should first, refer to Aircraft Maintenance Manual (AMM) Chapter 9 for Towing and Chapter 10 for Parking, before carrying out the process.

4.0 Applicability

4.1 Applicable to all maintenance personnel

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 ICAO Annex 2 – Rules of the Air
6.2 CAAM CAD 8601: Maintenance Organisation Approval (CAAM Part 145)
6.3 CAAM CAD 6010: Ground Handling

7.0 Documentation

Not applicable

8.0 The Procedure

8.1 Safety Department is responsible to ensure that the tow tug drivers are trained prior to handing out authorization.

8.2 A procedure to approve a tug driver must be in place and adhered to strictly. Only a tug driver approved by Safety Manager may tow an aircraft.

8.3 Towing Preparation:

8.3.1 Ensure that the towing vehicle is suitable and serviceable for the intended task.

8.3.2 Prior to attaching the towing vehicle to the towing bar, the vehicle brake must be tested for its functionality. This procedure has to be carried out at a safe distant of minimum 50 ft from an aircraft, and in a direction away from the aircraft.

8.3.3 Prepare the aircraft in accordance with the AMM instructions, with the particular attention to the following, if applicable:

a. Brake system pressures
b. Steering system disengaged
c. Aircraft ground locks fitted, and wheel choke are ready and serviceable.
d. Doors (including baggage holds) closed.
e. Undercarriage component i.e. wheel, brake, wheel hub, oleo is in good condition.
f. Landing skid in good condition for the use of towing wheel.
g. Ensure the tow bar or the towing wheel is serviceable condition.

8.3.4 Ensure the manoeuvring path is clear from all ground equipment, maintenance platform and other obstructions.

8.3.5 Always connect the tow bar to the aircraft first before connecting the tow bar to tow tractor.

8.4 Manoeuvring standard practises:

8.4.1 All aircraft towing operations are to be carried out in accordance with the AMM instructions.

8.4.2 The operation of aircraft brakes whilst in motion is prohibited except in an emergency.

8.4.3 The ‘brake on’, ‘brake off’ hand signals are to be instigated by the tug driver when the aircraft is stationary and repeated by the flight deck personnel when complied with, where applicable.

8.4.4 Aircraft brakes must be on or wheel choke in place prior to tow bar ‘hook up’ and ‘unhook’.

8.4.5 Requirements to operate brakes in emergencies are to be indicated by a shout of ‘brakes’ or using the hand signal.

8.4.6 Personnel involve with the towing must at all times be alerted with the surrounding condition and always ready for any unforeseen situation.

8.4.7 Tractor light and aircraft navigation light shall be switched 'ON' under poor visibility condition.

Caution: *All staff involved with a manoeuvring aircraft should be aware of, and remain clear of, aircraft wheels / undercarriages.*

8.5 Manoeuvring in the airfield:

8.5.1 A portable radio or aircraft communication must be used for communication with the Air Traffic Controller (ATC) if required. Use only approved/standard radiotelephony procedure. The communication to ATC will be made by pilot from aircraft.

8.5.2 The observer may board the towing vehicle when moving across the airfield but must always alert for any obstruction. At such times, the observer should be positioned at the appropriate view of the vehicle driver at all times.

8.5.3 Aircraft anti-collision beacons should be utilised at all times as an indication of aircraft in motion and, additionally, aircraft navigation lights on all movements in the darkness or adverse weather conditions. A radio 'watch' is to be maintained listening out on the air traffic ground frequency.

8.5.4 Immediately prior to moving, clearance to commence towing must be obtained from the ATC via a radio using aircraft designated call sign, as appropriate. Only proceed when the clearance is obtained and been acknowledged, and completely understood. Stop at the point to which the clearance has been given unless further instruction is obtained.

8.5.6 During towing, airfield speed limit of the tow vehicle must be observed.

8.5.7 If during an airfield towing operation an emergency occur, such as vehicle breakdown or tow bar failure, call ATC immediately and inform them of the situation and current position on the airfield and, if necessary, ask for an apron control vehicle to come and assist.

8.6 Manoeuvring within or around a Hangar:

8.6.1 Driving speed within or around a hangar is to be kept to a minimum.

8.6.2 Ground equipment which may cause obstruction must be cleared from the intended manoeuvring area.

8.6.3 Observers are to remain in view of the tug driver while the aircraft is in motion. All helicopter blades or airplane wings must have a proper clearance of any obstruction. Attention must also be paid to the clearance of the tail rotor and rudder/stabilizer.

8.6.4 The tug driver should stop the movement and beckoning the observer if he lost sight of the observer.

8.6.5 The supervisor or appointed LAE should supervise all hangar manoeuvres.

8.7 Parking

8.7.1 Aircraft with wheel must be parked with wheels chocked on. For a limited parking area, a helicopter can be parked close to each other with a condition that the blades **must not** overlapping or overhanging stands or other obstructions.

8.7.2 Aircraft brakes may be released once the aircraft has been properly chocked.

8.7.3 Ensure electrical services used when towing is switched off, i.e. Radio, Lights, Main batteries (battery topping charge should be performed if a battery have been used for a long duration during towing).

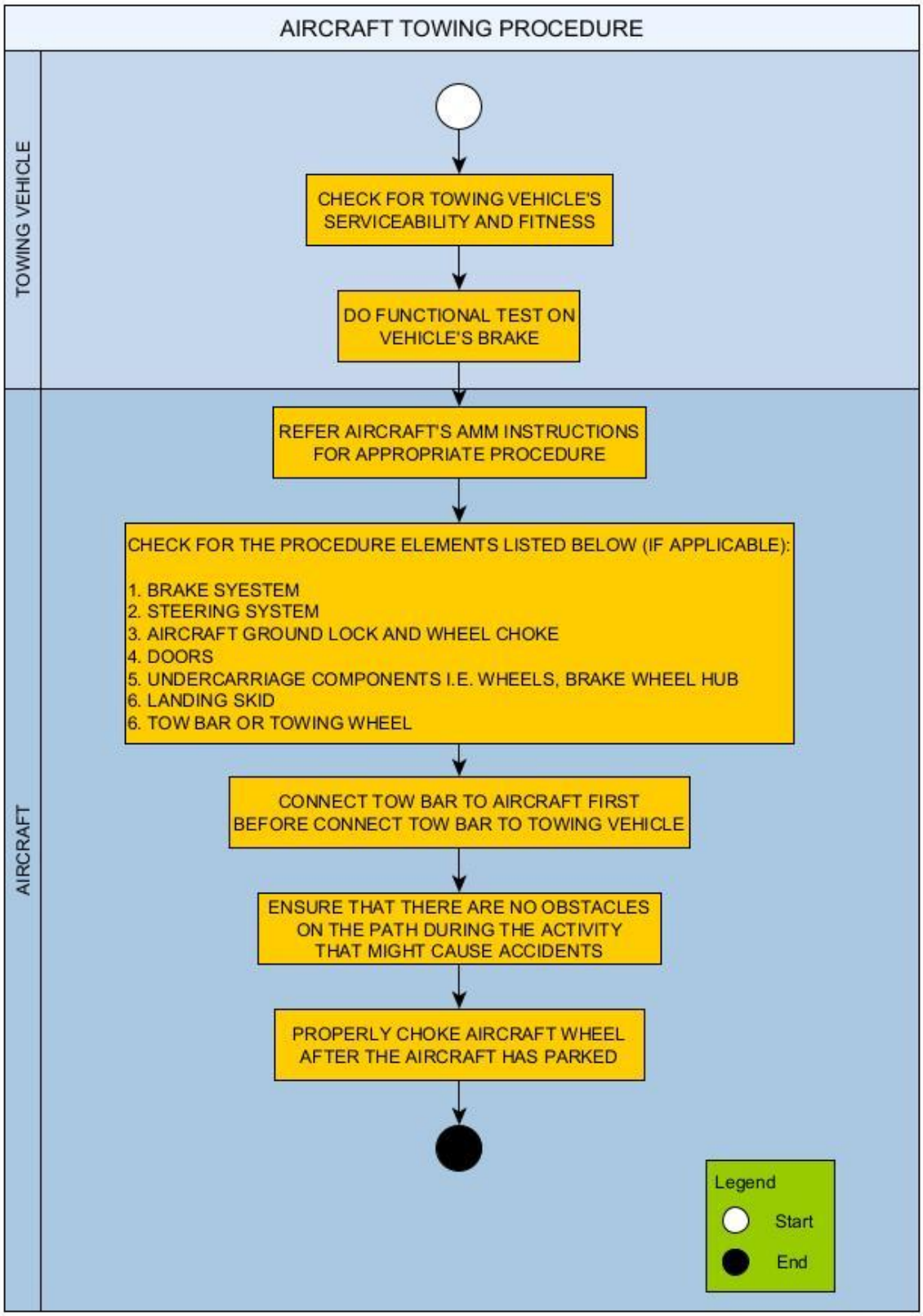
8.7.4 Ensure all windows and baggage doors are closed.

8.7.5 If the aircraft is park outside a hangar, respective aircraft AMM Chapter 10 must be referred to, for the necessary precaution with regard to high wind and other severe condition.

9.0 Cancellation

This issue cancels EPM 1-01 Issue 2 Rev 0 dated 31 Oct 2021, which should be destroyed.

END


AIRCRAFT TOWING PROCEDURE
TOWING VEHICLE
CHECK FOR TOWING VEHICLE'S SERVICEABILITY AND FITNESS
DO FUNCTIONAL TEST ON VEHICLE'S BRAKE
AIRCRAFT
REFER AIRCRAFT'S AMM INSTRUCTIONS FOR APPROPRIATE PROCEDURE
CHECK FOR THE PROCEDURE ELEMENTS LISTED BELOW (IF APPLICABLE):
1. BRAKE SYESTEM
2. STEERING SYSTEM
3. AIRCRAFT GROUND LOCK AND WHEEL CHOKE
4. DOORS
5. UNDERCARRIAGE COMPONENTS I.E. WHEELS, BRAKE WHEEL HUB
6. LANDING SKID
6. TOW BAR OR TOWING WHEEL
CONNECT TOW BAR TO AIRCRAFT FIRST BEFORE CONNECT TOW BAR TO TOWING VEHICLE
ENSURE THAT THERE ARE NO OBSTACLES ON THE PATH DURING THE ACTIVITY THAT MIGHT CAUSE ACCIDENTS
PROPERLY CHOKE AIRCRAFT WHEEL AFTER THE AIRCRAFT HAS PARKED
Legend
Start
End

CLEANLINESS OF AIRCRAFT (FOD CONTROL)

1.0 Introduction

1.1 This EPM is cited as EPM 1-02 Issue 3 Revision 0: Cleanliness of Aircraft (FOD Control)

2.0 Objective

2.1 To minimize probability of incident and/or accident due to FOD. This EPM addresses the procedures pertaining to identification of FOD, minimizing FOD damage and reporting of potential damages or finding.

3.0 Interpretation

3.1 Foreign Object Damage (FOD) refers to any item, material or substance that either deliberately or inadvertently, is left in or gains access to any part of aircraft or aeronautical product.

4.0 Applicability

4.1 Applies to all maintenance personnel and personnel directly responsible and involve in the airworthiness of an aircraft.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 Environmental Quality (Scheduled Wastes) Regulations 2005
6.2 MOE Issue 2 Revision 04. (2.7 Facility)
6.3 CAAM CAD 8601: Maintenance Organisation Approval (CAAM Part 145)

7.0 Documentation

7.1 Unairworthy Incident Reporting Form (ref: GAM/E-046)
7.2 Daily Maintenance Book (ref: GAM/E-014R1)
7.3 GAM Occurrence Reports (ref: GAM/Q-038)

8.0 What is FOD?

8.1 FOD is acronym for Foreign Object Damage. FOD means any article or substance, alien to an aircraft or system, which could potentially cause damage to an aircraft or causes injury to whoever that works with the aircraft.

8.2 The presence of FOD can cause damage, or present a hazard to aircraft, aeronautical product and personnel safety, for example:

8.1.1 Dirt or grit in moving parts can cause excessive wear and other damage, reduction in working clearances, seizure or scoring of working surfaces, and deterioration seals etc.

8.1.2 Loose articles such as nuts, bolts, rivets and hand tools can cause jamming of controls, motor etc.

8.1.3 Damage to electrical installations and cooling air filters.

8.1.4 Chafing of pipes caused through restriction in pipe clearances.

8.1.5 Extraneous fluids may damage protective coatings and promote corrosion.

9.0 Working Practices

9.1 To prevent small tools, torches, pencils/pens, badges etc., from falling into the aircraft structure, engineering personnel should ensure that articles are stowed in places, such as closed pockets, which will prevent them being drop and lost.

9.2 A suitable footwear is worn, or mats used, to ensure that aircraft surfaces are not scratched or damaged.

9.3 A safety goggles, caps etc. must be worn properly fitted so that they are not likely to fall and drawn into the engines.

9.4 All equipment, spares, or tools are accounted for when servicing or work has been completed to reduce the possibility of such items being left behind.

9.5 Aircraft components supplied with special transport cases or packaging should not be unpacked until ready for use. Blanking plates should only be removed prior to installation.

9.6 All tins and containers containing substances for use in aircraft maintenance, such as greases and jointing compound, should be kept closed when not in use, and any tins and containers that have been open for an unknown length of time, should be discarded.

9.7 Parts that are not required for immediate installation should be kept in warehouse or holding shelf near the aircraft.

9.8 Whenever it is necessary to open or dismantle a component (to the limits of GAM approval/capability listing), the work should be carried out in controlled environment in the appropriate place, where dust grit, etc., will not be introduced into the components.

10.0 Interior Cleanliness

10.1 At intervals prescribed in the Aircraft Maintenance Manual, floor panels and panels associated with areas of 'closed structure' are opened for inspection.

10.2 The area should be cleaned, and any corrosion prevention treatment restored where necessary. When a structure is to be closed, either permanently or by a removable panel, inspection should verify that the compartment is FOD free.

10.3 Wherever possible, vacuum cleaners should be used to remove debris. High pressure air jets should not be used where debris can be blown over a wider area or driven into lap joints, bearings, electrical components, etc.

10.4 The final inspection should be made when there is no likelihood of the compartment being reopened, and when it is certain that no further operations are necessary which might introduce extraneous matter into the compartment.

10.5 Compartments reopened for adjustments, etc., should be given further careful examination after the work has been completed.

10.6 On completion of the work, the Approval Holder should satisfy that the structure or compartment is perfectly clean and FOD free.

11.0 Cleanliness of Installations and Systems

11.1 Compartments into which engines, undercarriages, etc., are installed should be inspected for cleanliness prior to the installation. The compartment should also be checked for freedom from loose articles and other matters.

11.2 On removal of a component from an aircraft, all electrical plugs, ducts, pipes, hose, etc., should be suitably blanked to prevent ingress of FOD.

11.3 Disconnection of any system will require adequate blanking to prevent ingress of extraneous material. Any test equipment, ground equipment or any other equipment such as servicing units should be kept clean, and all covers and blanks should be fitted when not in use.

12.0 Exterior Cleanliness

12.1 Exterior cleanliness must be carried out at least at an interval as specified in the Aircraft Maintenance Manual (AMM) under the Corrosion Control Program (CCP) although more frequent interval is recommended.

12.2 A recommended cleaning agent specified in the AMM to be used during cleaning process.

12.3 Any potential access / opening that may allow water to seep through and may damage a component / equipment inside shall be covered or blank off properly prior to washing.

12.4 A good practices during washing are to identify any visible damage i.e. scratch, dent, corrosion and also looks for missing screws, fastener etc.

12.5 Exterior of an aircraft also may be polished whenever required using a non-corrosive commercial product.

13.0 Potential F.O.D

13.1 Potential FOD refer to any item or workplace condition that are not FOD but can become FOD if not identify or control properly (i.e. loose screw on a working trolley).

13.2 FOD check have to be made on beginning of the shift and end of the shift and recorded in Daily Maintenance Book (GAM/E-014R1)

13.3 Before and after each engine ground run, the ground run crew shall ensure that FOD inspection is performed in the ground run area at least 100 feet radius.

13.3.1 Before and after aircraft take-off and landing, the marshaller shall ensure that FOD inspection is performed in the area at least 100 feet radius.

13.4 It is everybody's responsibility to ensure "NIL FOD AROUND US" at all times.

14.0 Reporting of Potential FOD or FOD Finding

14.1 If Potential FOD or FOD has been found in the aircraft or maintenance area, a person shall raise FOD / Incident / Accident / Dangerous Occurrence Report and submit to Safety Manager or Engineering Manager, where it will be reviewed, and necessary action to be taken.

15.0 Waste Management

15.1 Waste materials should be separated into those classified as scheduled wastes & non-scheduled wastes.

15.2 Scheduled wastes are waste material which falling within the categories listed in the First Schedule of Environmental Quality (Scheduled Wastes) Regulations 2005

15.3 Every container of scheduled waste must be properly label for identification and warning purposes. It has been clearly mentioned in regulation 10 of Environmental Quality (Scheduled Waste) Regulation 2005. Regulation 10

15.4 Non-scheduled wate or general waste are waste which do not fall under First Schedule of Environmental Quality (Scheduled Wastes) Regulations 2005

15.5 Non-scheduled waste should be segregated into recyclable and non-recyclable waste

16.0 Cancellation

This issue cancels EPM 1-02 Issue 2 Rev 0 dated 31 Oct 2021, which should be destroyed

END.

ENGINE GROUND RUN

1.0 Introduction

1.1 This EPM is cited as EPM 1-03 Issue 3 Revision 0: Engine Ground Run

2.0 Objective

2.1 To enhance the Aircraft Maintenance Manual standard requirements for Engine Ground Run

2.2 To emphasis roles of personnel and procedure for added safety precaution

3.0 Interpretation

3.1 The term aircraft Engine Ground Run (EGR) is usually used to describe the operation of one or all of the engines of an aircraft, whilst on the ground, for the purpose of functional or operational check of the engines or aircraft systems.

3.2 Aircraft EGR is part of maintenance requirement to prove serviceability, for defect trouble shooting and testing of aircraft and the aeronautical products. As the name implies the procedure shall not make the aircraft lift or airborne.

Note: The procedure and limitation related to EGR in the Aircraft Maintenance Manual (AMM) and Flight Manual for each particular aircraft must be referred and strictly followed. Taxiing an aircraft is prohibited for all maintenance personnel.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 CAAM CAD 8601: Maintenance Organisation Approval (CAAM Part 145)

7.0 Documentation

7.1 Aircraft Journey Log (AJL)

8.0 The procedure

8.1 For fixed wing aircraft, only LAE with the appropriate type rating and valid Company Approval is allowed to perform EGR. This includes the starting and running of Auxiliary Power Unit (APU) for the purpose of operation or maintenance.

8.2 EGR for helicopter means rotor to be turned under power. This is strictly to be performed by a Pilot appropriately rated for the particular helicopter.

8.3 Personnel authorized in para 8.1 or 8.2 is responsible to make sure the EGR is carried out in safe and correct manner. They must fully understand and aware the Normal Procedure and Emergency Procedure for engine run, as stated in the Flight Manual.

8.4 All documentation and maintenance requirement i.e. pre-flight check, ground run form (if applicable), AJL must be filled in and signed prior to the ground run. (Prior to the ground run, all documentation and requirements must be filled in. In example, pre-flight check, ground run form (if applicable) and AJL.)

8.5 Prior to an EGR, all personnel involve including pilot (for helicopter) must be briefed by LAE in-charge on the requirement and purpose of the procedure and determine actions in the event of an emergency. Personnel must also be briefed on the safe approach zone and prohibited zone during EGR.

8.6 Before starting:

8.6.1 An aircraft and surrounding area check must be carried out by the LAE in-charge and personnel involve covering the following:

a. EGR shall only be carried out at appropriate ground run area with the consent of the control tower (if applicable).

b. For other than the appropriate area, LAE in-charge must ensure the surface level and condition is within the limitation as per AMM.

c. Ensure that the area is free from FOD such as debris, oil or fuel spillage and any equipment such as maintenance steps and servicing trolleys are move to a safe distance away from the aircraft.

d. Ensure all aircraft blanks (intake and exhaust) and any other covers / tie down are removed from the aircraft.

e. All panels, hatches and fairings are closed and secured. EGR with some fairing / panel removed are allowed for the purpose of leak checks or other requirement if permitted by the AMM.

f. Port and Starboard main wheel chocks (if applicable) are in place and correctly positioned. Ensure the use of appropriate and serviceable chocks.

g. External ground power is available (if required), in a serviceable condition and connected to the aircraft external power receptacle. The ground power unit must be positioned at a safe distance from the aircraft i.e out of the rotor disc area for helicopter.

h. Personnel Protection Equipment (PPE) such as ear defender, safety shoe and reflective vest must be worn during an EGR.

8.7 A minimum of 2 ground personnel (Maintenance Personnel) is required during the EGR. One personnel responsible to give start clearance and act as a marshaller during the ground run and another personnel is responsible with a fire extinguisher. The cockpit operation shall be performed by personnel stated in para 8.1 and 8.2.

8.8 Additional personnel is required when external ground power unit is used.

8.9 Personnel responsible with fire extinguisher must be briefed on procedure during emergency in the event of fire. Any action taken should be under the instruction of personnel in the cockpit unless a fire occur at an area with no indication from inside the cockpit and should this occur, the personnel in the cockpit must be informed by any means.

8.10 External fire extinguisher is for non-engine fire for aircraft fitted with engine fire protection / extinguishing system.

8.11 The same external fire extinguisher is to be used for any fire for aircraft not fitted with fire protection system.

8.12 A headset may be used by the personnel responsible for start clearance to maintain communication with the cockpit personnel when direct communication is deemed impossible.

8.13 Both ground personnel are responsible to monitor and prevent unauthorised person or vehicle entering the EGR area.

8.14 All airfield procedures and restrictions must be observed at all times. Person carrying out EGR must be aware of airfield procedures and restrictions and under no circumstances should be disregarded or varied in any way.

8.15 Communication with the control tower must be established prior to the EGR and maintain at all time during the ground run (if applicable).

8.16 Appropriate Pilot Checklist or the Flight Manual must be used at all times during the EGR. Personnel carrying out the EGR must fully understand and familiar with the instruction in the checklist or manual.

8.17 ‘All Clear’ signal must be obtained from the marshaller before starting an engine.

8.17 After Starting:

8.17.1 When the engine(s) have stabilised at idle speed, when appropriately signalled by the pilot the ground power unit should be disconnected (if utilized) and move away from the aircraft.

8.17.2 The marshaller should remain at a safe distance being clearly visible from the cockpit the whole time.

8.17.3 Both ground personnel shall continue to monitor and prevent unauthorised person or vehicle entering the EGR area during engine running.

8.18 Shut Down

8.18.1 A period of idle running must be allowed for the engine(s) temperatures to stabilise to prevent carbon formation in the oil system. The time may vary with different installations. Engine Maintenance Manual and Flight Manual to be referred.

8.18.2 Prior to engine shutting down, ground personnel have to be informed and acknowledged.

8.18.3 Unless really necessary, approach to aircraft during engine winding down must be avoided especially for helicopter as main rotor sailing may occur during this period.

8.19 Recording

8.19.1 Engine start count, running time (if applicable) and fuel burns are to be recorded in the AJL Any defects noted during the ground run are also to be recorded for further trouble shooting and rectification.

8.19.2 Pilot or LAE performing the EGR must sign off the applicable paperwork.

9.0 Cancelation

This issue cancels EPM 1-03 Issue 2, Rev 0 dated 31 Oct 2021, which should be destroyed.

END.

TOOL CONTROL

1.0 Introduction

1.1 This EPM is cited as EPM 2-01 Issue 3 Revision 0: Tool Control

2.0 Objective

2.1 To ensure tools are properly controlled.

2.2 To prevent the misuse of tools and reduce the risk of them becoming FOD.

2.3 At a minimum, tool control should be a method to quickly determine that all tools are accounted for at the end of a maintenance task. This can only be achieved if each tool has a designated storage location that allows for quick identification of missing tools. Additionally, the movement of tools should be properly monitored and recorded.

3.0 Interpretation

3.1 Standard industrial tools are general tools common for all aircraft types. These are commercially available. Example of these are wrenches, sockets, pliers.

3.2 Special tools are specific design tools designed by the aircraft, engine or propeller OEM for specific use on a certain component or maintenance.

3.3 Work aid is an aid to accomplish specific task. This is not a tool. Most OEMs of aircraft or engine publish the work aid in the MM with details of the design including specification of materials and measurement. This is to allow the end user to fabricate the work aid in order to perform the required maintenance works. The work aid serviceable tag can be sign by Tool Store Supervisor.

3.4 Standard industrial test equipment are test equipment common for all aircraft types. Example of these are multimeter, bonding tester and specific test set. These are commercially available.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all Warehouse and Logistic personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.2 Acceptance / Inspection Of Aircraft Components And Materials From Outside Contractors

7.0 Documentation

7.1	Unserviceable Label	(ref: GAM/E-006)
7.2	Master List	(ref: GAM/E-016)
7.3	Tools and Equipment Acceptance Check Form	(ref: GAM/E-024)
7.4	Tool Control Register	(ref: GAM/E-025)
7.5	Missing Tool Declaration form	(ref: GAM/E-027)
7.6	Tools Loan Register	(ref: GAM/E-065)
7.7	Out of Base Tool Control Record	(ref: GAM/E-043)
7.8	Damage Tool/Equipment Report	(ref: GAM/E-037)
7.9	Serviceable Sticker	(ref: GAM/E-071)
7.10	Unreturned Tool Control	(ref: GAM/E-056)
7.11	Tool/GSE Quarantine List	(ref: GAM/E-089)
7.12	Serviceable Tag (AERONET System)	(ref: GAM/E-005)
7.13	Quarantine Tag	(ref: GAM/E-007)

8.0 Registration of Tool and Its Record

8.1 The Master List (ref: GAM/E-016) which is the inventory of GAM's tools is under responsibility of Tool Store Supervisor. The controlling and monitoring of the tools are executed by Tool Storekeeper.

8.2 Acceptance of purchased tool is under the responsibility of Tool Store Supervisor. The Tool Store Supervisor must fill the Tools and Equipment Acceptance Check Form (ref: GAM/E-024) upon registering it in the Master List (ref: GAM/E-016) at the Main Tool Store.

8.3 After registration and given control number, the tool will be released with a Serviceable Sticker (ref: GAM/E-071). It can then be issued to the appropriate location. The serviceability of the general tool as defined in para 3.1 can be found in the Master List.

8.4 Control numbers can only be assigned by the Main Tool Store. The number be identified as follow:

8.4.1 Gxxxxx – Standard tool
8.4.2 CTE/xxx – Calibrated tool
8.4.3 STxxx – Special tool
8.4.4 GSE/xxx – Ground Support Equipment
8.4.5 GSFxxx – GSE Fabricated tool
8.4.6 STFxxx - Special Tool Fabricated
8.4.7 JBPM/GAM/xxx – JBPM owned tool
8.4.8 PDRM/GAM/xxx – PGU owned tool
8.4.9 STxxxF – Special Tool (Safety Workshop) Fabricated

Note: x is the running number

8.5 Tools Store in MIAT is a Main Tool Store for all special tools and test equipment. There is an exception for items that are frequently used and dedicated to one particular aircraft type to be kept at another location.

8.6 In cases where tools were purchased by the end user due to various reasons, the Tool Storekeeper of that operation is responsible to register the tool in the Master List (ref: GAM/E-016).

8.7 In other operation bases, the EIC of the operation or personnel delegated by them is responsible of the Master List (ref: GAM/E-016) in their respective bases. The controlling and monitoring of the tools are executed by EIC and its delegated person.

8.8 The Main Tool Store is responsible for monitoring the calibration due date if any and calling back to store for those items to be sent out for calibration when required. This procedure will be further discussed in EPM Part 2-04 Procedures for Calibrated Tools.

8.9 Any tool received by the Main Tool Store that is ambiguous or questionable will be labeled with a Quarantine Tag (ref: GAM/E-007) and temporarily placed in the Quarantine Cabinet. This status will remain until the tool's condition is verified and cleared for acceptance. Ambiguities may include discrepancies such as differing part numbers from the request, suspected damage, or other concerns.

8.10 The Main Tool Store Supervisor is responsible for performing an annual inventory check to ensure all tools are accounted for and in good condition.

9.0 Loan of Tool

9.1 Loan of Tool from Tool Store at MIAT Base

9.1.1 Tool Store supervisor is responsible for tools in Main Tool Store ensuring items are in good condition and accounted. The controlling and monitoring of the tools are executed by Tool Storekeeper.

9.1.2 Any tool loan out from store MUST be registered in the Tool Control Register (ref: GAM/E-025). Personnel loan the tool shall register the appropriate details as required in the form.

9.1.3 For tool loan out to other bases, the user must register in Out of Base Tool Control Record (ref: GAM/E-043).

9.1.4 Prior to issuing a tool, Tool Storekeeper should ascertain that the tool is serviceable and ensure the calibration due is still valid, if applicable.

Note: *Should a toolbox set is booked out, the toolbox register number shall be filled inthe record. It is the responsibility of the loaner to ensure the quantity of the tools inside the toolbox exactly when returning back to store.*

9.1.5 It is the responsibility of loaner to ensure the condition of the tool is satisfactory during the transaction.

9.1.6 When returning the tool, the loaner is responsible for ensuring the tool is in a serviceable, complete and clean condition.

9.1.7 The loaner must fill in all the information required in the Tool Control Register (ref: GAM/E-025). If there is damage to the tool, the loaner will raise the issue

to Tool Storekeeper. Tool Storekeeper will tag the tool with the Unserviceable Label (ref: GAM/E-006). Item must be reported for necessary action using Damage Tool/Equipment Report (ref: GAM/E-037) by the loaner.

9.2 Loan of Tool from Tool Store at other Bases

9.2.1 Tools store at other bases is under the control of the EIC of the base.

9.2.2 In the absent of EIC, the responsibility shall be transferred to delegated person on duty at the particular time.

9.2.3 Any tool loan out from store must be registered in the Tool Control Register (ref: GAM/E-025). Personnel loan the tool shall register the appropriate details as required in the form.

9.2.4 Prior to issuing a tool, the EIC or delegated person should ascertain item is serviceable and ensure the calibration due is still valid, if applicable.

Note: Should a set of toolboxes is booked out, the toolbox register number shall be filled in the record. It is the responsibility of the loaner to ensure the quantity of the tools inside the toolbox exactly when returning back to store.

9.2.5 When returning the tool, the loaner is responsible to ensure the tool is return in a serviceable, complete and clean condition.

9.2.6 The loaner must fill up all the information required in the Tool Control Register (ref: GAM/E-025). If there is damage to the tool, the loaner will raise the issue to Tool Storekeeper. Tool Storekeeper will tag the tool with the Unserviceable Label (ref: GAM/E-006). Item must be reported for necessary action using Damage Tool/Equipment Report (ref: GAM/E-037) by Tool Storekeeper.

9.2.7 The EIC or delegated person shall check the record and condition of all tools loaned and returned, as soon as he / she returns to work.

9.3 Tool Loan or Rent from another organization

9.3.1 If there is a need for a Tool or Special Equipment loan or rental from another organization (e.g. Vendor, OEM or Government Agency), the user shall make an application via email to the Tool Store.

9.3.2 The storekeeper should ensure that the Tool or Special Equipment requested is not available in GAM's inventory.

9.3.3 GAM Storekeeper or GAM Representative shall communicate with the relevant organization to inform the intention of Tool or Special Equipment loan or rent.

9.3.4 For loan or rent from Government Agency, Tool Store/GSE Supervisor shall issue requisition via letter or email. Evidence of approval/rejection of loan may be in the form of letter or email.

9.3.5 For loan or rent from other OEM or vendor, Procurement Executive shall issue Request for Quotation (RFQ) to the OEM or vendor.

9.3.6 Tool Storekeeper shall make an arrangement to collect the Tool or Special Equipment from the loaner.

9.3.7 Prior to accepting the Tool or Special Equipment, the Tool Storekeeper shall inspect the condition and other criteria as per Tools and Equipment Acceptance Check Form (GAM/E-024) and record it.

9.3.8 Tools Loan Register (GAM/E-065) will also be updated by the Storekeeper for the in and out of tool loan or rent register.

9.3.9 A tag which identifies the owner of the tool shall be attached on the loan or rent Tool or Special Equipment.

9.3.10 The withdrawal of the loan tool from tool store as per para 9.1 and 9.2 of this chapter. For identification purpose the TLRxxx (Tool Loan Register (ref: GAM/E-065) item number) shall be used in the 'CONTROL ID' column in the Tool Control Register (ref: GAM/E-025)

9.3.11 Upon completion of maintenance, the Tool Storekeeper shall ensure that the Tool or Special Equipment is in a serviceable, complete and clean condition. The Tool Store/GSE Supervisor shall make arrangements to return to the owner and update the Tool Loan Register (GAM/E-065).

9.3.12 The Delivery Order will be used as evidence that the Tool or Special Equipment has been returned to the owner.

9.4 All personnel are responsible for the security and condition of tools in their possession or care. Any break or damage of any hand tool is to be immediately reported by the user to the EIC and Tool Storekeeper via email.

9.5 Any discrepancies of the tools / equipment or found defective must not be used. It must be immediately withdrawn from use, registered in GAM Quarantine List (ref: GAM/E-031) and placed at quarantine cabinet. Unserviceable Label (ref: GAM/E-006) shall be raised stating nature of defect. The Unserviceable Label (ref: GAM/E-006) shall be attached to the tool / equipment. Item must be reported by the Tool Storekeeper for necessary action using Damage Tool/Equipment Report (ref: GAM/E-037).

9.6 It is the responsibility of the EIC/Tool Storekeeper to ensure that an accurate record is maintained of all tools issued. There is no definite period for any tools to be allowed for loan, but store personnel shall follow up with the loaner on the following day for status of tools.

9.7 Tools booked out should be returned to the Tool Store on the same day of loan unless if there is a requirement for use in longer period, Tool Storekeeper must be informed.

9.8 Tool Storekeeper require to check on tools that were not returned on the same day, and record in the GAM/E-056 Unreturned Tool Control. Tool Storekeeper must ensure reason of the unreturned tool is updated every day.

9.9 The Tool Storekeeper should annotate all outstanding items on the Tool Control Register, giving full details/reasons for each item that has not been returned during the duty period.

10.0 Missing Tool

10.1 As soon as a tool is confirmed lost, Missing Tool Declaration form (ref: GAM/E-027) shall be **immediately raised** by the user via email to Tool Storekeeper. The EIC must be quickly informed.

10.2 Tool suspected lost in an aircraft.

10.2.1 The lost tool and quantity must be identified

10.2.2 The probable area the tool is lost must also be identified

10.2.3 LAE / EIC shall consult Chief Engineer (CE) to temporary ground the aircraft.

10.2.4 All maintenance personnel will search for the missing tool. Panels shall be removed for detail inspection, to satisfy any doubt.

10.2.5 If the missing tool is not to be found, the maintenance personnel or EIC shall send a report via email to AMO Management. (amomgmt@galaxyaerospace.my)

10.2.6 Chief Engineer shall be consulted prior to release of the aircraft back to service.

10.3 Tool lost other than in an aircraft.

10.3.1 The lost tool and quantity must be identified

10.3.2 The probable area the tool is lost must also be identified

10.3.3 All maintenance personnel will search for the missing tool

10.3.4 Tool Store/GSE Supervisor or his delegate shall send missing report via email to AMO Management (amomgmt@galaxyaerospace.my)

10.4 Once confirmed of missing tool, CE / EM shall advise the Storekeeper of the next action to be taken. CE / EM will state this advice in the 'Additional Remarks' column of the Form.

10.5 The Tool Storekeeper shall endorse at the Tool listing in the Tools Master List as 'lost'. An Unserviceable Label (ref: GAM/E-006) is placed at the tool location in the store.

10.6 If the item is subsequently found at a later time after the new tool has been purchased, the tool needs to be returned to the store. The Tool Storekeeper will clean, determine the serviceability of the tool then place it at the respective place in the store in order to reactivate the tool in the Tools Master List.

11.0 Personal Tool Control

11.1 Personal hand tools are the responsibility of the individual owner.

11.2 Each tool shall be marked with unique identification that must be registered with the Tool Store/GSE Supervisor and notified to CE and QA Department. Tool listing shall be made by respective owner.

11.3 The respective owner shall keep a copy of his / her own listing. Another copy of the listing shall be kept by Quality Assurance department.

11.4 Random check shall be carried out by Tool Store/GSE Supervisor at regular intervals to confirm the tool listing status and serviceability.

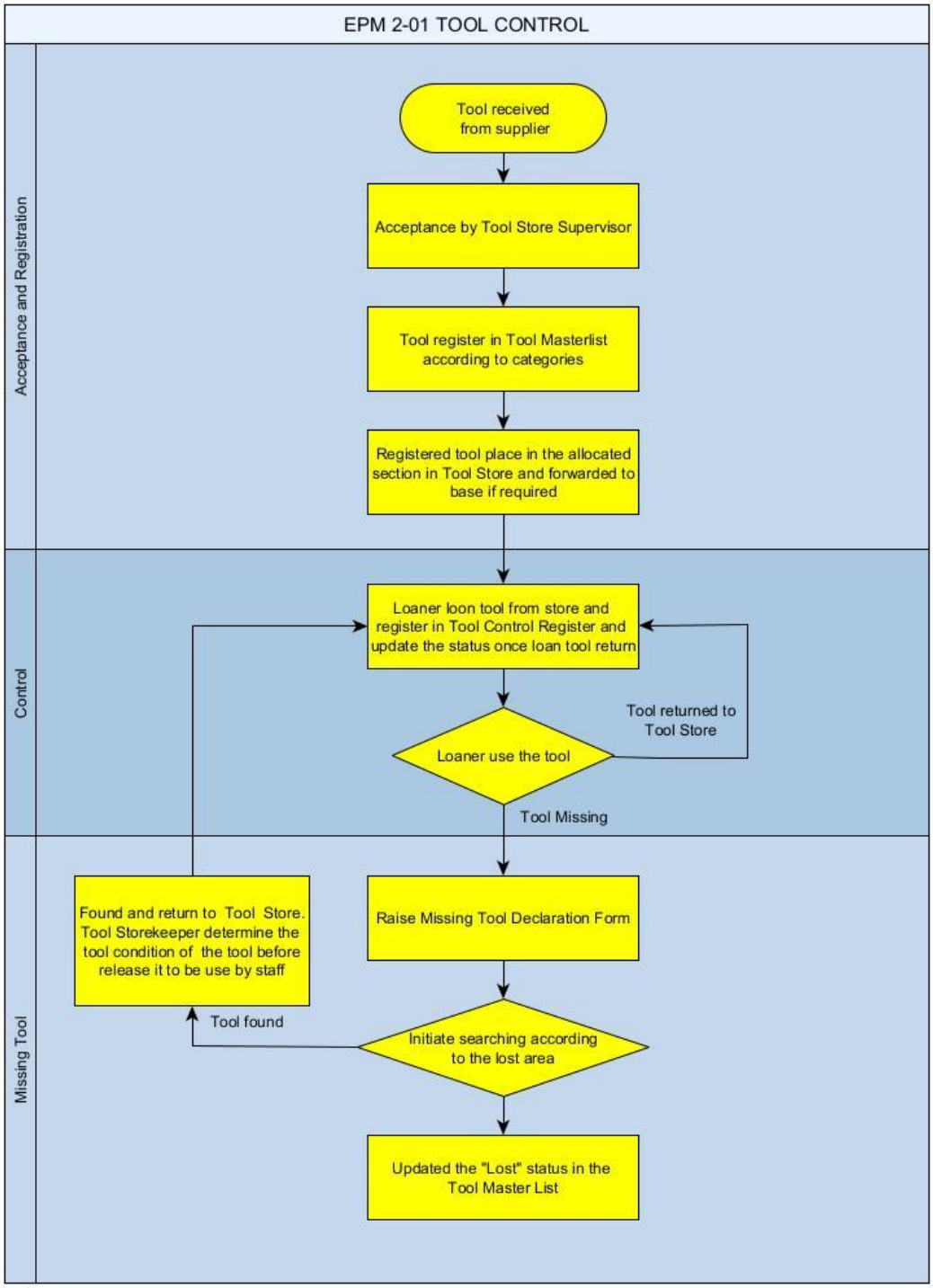
11.5 No personal precision tool / equipment should be used without being calibrated and maintained as part of company's list of controlled tools as per requirement of MOE Part 2.4 and MOE Part 2.5.

11.6 Specialized tools and equipment that are required shall be procured as recommended by the OEM. The maintenance personnel must adequately train before allowing the usage of such tools or equipment. The training may be conducted by way of briefing, videos or any other relevant method by vendor or frequent user of the tool.

11.7 For newly purchased tools and equipment which are complicated in nature, the vendor / agent shall commission and demonstrate the proper functioning of such equipment, before final acceptance by the Engineering Manager or his/her designee.

12.0 Cancellation

This issue cancels EPM 2-01 Issue 2 Revision 5 Dated 01 Jul 2024, which should be destroyed.


EPM 2-01 TOOL CONTROL
Acceptance and Registration
Control
Missing Tool
Tool received from supplier
Acceptance by Tool Store Supervisor
Tool register in Tool Masterlist according to categories
Registered tool place in the allocated section in Tool Store and forwarded to base if required
Loaner loon tool from store and register in Tool Control Register and update the status once loan tool return
Loaner use the tool
Tool returned to Tool Store
Tool Missing
Raise Missing Tool Declaration Form
Initiate searching according to the lost area
Tool found
Found and return to Tool Store. Tool Storekeeper determine the tool condition of the tool before release it to be use by staff
Updated the "Lost" status in the Tool Master List

END

PETROLEUM, OIL AND LUBRICATION (POL) CONTROL

1.0 Introduction

1.1 This EPM is cited as EPM 2-02 Issue 3 Revision 0: Petroleum, Oil and Lubrication (POL) Control

2.0 Objective

2.1 To ensure POL are properly managed and controlled.

2.2 No misused of POL items or use of expired material that risked of damaging the area of intended use.

2.3 At a minimum, POL control is a method of managing the POL material, by managing the availability, expiring date and issuance to the end user. The objective can be obtained by clearly stating the personnel accountability and procedure of updating and recording of the material in the POL cabinet.

3.0 Interpretation

3.1 POL is an aviation abbreviation for Petroleum, Oils, and Lubricants. However, the definition also covers items like sealant, paint, cleaning chemical etc.

3.2 All POL items are to be stored in a fireproof cabinet to minimize the fire hazards and expose to the environment.

3.3 Each material may have a different serviceability life span and should be disposed accordingly once expired to avoid contamination.

3.4 Main POL cabinet are located in MIAT (Main Tool Store) where all the material received from GAM Warehouse will be kept and monitored. Un-common material (items that hardly required or for specialised use) kept in this POL cabinet for any other bases to use. This POL is under the control and monitoring of the Storekeeper and always locked.

3.5 At every respective AMO bases there will also a POL cabinet for storage of regularly use material for the particular type of aircraft maintain at those bases. This POL in under the control and monitoring of the Engineer-In-Charge (EIC) of the base.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all Warehouse and Logistic personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE Part 2

7.0 Documentation

7.1	Unserviceable Tag	(ref: GAM/E-006)
7.2	Consumable Issuance	(ref: GAM/E-044)
7.3	POL List	(ref: GAM/E-066)
7.4	Shelf-Life Label	(ref: GAM/E-088)
7.5	Key Control Register	(ref: GAM/E-032)

8.0 Acceptance of POL material received from GAM Warehouse

8.1 Tool Storekeeper at MIAT is responsible for monitoring the minimum quantity of material inside the POL cabinet in MIAT. A standard minimum quantity has to be discussed with EIC on a regular basis depending on usage.

8.2 Once the minimum quantity is reached, Tool Storekeeper will make a request to Logistic Department to replenish the depleted material.

8.3 Received material will be registered in the POL List (ref: GAM/E-066) for POL record and monitoring purposes.

8.4 Each material received will be attached with the Shelf-Life Label (ref: GAM/E-088) to identified batches (GiN number) and expiry date. The list of material attached to the POL to be updated to the current status of the material inside.

8.5 Tool Storekeeper shall ensure the expiry date of each material to be reviewed on a bi-weekly basis.

8.3 Production Planner from all bases must inform the Tool Storekeeper if new PN of material has been requested. All uncommon (rarely used) material shall be recorded and kept in MIAT.

8.4 Material requiring specific condition for storage shall be kept in the freezer located in MIAT.

8.6 Requirement in Para 8.1 – 8.5 of this EPM is under the EIC responsibility of each operation for their respective bases.

9.0 Issuance of POL material

9.1 Issuance from MIAT POL

9.1.1 Any issuance from MIAT POL must be registered in the Consumable Issuance (ref: GAM/E-044)

9.1.2 Requests have to be made to the Tool Storekeeper and the POL cabinet can only be opened by them.

9.1.3 It is the responsibility of the requestor to ensure the condition of the material is satisfactory during the transaction.

9.1.4 Material issued, either not been completely use or have been emptied has to be returned and recorded in the Return Column in Consumable Issuance (ref: GAM/E-044)

9.1.5 The Tool Storekeeper will only be available during normal office hours. Access after the hours shall be controlled by EIC / LAE working late on that particular day.

9.1.6 The door key to the store shall be obtained from Tool Storekeeper and recorded properly in the Key Control Register (ref: GAM/E-032). The key shall be returned the next working day.

9.1.7 EIC / LAE shall book out POL key from store and record the transaction in Key Control Register (ref: GAM/E-032) every time maintenance requires to access POL cabinet or freezer. Key must be returned immediately after acquiring necessary item from cabinet or freezer by signing Return Column on Key Control Register (ref: GAM/E-032)

9.1.8 The person holding the key shall at all times ensure the security of the POL cabinet and its content is preserved.

9.1.9 EIC / LAE shall record all usage of material in the Consumable Issuance (ref: GAM/E-044) and update the Storekeeper as soon as possible.

9.2 Issuance from other Bases POL

9.2.1 POL at operational bases is controlled by their respective EIC. The list of material in the POL must be updated twice a week. Every Monday and Friday by the EIC or personnel delegated by him. Any expired or empty material has to be disposed properly

9.2.2 The minimum quantity for material in the POL shall be determined by the EIC and request to purchase to be made to Logistic Department once required.

9.2.3 Only commonly used material such as engine oil, grease, cleaning material etc. applicable to its operation will be kept and the list must be updated as per para 9.2.1 of this EPM.

9.2.4 Maintenance personnel withdrawing any material from the POL cabinet must make an entry in the Consumable Issuance (ref: GAM/E-044)

9.2.5 When returning the remaining material, the personnel must again update the record book.

10.0 **Expired Material**

10.1 Expired material and empty container / can must be attached with Unserviceable Tag (ref: GAM/E-006) and to be disposed accordingly as per Safety Department recommendation.

11.0 Cancellation

This issue cancels EPM 2-02 Issue 2 Revision 5 dated 01 Jul 2024, which should be destroyed.

END.

GROUND SUPPORT EQUIPMENT CONTROL

1.0 Introduction

1.1 This EPM is cited as EPM 2-03 Issue 3 Revision 0: Ground Support Equipment Control

2.0 Objective

2.1 To ensure Ground Support Equipment (GSE) are properly managed, controlled and safe to be used for it intended purpose.

2.2 GSE to be maintained in a serviceable condition and ready for use by the maintenance personnel when required. The maintenance shall include a periodic inspection recommended by the manufacturer (if any) or a standard interval decided by the organisation.

3.0 Interpretation

3.1 GSE is an aviation abbreviation for Ground Support Equipment to support the operation and maintenance of an aircraft. As the name suggests, ground support equipment is there to support the operations of aircraft whilst on the ground.

3.2 The GSE may be categorised as follow:

3.2.1 **Powered Equipment** i.e. Hydraulic Servicing Cart, Ground Power Unit, Aircond Servicing Unit etc.

3.2.2 **Non-powered Equipment** i.e. maintenance platform, towbar, hydraulic servicing pump, multipurpose trolley, jacks, battery pack etc.

3.2.3 **Commercial Equipment** i.e. cone, step, trolley, fan, working table, mechanic working creeper etc.

3.3 Most Powered Equipment and some Non-powered Equipment may have a specific interval for servicing and maintenance as specify by the manufacturer.

3.4 Nevertheless, all GSE must be periodically inspected and determined the serviceability regardless of categories to ensure safe use for it intended purpose.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all Warehouse and Logistic personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 EPM 2-01 Tool Control

6.2 EPM 2-04 Procedures for Calibrated Tool

7.0 Documentation

7.1	Serviceable Sticker	(ref: GAM/E-071)
7.2	Unserviceable Tag	(ref: GAM/E-006)
7.3	Tool Control Register	(ref: GAM/E-025)
7.4	Tools and Equipment Acceptance Check	(ref: GAM/E-024)
7.5	Master List	(ref: GAM/E-016)
7.6	GSE Servicing Instruction	(ref: GAM/E-040)
7.7	GSE Inspection Sheet	(ref: GAM/E-034)
7.8	Damaged Tool/Equipment Report	(ref: GAM/E-037)

8.0 Acceptance and registration of GSE.

8.1 Request for procurement of GSE may come from the engineer or tool store personnel. All requests will be processed and executed by the Logistic and Procurement section.

8.2 Acceptance of GSE will be performed by Tool Store Supervisor and documented in Tools and Equipment Acceptance Check (ref: GAM/E-024).

8.3 The inspection covers the physical inspection for condition and the operational aspect of the equipment if applicable. Cross refers to the Purchase Order is made to ensure the received equipment as per request made.

8.4 Equipment received from another source i.e aircraft owner, bought over from another organization shall be processed as per para 8.3. Tool Store personnel shall liaise with the Commercial Department / Engineering Controller for the status.

8.5 The Serviceable Sticker sign by Tool Store Supervisor is use for category a, b and c as per the interpretation if the item found satisfy with para 8.2. The serviceability indicates that the tool is in satisfactory condition during the inspection. However, the user is responsible for checking the condition of the tool before using it for operation.

8.6 Equipment which requires calibration shall be confirmed for the due date and must be properly recorded. Should the calibration haven't been done, the equipment shall be sent out to an approved vendor as per EPM 2-04 Procedures for Calibrated Tool.

8.7 The equipment shall be registered on the Master List (ref: GAM/E-016) together with the location where the equipment will be placed.

9.0 Usage and control of GSE

9.1 There are GSE stored inside the Tool Store in MIAT under the control of GSE Technician

9.2 For GSE stored in the Tool Store, every usage will be recorded in the Tool Control Register (ref: GAM/E-025). Requestors need to fill in the details prior to issuing out the equipment. User is responsible to ensure the serviceability prior to usage.

9.3 GSE placed in hangar floor ~~control base~~ can be used as and when required without any recording prior to its use. It is the user's responsibility to ensure that the equipment is serviceable with the Serviceable Label (ref: GAM/E-071) is available.

9.4 GSE loan to other bases must be recorded in Out Base Tool Control Record (GAM/E-043). Requestors must provide details before the GSE can be issued. The user is responsible for ensuring the equipment is serviceable before use.

9.5 The user must report any defect or abnormalities identified during use to the Tool Supervisor using form Damaged Tool/Equipment Report (ref: GAM/E-037) for rectification.

9.6 The Tool Supervisor shall rectify as per the report finding and attached Unserviceable Tag (ref: GAM/E-006) whilst the rectification process is pending to avoid the equipment from being used.

10.0 GSE Loan or Rent from another organization

10.1 If there is a need for a Equipment loan or rental from another organization (e.g vendor, OEM or Government Agency), the user shall make an application via email to the Tool Store.

10.2 The Tool Storekeeper should ensure that the equipment requested is not available in GAM's inventory.

10.3 GAM Tool Storekeeper or GAM Representative shall communicate with the relevant organization to inform the intention of equipment loan or rent.

10.4 For loan or rent from Government Agency, Tool Store & GSE Supervisor shall issue requisition via letter or email. Evidence of approval or rejection of loan may be in the form of letter or email.

10.5 For loan or rent from other OEM or vendor, Procurement Executive shall issue Request for Quotation (RFQ) to the OEM or vendor.

10.6 Tool Storekeeper shall arrange to collect the Equipment from the loaner.

10.7 Prior to accepting the Equipment, the Tool Storekeeper shall inspect the condition and other criteria as per Tools and Equipment Acceptance Check Form (GAM/E-024) and record it.

10.8 Tools Loan Register (GAM/E-065) will also be updated by the Tool Storekeeper for the in and out of tool or rent register.

10.9 A tag which identifies the owner of the tool shall be attached on the loan or rent Equipment.

10.10 The withdrawal of the loan Equipment from Tool Store as per para 9.1 and 9.2 of this chapter. For identification purpose the TLRxxx (Tool Loan Register (ref: GAM/E-065) item number) shall be used in the 'CONTROL ID' column in the Tool Loan Register (GAM/E-025)

10.11 Upon completion of maintenance, the Tool Storekeeper shall ensure that the Equipment is in a serviceable, complete and clean condition. The Tool Store & GSE Supervisor shall make arrangements to return to the owner and update the Tool Loan Register (GAM/E-065)

10.12 The Delivery Order (GAM/E-086) will be used as evidence that the Equipment has been returned to the owner.

11.0 Monitoring and servicing of GSE

10.1 GSE and Tool Store Supervisor is responsible to ensure the servicing and inspection of all GSE are performed as per required interval.

10.2 An inspection or servicing interval shall be set according to the manufacturer if applicable otherwise a standard 6-month interval will be chosen.

10.3 GSE Servicing Equipment Instruction (ref: GAM/E-040) is a document to be followed for inspection category and b. For category c, the inspection is based on the physical condition of the item. New due date for the inspection will be updated in Master List (GAM-E/016).

10.4 The details of servicing for dedicated GSE items are documented in the GSE Inspection Sheet (ref: GAM/E-034). This form will be used to monitor, and record required schedule maintenance of GSE.

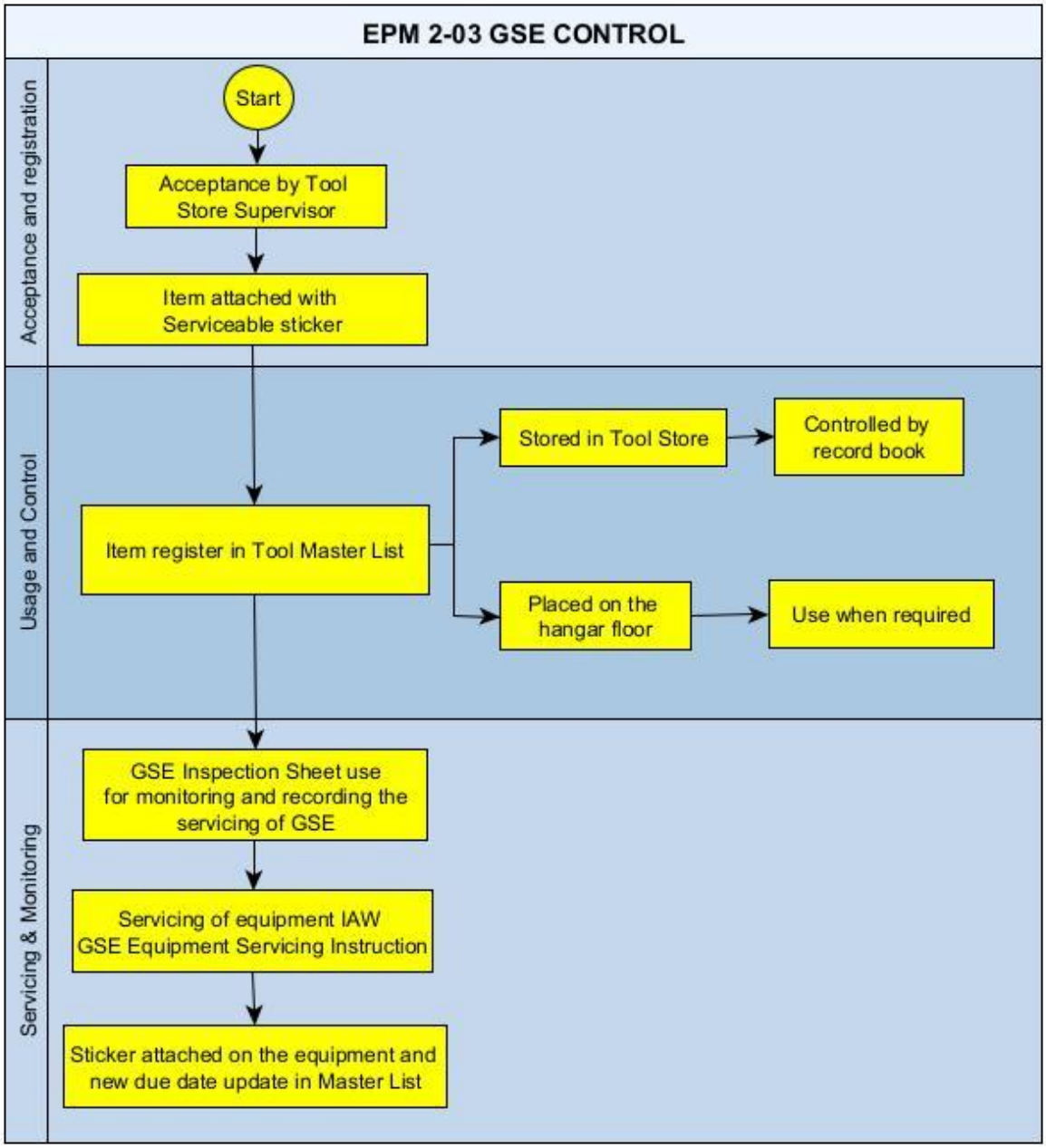
10.5 The new due date for the next inspection will be updated in Master List (ref: GAM/E-016).

12.0 Fabrication of GSE

The fabrication of GSE shall refer to EPM 2-05 Alternative Tools and Test Equipment

11.0 Cancellation

This issue cancels EPM 2-03 Issue 2 Rev 5 dated 01 Jul 2024, which should be destroyed.


EPM 2-03 GSE CONTROL
Acceptance and registration
Start
Acceptance by Tool Store Supervisor
Item attached with Serviceable sticker
Usage and Control
Item register in Tool Master List
Stored in Tool Store
Controlled by record book
Placed on the hangar floor
Use when required
Servicing & Monitoring
GSE Inspection Sheet use for monitoring and recording the servicing of GSE
Servicing of equipment IAW GSE Equipment Servicing Instruction
Sticker attached on the equipment and new due date update in Master List

END.

CALIBRATED TOOLS

1.0 Introduction

1.1 This EPM is cited as EPM 2-04 Issue 3 Revision 0: Calibrated Tools

2.0 Objective

2.1 To ensure the calibrated tools is maintained and the measurement uncertainty is known and consistent with the required measurement capability.

2.2 To ensure the establishment of inspection and calibration time for calibrated tool.

2.3 To ensure the establishment of controlling the flow of calibration procedures in organisation.

3.0 Interpretation

3.1 Calibrated tool is the tool that require a visual inspection prior to each use and calibration at each frequency and servicing when applicable.

3.2 The following examples are normally considered to be “tooling subject to calibration”; all precision tooling used for measuring purpose according to maintenance data task, such as multi meter, torques wrench, manometer, test benches, crimping tools, etc.

4.0 Applicability

4.2 Applicable to all maintenance personnel.

4.2 Applicable to all Warehouse and Logistic personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM’s Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.5 Calibration of Tools and Equipment

6.2 EPM 2-01 Tool Control

7.0 Documentation

7.1 Serviceable Tag (ref: GAM/E-005)
7.2 Unserviceable Tag (ref: GAM/E-006)
7.3 Damaged Tool/Equipment Report (ref: GAM/E-037)
7.4 Master List (ref: GAM/E-016)
7.5 Tool Acceptance Form (ref: GAM/E-024)

8.0 Acceptance of Calibrated tools

8.1 The acceptance of calibrated tools must be carried out as per EPM 2-01 Tool Control.

8.2 The Tool Store Inspector is responsible for calibrated tools acceptance, serviceability monitoring and calibration of the calibrated tools, he may delegate the execution of the task to Storekeeper.

8.3 Calibration interval for tools and equipment will not exceed 2 years unless it is allowed by the equipment manufacturer.

8.4 The identification of tool that approaching the calibration due can be found in Calibrated Tool Master list colour coded as per below.

Colour Code	Duration due for calibration
Green	3 months
Yellow	1 month
Red	2 weeks

9.0 Process of Tools and Equipment that due for calibration

9.1 A notice will be given by Tool Storekeeper to EIC on respective bases to notify the tool that need to be calibrated within a month period via email.

9.2 EIC of the respective base shall ensure that the tool that need to be calibrated will be sent to the main store.

9.3 If the calibrated tool found defective or damaged, the item must be reported by the Tool Storekeeper for necessary action using Damage Tool/Equipment Report (ref: GAM/E-037). The tool will be disposed of accordingly.

9.4 Storekeeper will arrange for the required calibration process.

9.4.1 In House Calibration
For in house calibration, Tool Storekeeper liaises with procurement to issue Service Order (SO) and once SO is ready, the tools will be send out to internal GAM Calibration Laboratory by Tool Store Keeper.

9.4.2 Vendor Calibration
Tool Storekeeper liaise with procurement to obtain the Purchase Order (PO) and once PO ready, he will liaise with calibrator for collection of tools or we will send out the tools to vendor for calibration.

9.5 After the completion of calibration process by vendor and the tools arrive at the main store, Storekeeper will check the tools for.

a. Physical condition of the calibrated tool
b. Calibration certificate

9.6 Upon satisfied with the condition, storekeeper will prepare the Tool Acceptance Form E-024. The calibrated tool will be tag with a serviceable label and return to original base if applicable.

10.0 Control of Calibrated Tool

10.1 The issuance of the calibrated tool to maintenance personnel is carry out in accordance with EPM 2-01 Tool Control.

10.2 All maintenance personnel before using the calibrated tool are responsible to check the tool have current calibration label attached. If at any time a piece of equipment inadvertently exceeds its calibration due date, it shall immediately be removed from service until calibration check has been performed.

10.3 Any calibrated tool found to be out of range or overdue shall be identified with Unserviceable Label (GAM/E-006) and withdrawn from service. The equipment shall be repaired or replaced. After they are being repaired, they shall be re-calibrated as well.

10.4 Any affected article resulting from para 10.3 shall be recalled for reinspection and investigation. MOC shall raise address this matter, and further step will be decided in MOC.

10.5 The annual calibration intervals are possible to be extended for up to 2 yearly but requires thorough justification, adherence to strict guidelines, and maybe, a regulatory approval to ensure that safety and accuracy are not compromised.

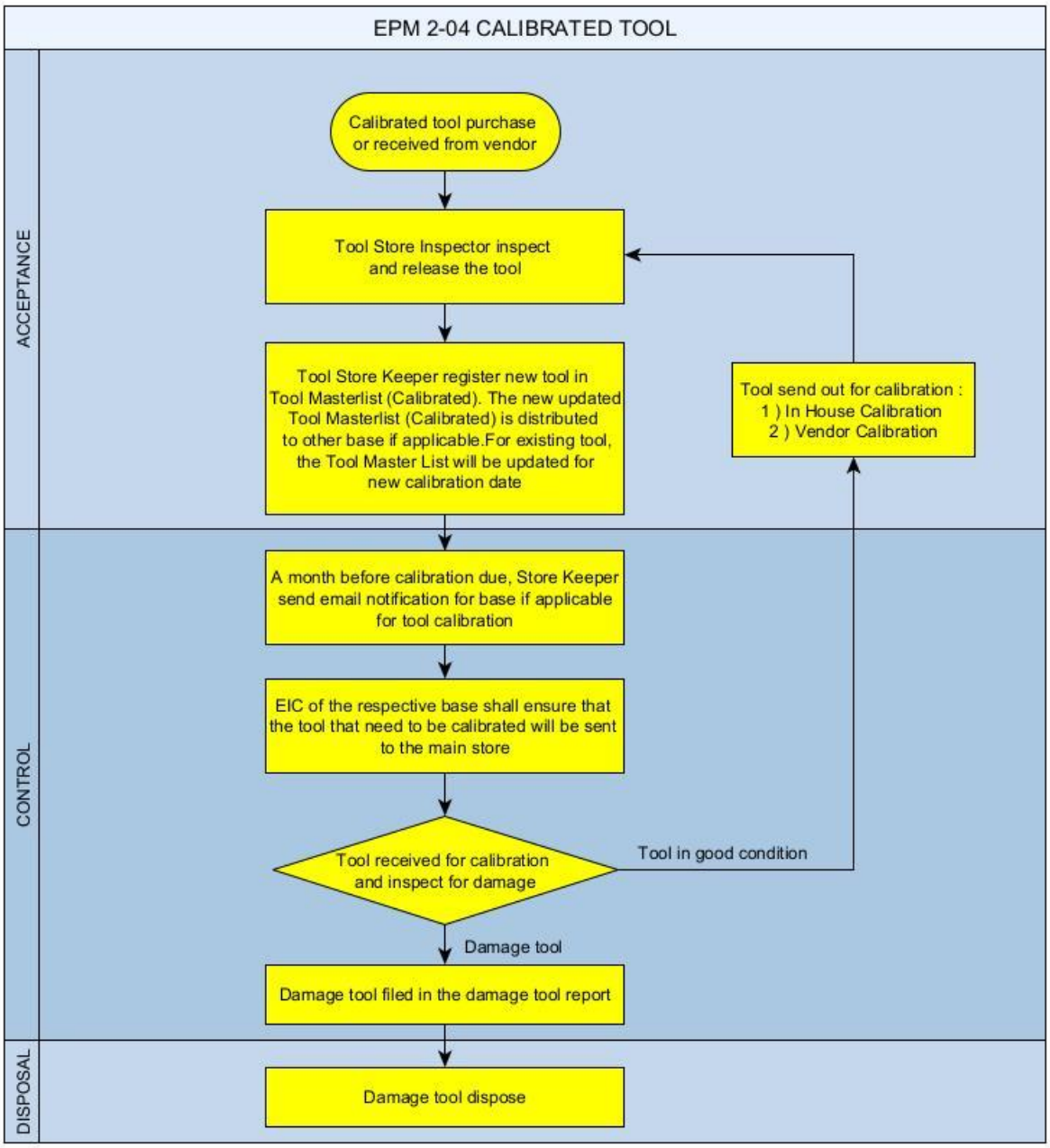
10.6 The key factor involved in the process are as follows:

10.6.1 **Risk Assessment:**
Before extending calibration intervals, a comprehensive risk assessment is conducted. This assesses the potential impact on safety and compliance if a tool were to become inaccurate between calibrations.

10.6.2 **Historical Data Analysis:**
Historical performance data of the tool is analysed to determine if it has consistently maintained accuracy over previous calibration cycles. Tools that demonstrate stable performance may be considered for extended intervals.

10.6.3 **Operational Environment:**
The environment in which the tool is used can influence calibration frequency. Tools used in harsh or variable conditions may require more frequent calibration compared to those used in controlled environments.

10.6.4 **Continual Monitoring:**
Even with extended intervals, continual monitoring of tool performance is essential. Any signs of drift or inaccuracy must be addressed immediately.



11.0 Cancellation

This issue cancels EPM 2-04 Issue 2 Revision 4 dated 31 Mar 2023: which should be destroyed.

END.

ALTERNATIVE TOOL AND TEST EQUIPMENT

1.0 Introduction

1.1 This EPM is cited as EPM 2-05 Issue 3 Revision 0: Alternative Tool and Test Equipment

2.0 Objective

2.1 To ensure the procedures of alternative / fabricated tools are in line with the MOE requirement.

2.2 To ensure the tools fabricated is acceptable by GAM's quality system by means of controlling and monitoring.

3.0 Interpretation

3.1 A special tool is a tool that is required to perform specific task in aviation maintenance.

3.2 An alternative tool is the tool that used as a substitute for a specialized tool that is unavailable. The alternative tool is used to perform the same function as original tool.

3.3 Fabricated tool is the tool that been created as the exact copy of the manufacturer existing tool. It is the exact replica of the original tool with the same dimension, material and specification.

4.0 Applicability

4.1 AMO, Procurement and Tool Store

4.2 Technical Service Department

4.3 Quality Assurance Department

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.6 Use of Tooling and Equipment by Staff (Including Alternate Tool)

6.2 EPM 2-01 Tool Control

7.0 Documentation

7.1 Alternative Tool and Test Equipment Equivalency Report (ref: GAM/E-081)

8.0 Procedure

8.1 Request Initiation:

8.1.1 The requestor identifies the need for fabricating a tool and submits the part number to the EC or EIC.

8.1.2 The EC/EIC completes the Alternative Tool and Test Equipment Equivalency Report (ref. GAM/E-081).

8.2 Initiation of Fabrication Process:
The EC/EIC initiates the fabrication process and, if applicable, provides a sample tool to the DE for reverse engineering. The sample tool may be loaned from another operator if necessary.

8.3 Engineering Drawing Production:
The Design Engineer (DE) produces an engineering drawing with precise dimensions, measurements, and specifications based on the sample provided by the EC/EIC.

8.4 Engineering Order Submission:
The DE generates an Engineering Order (EO) and submits it along with the engineering drawing for verification by the Engineering Manager (EM) or Deputy Engineering Manager (DEM).

8.5 Purchase Order Issuance:
The Procurement department issues a Purchase Order (PO) to the selected vendor for the fabrication of the tool.

8.6 Verification and Equivalency Process:
Upon receiving the fabricated tool, the DE verifies the tool to ensure it meets the specified dimensions, materials, and functionality as outlined in the EO and engineering drawing.

8.7 Declaration of Tool Use:
Once the verification and equivalency process is satisfactorily completed, the DE makes a formal declaration regarding the tool's suitability for use.

8.8 Quarantine of Fabricated Tool:
The fabricated tool is placed in a quarantine area in the tool store until it meets all requirements as per the EO and engineering drawing.

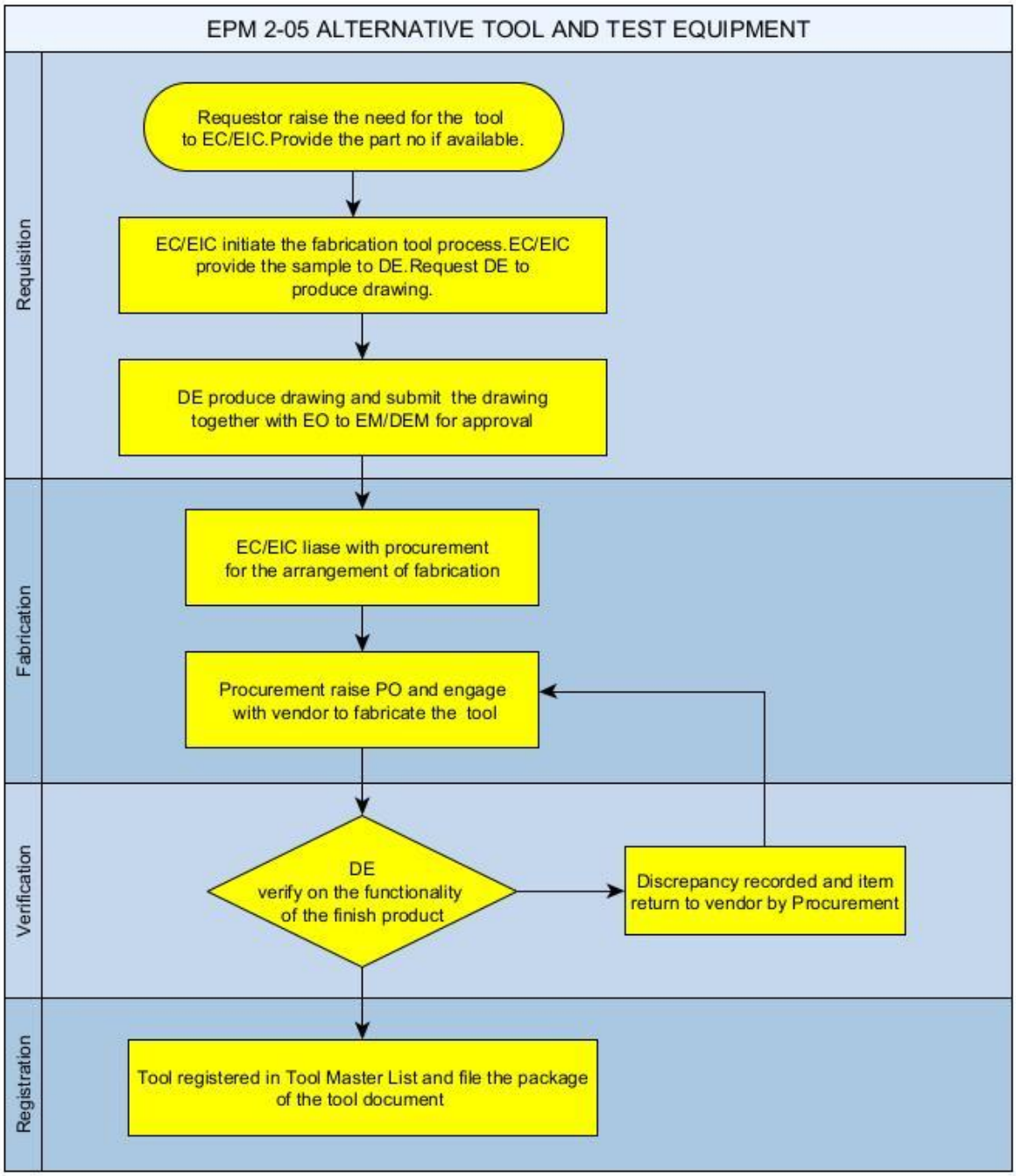
8.9 Discrepancy Handling:
Any discrepancies found during verification must be recorded, and the tool shall be returned to the vendor for repair via Procurement.

8.10 Tool Acceptance:
The Tool Store Supervisor carries out the acceptance of the alternate/fabricated tool as per EPM 2-01 Tool Control.

8.11 Retention and Disposal:
The alternate/fabricated tool must be retained in the tool store for use until it is removed from service.

9.0 Cancellation

This issue cancels EPM 2-05 Issue 2 Rev 5 dated 01 Jul 2024, which should be destroyed.


EPM 2-05 ALTERNATIVE TOOL AND TEST EQUIPMENT
Requisition
Requestor raise the need for the tool to EC/EIC.Provide the part no if available.
EC/EIC initiate the fabrication tool process.EC/EIC provide the sample to DE.Request DE to produce drawing.
DE produce drawing and submit the drawing together with EO to EM/DEM for approval
Fabrication
EC/EIC liase with procurement for the arrangement of fabrication
Procurement raise PO and engage with vendor to fabricate the tool
Verification
DE verify on the functionality of the finish product
Discrepancy recorded and item return to vendor by Procurement
Registration
Tool registered in Tool Master List and file the package of the tool document

END

ACCEPTANCE OF AIRCRAFT COMPONENT AND MATERIAL

1.0 Introduction

1.1 This EPM is cited as This EPM is cited as EPM 3-01 Issue 3 Revision 0: Acceptance of Aircraft Component and Material.

2.0 Objective

2.1 To ensure that all aircraft components and materials used in aircraft maintained by Galaxy Aerospace (GAM) are properly inspected, controlled, and managed in compliance with applicable aviation authority requirements.

3.0 Interpretation

3.1 Aircraft Component meaning all the system main assembly (Class 1 and 2) and its sub-assembly.

3.2 Materials are defined as class 3 items such as filters, washer etc. and consumable including oil, hydraulic fluids, grease etc.

3.3 Definition of class 1,2 and 3.

Class category	Definition
Class 1	A complete aircraft, aircraft engine, or propeller that has been type-certificated in accordance with the applicable regulations, and TC data sheets have been issued.
Class 2	A major component of a Class I product (e.g., wings, fuselages, empennage assemblies, landing gears, power transmissions, or control surfaces, etc.), the failure of which would jeopardize the safety of a Class I product; or any part, material, or appliance, approved and manufactured under the Technical Standard Order (TSO) system in the ‘‘C’’ series.
Class 3	Any part or component that is not a Class 1 or Class 2 product, including standard parts.

3.4 AERONET System is the Enterprise Resource Planning (ERP) system that used by GAM AMO to register aircraft parts, components and tools that entering the Warehouse and Logistic Department. The Aeronet System will also monitor the stock in and out, calibration of the tools and shelf life of consumable item.

4.0 Applicability

4.1 Applicable to all AMO Personnel: Maintenance, Tool Store, Warehouse and Logistic, and AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.2 Acceptance / Inspection of Aircraft Components and Materials from Outside Contractors

7.0 Documentation

7.1	Component Acceptance Check form	(ref: GAM/E-003)
7.2	Component Discrepancy Report form	(ref: GAM/E-003A)
7.3	Serviceable Tag (AERONET System)	(ref: GAM/E-005)
7.4	Quarantine Label	(ref: GAM/E-007)
7.5	Service Order	(ref: GAM/E-085)
7.6	Customer Component, Part, And Material List	(ref: GAM/E-076)
7.7	Part Return Form	(ref: GAM/E-075)

8.0 The Acceptance Procedure.

8.1 All incoming aircraft components, parts, and materials are properly handled, inspected, and managed to prevent damage, deterioration, and non-compliance with aviation standards.

8.2 The incoming inspection procedures and policy of component/material and Internal Fabricated Parts lie down in MOE 2.2

8.3 Inspections of received items are conducted in a dedicated receiving area within the warehouse. For bulky items, such as engines, the Store Inspector (SI) must be notified in advance to arrange for acceptance at the component usage location (e.g., hangar for engines).

8.4 These items must be inspected prior to acceptance into GAM inventory system. The inspection is done by a SI for the following criteria but not limited to.

8.4.1 Verification:

a) Verify that the component complies with the purchase order, including part number, serial number, and quantities.
b) Ensure all components and materials are accompanied by appropriate certification documents, such as CAAM Form 1, CAAM Authorized Release Certificate/Airworthiness Approval Tag (DCA ARC), EASA Form 1, FAA 8130-3, Certificate of Conformity, or equivalent.
c) Verify accompanying certification documents to ensure part is traceable to an approved source and reflect the maintenance status

8.4.2 Visual Inspection:

8.0 Conduct visual inspection for any irregularities or damage.
8.1 Ensure that shelf life is not expired.
8.2 Confirm the packaging of the parts identifies the supplier / vendor and free from damage and alteration.
8.3 Verify that the identification on the parts has not been tampered

8.4.3 Standard parts that are not subject to specific product approvals must be accompanied by a Certificate of Conformity (CofC) that verifies their standard of manufacture.

8.4.4 Engine component logbook or log card contains all the relevant details (certification, life, sub assembly, status of AD / SB / modification).

8.4.5 Item that has been repaired, overhauled, modified or inspected, must be accompanied by with release documents that detail the life used and relevant maintenance history in the component log card or logbook.

8.5 If necessary, the Store Inspector may request assistance from a Licensed Aircraft Engineer (LAE) or Approval Holder to ensure compliance with the criteria outlined in 8.4.

8.6 Should an item does not fully comply with the criteria as detailed above or if doubt exists, the part is then quarantined for further evaluation and investigation.

8.7 If a component satisfies the acceptance requirement, an SI will certify the Acceptance Report (ref: GAM/E-003).

8.8 The Warehouse personnel will key in the details of the item in Aeronet System. The details of the item include but not limited to.

a) Date (Auto-fill)
b) Goods-in-Number (Auto-fill)
c) Description of the item (Auto-fill)
d) Part No (Auto-fill)
e) Serial No
f) Stock Quantity
g) Shelf-Life expiry date (if applicable)

8.9 Item that subjected to shelf life, the Aeronet System will alert the Warehouse and Logistic Personnel by way of notification on weekly email. The Aeronet System will automatically generate email with a list of items which will expire in less 30 days as a reminder to the Warehouse Personnel.

8.10 Item accepted by SI will be repackaged and transferred to Bonded Store together with the Serviceable Tag (ref: GAM/E-005):

8.11 Serviceable Tag (ref: GAM/E-005) shall include details extracted from the ARC/AAT or certificate of Conformity including Time Since Overhaul (TSO), Time Since New (TSN) or Life Remaining.

8.12 The item then located in its designated location within the Bonded Store.

8.13 The item log in the AERONET system can be extracted and documented. The storage data will back up every 7 days.

9.0 Additional - Investigation and Segregation of Unacceptable Aeronautical Product

9.1 If a part / component is suspected to be unapproved part / component or discrepancy found in its documentation during acceptance inspection, the component must remain in Quarantine Area and appropriately tagged using Quarantine Tag (ref: GAM/E-007).

9.2 The Store Inspector will raise the Component Discrepancy Report form (ref: GAM/E-003A) for further action. A copy of Discrepancy Report shall be shared with to QAM.

9.3 If parts / components are confirmed to be unapproved, it will be returned to the supplier and request for warranty / refund will be initiated by the Procurement personnel.

9.4 QAM will be notified, for further action to be taken towards the supplier (suspend or terminate).

10.0 POL Item received in Warehouse

10.1 POL Item received in Warehouse will undergo the acceptance process as per para 8.0.

10.2 POL Item that subjected to shelf life, the AERONET System will alert the Warehouse and Logistic Personnel by way of notification on weekly email. The Aeronet System will automatically generate email with a list of items which will expire in less 30 days as a reminder to the Warehouse Personnel.

10.3 Each material received will be attached with the Shelf-Life Label (ref: GAM/E-088) to identified batches (GiN number) and expiry date.

10.4 Warehouse Personnel will act by removing the expired item from the shelf and from the AERONET system.

10.5 The issuance of POL item will follow the principle of FIFO- First In, First Out.

10.6 The process of disposition of expire item will be carried out as per EPM 3-08 – Disposition of Scrap Aircraft Component and Material.

11.0 Consignment Parts from Operator

11.1 In certain situation, operator may have a consignment part to be stocked into the warehouse. These incoming parts will follow the standard acceptance procedures as per para 8.0 and will then be placed in the dedicated location in the bonded store.

11.2 The consignment part from the operator has an exemption on the requirement of Purchase Order (PO).

11.3 The current exemption of AERONET controlled item is for the following situation

a) JBPM - the control of this consignment item is done by the excel sheet instead AERONET, due to the usage of this item need the approval from BOMBA.

b) JAG HELI – the parts is intended for storage of the client item in dedicated area.

12.0 Unserviceable Components Received from Operation/Customer for Workshop Maintenance

12.1 The procedure for receiving unserviceable components from customers, handling them during transit, and preparing them for subsequent maintenance in the workshop.

12.2 The Service Order (ref: GAM/E-085) will be issued by the Procurement department to the Workshop-In-Charge to accompany the component when it was sent to the respective workshop.

13.0 Acceptance of Component and Material directly from Customer to Operation.

13.1 There are cases where a Customer via its Continuing Airworthiness Management Organisation (CAMO) will supply a part to the operation to be used onto their aircraft.

13.2 The process will usually happen in the hangar where the process will not involve the warehouse.

13.3 All part received will be recorded in the Spares Received from Client form (ref: GAM/E-076) by PPC personnel before handing over to the LAE.

13.4 The LAE must be satisfied with the parts and its document as per criteria in para 10.4 (excluding of PO) prior to use.

13.5 Any unused / surplus parts will be returned to the customer and recorded in Part Return Form (ref: GAM/E-075) by the PPC.

14.0 Acceptance of Unserviceable Component removed for aircraft.

14.1 All components removed from aircraft for reasons such as maintenance, replacement, or unserviceability, including those categorized as Class 1 and 2 must be returned to warehouse for further action.

14.2 The Unserviceable Tag (refer to GAM/E-006) must be attached to the component, including a remark indicating the reason for removal as accurate as possible.

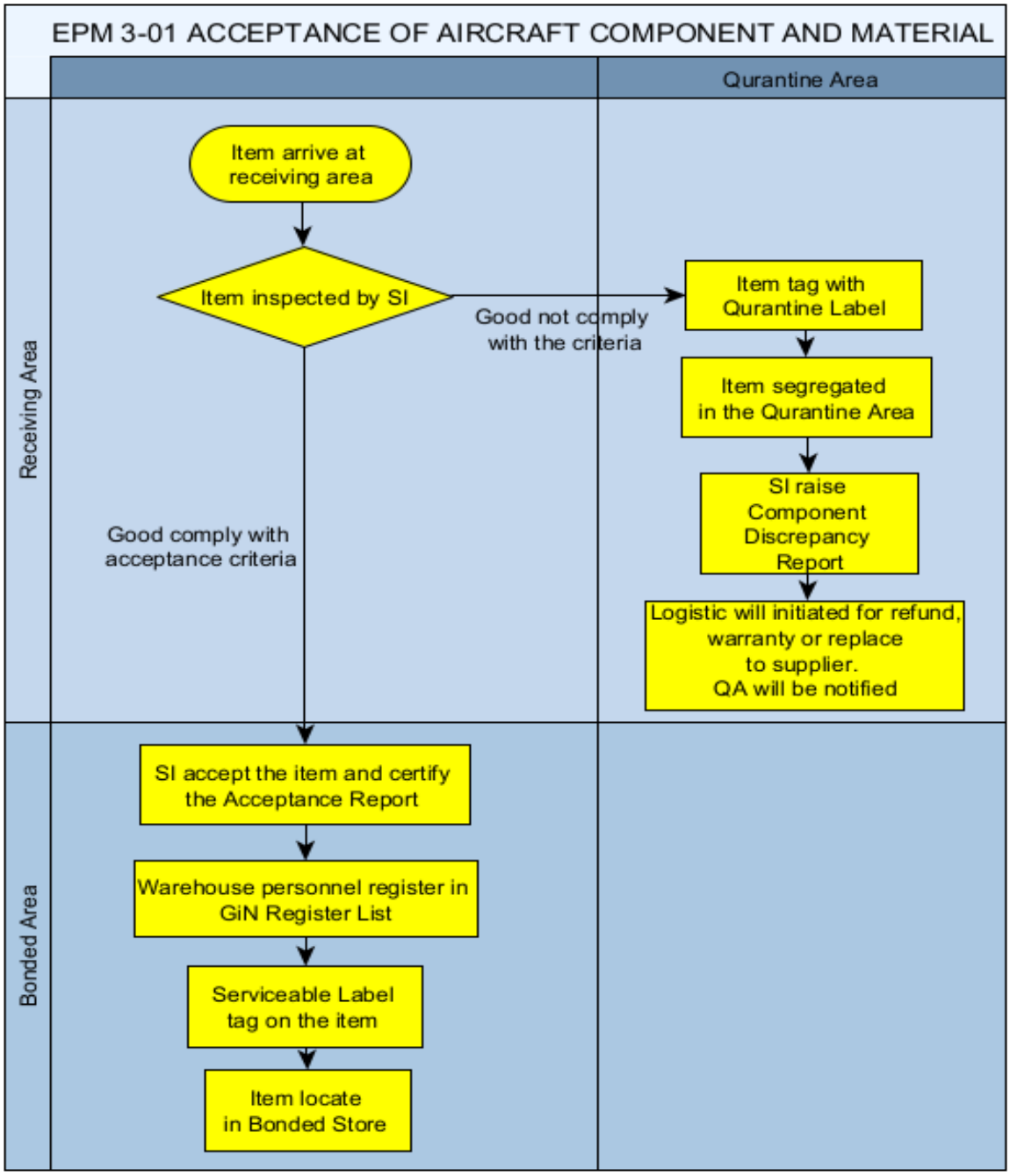
14.3 The warehouse personnel shall communicate with the Continuing Airworthiness Management Organization (CAMO) of the aircraft from which the component was removed to obtain the necessary records, such as the log card or logbook.

14.4 The Supply Chain Controller shall initiate the Material Review Board (MRB) to discuss further action for the component either to repair or scrap.

14.5 Component that are subjected to exchange program with the vendor must be returned immediately without the MRB process.

15.0 Cancellation

This issue cancels EPM 3-01 Issue 2 Rev 1 dated 31 Jun 2022, which should be destroyed.


EPM 3-01 ACCEPTANCE OF AIRCRAFT COMPONENT AND MATERIAL
Qurantine Area
Receiving Area
Item arrive at receiving area
Item inspected by SI
Good not comply with the criteria
Item tag with Qurantine Label
Item segregated in the Qurantine Area
SI raise Component Discrepancy Report
Logistic will initiated for refund, warranty or replace to supplier. QA will be notified
Good comply with acceptance criteria
Bonded Area
SI accept the item and certify the Acceptance Report
Warehouse personnel register in GIN Register List
Serviceable Label tag on the item
Item locate in Bonded Store

END.

MATERIAL STORAGE AND SHELF-LIFE CONTROL

1.0 Introduction

1.1 This EPM is cited as EPM 3-02, Issue 3 Revision 0: Material Storage and Shelf-Life Control.

2.0 Objective

2.1 Ensures that aircraft components and materials are properly controlled, stored safely, and utilized efficiently, thereby maintaining compliance with aviation standards and minimizing waste.

3.0 Interpretation

3.1 A shelf-life item is an aircraft component, part, or material that has a specific time frame during which it is considered to be safe and effective for use. This period is determined based on the item's properties, manufacturer specifications, and regulatory requirements.

4.0 Applicability

4.1 Applicable to all AMO Personnel: Maintenance personnel, Storeman, Warehouse and Logistics personnel, and AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.2 Acceptance / Inspection of Aircraft Components And Materials From Outside Contractors

6.2 MOE 2.3 Storage, Tagging and Release of Aircraft Component and Materials to Aircraft Maintenance

7.0 Documentation

7.1	Serviceable Tag	(ref: GAM/E-005)
7.3	Quarantine Tag	(ref: GAM/E-007)
7.4	Unserviceable Tag	(ref: GAM/E-006)
7.5	Temperature & Humidity Record	(ref: GAM/E-026)
7.6	Tyre Rotation Records	(ref: GAM/E-067)
7.7	Scrap Label	(ref: GAM/E-058)
7.8	Scrap Log	(ref: GAM/E-059)

8.0 Storage Facility

8.1 Storage facilities for serviceable aircraft components are clean facilities, well ventilated, environmentally controlled rooms maintained at a constant dry temperature to minimize the effects of condensation.

8.2 Ideal temperature is to be set at 18°C - 24°C and relative humidity is to be maintained not exceed 75%. Any temperature or humidity beyond 24°C and 75% should be monitored closely. The recording is using Temperature & Humidity Record (ref: GAM/E-026).

8.3 Storage recommendation by the manufacturer must be observed indefinitely to ensure parts remain in a serviceable state.

8.4 Personnel movement into and out of the storage area is to be strictly limited to avoid unnecessary opening of doors.

9.0 General Standard of Storage of Parts / Components

9.1 All aircraft parts, wherever practicable, should remain packaged in protective material to minimize damage and corrosion during storage.

9.2 Avionics parts, radio, instrument and electrical power system components are particularly prone to damage due to high humidity. During storage, they must be protected by a suitable anti-static wrapping to prevent dust and moisture ingress. All connectors and replaceable are blanked or capped. Silica gel bags may be used to protect against moisture and inspected at regular intervals for sign of saturation.

9.3. Whenever possible use the original sealed transit case or packing, otherwise use polythene bagging with open end folded or loosely stapled.

9.4 General parts may be stored in non-metallic containers, cardboard boxes or jars.

9.5. ‘O’ rings, seals and packings are to remain in sealed packets. Packing with opened sealed packet is be discarded.

9.6. Rubber parts should be stored in their original seal envelopes and should not be exposed to direct daylight or sunlight.

9.7. Flux Valves and Standby Compass must be stored on wooden or plastic shelving away from any magnetized material such as speakers and weather radar transceiver.

9.8 Components containing inhibiting fluid should be checked periodically for fluid loss and agitated to re-distribute the fluid.

9.9 Fuel, Pneumatic and hydraulic components all inlet and outlet must be covered with protective blanks and caps and stored in plastic bags.

9.10 Hoses are to be stored without kinks or bends and must be properly blanked.

9.11 Windshield and windows are to be stored in their original shipping container and be kept away from heat and other contaminant by solvent.

9.12 Tyres are to be stored away from sunlight and heat and must not be allowed to become contaminated with oil and grease. Tyre are to be stored vertically, supported by two tubes with two thirds being above the support point. Tyres are to be turned periodically not exceeding 3 months to a new position. For complete wheel assembly storage position is the same as the requirements for tyres and storage pressure should not exceed 30 psi. The tyre rotation must be recorded in Tyre Rotation Records form (GAM/E-067).

9.13 Fire Extinguisher is to be stored above the floor in their original shipping containers. Discharge outlets should be blanked.

9.14 Pyrotechnics such as fire extinguisher cartridges, flares and squibs are to be stored in a lockable steel container in a dry room.

9.15 Batteries are to be stored off the floor in a well-ventilated room. Ni-cad batteries must be strictly segregated from Lead Acid type.

9.16 Flammable fluids are to be stored in in separate POL store located separate from the store.

9.17 Engines, propellers and other bulky items are stored in (bonded) bulk store where possible. Where no suitable bulk storage is available the item is to be sealed/protected and positioned in the hangar or workshop where the likelihood of damage is minimal. Items stored as such are to be inspected prior to issue from stock.

9.18 Avionics material, radios and instruments must never be stored in racking underneath stored fuel, oil, or hydraulic system components. Any leakage of fluid from these components is capable of seriously damaging the material stored below them.

9.19 Avionics parts are preferably to be segregated from fluid system parts and if storage space constraints total segregation, then the fluid system components should be always placed on the lower shelves, with avionics and electrical equipment above them.

9.20 Storage methods should ensure materials or parts are issued in strict rotation. Old stock is to be issued before new stock with particular attention to perishable goods, instruments or components with a definite storage limiting period.

9.21 Any additional control requirements specified on the manufacturer's label are to be closely followed.

9.22 Electrostatic-sensitive components are to be stored in its original packaging. All packages containing goods inward must have electronic sensitive device external markings.

10.0 Determination of Shelf Life of Components / Parts and Methods of Control

10.1 The Store Inspector is responsible for the monitoring shelf life of components/parts. The controlling of the shelf-life item store will be carried out by Warehouse Personnel.

10.2 The Shelf Life must be determined in accordance with manufacturer instruction.

10.2 The component or part with shelf life will go through the acceptance procedure in EPM 3-01 Acceptance of Aircraft Component and Material.

10.3 Upon registration of the item in AERONET System, Serviceable Tag (ref: GAM/E-005) issued and clearly indicated with the shelf life of the item.

10.4 The “First in, first out” policy must be observed by Warehouse Personnel during issuance item with shelf life. This can either be indicated by the shelf life that registers in the AERONET System or the shelf-life expiry of the item.

10.5 AERONET system will indicate Items nearing storage life expiry by color code and will appear orange color in the list then later change to red color when expired. the AERONET System will alert the Warehouse and Logistic Personnel by way of weekly notification by email.

10.6 When the expiry date is due, such items are to be removed from the Bonded Store and place in an Out-going Area. The Warehouse Personnel will register the item in Scrap Log (ref: GAM/E-059) and label it with the Scrap Label (ref: GAM/E-058) for scrap action.

11.0 Recertification

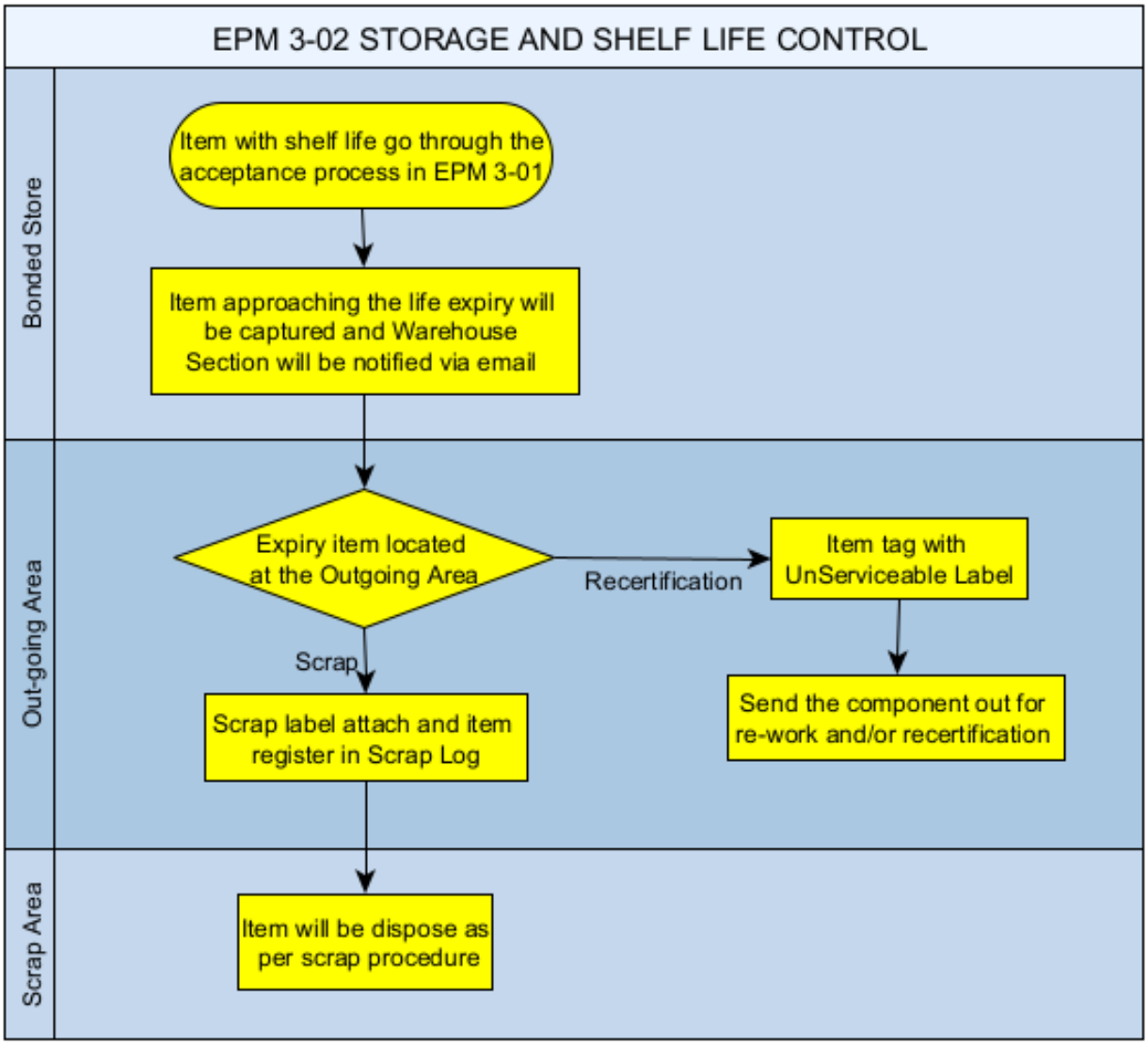
11.1 In all cases where the shelf life has expired and an item is offered for recertification (if any), the unserviceable label (ref: GAM/E-006) must be raised with details:

a) The GiN Number.
b) The supplier, or last repair agency who handled the item, and its status on receipt at GAM (i.e. New / Overhauled / Repair).
c) The date it was received at GAM.
d) Details of any previous shelf-life expiry since receipt at GAM.

11.1 The procedure to send the component out for re-work and/or recertification must be as per EPM 3-07.

12.0 Cancellation

This issue cancels EPM 3-02 Issue 2 Rev 2 dated 09 Sep 2022, which should be destroyed.


EPM 3-02 STORAGE AND SHELF LIFE CONTROL
Bonded Store
Item with shelf life go through the acceptance process in EPM 3-01
Item approaching the life expiry will be captured and Warehouse Section will be notified via email
Out-going Area
Expiry item located at the Outgoing Area
Recertification
Item tag with UnServiceable Label
Scrap
Send the component out for re-work and/or recertification
Scrap label attach and item register in Scrap Log
Scrap Area
Item will be dispose as per scrap procedure

END.

ISSUANCE OF AIRCRAFT COMPONENT AND MATERIAL FROM WAREHOUSE

1.0 Introduction

1.1 This EPM is cited as EPM 3-03 Issue 3 Revision 0: Issuance of Aircraft Component and Material from Warehouse

2.0 Objective

2.1 To ensure that all items issued from the warehouse are accurately recorded and accounted for, and to verify that all necessary documentation accompanies the items before they are used on aircraft.

2.2 This procedure outlines the issuance process for components and materials from the Bonded Store, covering purposes such as aircraft maintenance, component maintenance, and sale or loan to third parties.

3.0 Interpretation

3.1 Aircraft Component meaning all the system main assembly (Class 1 and 2) and its sub-assembly.

3.2 Materials meaning the class 3 items such as filters, washer etc. and consumable including oil, hydraulic fluids, grease etc.

4.0 Applicability

4.1 Applicable to all maintenance personnel

4.2 Applicable to all Warehouse and Logistics personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.3 Storage, Tagging and Release of Aircraft Component and Material to Aircraft Maintenance.

7.0 Documentation

7.1 Serviceable Tag (ref: GAM/E-005)
7.2 Delivery Order (issued by AERONET System)

8.0 The Issuance Procedure

8.1 The sale or issuance of aircraft components or materials to other operators is strictly at the discretion of the Engineering Manager.

8.2 A strict First-In, First-Out (FIFO) policy is enforced. This ensures that the oldest stock is issued first, minimizing the risk of items reaching their shelf-life expiration.

8.3 Requisition of component or material via AERONET.

8.3.1 **Request via AERONET**
Components or materials required for aircraft checks can be requested through the AERONET system. A PPC or LAE will check the availability of the requested items in AERONET.

8.3.2 **Request for Issuance**
The PPC or LAE will request the issuance of the required components or materials in accordance with the maintenance task requirements.

8.3.3 **Stock Deduction**
The available stock will be deducted instantaneously from the AERONET system upon receiving the issuance request.

8.3.4 **Stock Unavailability**
If the requested stock is unavailable, the PPC or LAE will place a demand for the item. This demand will be emailed to the purchaser for procurement.

8.3.5 **Issuance Upon Availability**
Once the requested components or materials are available in the warehouse, they will be issued to the PPC or LAE.

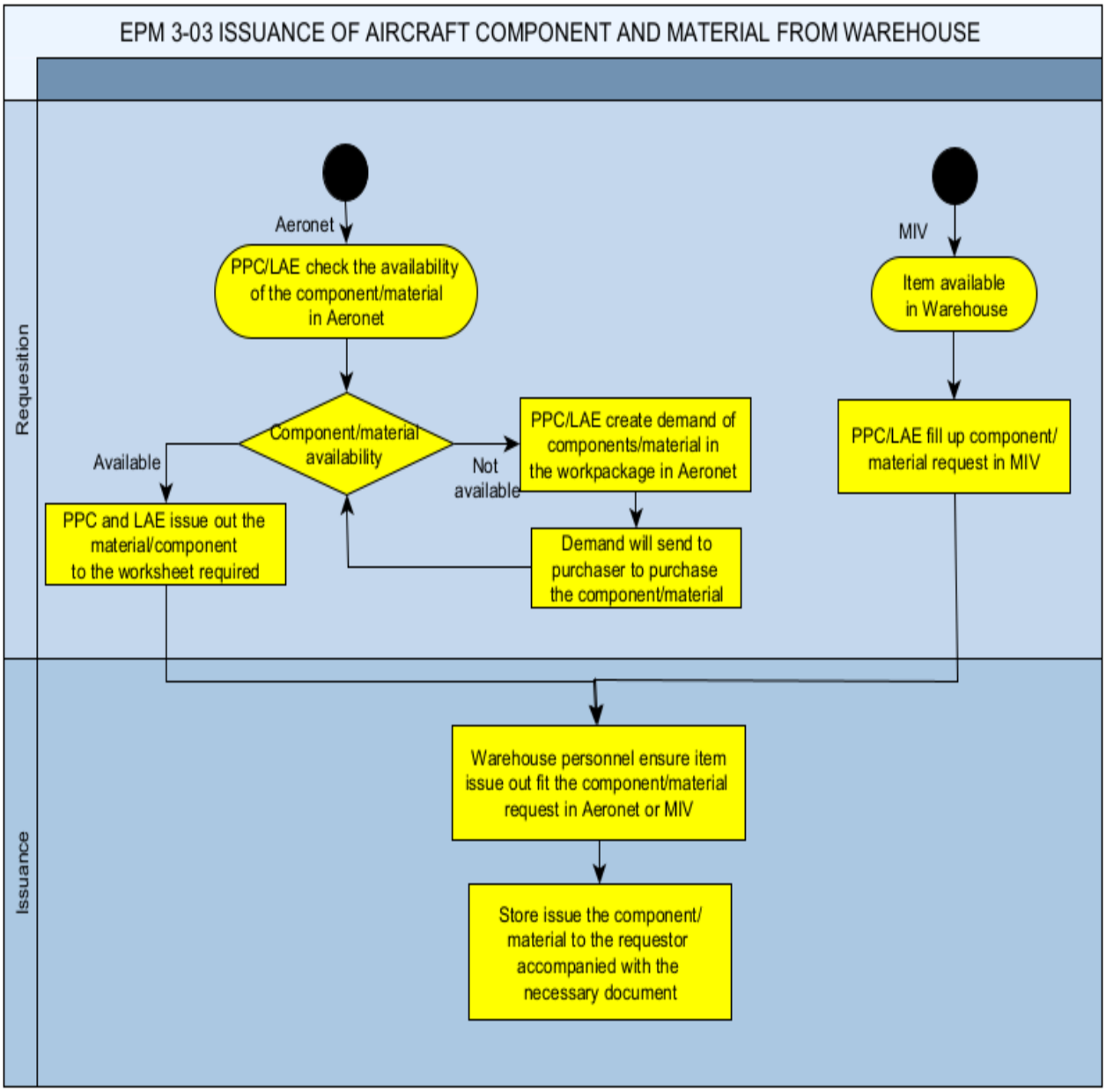
8.4 The issuance of components and materials will be carried out by Warehouse Personnel. They are responsible for ensuring that each item issued from the warehouse matches the description in the Delivery Order (DO) issued through AERONET.

8.5 The DO will be printed in 2 copies. One copy will be issued to the requestor and one copy to be kept by the warehouse for recording and tracking purposes.

8.6 All aircraft parts released from the Bonded Store may be accompanied by a Serviceable Tag (ref: GAM/E-005) but must be accompanied with Airworthiness Release Certificate (ARC) or Certificate of Conformance / Compliance (CoC), related report and a log card (if applicable). Consumable items are exempt from this requirement, with the DO serving as the release document with optional Certificate of Analysis / Conformance.

8.7 For shipment of parts to bases in East Malaysia, the packaging will be as per EPM 3-07 para 8.5.

8.8 Only Warehouse personnel is allowed to issue items from the Bonded Store.



9.0 Cancellation

This issue cancels EPM 1-09 issue 2 revision 0 dated 31 Oct 2021, which should be destroyed.

END.

RETURNING OF COMPONENT OR MATERIAL TO WAREHOUSE

1.0 Introduction

1.1 This EPM is cited as EPM 3-04, Issue 3 Revision 0: Returning of Component or Material to Warehouse.

2.0 Objective

2.1 To ensure that all items, parts, or components that are not used or are surplus after being issued from the warehouse for aircraft maintenance are properly returned back to warehouse.

2.2 To facilitate the return of unserviceable components (Class 1 or 2) to the warehouse for further processing, including re-certification or disposition.

2.3 To ensure that returned items are properly checked, tagged, and counted for legal admission into the bonded store.

2.4 To ensure that each unserviceable component is reviewed by the Material Review Board (MRB) to determine the next course of action.

3.0 Interpretation

3.1 Aircraft Component meaning all the system main assembly (Class 1 and 2) and its sub-assembly.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all Warehouse and Logistics personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.19 Return of Defective Aircraft Component to Store
6.2 EPM 3-01 Acceptance of Aircraft Component and Material
6.3 EPM 3-08 Disposition of Scrap Material

7.0 Documentation

7.1	Serviceable Tag	(ref: GAM/E-005)
7.2	Unserviceable Tag	(ref: GAM/E-006)
7.3	Part Return Form	(ref: GAM/E-075)

8.0 Responsibility and procedure of returning the surplus or unserviceable component to Warehouse

8.1 Any item, part, or component withdrawn from the warehouse for aircraft maintenance that is unused or surplus, as well as any unserviceable component categorized as Class 1 or 2, must be returned to the warehouse. These items will be further processed for repair, recertification, or disposal.

8.2 The LAE/PPC is responsible to return part or component to Warehouse and raise the Part Return Form (ref: GAM/E-075) with detail description of the return item.

8.3 For unused or surplus part, the document received during withdrawal from the warehouse as per EPM3-03 Issuance of Aircraft Component, para 8.6 must be available with the part. A copy of the document mentioned is acceptable if the same document pertains to multiple items during issuance.

8.4 For unserviceable part removed from the aircraft, a complete Unserviceable Tag (ref: GAM/E-006) must be attached to the part. The applicable Log card if any, will be arrange to the warehouse by the CAMO upon request by the Storeman.

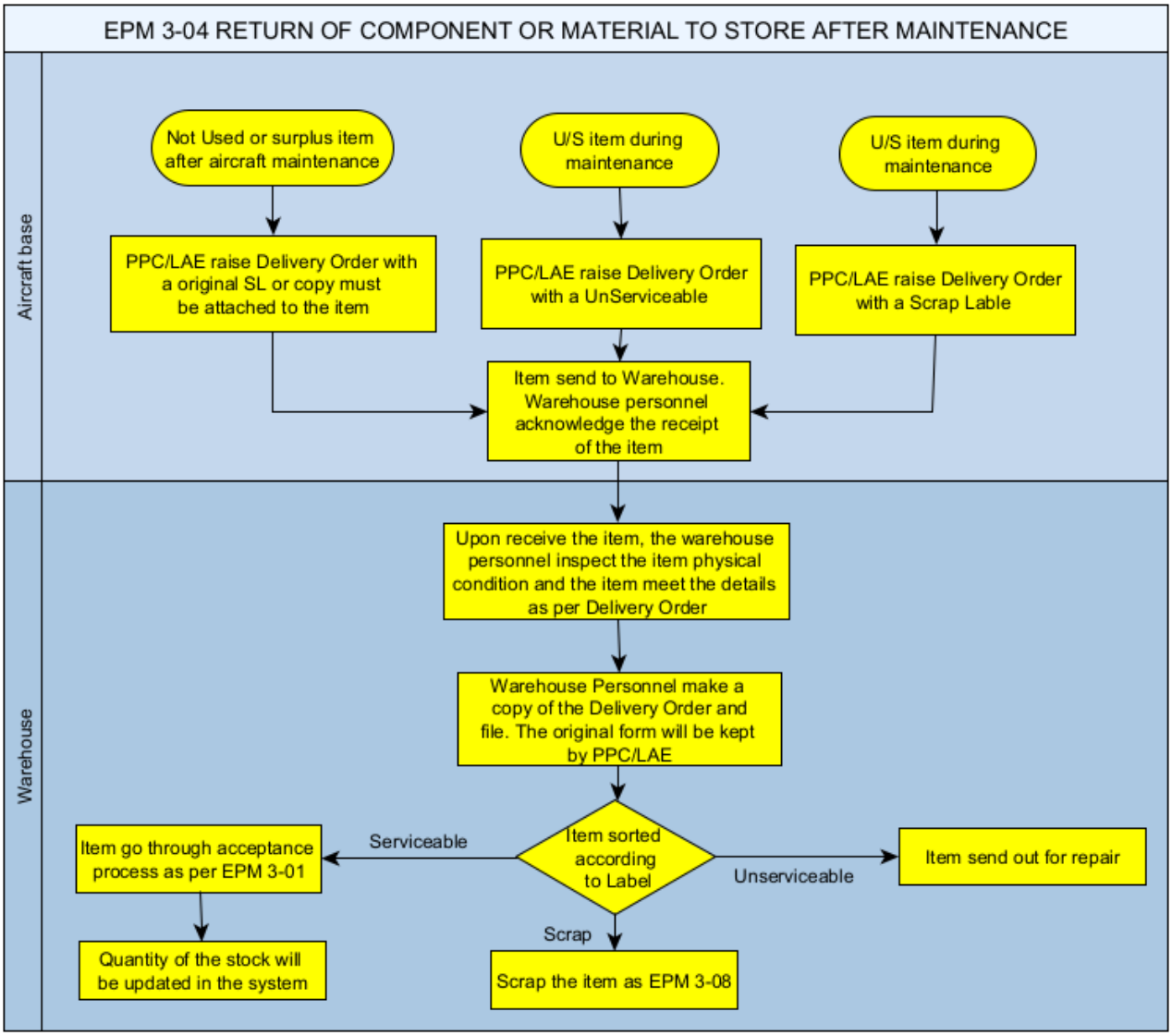
8.5 Unused or surplus items must be returned in their original packaging. Items with tampered packaging will not be accepted for return to the warehouse.

8.6 The criteria for acceptance of component and material to warehouse defined in EPM 3-01 Acceptance of Aircraft Component and Material, para 8.4.

8.7 Upon satisfactory of acceptance process, the storeman shall update the AERONET system to reflect the received parts.

9.0 Cancelation

This issue cancels EPM 1-09 issue 2 rev 0 dated 31 Oct 2021, which should be destroyed.


EPM 3-04 RETURN OF COMPONENT OR MATERIAL TO STORE AFTER MAINTENANCE
Aircraft base
Not Used or surplus item after aircraft maintenance
U/S item during maintenance
U/S item during maintenance
PPC/LAE raise Delivery Order with a original SL or copy must be attached to the item
PPC/LAE raise Delivery Order with a UnServiceable
PPC/LAE raise Delivery Order with a Scrap Lable
Item send to Warehouse. Warehouse personnel acknowledge the receipt of the item
Warehouse
Upon receive the item, the warehouse personnel inspect the item physical condition and the item meet the details as per Delivery Order
Warehouse Personnel make a copy of the Delivery Order and file. The original form will be kept by PPC/LAE
Item sorted according to Label
Serviceable
Unserviceable
Scrap
Item go through acceptance process as per EPM 3-01
Item send out for repair
Quantity of the stock will be updated in the system
Scrap the item as EPM 3-08

END.

PARTS ROBBERY PROCEDURE

1.0 Introduction

1.1 This EPM is cited as EPM 3-05 Issue 3 Revision 0: Parts Robbery Procedure

2.0 Objective

2.1 This procedure ensures that AMO personnel understand and properly execute the component robbing process, maintaining safety, compliance, and operational efficiency.

3.0 Interpretation

3.1 In aviation terms, 'robbery' is defined as the authorized removal of urgently required components or parts from the following sources to make a defective in-service aircraft serviceable.

3.1.1 Another aircraft currently down for maintenance

3.1.2 Another aircraft currently grounded due to other defect not affecting the component to be robbed.

Note: *Mission Equipment or Role Equipment transferred from one aircraft to another aren't categorise for robbery.*

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.16 Release to Service Procedure

6.2 CAD 8601, Appendix 2: Parts Robbery Requirements

7.0 Documentation

7.1	Workshop Worksheet	(ref: GAM/E-001C)
7.2	CAAM Form 1	(ref: GAM/Q-040)
7.3	Warning Tag	(ref: GAM/E-039)
7.4	Worksheet	(ref: GAM/E-001G)

8.0 The procedure

8.1 Robbing is typically due to the unavailability of spare parts in inventory, emergencies, long resupply times, physical distance, or insufficient planning or budget while an aircraft is urgently required for operation.

8.2 This procedure is permitted only when all resources, factors, and safety elements have been considered.

8.3 The EIC shall discuss the proposal to rob a component with the PPC. The PPC shall consult with the responsible CAMO personnel to confirm the status of the donor aircraft and the component, including its remaining hours before overhaul, to justify the rationale for the action.

8.4 The EIC must seek permission of the donor aircraft operator (if applicable) before proceeding with the removal.

8.5 When permission is granted by the aircraft operator, the AH performing the removal shall raise the Worksheet (ref: GAM/E-001G) under the UMC control number for the donor aircraft.

8.6 The PPC will be responsible for initiating a request to the SCC or procurement section for a replacement component, along with all required consumables, if any.

Note: *Depending on the contract, new serviceable component / part may be supplied by the CAMO / Operator of the aircraft. For this arrangement, the request shall be made to them directly by the AH who did the removal.*

8.7 The AH shall record the removal of the component from the donor aircraft in the Aircraft Journey Log. The Warning Tag (ref: GAM/E-039) shall be placed in a visible location in the cockpit to notify other maintenance personnel of the removed component.

8.8 The removed component's serviceability status must be ascertained by appropriate means, including but not limited to:

a) Performing a functional check on the aircraft in accordance with the maintenance data.
b) Conducting a detailed examination and visual inspection of the physical condition.
c) Conduct a bench test, if required.
d) Other tests or inspections recommended by the OEM/TC Holder.

8.9 The AH must ensure the removed component is serviceable. The serviceability of the component must be justified and recorded in the Workshop Worksheet (ref: GAM/E-001C).

8.10 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.

8.11 The CAAM Form 1 should specify:

a) When the last maintenance was carried out and by whom.
b) If the component is unused, when the component was manufactured and by whom with a cross-reference to any original documentation which should be included with the Form.
c) A list of all Airworthiness Directives, repairs and modifications known to have been incorporated. If no Airworthiness Directives or repairs or modifications are known to be incorporated, then this should be so stated.
d) Detail of life used for service life-limited parts being any combination of fatigue, overhaul or storage life.
e) For any aircraft component having its own maintenance history record, reference to the particular maintenance history record as long as the record contains the details that would otherwise be required in block 12. The maintenance history record and acceptance test report or statement, if applicable, should be attached to the CAAM Form 1.

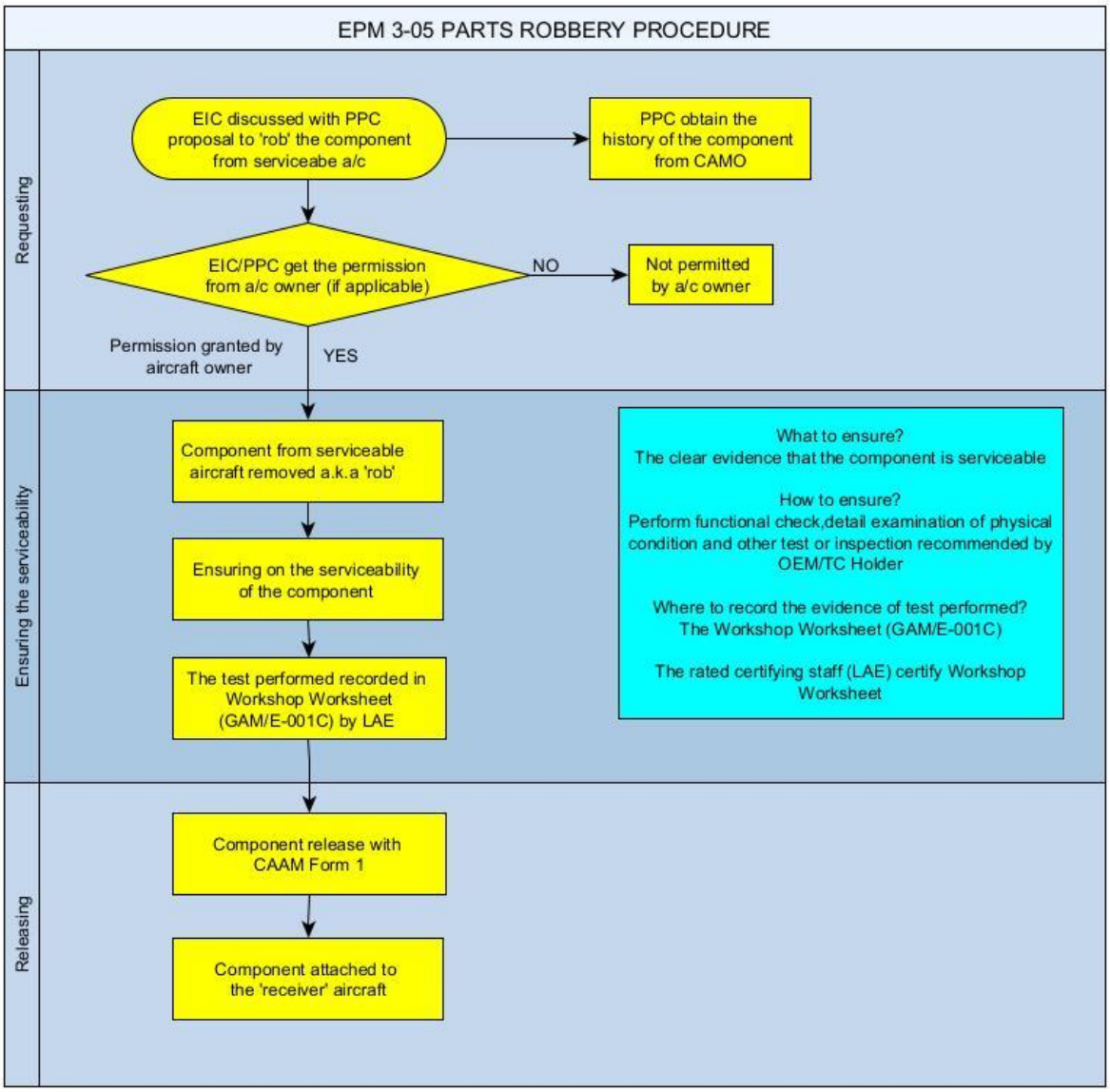
8.12 Once the Workshop Worksheet is completed with sufficient detail, the component shall be released with two copies of the CAAM Form 1. The Workshop PPC will keep the Workshop Worksheet and one copy of the CAAM Form 1 for safekeeping, while the other copy of the CAAM Form 1 to be used as a serviceable release document for the receiver aircraft's paperwork.

8.13 The tracking number of the CAAM Form 1 and the issued form is controlled and kept by the PPC.

8.14 The installation of the removed component on the receiver aircraft must be performed in accordance with the approved maintenance data.

9.0 Cancellation

This issue cancels EPM 3-05 Issue 2 Rev 5 dated 01 Jul 2024, which should be destroyed.


EPM 3-05 PARTS ROBBERY PROCEDURE
Requesting
EIC discussed with PPC proposal to 'rob' the component from serviceabe a/c
PPC obtain the history of the component from CAMO
EIC/PPC get the permission from a/c owner (if applicable)
NO
Not permitted by a/c owner
Permission granted by aircraft owner
YES
Ensuring the serviceability
Component from serviceable aircraft removed a.k.a 'rob'
Ensuring on the serviceability of the component
The test performed recorded in Workshop Worksheet (GAM/E-001C) by LAE
What to ensure?
The clear evidence that the component is serviceable
How to ensure?
Perform functional check,detail examination of physical condition and other test or inspection recommended by OEM/TC Holder
Where to record the evidence of test performed?
The Workshop Worksheet (GAM/E-001C)
The rated certifying staff (LAE) certify Workshop Worksheet
Releasing
Component release with CAAM Form 1
Component attached to the 'receiver' aircraft

END

COMPONENT / PART REMOVAL

1.0 Introduction

1.1 This EPM is cited as EPM 3-06 Issue 3 Revision 0: Component / Part Removal

2.0 Objective

2.1 To clarify the use of engineering forms and labels in a Part 145 environment to avoid confusion regarding the status of components or parts after removal from an aircraft.

2.2 To clarify the steps to be taken when removing a component or part from an aircraft or next higher assembly (NHA).

3.0 Interpretation

3.1 The removal of a component or part from its installation on an aircraft is referred to as component or part removal. It is a frequently performed maintenance task. There are numerous reasons for removal, including defect, inspection, troubleshooting, or simply to facilitate the completion of other tasks.

3.1.1 Component or part may be removed under the following circumstances:

a) Removal from Aircraft

i. Planned removal arising from schedule maintenance, modification, replacement or for gaining access to another schedule requirement.

ii. Unplanned removal that results from a defect or unsatisfactory condition reported by the flight crew or maintenance personnel, including items that are removed for evaluation and items that are discovered to be unserviceable prior to or after installation.

b) Removal from Next Higher Assembly (NHA)

i. Purpose is to remove component or part as a separate unit from NHA for repair, refurbishment, cleaning, inspection, overhaul, etc.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.16 Release to Service Procedure

6.2 EPM 3-05: Parts Robbery Procedure

7.0 Documentation

7.1 These are labels to be utilised whenever a component / part removal has been carried out depending on the purpose of the removal itself:

a) Unserviceable tag (ref: GAM/E-006)
b) Holding Tag (ref: GAM/E-018)
c) Workshop Worksheet (ref: GAM/E-001C)
d) Quarantine Tag (ref: GAM/E-007)

8.0 The procedure

8.1 Every component / part removed from aircraft must be properly tag for easy identification and to prevent error during installation

8.2 Tagging requirements for removed components:

8.2.1 Unserviceable Tag (Ref: GAM/E-006)

a. Used to tag an unserviceable component or part removed from an aircraft or NHA before returning it to the store for required actions such as repair, overhaul, or disposal.

b. LAE/AH shall fill-in all the details in the appropriate boxes. Reason for removal must be stated as accurate as possible in the “Remark” box and print name, sign and the approval number.

c. Unserviceable components or parts must be kept in an appropriate area segregated from serviceable components or parts.

8.2.2 Holding Tag (ref: GAM/E-018)

a. Any component or part that is removed from an aircraft or NHA for the purpose of gaining access for another inspection, performing an inspection outside of the aircraft, or performing an applicable repair in accordance with the AMM with the intention of being reinstalled or fitted back into the same aircraft must be tag with a Holding Tag (ref: GAM/E-018).

b. LAE/AH must fill-in all the appropriate boxes and emphasis the reason for removal. Name, sign and stamp must be filled in the “Removed By” box.

c. The component or part must be stored in a suitable location or rack until it is ready to be reinstalled in the aircraft from which it was removed.

Note: The Holding Tag is solely intended to identify the status of a component or part during its removal from an aircraft. The installer (LAE/AH) is responsible for determining the actual status prior to its reinstallation onto the aircraft.

8.2.3 Workshop Worksheet (ref: GAM/E-001C)

a. The Workshop Worksheet is the document that documents the check or test that guarantees the serviceability of a component that has been removed from a serviceable aircraft.

b. The procedure to be followed is as outlined in the EPM 3-05: Parts Robbery Procedure

8.2.4 Quarantine Tag (ref: GAM/E-007)

a. A Quarantine Tag shall be applied to any component or element that is under an unknown condition in order to facilitate further evaluation and ascertain its true status.

b. The appropriate boxes must be filled in by LAE/AH, and the reason for quarantine must be explicitly stated. The OEM of the component or part may be consulted to determine the evaluation and decision.

c. The Quarantine Tag (ref: GAM/E-017) will be replaced with a Holding Tag (ref: GAM/E-018) or Unserviceable Tag (ref: GAM/E-006), as appropriate, after the condition has been determined with a supporting document attach.

d. The quarantine component or part must be returned to the store, where it will be registered and stored until a decision is made.

Note: Store will also use the Quarantine Tag when an incoming component / part purchased is ambiguous in term of physical condition or the documentation.

8.3 All labels are pre-printed and readily available. Nevertheless, a printable replica may be obtained from a Production Planner in the event that the original is unavailable.

9.0 Cancellation

This issue cancels EPM 1-04 Issue 2 Rev 0 dated 31 Oct 2021, which should be destroyed.

END.

SENDING COMPONENT TO EXTERNAL VENDOR

1.0 Introduction

1.1 This EPM is cited as EPM 3-07, Issue 3 Revision 0: Sending Component to Outside Vendor.

2.0 Objective

2.1 Vendors selected for workshop-level work must meet the requirements set by the CAAM.

2.2 Proper procedures must be followed when shipping out items, ensuring the use of proper documents and labels for tracking and control purposes.

3.0 Interpretation

3.1 Aircraft Component meaning all the system main assembly (Class 1 and 2) and its sub-assembly.

4.0 Applicability

4.1 Applicable to all maintenance personnel

4.2 Applicable Warehouse and Logistics personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.20: Defective Components to Outside Contractors
6.2 MOE 5.2: List of Subcontractors
6.3 MOE 2.1: Supplier Evaluation Procedure and Sub-contractor Control Procedure
6.4 CAD 8601 Maintenance Organisation Approval

7.0 Documentation

7.1 Purchase Order (PO)
7.2 Unserviceable Tag (ref: GAM/E-006)

8.0 Procedure for Sending and Managing Defective Components

8.1 Sending the component for repair/overhaul/modification/calibration

8.1.1 Identification of Vendor:

a) The Supply Chain Controller is responsible for identifying a vendor capable of performing the required workshop-level work.

b) Vendors must meet the requirements of CAAM as outlined in the MOE 2.1 Supplier Evaluation Procedure and Sub-contract Control Procedures.

8.1.3 Compliance with CAAM Requirements:

a) For Class 1 items, the vendor must be CAAM-approved. If not already approved, the QAM must coordinate with CAAM to arrange an audit for vendor approval.

b) For Class 2 items, the vendor must be adequately audited and approved by the QAM.

8.1.5 8.1.3 Vendor Listing:

a) All vendors must be listed in accordance with MOE 5.2 List of Subcontractors. The QA Department controls and maintains the List of Approved Vendors.

8.2 Identification of required work

8.2.1 Informing Vendors:

a) The Procurement section shall inform the vendors of the requested work via email, and collect quotes including pricing, turnaround time, and warranty details.

8.2.2 Approval Process:

a) The Procurement personnel shall present the received quotes to the Engineering Manager (EM) for approval. If the quote is acceptable, the Supply Chain Department will prepare the Purchase Order (PO). Only the EM and the Managing Director (MD) have the authority to approve POs for the purchase or repair of components.

8.2.3 Preparation for Shipment:

a) Upon approval of the PO for repair, calibration, or overhaul, the Warehouse and Logistics Department will transmit the PO to the vendor. The defective component must then be prepared for shipment.

8.3 Control of dispatch, location and return

8.3.1 Authorization of Withdrawal:

a) Items from the warehouse may only be withdrawn by a Store Inspector or a personnel member who has been designated by them.

8.3.2 Shipment Tracking:

a) The Warehouse and Logistics department shall track each shipment made. Upon receipt at the repair facility, a confirmation of receipt from the vendor must be requested and obtained.

8.3.3 Monitoring Progress:

a) The Procurement section must continue to monitor the progress of repair / overhaul / calibration as per the vendor's quote.

8.3.4 Monitoring Return Shipment:

a) Once the item is shipped out by the vendor, the Procurement section must monitor the shipment until the item is received at GAM Warehouse.

8.3.5 Receiving Inspection:

a) Serviceable component returned after maintenance at vendor facility shall be routed through the receiving inspection procedure in accordance with EPM 3-01: Acceptance of Components

8.5 Management of packaging and special transportation condition

8.5.1 Appropriate Packaging:

a) Component for shall be packed appropriately for shipment in accordance with the required shipping containers e.g. Correct ATA300 or electrostatic sensitive devices packaging, when necessary.

b) Upon receipt of shipping instruction, Logistic Officer shall verify with item for correct part number (P/N), description, quantity, serial number if apply and all related documents.

c) Nature of item, weight, dimensions or type of protection shall be identified prior to packaging.

d) All items must be packaged individually. If item is small, it can be consolidated in larger container for convenient handling and cost effectiveness.

e) All electronics device or delicate instrument must be handled with extra care and packaged in specially made box.

f) Heavier material shall be packaged in specially made container such as wood crate or fibre material.

g) Logistic Officer shall oversee the handling and packaging of Dangerous Goods by the shipper, hazardous materials and explosives shall respect the procedures in accordance and regulation outlined under IATA Dangerous Goods Regulations.

8.5.2 Proper Wrapping and Labelling:

a) Component must be properly wrapped and labelled. All openings must be capped. All fluids must be fully drained. Layers of bubble wrap is preferred. Item must be boxed and tagged for easy identification and minimize risk of

lost. Unserviceable Tag (ref: GAM/E-006) must be properly and clearly filled up and attached with the item inside the box.

b) When packaging is completed, the box shall be marked and attached with the followings:
   i. Consignee address
   ii. Shipper address
   iii. Number of boxes
   iv. Special handling information (delicate instrument, fragile, etc)
   v. Waybill
   vi. Commercial invoice (export), packaging list, DO
   vii. Weight and dimensions.
   viii. Other related documentation i.e. Return Authorization Form, Log Card, Logbook.

9.0 Cancelation

9.1 This issue cancels EPM1-04 Issue 2 Rev 0 dated 31 Oct 2021, which should be destroyed.

END.

DISPOSITION OF SCRAP ITEM

1.0 Introduction

1.1 This EPM is cited as EPM 3-08 Issue 3 Revision 0: Disposition of Scrap Item

2.0 Objective

2.1 To provide comprehensive information and guidance to personnel involved in the maintenance, sale, or disposal of aircraft parts in accordance with CAAM requirements.

2.2 To prevent the sale or acquisition of scrap aircraft parts and materials as serviceable items by providing clear information and guidance.

2.3 To ensure that disposed aircraft parts, components, tools, and GSE are not reintroduced into aviation service.

3.0 Interpretation

3.1 Scrap means part or material that the owner/company has decided to dispose because of the condition beyond economical repair, considered to be of little value or unusable for any other airworthiness reason which one of the following:

3.1.1 Parts with non-repairable defects, either physically or operationally.

3.1.2 Parts that do not meet design specifications and cannot be brought into conformity with such specifications or further processing or rework cannot make them eligible for certification.

3.1.3 Parts subjected to unapproved modification or rework.

3.1.4 Certified life-limited parts that have reached their certified life limits or have missing/ incomplete records.

3.1.5 Parts that cannot be returned to airworthy condition due to exposure to extreme forces, heat or adverse environment.

3.1.6 Parts for which conformity with an applicable airworthiness directive cannot be accomplished.

3.1.7 Parts for which maintenance records and/or traceability to the manufacturer cannot be retrieved.

3.2 Misrepresentation of the status of parts and material and the practice of making these items appear serviceable could result in the use of non-conforming parts and material.

3.3 Definition of Class 1, 2 and 3.

Class category	Definition
Class 1	A complete aircraft, aircraft engine, or propeller that has been type-certificated in accordance with the applicable regulations, and for which Federal Aviation Specifications or TC data sheets have been issued.
Class 2	A major component of a Class I product (e.g., wings, fuselages, empennage assemblies, landing gears, power transmissions, or control surfaces, etc.), the failure of which would jeopardize the safety of a Class I product; or any part, material, or appliance, approved and manufactured under the Technical Standard Order (TSO) system in the ‘‘C’’ series.
Class 3	Any part or component that is not a Class I or Class II product, including standard parts. Class III products are considered to be parts

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all Warehouse and Logistics personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM’s Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.19 Return of Defective Aircraft Components to Store
6.2 EPM 3-04 Return of Component or Material to Store After Maintenance

7.0 Documentation

7.1 Unserviceable Tag (ref: GAM/E-006)
7.2 Scrap Label (ref: GAM/E-058)
7.3 Scrap Log (ref: GAM/E-059)
7.4 Scrap Part Report (ref: GAM/E-060)

8.0 The Procedure

8.1 People involved in the maintenance of aircraft and store personnel responsible for disposing scrap parts and material.

8.2 The person must understand the intent of the interpretation of this EPM and diligently apply it.

8.3 Component removed from aircraft:

8.3.1 All Unserviceable, defective or life expired components that was removed from an aircraft must be tagged with an Unserviceable Label (ref: GAM/E- 006). When the LAE decides that the removed component will be scrapped, he will inform the Store Inspector to fill in details, the reason for that component rendered scrap in the Scrap Label (ref: GAM/E-058).

8.3.2 For class 1 and 2 components the LAE/PPC will return the components to the Warehouse in accordance with EPM 3-04 Return of Component or Material to Store After Maintenance. The Warehouse personnel will send the scrap item to the scrap room. The Scrap Log must be filled in by the Store Inspector.

8.3.3 All class 3 items must be scrapped. This can be performed in situ, by the LAE removing the component. The component must be mutilated in such a manner that the parts become unusable for their original intended use, nor should they be able to be reworked or camouflaged to provide the appearance of being serviceable.

8.4 Component removed from Warehouse:

8.4.1 Only the Store Inspector allowed to withdraw items from the Warehouse.

8.4.2 All components to be scrapped from store must be labelled with a Scrap Label (ref: GAM/E-058)

8.5 Tools and Ground Support Equipment removed from Warehouse:

8.5.1 Tool Store/GSE Supervisor identify the tools or GSE items to be scrapped. He will label the scrap item with Unserviceable Tag (ref: GAM/E-006) and remark as scrap.

8.5.2 All tools or GSE items that being identified to be scrap will be sent to warehouse. The Store Inspector is responsible for tagging the items with Scrap Label (ref: GAM/E-058) and he will update the Scrap Log (ref: GAM/E-059).

8.6 Store Inspector will update the scrap item in Scrap Log GAM/E-059.

8.7 The Supply Chain Controller is responsible for providing and ensuring currency of a Scrap Log record.

8.8 The store Inspector will raise Scrap Part Report (ref: GAM/E-060) for all parts to be disposed and send to Supply Chain Controller for his further action to arrange for Material Review Board (MRB) every 4 months to verify and approve disposal.

8.9 The MRB will consist of representatives from the Quality Assurance Department and Engineering Department and chaired by the Supply Chain Controller.

8.10 The supply chain personnel will arrange the disposal as approved by the MRB

8.11 Unless otherwise instructed by the customer, all scrap parts shall be mutilated to ensure that they shall not be restored and return to service. The mutilation may be performed either in-house or out of house by vendor.

8.12 Upon completion of articles being disposed by approved scrap vendor, Supply Chain Controller shall ensure that the scrap vendor provides certificate of destruction or letter confirming destruction which to be attached to Scrap Part Report (GAM/E-060).

8.13 For scrap parts that need to be returned to respective customers, the scrap parts will be sent as it is but identified with scrap tag.

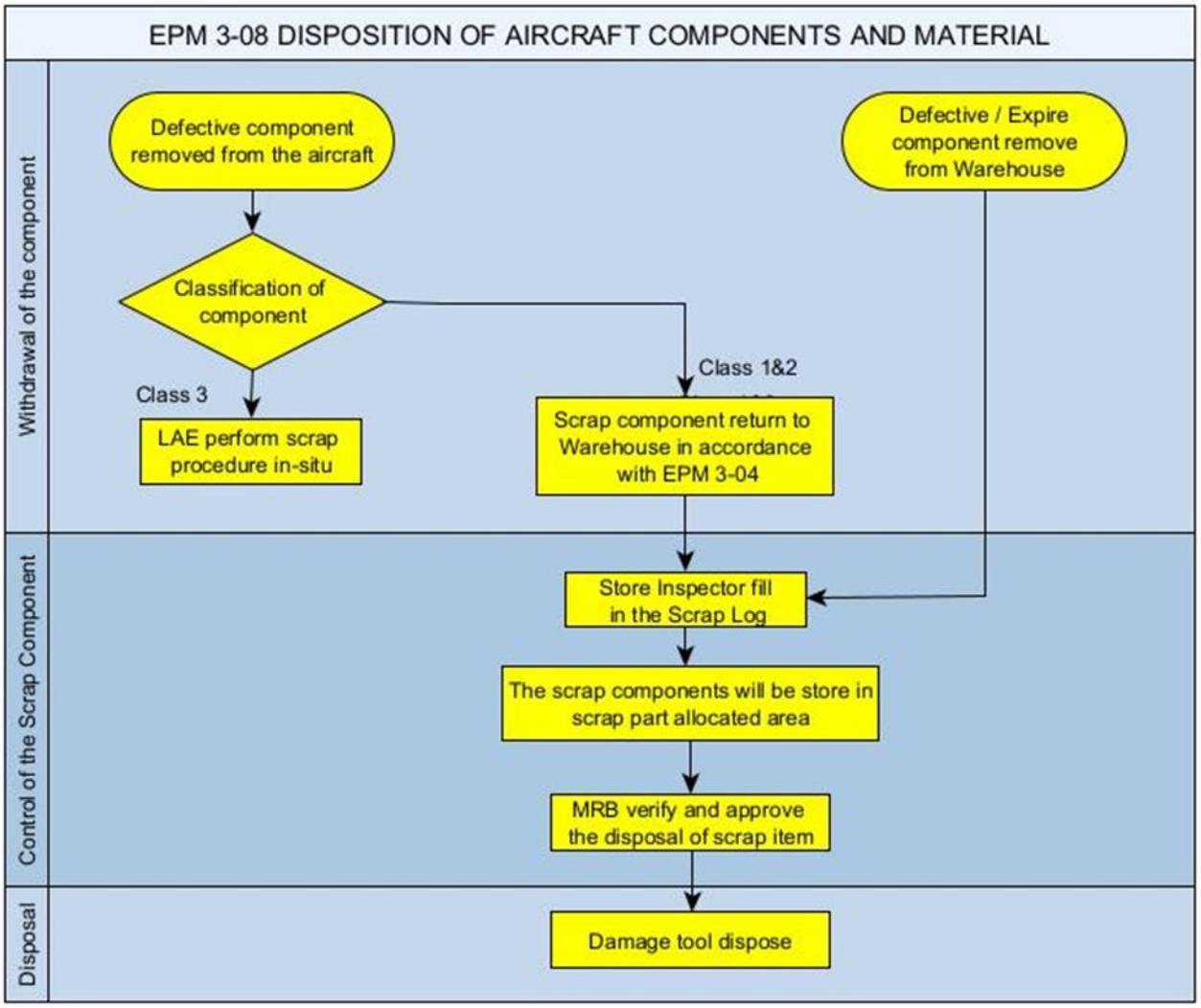
8.14 In the event of scrap articles to be used in-house for demonstration or training purposes or other means as appropriate, the respective person shall obtain the approval from MRB, and the scrap articles shall be sprayed with indelible red paint with wording “SCRAP”.

8.15 All disposed parts will be recorded in Scrap Part Report.

8.16 Complete Scrap Report shall be filed accordingly in the Warehouse filing cabinet. The completed form shall be kept in good condition for 2 years from the date of disposal.

9.0 Cancelation

9.1 This issue cancels EPM 3-08 Issue 2 Rev 5 dated 29 Feb 2024, which should be destroyed.


EPM 3-08 DISPOSITION OF AIRCRAFT COMPONENTS AND MATERIAL
Withdrawal of the component
Control of the Scrap Component
Disposal
Defective component removed from the aircraft
Defective / Expire component remove from Warehouse
Classification of component
Class 3
Class 1&2
LAE perform scrap procedure in-situ
Scrap component return to Warehouse in accordance with EPM 3-04
Store Inspector fill in the Scrap Log
The scrap components will be store in scrap part allocated area
MRB verify and approve the disposal of scrap item
Damage tool dispose

END

AIRCRAFT DOCUMENTATION FLOW CONTROL

1.0 Introduction

1.1 This EPM is cited as EPM 4-01 Issue 3 Revision 0: Aircraft Documentation Flow Control

2.0 Objective

2.1 To ensure the proper flow and control of documentation between CAMO and AMO.

3.0 Interpretation

3.1 Aircraft documentation in this chapter is referring to maintenance instruction coming from CAMO which derive from Approved Maintenance Program, AD, SB, SIL, Modification Package, Technical Instruction and etc.

3.2 CAMO in this chapter is referring to GAM CAMO and Operator's CAMO.

3.3 Customer in this chapter means the AMO's customer which do not have CAMO system.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.13 Maintenance Documentation in Use and Its Completion

6.2 MOE 2.8 Maintenance Instructions and Relationship to Aircraft / Aircraft Component Manufacturer's Instruction Including Updating and Availability to Staff.

6.3 MOE 2.15 Rectification of Defects Arising During Base Maintenance

6.4 CAMP 3.9.2 Unscheduled Maintenance

7.0 Documentation

7.1	Work Order/Work Pack Master List	
7.2	Work Order	GAM/E-030
7.3	Worksheet	GAM/E-001G
7.4	Work pack	GAM/E-001F
7.5	Delivery Note	GAM/E-015
7.6	Part Report Form	GAM/E-001H
7.7	Base Maintenance Release Certificate	GAM/E-009A

8.0 The Procedure

8.1 Technical Instruction flow from CAMO to AMO

8.1.1 CAMO will issue a Work Pack and consist of Work Order and Work Sheet for a scheduled maintenance or unscheduled maintenance to be carried out to Production Planner and Control (PPC) via email or hardcopy.

8.1.2 CAMO must conduct a briefing on the paperwork usage and a copy of the briefing attendance sheet shall be filed by PPC. The briefing shall include the following:

a) **Overview of Documentation**: Explanation of all necessary documents, including their purpose and importance in the maintenance process.
b) **Completion Guidelines**: Detailed instructions on how to correctly fill out each form, emphasizing the importance of accuracy and completeness.
c) **Workflow Procedures**: Clear steps outlining the flow of documentation between CAMO and AMO, including any approval processes or signoffs required.
d) **Compliance Requirements**: Ensuring that all paperwork complies with CAAM regulations and internal company policies.
e) **Record Keeping**: Procedures for maintaining and storing completed documents to ensure traceability and accountability.

8.1.3 After the PPC checks and validates the Work Pack received from CAMO, it will be registered in the Work Order/Work Pack Master List in the AMO work pack record.

8.1.4 The PPC and EIC will discuss and prepare the work for each scheduled and unscheduled maintenance. The Work Pack will then be issued to the AMO maintenance team to be performed on the planned date and within the specified duration.

8.1.5 Upon completion of the work, the PPC will check the Work Pack to ensure completeness and verify that all required documents are attached.

8.1.6 The Base Maintenance Release Certificate (GAM/E-009) will be issued for the completion of base maintenance.

8.1.7 The PPC will hand over the completed Work Pack to CAMO along with a Delivery Note (ref: GAM/E-015) for record-keeping and tracking.

8.1.8 If CAMO identifies any inaccuracies or incomplete records in the Work Pack received from AMO, they will return it to the PPC for correction.

8.1.9 Once the maintenance documents are complete and accurate, the PPC will update the Work Pack Master List before finalizing the handover to CAMO.

8.1.10 AMO PPC will issue the Worksheet (ref: GAM/E-001G), Work Pack (ref: GAM/E-001F), and Part Report Form (ref: GAM/E-001H) to detail all the required maintenance activities if the Work Order is the only document issued by CAMO.

8.1.11 GAM will keep a scan copy of all detailed maintenance records and any associated maintenance data for a minimum of 3 years from the date the aircraft or component to which the work relates was released to service.

8.2 Maintenance Instruction coming from Non-CAMO

8.2.1 For non-Malaysia registered aircraft, AMO PPC will produce a complete paperwork base on maintenance instruction issued by the customer.

8.2.2 The PPC shall collaborate with the type-rated LAE to develop the required tasks based on the customer's request. This includes reviewing the customer's maintenance requirements, ensuring compliance with all relevant regulations, and determining the necessary actions to fulfill the request.

8.2.3 This collaboration ensures that all tasks are appropriately documented, resourced, and scheduled for efficient execution.

8.2.4 The paperwork shall consist of:

a)	Worksheet	GAM/E-001G
b)	Work pack	GAM/E-001F
c)	Part Report Form	GAM/E-001H
d)	Base Maintenance Release Certificate	GAM/E-009A

8.2.5 A complete paperwork shall be submitted to the customer and GAM will keep a scan copy of all detailed maintenance records and any associated maintenance data for a minimum of 3 years from the date the aircraft or component to which the work relates was released to service.

8.3 Defect found during maintenance

8.3.1 For defect found during either line or base maintenance, the CAMO's Worksheet or Worksheet (ref: GAM/E-001G) for non-CAMO will be raised by AH and register under appropriate UMC control number:

8.3.2 The procedure and control of the UMC is available in GAM CAMP 3.9.2 Unscheduled Maintenance.

a) For Line Maintenance defect, the worksheet must be closed prior to releasing the aircraft to service by either rectification or deferring as per MEL, if applicable.

b) For Base Maintenance defect, the worksheet must be closed prior to releasing the aircraft to service by either rectification or deferring as per

MEL, if applicable. The worksheet shall be included in the maintenance Work Pack.

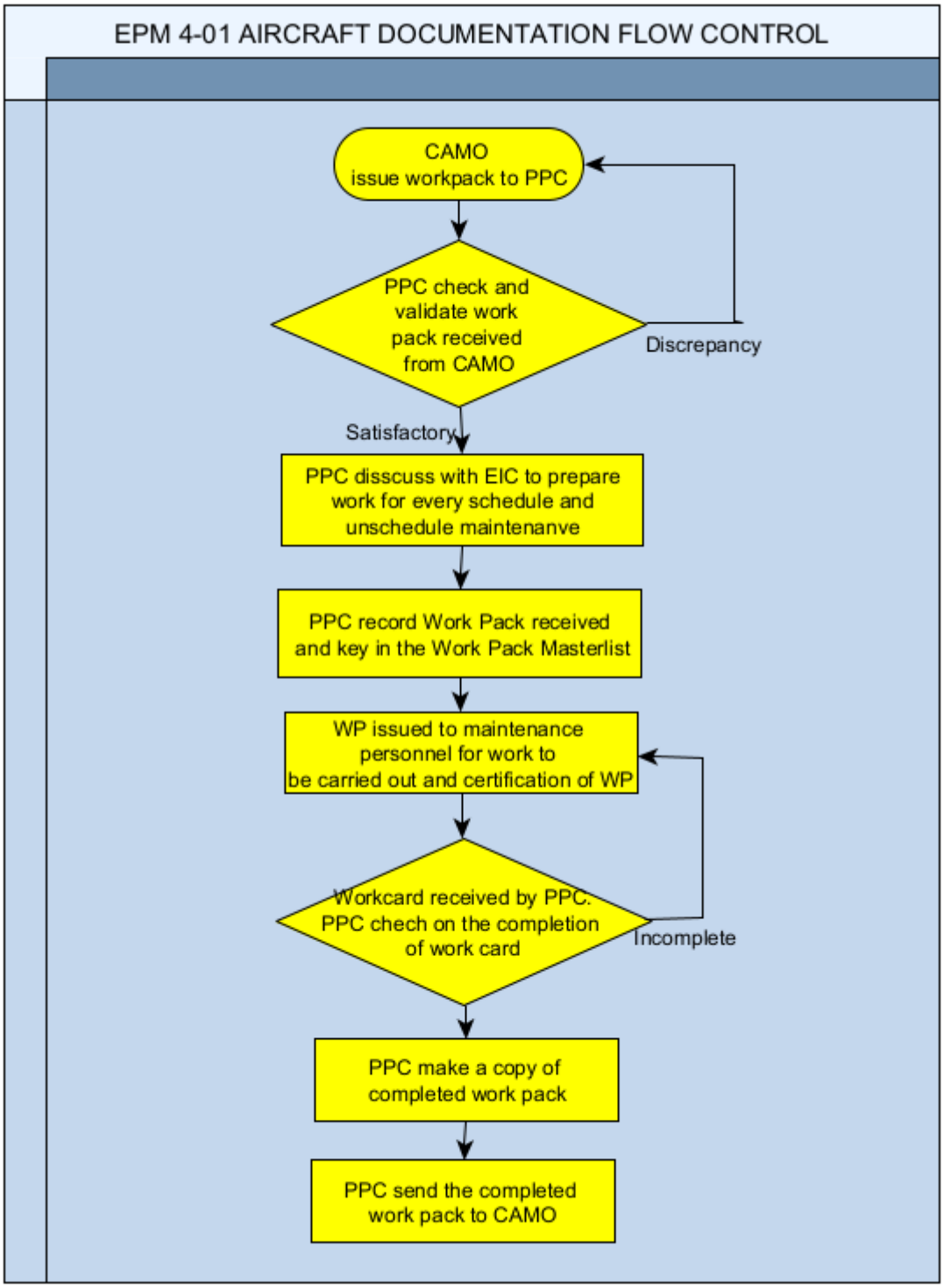
8.3.3 Defects may be deferred within the scope of the approved operator Minimum Equipment List (MEL). Only an appropriate AH may defer these defects using the appropriate document.

8.3.4 All defects shall be made known to the pilot/flight crew whenever possible, prior to their arrival at the aircraft. The notifying process shall be in accordance with the operator's procedure (i.e. AJL, Notice to Crew, etc)

8.3.5 The EIC shall plan the termination of deferred defects. Opportunity shall be taken to terminate a deferred defect at the earliest convenient time but not to exceed the repair interval. Any concession for repair interval as stipulated in the respective aircraft MEL might be exceeded, CAMO office must be consulted for approval from the CAAM.

9.0 Cancellation

This issue cancels EPM 4-01, Issue 2, Rev 0 dated 31 Oct 2021, which should be destroyed.


EPM 4-01 AIRCRAFT DOCUMENTATION FLOW CONTROL
CAMO
issue workpack to PPC
PPC check and
validate work
pack received
from CAMO
Discrepancy
Satisfactory
PPC disscuss with EIC to prepare
work for every schedule and
unschedule maintenanve
PPC record Work Pack received
and key in the Work Pack Masterlist
WP issued to maintenance
personnel for work to
be carried out and certification of WP
Workcard received by PPC.
PPC chech on the completion
of work card
Incomplete
PPC make a copy of
completed work pack
PPC send the completed
work pack to CAMO

END.

PUBLICATION AND MAINTENANCE DATA CONTROL

1.0 Introduction

1.1 This EPM is cited as EPM 4-02 Issue 3 Revision 0: Publication and Maintenance Data Control.

2.0 Objective

2.1 To ensure a manageable and control of Publication and Maintenance data from CAMO to AMO.

2.2 Ensure that all publications and maintenance data are regularly updated and revised as necessary. CAMO should be responsible for providing the latest versions of documents to AMO, and any changes or updates should be clearly communicated.

2.3 Implement strict document control procedures to track the distribution and receipt of all publications and maintenance data.

2.4 Ensure that publications and maintenance data are managed effectively and that all personnel have access to accurate and up-to-date information, thereby supporting safe and efficient maintenance operations.

3.0 Interpretation

3.1. Aircraft Publication and Maintenance Data refers to all data required to maintain an aircraft, its components and accessories to be in airworthiness condition. These include but not limited to the Maintenance Manual, Parts Catalogue, Component Manual.

3.2. CAMO in this chapter is referring to GAM CAMO and Operator's CAMO.

3.3. Customer in this chapter means the AMO's customer which do not have CAMO system.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.8 Maintenance Instructions and Relationship to Aircraft / Aircraft Component Manufacturer's Instruction Including Updating and Availability to Staff.

7.0 Documentation

7.1 Publication Register Form (ref: GAM/E-012)
7.2 Publication Master List (ref: GAM/E-020)

8.0 The Procedure

8.1 Maintenance data coming from External Sources

8.1.1 The EM is responsible for providing and controlling all Aircraft Publications and Maintenance Data. This responsibility is fulfilled through contractual agreements with CAMO/Operator.

8.1.2 In case of maintenance data provided by CAMO/Operator, that organization shall hold such data and provide to GAM's PPC/AMO Publication when work in progress.

8.2 Subscription Control

8.2.1 The PPC/AMO Publication is responsible to maintain and update the publication whenever a new revision received from CAMO/Operator.

8.2.2 CAMO/Operator will notify the publications related to maintenance for each aircraft type to the PPC/AMO Publication. Upon receiving the publication, PPC/AMO Publication will register the publication the Publication Register Form (ref: GAM/E-012) which contains the information of publication received, date received and owner of the subscription.

8.2.3 Publication Master List (ref: GAM/E-020) which contain the maintenance data and the latest revision will be updated to reflect the changes and distributed to all engineering staff by PPC/AMO Publication. A new revision of aircraft publication and maintenance data shall be installed in a registered PC and laptops by PPC at respective base.

8.2.4 Operational related publications such as Quick Reference Handbook (QRH) or Flight Manual are under the responsibility of CAMO/Operator to update.

8.2.5 Generally, AD, ASB, SB and SIL information is distributed to AMO staff using GAMs portal as a platform. The implementation of AD and SB executed as a work order that coming from CAMO**.** This procedure reflected in MOE 2.11 Airworthiness Directive Procedure and MOE 2.12 Optional Modification Procedure

8.3 Technical Information Amendment Procedures

8.3.1 If at any time the maintenance data or instructions distributed to AMO staff found to be outdated or with error the EIC shall report the discrepancy to the PPC/AMO Publication via email.

8.3.2 PPC/AMO Publication will inform the maintenance data provider which is CAMO/Operator for update or correction.

8.4 **Control of customer supplied maintenance data –Customer with non-CAMO system.**

8.4.1 Customer shall provide the maintenance data to GAM PPC when work in progress.

8.4.2 Alternatively, if the customer/operator owns the subscriptions, they will forward them for use on their aircraft or authorize GAM in writing for access rights to assess the maintenance data from the manufacturers' websites.

8.4.3 For those manufacturers/OEMs who update the technical literature in their web sites, the PPC/AMO Publication will visit these websites and download the updates at least once a month and disseminate the information to all the concerned.

8.4.4 The dissemination of the information will be executed as per the publication flow in accordance with para 8.2.

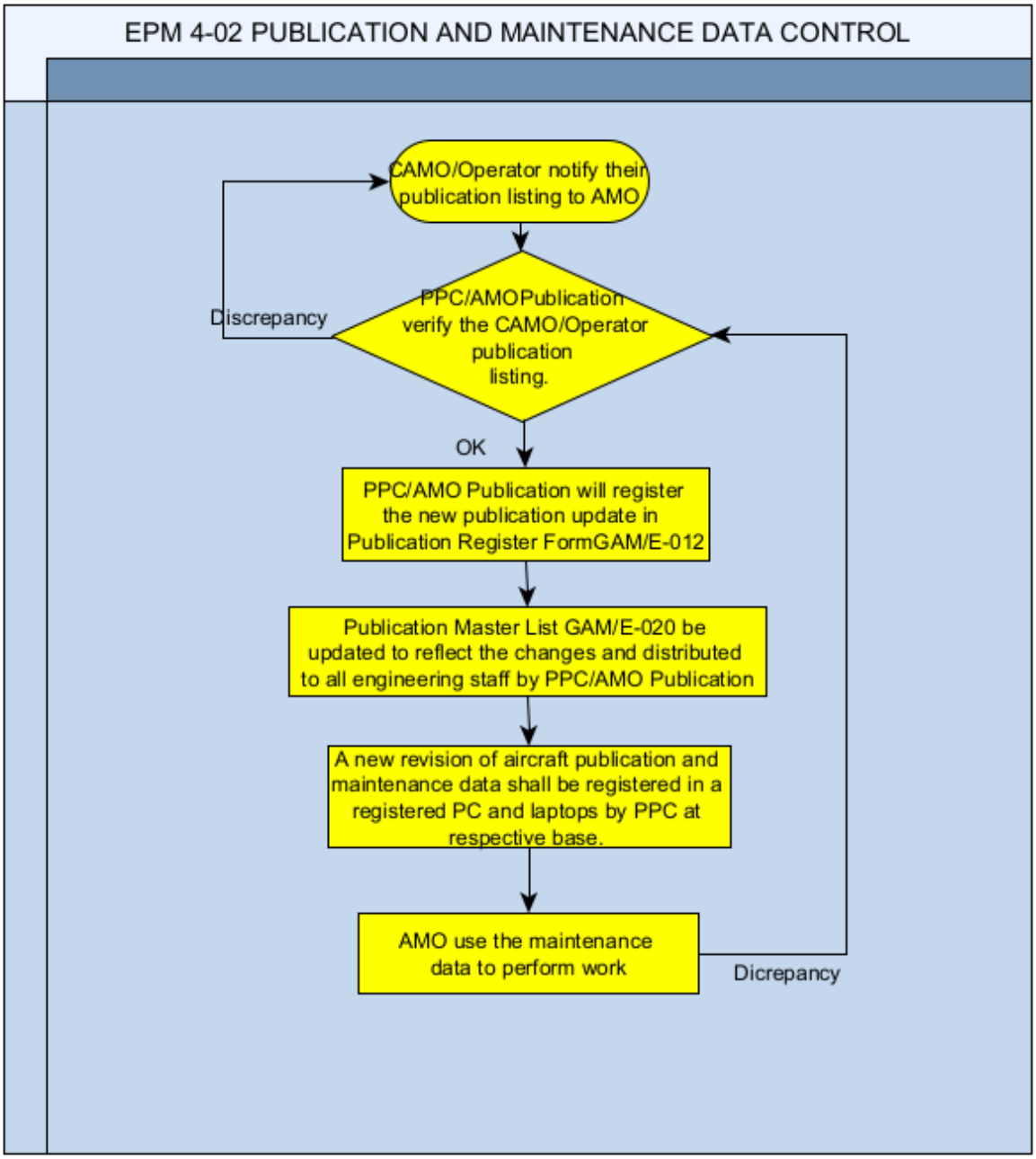
8.4.5 AD, ASB, SB and SIL information distributed to AMO staff using GAMs portal as a platform. The Technical Instruction Compliance (TIC) form will be used as the assessment to verify the compliant status of the task.

8.4.6 The implementation of AD and SB will be executed as a work order that comes from the TIC if applicable**.**

9.0 Cancellation

This issue cancels EPM 4-02 Issue 2 Rev 0 dated 31 Oct 2021: Publication and Maintenance Data Control, which should be destroyed**.**

END.


EPM 4-02 PUBLICATION AND MAINTENANCE DATA CONTROL
CAMO/Operator notify their publication listing to AMO
PPC/AMOPublication verify the CAMO/Operator publication listing.
Discrepancy
OK
PPC/AMO Publication will register the new publication update in Publication Register FormGAM/E-012
Publication Master List GAM/E-020 be updated to reflect the changes and distributed to all engineering staff by PPC/AMO Publication
A new revision of aircraft publication and maintenance data shall be registered in a registered PC and laptops by PPC at respective base.
AMO use the maintenance data to perform work
Dicrepancy

DAILY MAINTENANCE BOOK

1.0 Introduction

1.1 This EPM is cited as EPM 4-03 Issue 3 Revision 0: Daily Maintenance Book.

2.0 Objective

2.1 Ensures seamless communication and documentation during shift changes, maintaining high standards of safety and accountability.

3.0 Interpretation

3.1 Daily maintenance book / shift handover / daily diary refers to the same document officially known as daily maintenance book (ref: GAM/E-014)

3.2 “Daily maintenance book” is not a certifying document.

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all AMO Planners.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM’s Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.26 Shift/Task Handover Procedures

7.0 Documentation

7.1 Daily Maintenance Book (ref: GAM/E-014)

8.0 The Procedure

8.1 The crew leader or Shift Leader of the outgoing shift shall record in detail the status of each aircraft under his or her care, along with any other concerns that arose during the shift.

8.2 If any defects are identified in the aircraft, they must be described precisely. If troubleshooting is in progress, the details must be spelled out. The status of each aircraft must be clearly stated.

8.3 The person making the entry shall sign and timestamp (clock/date) the entry to ensure proper documentation and accountability.

8.4 The Shift Leader of the following shift must review the entry as soon as he / she clocks in for work.

8.5 The incoming Shift Leader must acknowledge the entries made by the outgoing Shift Leader with a signature and a timestamp (clock/date). This process ensures that no aircraft is released for service with unresolved defects or incomplete maintenance work.

8.5 Any ambiguity or defect, whether resolved or still undergoing rectification, must be clearly communicated to the incoming Shift Leader by the outgoing Shift Leader.

8.6 The Shift Leader must always communicate in person about other requirements planned for the next 24-hour period to ensure continuity and clarity in operations.

8.7 The Daily Maintenance Book (ref: GAM/E-014) shall be archived monthly and kept at the respective base for a minimum of 2 years. The file should be marked by month and year, e.g., JULY 2021.

9.0 Cancelation

9.1 This issue cancels EPM 4-03 Issue 2, Rev dated 31 Oct 2021, which should be destroyed.

END.

MANHOUR PLANNING

1.0 Introduction

1.1 This EPM is cited as EPM 4-04 Issue 3 Revision 0: Manhour Planning

2.0 Objective

2.1 Manhour planning is to provide evidence that GAM has sufficient staff in place to plan, perform, supervise, inspect, certify and quality monitor of the aircraft maintenance with regard being given to its volume of work, and in accordance with the CAAM requirement.

3.0 Interpretation

3.1 Heavies Team in this chapter is referring to AMO dedicated team to perform Base Maintenance on helicopters under its capabilities. The team can be deployed to any bases at any time to support the operation as and when required.

4.0 Applicability

4.1 Applicable to all Engineering and Management team.

4.2 Applicable to all PPC

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.22 Control of Manhour Planning Versus Scheduled Maintenance Work

7.0 Documentation

7.1 Manhour Availability Form GAM/E-064

8.0 The Procedure

8.1 Chief Engineer shall have a list of manpower assigned to each operation. The manpower assigned shall be sufficient to cater base and line maintenance activities.

8.2 The list is to be distributed to each EICs and keep up to date.

8.3 Based on the available manpower assigned to each operation, EIC shall develop a detail manhour plan for 3 months projection.

8.4 Manhour available for the operation shall take account that staff will be involved with the following factors: -

a) Annual leave.
b) Public holidays.
c) Sick leave.
d) Compassionate leave (paternity, maternity, death of immediate family, calamity etc).
e) Study leave.
f) Productivity factor.
g) Training.
h) Other maintenance workload includes all necessary work such as, but not limited to, planning, maintenance record checks, production of worksheets/cards in paper or electronic form, accomplishment of maintenance, inspection and the completion of maintenance records.
i) Any other maintenance related activities such as attending meeting, attending to customers and preparing reports.

8.5 After calculating manhour available for the month, manhour required shall be calculated taking into account the following factors: -

a) Aircraft daily maintenance activities when no flying is planned.
b) Aircraft is on hot standby for immediate deployment where no maintenance is required but man-power are to be made available for flight line activities.
c) Aircraft is grounded for Scheduled Base or Line Maintenance.
d) Aircraft encountering defect and required immediate attention by maintenance staff.
e) For aircraft base maintenance, the maintenance manhour plan should take into consideration of the number of tasks required to be performed and allocated Turn Around Time (TAT) as stipulated in the maintenance contract between GAM and Customers.
f) For type of maintenance such as defect rectification, modification, performing service bulletin, where the TAT is not spelled in the Contract, Commercial Department of GAM shall be notified to negotiate for reasonable TAT.

8.6 The Manhour Availability GAM/E-064 will be used for the planning purpose.

8.7 Manhour plan for the following month shall be prepared before 25th day of each month. EIC shall evaluate the manhour requirements and compare to manhour available at the operation.

8.8 If shortage is detected he/she shall request additional manpower to CE by any communication means i.e WhatsApp's group, email etc.

8.9 CE will assign Heavies Team to assist operation that requires additional manpower.

8.10 If Heavies Team is not available or engaged in other maintenance activities, CE shall look for availability of excess manpower at other operation and reassign the manpower to the required operation area.

8.11 If no man-power available from other areas, CE will consult Human Resource Manager and Accountable Manager to hire contract staff.

8.12 If the manhour planning shows that manpower is lacking significantly less than 75% from required manhour for a calendar month, CE will raise manpower request to HRM and AM for hiring of additional manpower.

9.0 Organization of Shift

9.1 The EIC shall produce a shift roster before beginning of the month and sent copy to CE and HRM.

9.2 EIC may amend the roster as and when required to suit operational and scheduling requirement, such as detachment, defect rectification, aircraft recovery, rescheduling of Base Maintenance or any other requirement as necessary. In this case the changes shall be recoded and submitted to CE after the end of the month.

9.3 Any task which is planned for the shift, if not completed, it shall be continued during the next shift or by deployment of overtime.

9.4 Whenever overtime is resorted to complete the given task, human limitation shall be taken into consideration.

9.5 Except in exceptional circumstances, the task planned for the shift shall be completed within stipulated time.

10.0 Human Factor Limitation Guidelines

10.1 EIC when developing shift roster and daily assignment of manpower shall address the human performance limitations associated with long/excessive working hours and circadian rhythm, the following restrictions are placed on the working duration of the personnel.

a) The scheduled shifts shall not exceed 12 hours.
b) No shift shall be extended beyond a total of 13 hours by overtime.
c) A Minimum rest period of 11 hours shall be provided between the end of a shift and the beginning of the next, in this context end of the shift includes the overtime.
d) Short breaks shall be given after every 5 hours.
e) The normal scheduled working hours shall not exceed 48 hours in any period of seven successive days.
f) A span of successive night shifts shall be limited to 6 for shifts of up to 8 hours, 4 for shifts of 8.1 to 10 hours, and 2 for shifts of 10.1 hours or longer. These limits include the possible overtimes.
g) A span of night shifts involving 12 or more hours of work shall be immediately followed by a minimum of two successive rest days continuous with the 12 hours off between shifts (i.e. a minimum of 60 hours off) and this should be increased to three successive rest days (i.e. 84 hours off) if the preceding span of night shifts exceeds three or 36 hours of work. These limits include the possible overtimes.

10.2 Personnel who feel sick are required to report the same to their immediate superiors so that they shall not be detailed for any further work including overtime.

10.3 The EIC shall ensure that the personnel who are in agitated mental condition are not allowed to resume work, or their work shall be under close supervision of the EIC.

10.4 All personnel are not allowed to work for other organizations on their rest days.

11.0 Cancellation

11.1 This issue cancels EPM 4-03 Issue 2 Rev 2 dated 09 Sep 2022, which should be destroyed.

END.

ADDITIONAL BASE AND LINE FACILITY - CONTROL OF AIRCRAFT COMPONENT AND MATERIAL

1.0 Introduction

1.1 This EPM is cited as EPM 5-01 Issue 3 Revision 0: Additional Base and Line Facility – Control of Aircraft Component and Material.

2.0 Objective

2.1 This procedure is to ensure all aircraft component and material being use at Galaxy Aerospace (GAM) approved additional base and line facility are properly managed, controlled and recorded as required by the regulation.

3.0 Interpretation

3.1. Aircraft Component meaning all the system main assembly (Class 1 and 2) and its sub-assembly.

3.2. Materials meaning the class 3 items such as filters, washer etc. and consumable including oil, hydraulic fluids, grease etc.

3.3. Additional Base and Line Facility are GAM's approved facility located out of Subang.

4.0 Applicability

4.1 Applicable to all maintenance personnel

4.2 Applicable to all Store and Logistics personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE L2.1 Line Maintenance Control of Aircraft Components, Tools, Equipment, Etc.

7.0 Documentation

7.1 Delivery Order (issued by AERONET System)
7.2 Serviceable Tag (AERONET) (ref: GAM/E-005)

8.0 The Procedure

8.1 When there is a requirement of aircraft parts / consumable to be used during schedule maintenance, a request to be made as per EPM 3-03 Issuance of Aircraft Component and Material from Warehouse.

8.2 All aircraft parts released from the Bonded Store may be accompanied by a Serviceable Tag (ref: GAM/E-005) but must be accompanied by an Airworthiness Release Certificate (ARC) or Certificate of Conformity (CoC), and a log card (if applicable). Consumable items are exempt from this requirement, with the DO issued by AERONET serving as the release document.

8.3 Items shall be shipped from Warehouse in Subang to the respective destination either using courier services, registered forwarding company or other legal transport services e.g. Operator's flight.

8.4 Upon receiving the item, LAE will inspect for the following criteria but not limited to.

8.4.1 Verification:

a) Verify that the component complies with the requested details, including part number, serial number, and quantities.
b) Ensure all components and materials are accompanied by appropriate certification documents, such as CAAM Form 1, CAAM Authorized Release Certificate/Airworthiness Approval Tag (DCA ARC), EASA Form 1, FAA 8130-3, Certificate of Conformity, or equivalent.
c) Verify accompanying certification documents Serviceable Tag (ref: GAM/E-005) and Delivery Order.

8.4.2 Visual Inspection:

a) Conduct visual inspection for any irregularities or damage.
b) Ensure that shelf life is not expired.
c) Verify that the identification on the parts has not been tampered

8.5 If any component is found with discrepant, the component should be quarantined and segregated from the other good components and materials until the finding has been cleared / satisfied.

8.6 When all is satisfactory, the PPC will then make a record of the received item. The item will be held in the Holding room for aircraft parts together with all the accompanied documents until it been utilized.

9.0 Cancellation

This issue cancels EPM 5-01 Issue 2 Rev 2 dated 09 Sep 2022, which should be destroyed.

END.

ADDITIONAL BASE AND LINE FACILITY - CONTROL OF AIRCRAFT DOCUMENTS

1.0 Introduction

1.1 This EPM is cited as EPM 5-02 Issue 3 Revision 0: Additional Base and Line Facility – Control of Aircraft Documents.

2.0 Objective

2.1 To ensure all aircraft documents such as Aircraft Journey Log (AJL), Work Pack or Worksheet for an aircraft being stationed at an Approved Base other than GAM's Main Base at MIAT are properly managed, controlled, record and transmitted to the CAMO office at GAM main base, as required by the regulation.

3.0 Interpretation

3.1. Additional Base and Line Facility are GAM's approved facility located out of Subang

4.0 Applicability

4.1 Applicable to all maintenance personnel.

4.2 Applicable to all AMO Planners.

4.3 Applicable to CAMO personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM.

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE L2.4 Line Procedure for Completion of Technical Log

7.0 Documentation

7.1 Aircraft Journey Log (ref: GAM/C-008)
7.2 Work Pack (ref: GAM/C-004)
7.3 Work Sheet (ref: GAM/C-005)

8.0 The procedure

8.1 Aircraft Journey Log.

8.1.1 There are 4 (four) copies to each serial page of the AJL:

a. First copy: White (for CAMO Technical Record)
b. Second copy: Blue (for Store & Logistics)
c. Third copy: Pink (for Standby)
d. Fourth copy: Yellow (for AJL copy)

8.1.2 Once a serialized page is utilized whether for ground works (i.e. EGR), flight or an errored entry, the White, Blue and Yellow copies of the AJL shall be torn off by the LAE responsible for the aircraft.

8.1.3 All the copies will then be kept in a dedicated folder in a metal cabinet by the base Engineer-In-Charge (EIC) until it is ready to be sent out to AMO Planner in GAM's Main Base in Subang.

8.1.4 The EIC shall scan each serial page used and e-mail to CAMO by end of day.

8.1.5 All original copies of AJL will be kept no longer than 7 days at the base before sending it out to Subang.

8.1.6 Each serialized AJL must be registered by EIC before sending out. The transportation of these documents must either be by a mail system that has a proper tracking system (courier system) or hand carry by a staff of CAMO or AMO of GAM. Normal snail mail is not an acceptable method because the shipment cannot be tracked.

8.2 Work Order / Worksheet.

8.2.1 The Work Order / Worksheet will be emailed by CAMO Planner to the Base EIC for the incoming schedule maintenance or defect rectification. The Work Order received must be registered by the base EIC and initiate the plan downtime to perform the due Scheduled Maintenance Inspection (SMI.

8.2.2 After completion of SMI, the EIC shall ensure the completeness of the paperwork i.e. signed, stamped.

8.2.3 EIC will then keep all the completed documentation in a dedicated folder in metal cabinet while waiting for it to be sent out to AMO Planner in GAM's Main Base in Subang.

8.2.4 All original copies of completed Work Order or Worksheet will be kept no longer than 7 days at the base before sending it out to Subang.

8.2.5 Each Work Order or Worksheet must be registered by EIC before sending out. The transportation of these documents must either be by a mail system that has proper tracking system (courier system) or hand carry by a staff of CAMO or AMO of GAM. Normal snail mail is not an acceptable method because the shipment cannot be tracked.

8.2.6 Upon receipt at GAM Subang, all the documentation will be registered by the AMO Planner.

8.2.7 The AMO planner shall scan the completed work package and save it electronically. A soft copy shall be e-mailed to the CAMO Planner.

9.0 Cancellation

This issue cancels EPM 1-13 Issue 2 Rev 0 dated 31 Oct 2021, which should be destroyed.

END.

IDENTIFICATION AND CONTROL OF CRITICAL TASK

1.0 Citation

1.1 This EPM is cited as EPM 5-03 Issue 3 Revision 0: Identification and control of critical task.

2.0 Objective

2.1 To ensure:

2.1.1 Critical tasks are correctly identified

2.1.2 Appropriate maintenance action can be performed following a critical task to prevent errors that may lead to catastrophe

3.0 Interpretation

3.1 Critical task means a maintenance task that involves the assembly or disturbance of a system on any part of an aircraft, engine or propeller that, if an error occurred during its performance, could directly endanger the flight safety.

3.2 Control system is defined as a system by which the flight path, attitude or propulsive force of an aircraft is changed, including the flight, engine and propeller controls, the related system controls and associated operating mechanism

4.0 Applicability

4.1 Applicable to all maintenance personnel

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPM and MOE of GAM. As these are the basis of GAM's Part 145 Approval, it denotes an offence against the requirements of CAAM

5.2 Offenders may be subjected to investigation by the company. On conviction, he or she may be liable to actions as per the legal framework of labour law of Malaysia.

6.0 References and Compliances

6.1 MOE 2.23 Control of Critical Task

7.0 Documentation

7.1 Work Pack (ref: GAM/C-004)
7.2 Work Sheet (ref: GAM/C-005)

8.0 Procedure of Error Capturing - Independent Inspection

8.1 Error capturing methods are those actions defined in GAM MOE 2.23 Control of Critical Task to detect maintenance errors made when performing maintenance.

8.2 One of the methods is the Independent Inspection as defined in GAM MOE 2.23 Control of Critical Task for the work and the disturbance of the system in combination of several actions. (Visual inspection, operational inspection, functional test, rigging check) may be necessary in some cases.

8.3 The system listed in this chapter but not limited to, shall require Independent Inspection prior to release to service.

Main system	Subsystem	Component
Flight Control	Main Rotor	Main Rotor associated component e.g., Blade, Hub, Damper, Elastomeric Bearing, Pitch Change Rod, Swashplate, Scissor, Droop Stop and Horn.
	Tail Rotor	Tail Rotor associated component e.g., Blade, Hub, Damper, Pitch Change Rod, Spider, Scissor and Elastomeric Bearing.
	Main Gearbox / Transmission / Drive shaft	MGB and associated component e.g., Strut, Anti Torque Beam, Input Shaft, Output Shaft, Couplings, Tail Drive Shaft, Hangar Bearing, Damper and MGB Modules
	Intermediate and Tail Gearbox	IGB and TGB and associated component e.g., Input Flange, Output Flange and Couplings.
	Cyclic Control	Cyclic associated component e.g., Main Servocontrol Actuator, Torque Tube, Rods, Cable, Bellcrank and Lever
	Collective Control	Collective associated component e.g. Main Servocontrol Actuator, Torque Tube, Mixing Unit, Rods, Cable, Bellcrank and Lever
	Yaw Control	Yaw associated component e.g., Tail Servocontrol Actuator, Torque Tube, Rudder, Aileron, Rods, Cable, Bellcrank and Lever
	Pitch Control	Pitch associated component e.g., Elevator, Horizontal Stabilizer, Torque Tube, Rods, Cable, Bellcrank and Lever
	Roll Control	Roll associated component e.g., Aileron, Torque Tube, Rods, Cable, Bellcrank and Lever
	Lift and Drag Control	Lift associated component e.g., Spoiler, Flap, Slat, Torque Tube, Rods, Cable, Bellcrank and Lever
Auto Pilot	Auto Pilot System	Autopilot associated component e.g., Trim Actuator, Linkage, Control Panel and Avionic boxes
	Stability Augmentation System (SAS)	SAS associated component e.g., Linear Actuator, Linkage, Control Panel and Avionic boxes
Fuel System	Fuel Transfer	Fuel Transfer associated component e.g., Transfer Pump, Check Valve and Pipeline.

Vibration Control	Active Vibration Control System	AVCS associated component e.g. Centrifugal Force Generator, Control Panel and Control Box.
	Passive Vibration Control System	E.g., Mast Vibration Absorber, Passive Vibration Absorber and associated component.
Propulsion Control	Engines	Engine and associated component e.g., Fuel Nozzle, Starter-Generator, Trust Reverser, Pump, Fuel Control unit, Torque Tube, Rods, Cable, Bellcrank and Lever.
	Propeller	Propeller and associated component e.g. slip ring, reduction gearbox, propeller control unit, Torque Tube, Rods, Cable, Bellcrank and Lever
	Rigging and Adjustment	Engine and Propeller control adjustment associated component e.g., FCU lever, Push-Pull rod.

8.4 CAMO will incorporate the Independent Inspection column into the worksheet. In the event that the LAE requires Independent Inspection for the critical task, but the appropriate column is not included in the worksheet, he will be responsible for generating an unscheduled maintenance worksheet.

8.5 An independent inspection should ensure correct assembly, locking and sense of operation. When inspecting control systems that have undergone maintenance, the independent qualified person should consider the following points independently:

a) All those parts of the system that have actually been disconnected or disturbed should be inspected for correct assembly and locking.
b) The system as a whole should be inspected for full and free movement over the complete range.
c) Cables should be tensioned correctly with adequate clearance at secondary stops.
d) The operation of the control system as a whole should be observed to ensure that the controls are operating in the correct sense.
e) If different control systems are interconnected so that they affect each other, all the interactions should be checked through the full range of the applicable controls; and
f) Software that is part of the critical maintenance task should be checked, for example: version, compatibility with aircraft configuration.

8.6 Only type rated AH is qualified to perform Independent Inspection and sign off the critical maintenance task.

9.0 Cancellation

This issue cancels EPM 5-03 Issue 2 Rev 0 dated 31 Oct 2021, which should be destroyed.

END.

FORMS

1.0 Introduction

1.1 This EPM is cited as EPM 6-01 Issue 3 Revision 0: Forms

2.0 Form

2.1 Under the Publication Module and sub-modules Forms, all forms specified in the EPM can be viewed and printed from the GAMS portal.

3.0 Cancellation

This issue cancels EPM 3-01 Issue 2 Rev 0 dated 31 Oct 2021, which should be destroyed

END