

ENGINEERING PROCEDURE MANUAL

PASUKAN GERAKAN UDARA (PGU) PDRM



GAM/EPMPGU/AMO/ISSUE.1 REVISION.1

GALAXY AEROSPACE (M) SDN. BHD.

**SUITE 11-14, HELICOPTER CENTRE
MALAYSIAN INTERNATIONAL AEROSPACE CENTRE
SULTAN ABDUL AZIZ SHAH AIRPORT
47200 SUBANG
SELANGOR DARUL EHSAN**

**TEL NO. : +603-7887 0426
FAX NO. : +603-7887 0526**


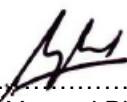

COPY NO.1 – ENGINEERING MANAGER GAM

ENGINEERING PROCEDURE MANUAL

AUTHORISATION

This Engineering Procedure Manual (EPM) document no. **GAM / EPMPGU / AMO / ISSUE 1, REVISION 1** is hereby prepared 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 and PGU Engineering Department in the execution of their duties.

Prepared by:  <hr style="border-top: 1px dotted black;"/> Mohd Ajima'in Bin Kassebullah Avionics Engineer (B2) PGU Date: 16 JAN 2024	Verified by:  <hr style="border-top: 1px dotted black;"/> Syafrul Yamani Bin Safruddin Engineering Manager Date: 16 / 01 / 24	Accepted by:  <hr style="border-top: 1px dotted black;"/> Omar Bin Ahmad Quality Assurance Manager Date: 16 / 01 / 2024
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1
		PAGE:	EPMPGU 0-01 1 of 1

ENGINEERING PROCEDURE MANUAL

DISTRIBUTION LIST

COPY NUMBER	HOLDER
NO.1 (Master Copy)	ENGINEERING MANAGER
NO.2	QUALITY ASSURANCE MANAGER
NO.3	TIMBALAN KOMANDER (KEJURUTERAAN); PASUKAN GERAKAN UDARA (PGU)
NO.4	GAMS Portal (Internal Data Server) (Accessible to GAM Accountable Manager, GAM Personnel and PGU Engineering Personnel)

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 0-03 1 of 1

ENGINEERING PROCEDURE MANUAL

TABLE OF CONTENT

PART 0	Preliminary	Issue	Revision
EPMPGU 0-01	Authorisation.	1	1
EPMPGU 0-02	Record of Revision	1	1
EPMPGU 0-03	Distribution List.	1	1
EPMPGU 0-04	Table of Content	1	1
EPMPGU 0-05	List of Effective Pages.	1	1
EPMPGU 0-06	Abbreviations	1	0
EPMPGU 0-07	Administration and Control.	1	1
EPMPGU 0-08	Organisation Details	1	0
PART 1	General	Issue	Revision
EPMPGU 1-01	Aircraft Towing and Parking	1	0
EPMPGU 1-02	Cleanliness of Aircraft	1	0
EPMPGU 1-03	Engine Ground Run	1	0
PART 2	Tools	Issue	Revision
EPMPGU 2-01	Tool Control	1	1
EPMPGU 2-02	Petroleum, Oil and Lubrication Control	1	0
EPMPGU 2-03	Ground Support Equipment Control	1	0
EPMPGU 2-04	Procedures for Calibrated Tools	1	1
PART 3	Spares and Components	Issue	Revision
EPMPGU 3-01	Acceptance of Aircraft Component and Material	1	0
EPMPGU 3-02	Storage and Shelf Life Control of Aircraft Component and Material	1	0
EPMPGU 3-03	Issuance of Aircraft Component and Material from Store	1	0
EPMPGU 3-04	Reserved		
EPMPGU 3-05	Parts Robbery Procedure	1	1
EPMPGU 3-06	Component or Part Removal	1	1
EPMPGU 3-07	Reserved		

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 0-04 1 of 2

ENGINEERING PROCEDURE MANUAL

TABLE OF CONTENT



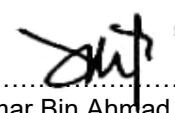
PART 4	Documents and Publications	Issue	Revision
EPMPGU 4-01	Aircraft Documentation Flow Control	1	1
EPMPGU 4-02	Publication and Maintenance Data Control	1	0
EPMPGU 4-03	Procedure to Fill In Daily Maintenance Book	1	0
PART 5	Engineering Operations	Issue	Revision
EPMPGU 5-01	Additional Base and Line Facility - Control Of Aircraft Component And Material	1	0
EPMPGU 5-02	Additional Base and Line Facility - Control of Aircraft Documents	1	1
EPMPGU 5-03	Identification and Control of Critical Tasks	1	1
PART 6	Sample of Forms	Issue	Revision
EPMPGU 6-01	Sample of Forms	1	1

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 0-04 2 of 2

ENGINEERING PROCEDURE MANUAL

LIST OF EFFECTIVE PAGES



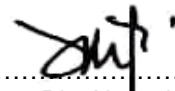
Page Ref.	Page No.	Issue No.	Revision No.	Date
EPMPGU 0-01	1	1	1	10 Jan 2024
EPMPGU 0-02	1	1	1	10 Jan 2024
EPMPGU 0-03	1	1	1	10 Jan 2024
EPMPGU 0-04	1	1	1	10 Jan 2024
	2	1	1	10 Jan 2024
EPMPGU 0-05	1	1	1	10 Jan 2024
	2	1	1	10 Jan 2024
	3	1	1	10 Jan 2024
	4	1	1	10 Jan 2024
EPMPGU 0-06	1	1	0	31 Jan 2022
	2	1	0	31 Jan 2022
EPMPGU 0-07	1	1	1	10 Jan 2024
	2	1	1	10 Jan 2024
	3	1	0	31 Jan 2022
	4	1	0	31 Jan 2022
EPMPGU 0-08	1	1	0	31 Jan 2022
	2	1	0	31 Jan 2022
	3	1	0	31 Jan 2022
	4	1	0	31 Jan 2022
	5	1	0	31 Jan 2022
	6	1	0	31 Jan 2022
	7	1	0	31 Jan 2022
	8	1	0	31 Jan 2022
	9	1	0	31 Jan 2022
	10	1	0	31 Jan 2022
	11	1	0	31 Jan 2022
	12	1	0	31 Jan 2022

Prepared by:  Mohd Ajima'in Bin Kassebullah Avionics Engineer (B2) PGU Date: 16 JAN 2024	Verified by:  Syafrul Yamani Bin Safruddin Engineering Manager Date: 16/01/2024	Accepted by:  Omar Bin Ahmad Quality Assurance Manager Date: 16/01/2024
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 0-05 1 of 4

ENGINEERING PROCEDURE MANUAL




Page Ref.	Page No.	Issue No.	Revision No.	Date
EPMPGU 1-01	1	1	0	31 Jan 2022
	2	1	0	31 Jan 2022
	3	1	0	31 Jan 2022
	4	1	0	31 Jan 2022
	5	1	0	31 Jan 2022
EPMPGU 1-02	1	1	0	31 Jan 2022
	2	1	0	31 Jan 2022
	3	1	0	31 Jan 2022
	4	1	0	31 Jan 2022
EPMPGU 1-03	1	1	0	31 Jan 2022
	2	1	0	31 Jan 2022
	3	1	0	31 Jan 2022
	4	1	0	31 Jan 2022
EPMPGU 2-01	1	1	1	10 Jan 2024
	2	1	1	10 Jan 2024
	3	1	1	10 Jan 2024
	4	1	1	10 Jan 2024
	5	1	1	10 Jan 2024
EPMPGU 2-02	1	1	0	31 Jan 2022
	2	1	0	31 Jan 2022
EPMPGU 2-03	1	1	0	31 Jan 2022
	2	1	0	31 Jan 2022
	3	1	0	31 Jan 2022
EPMPGU 2-04	1	1	1	10 Jan 2024
	2	1	1	10 Jan 2024
	3	1	1	10 Jan 2024

Prepared by:  Mohd Ajima'in Bin Kassebullah Avionics Engineer (B2) PGU Date: 16 JAN 2024	Verified by:  Syafrul Yamani Bin Safruddin Engineering Manager Date: 16/01/2024	Accepted by:  Omar Bin Ahmad Quality Assurance Manager Date: 16/01/2024
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 0-05 2 of 4

ENGINEERING PROCEDURE MANUAL



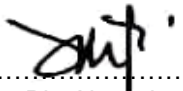
Page Ref.	Page No.	Issue No.	Revision No.	Date
EPMPGU 3-01	1	1	0	31 Jan 2022
	2	1	0	31 Jan 2022
	3	1	0	31 Jan 2022
	4	1	0	31 Jan 2022
EPMPGU 3-02	1	1	0	31 Jan 2022
	2	1	0	31 Jan 2022
	3	1	0	31 Jan 2022
	4	1	0	31 Jan 2022
EPMPGU 3-03	1	1	0	31 Jan 2022
	2	1	0	31 Jan 2022
EPMPGU 3-04	RESERVED			
EPMPGU 3-05	1	1	1	10 Jan 2024
	2	1	1	10 Jan 2024
EPMPGU 3-06	1	1	1	10 Jan 2024
	2	1	1	10 Jan 2024
	3	1	1	10 Jan 2024
	4	1	1	10 Jan 2024
EPMPGU 3-07	RESERVED			
EPMPGU 4-01	1	1	1	10 Jan 2024
	2	1	1	10 Jan 2024
EPMPGU 4-02	1	1	0	31 Jan 2022
	2	1	0	31 Jan 2022
EPMPGU 4-03	1	1	0	31 Jan 2022
	2	1	0	31 Jan 2022
EPMPGU 5-01	1	1	0	31 Jan 2022
	2	1	0	31 Jan 2022
EPMPGU 5-02	1	1	1	10 Jan 2024
	2	1	1	10 Jan 2024
	3	1	1	10 Jan 2024
EPMPGU 5-03	1	1	1	10 Jan 2024
	2	1	1	10 Jan 2024

Prepared by:  Mohd Ajima'in Bin Kassebullah Avionics Engineer (B2) PGU Date: 16 JAN 2024	Verified by:  Syafrul Yamani Bin Safruddin Engineering Manager Date: 16/01/2024	Accepted by:  Omar Bin Ahmad Quality Assurance Manager Date: 16/01/2024
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 0-05 3 of 4

ENGINEERING PROCEDURE MANUAL

Page Ref.	Page No.	Issue No.	Revision No.	Date
EPMPGU 6-01	1	1	1	10 Jan 2024
	2	1	1	10 Jan 2024
	3	1	1	10 Jan 2024
	4	1	1	10 Jan 2024
	5	1	1	10 Jan 2024
	6	1	1	10 Jan 2024
	7	1	1	10 Jan 2024
	8	1	1	10 Jan 2024
	9	1	1	10 Jan 2024
	10	1	1	10 Jan 2024
	11	1	1	10 Jan 2024
	12	1	1	10 Jan 2024
	13	1	1	10 Jan 2024
	14	1	1	10 Jan 2024
	15	1	1	10 Jan 2024
	16	1	1	10 Jan 2024
	17	1	1	10 Jan 2024
	18	1	1	10 Jan 2024
	19	1	1	10 Jan 2024
	20	1	1	10 Jan 2024
	21	1	1	10 Jan 2024
	22	1	1	10 Jan 2024
	23	1	1	10 Jan 2024
	24	1	1	10 Jan 2024
	25	1	1	10 Jan 2024
	26	1	1	10 Jan 2024
	27	1	1	10 Jan 2024
	28	1	1	10 Jan 2024
	29	1	1	10 Jan 2024
	30	1	1	10 Jan 2024
	31	1	1	10 Jan 2024

Prepared by:  Mohd Ajima'in Bin Kassebullah Avionics Engineer (B2) PGU Date: 16 JAN 2024	Verified by:  Syafrul Yamani Bin Safruddin Engineering Manager Date: 16 / 01 / 2024	Accepted by:  Omar Bin Ahmad Quality Assurance Manager Date: 16 / 01 / 2024
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 0-05 4 of 4

ENGINEERING PROCEDURE MANUAL

ABBREVIATIONS

1.0 Abbreviations.

AAT	Airworthiness Approval Tag
AD	Airworthiness Directives
AH	Approval Holder
a.k.a	As known as
AJL	Aircraft Journey Log
AMM	Aircraft Maintenance Manual
AMO	Approved Maintenance Organisation
AN	Airworthiness Notices
ARC	Authorized Release Certificate
ATC	Air Traffic Controller
CAAM	Civil Aviation Authority of Malaysia
CAD	Civil Aviation Directives
CAM	Continuing Airworthiness Manager
CAMO	Continuous Airworthiness Maintenance Organisation
CAMP	Continuous Airworthiness Maintenance Programme
CE	Chief Engineer
COC	Certificate of Conformity
EASA	European Aviation Safety Agency
EC	Engineering Controller
EIC	Engineer In-Charge
EGR	Engine Ground Run
EM	Engineering Manager
EPM	Engineering Procedure Manual
EPMPGU	Engineering Procedure Manual Pasukan Gerakan Udara
FOD	Foreign Object Damage
GAM	Galaxy Aerospace (M) Sdn Bhd
GSE	Ground Support Equipment
ICAO	International Civil Aviation Organisation
KJ	Ketua Jurutera
KOK	Ketua Operasi Kejuruteraan
LAE	Licensed Aircraft Engineer
MIV	Material Issue Voucher
MCAR	Malaysian Civil Aviation Regulation
MOC	Management of Change
MOE	Maintenance Organisation Exposition
MRB	Material Review Board
MWO	Maintenance Work Order
NHA	Next Higher Assembly
OEM	Original Equipment Manufacturer
PDRM	Polis Diraja Malaysia
PGU	Pasukan Gerakan Udara
PLPGU	Pangkalan Latihan Pasukan Gerakan Udara

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 0-06 1 of 2

ENGINEERING PROCEDURE MANUAL

P/N	Part Number
PP	Penyelia Perancang
PPP	Pegawai Penjaga Pesawat
PPE	Personnel Protective Equipment
POL	Petroleum, Oil and Lubrication
QA	Quality Assurance
QAM	Quality Assurance Manager
QAP	Quality Assurance Personnel
QPM	Quality Procedure Manual
RMPAW	Royal Malaysia Police Air Wing
RMPAWED	Royal Malaysia Police Air Wing Engineering Department
SB	Service Bulletin
SI	Store Inspector
SIL	Service Information Letter
SMS	Specific Material Store
S/N	Serial Number
SPAIB	Sistem Pengurusan Aset Inventori Bersepadu
TC	Type Certificate
UMC	Unscheduled Maintenance
U/S	Unserviceable

Interpretation

SPAIB (Sistem Pengurusan Aset Inventori Bersepadu) :

Is the resource planning system that used by PGU to register aircraft parts and components that entering and issuing out of the Bonded Store. The SPAIB will also monitor the stock in and out.

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.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 0-06 2 of 2

ENGINEERING PROCEDURE MANUAL

ADMINISTRATION AND CONTROL

1.0 Citation

1.1 This EPM is cited as EPMPGU 0-07, [Issue 1, Revision 1](#): Administration and Control.

2.0 Objective

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

3.0 Interpretation

3.1 EPMPGU means Engineering Procedure Manual which dedicated for Pasukan Gerakan Udara (PGU) Polis Diraja Malaysia (PDRM). This EPM is the 'second level document' to Galaxy Aerospace (M) Sdn. Bhd (GAM).

3.1.1 This EPM is designed to be dual purpose:

a. Mandatory

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

b. Advisory

There may be requirements or procedures either not covered or vaguely discussed in the MCAR, [CAD](#) 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 PGU & Engineering Department of GAM.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks of Malaysia

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 0-07 1 of 4

ENGINEERING PROCEDURE MANUAL

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 EPMPGU 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 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 its issue. Left side vertical marginal lines and blue colour 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.

8.1.3 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.

8.2 Amendment Process Form.

8.2.1 Amendment request to add, delete, or amend the EPMPGU 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 PGU themselves. Amendments may be prompted by:

- a. Editorial changes.
- b. Identification of inadequacies or deficiencies.
- c. Changes in PGU activities.
- d. Changes in PGU bases.
- e. Changes in PGU requirements or standards.
- f. Changes in legislation or regulations.
- g. Changes in PGU Management Structure.
- h. Changes in relation to PGU capability and its procedure.

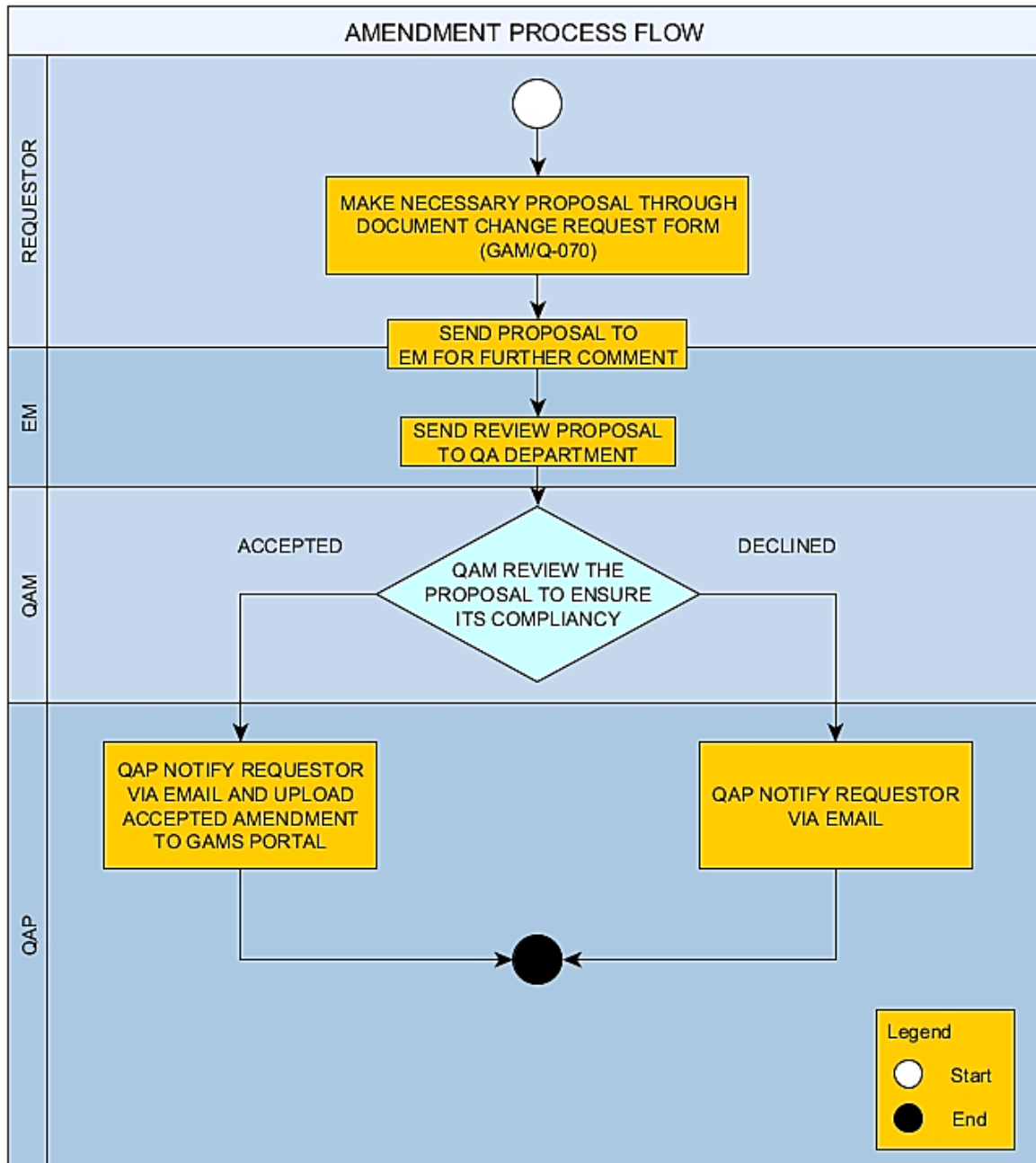
DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 0-07 2 of 4

ENGINEERING PROCEDURE MANUAL

- 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 by 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 GAM's Portal and notified to all PGU Personnel via Official Announcement Letter.
- 8.5 Distribution.
 - 8.5.1 The Company will ensure that all personnel in the Distribution List is given a copy of the EPMPGU.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 0-07 3 of 4

ENGINEERING PROCEDURE MANUAL



9.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 0-07 4 of 4

ENGINEERING PROCEDURE MANUAL

ORGANISATION DETAILS.

1.0 Name and Address of the Organisation.

Name of Organisation	:	Pasukan Gerakan Udara PDRM.
Head Quarter Office	:	Tingkat 18, Menara 1, Ibu Pejabat, Polis Diraja Malaysia, Bukit Aman, 50650, Kuala Lumpur, Malaysia.
Telephone No	:	+603-22663418
Fax No	:	+603-22723023
Operation Base PGU Subang	:	Pasukan Gerakan Udara (PGU) PDRM. Pangkalan Semenanjung, Jalan Lapangan Terbang Sultan Abdul Aziz Shah, 47200 Subang, Selangor.
Line Maintenance	:	
Telephone No	:	+603-78488222
Fax No	:	+603-78488333
Operation Base PGU Sabah Base Maintenance	:	Pasukan Gerakan Udara PDRM. Jalan Johor Off Jalan Selangor, 88100, Kota Kinabalu, Sabah.
Telephone No	:	+608-8319922
Fax No	:	+608-8213067
Operation Base PGU Ipoh Base Maintenance	:	Pangkalan Latihan Pasukan Gerakan Udara (PLPGU), PDRM. Jalan Angsana Off Jalan Lapangan Terbang Sultan Azlan Shah, 31350 Ipoh, Perak.
Telephone No	:	+605-3137740
Fax No	:	+605-3125192

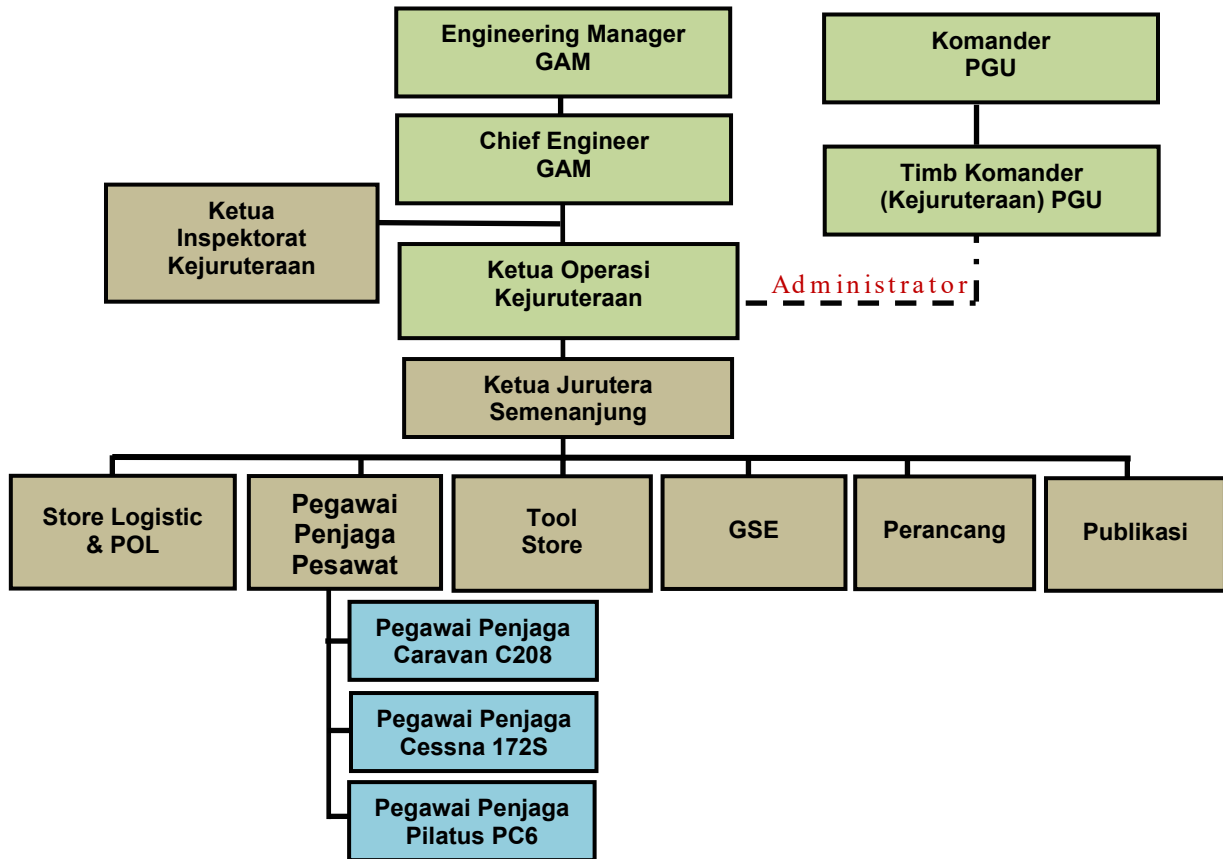
2.0 Organisation Structure.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 0-08 1 of 12

ENGINEERING PROCEDURE MANUAL

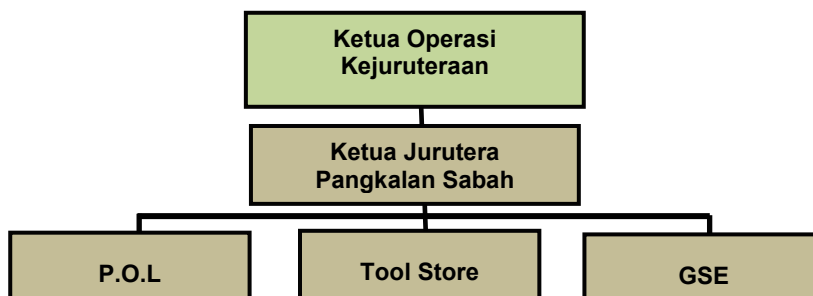
2.0 Organisation Structure.

2.1 Pasukan Gerakan Udara (PGU) AMO Engineering Structure:-



Legend:- - - - Administrator
 — Direct

2.2 Pasukan Gerakan Udara (PGU) Pangkalan Sabah, Engineering Structure:-

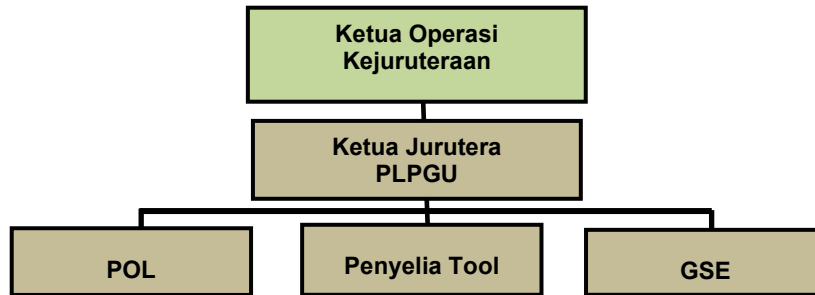


Legend:- — Direct

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 0-08 2 of 12

ENGINEERING PROCEDURE MANUAL

2.3 Pangkalan Latihan Pasukan Gerakan Udara (PLPGU) Ipoh, Engineering Structure:-



Legend:- — Direct

3.0 Job Description and Responsibility.

This EPMPGU is to define the functions, responsibilities and job descriptions of PGU Personnel with regards to their position.

All PGU Personnel with regards to their position must understand and adhere to their respective job description. To ensure the smooth operation of the organisation by ensuring the appropriate position knows it's duties, responsibilities, scope and working conditions of the job along with the jobs title.

3.1 Ketua Operasi Kejuruteraan (KOK) PGU.

Immediate superior: Timbalan Komander (Kejuruteraan) PGU

- a) Responsible to ensure aircraft planning and management in the context of maintenance activities is perform accordingly to provide safe and airworthy aircraft, meet the requirement of CAAM Approved Organisation and GAM AMO.
- b) To advise QAM any changes which affect the company's AMO certification.
- c) To ensure that all organization activities including maintenance, overhaul and repair of aircraft and components and its related supporting program meets the quality standards and all requirements for the grant as an AMO.
- d) 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, material to perform the planned tasks.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 0-08 3 of 12

ENGINEERING PROCEDURE MANUAL

- 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) Establish and maintain administration and operation of the organisation.
- f) To receive and monitor all work order / work pack from CAMO for the maintenance to be carried out.
- g) Make available to maintenance personnel the necessary publication, service bulletins, service letters, airworthiness directives, maintenance manual and any other required technical data.
- h) Communicate with QAM and relevant aviation authority on airworthiness matters to ensure that all its operations conform to statutory and legal requirements.
- i) Liaise with manufacturers, vendors and approved design organisations in support of aircraft and component maintenance.
- j) To ensure that all audit findings carried out internally and by relevant aviation authority are attended to and resolved within the agreed time-frame.
- k) To monitor the level of service provided to clients and take appropriate steps to achieved desired levels.
- l) Cultivate a positive attitude and response on the compliance of industrial safety, health and environmental regulations, procedures and practices to ensure safe working environments in the interest of personnel and the organisation.
- m) To ensure that all PGU personnel are provided with appropriate technical, knowledge and skill training.
- n) Direct the planning and implementation of training, development, projects and growth related to the AMO.
- o) To ensure that maintenance personnel are authorized to perform maintenance activities through an approved and documented system under Quality Department based on the evaluation of formal qualification, knowledge and experience.
- p) To establish FOD control programs/ systems.
- r) To set maintenance duty time limits.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 0-08 4 of 12

ENGINEERING PROCEDURE MANUAL

3.2 Ketua Jurutera (KJ)

Immediate superior: Ketua Operasi Kejuruteraan

- a) To assist KOK to plan, direct and manage all aircraft maintenance activities to provide safe and airworthy aircraft, meet the requirement of approved AMO.
- b) To advise any changes which affect the PGU's AMO certification.
- c) To ensure that all engineering organization maintenance, overhaul, and repair of aircraft and components activities and its related supporting program meets the Quality Standards and all requirements for the grant as an Approved Maintenance Organisation.
- d) To assist KOK facilitate engineering to meet the requirement of AMO with the provision of:
 - i. Facilitate appropriate to the planned work.
 - ii. Office accommodation appropriate to the management planned of the planned work.
 - iii. A working environment appropriate to tasks being undertaken.
 - iv. Storage facilities for parts, tools, equipment and materials.
 - v. Appropriate and sufficient tools, material to perform the planned tasks.
 - vi. Sufficient personnel to plan, perform, supervise, inspect and certify the work being performed.
 - vii. Maintenance data from the aircraft manufacturer and airworthiness data from CAAM, necessary to the task being performed.
- e) To assist KOK establish and maintain administration and operation of Maintenance and Engineering Department.
- f) To communicate with KOK and QAM on airworthiness matters to ensure that all its operations conform to statutory and legal requirements.
- g) To assist KOK liaise with manufacturers, vendors and approved design organisation in support of aircraft and component maintenance.
- h) To assist KOK to ensure that all audit findings carried out internally and by CAAM are attended to and resolved within the agreed time-frame.
- i) To assist KOK monitor the level of service provided to clients and take appropriate steps to achieved desired levels.
- j) To assist KOK to Cultivate a positive attitude and response in engineering personnel on the compliance of industrial safety, health and environmental regulations, procedures and practices in order to ensure safe working environments in the interest of personnel and the PGU Organisation.
- k) To assist KOK to ensure that all maintenance personnel are provided with appropriate technical, knowledge and skill training.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 0-08 5 of 12

ENGINEERING PROCEDURE MANUAL

- l) To ensure that maintenance personnel are authorised to perform maintenance activities through an approved and documented system based on the evaluation of formal qualification and experience.
- m) To set maintenance duty time limits.

3.3 Pegawai Penjaga Pesawat (PPP)

Immediate superior: Ketua Jurutera (KJ)

- a) Carry out aircraft planning, restoration and maintenance of an aircraft under PGU responsibility to a serviceable, safe and airworthy condition in accordance with an approved methods and procedures.
- b) Daily administration control of PGU Engineering Department.
- c) Ensure correct and efficient execution of maintenance activities and task associated with aircrafts and parts.
- d) Liaise with Ketua Operasi Kejuruteraan to facilitate the provision of adequate facilities, supporting equipment and qualified personnel to perform maintenance on aircraft and equipment.
- e) Coordinate with Store Logistic section for proper up keep 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 (Approved Maintenance Program) in accordance with statutory and legal requirements to ensure timely availability of aircraft to meet contractual obligation.
- h) Ensures the necessary documentations 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 member of AD/ SB review board for applicability and compliance.
- j) Liaise and consult Quality Assurance Manager 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 Ketua Operasi Kejuruteraan on technical matters which affect the aircraft airworthiness status.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 0-08 6 of 12

ENGINEERING PROCEDURE MANUAL

- n) Ensure that all PGU Personnel are in possession of correct skills and are given appropriate training.
- o) Act in the capacity of Ketua Operasi Kejuruteraan 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 time.

3.4 License Aircraft Engineer (LAE)

Immediate superior: Ketua Jurutera (KJ)

- a) To undertake and supervise the maintenance, inspection, repair, replacement, modification, rectification and certification of aircraft in accordance with organisation and relevant aviation authority's / OEM's approved methods and procedures.
- b) The LAE shall have a 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.
- f) Ensure defects are rectified correctly in an efficient manner.
- g) Ensure the component / parts to be fitted to an aircraft came from an approved source and in a satisfactory condition, release on an Authorised Release Certificate (ARC) / Airworthiness Approved Tag (AAT) acceptable to the relevant aviation authority.
- h) 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.
- i) Exhibit high standard and quality of maintenance work and corresponding certification in accordance with company and relevant aviation authority requirements.
- j) Co-ordinate and liaise with Ketua Jurutera and PPP or other relevant personnel for efficient maintenance action.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 0-08 7 of 12

ENGINEERING PROCEDURE MANUAL

- k) Ensure high standard of engineering housekeeping and security in the place of work such as aircraft interior/exterior, hangar, workshops and other maintenance areas.
- l) Ensure relevant documentation and procedures are in accordance to established practices.
- m) Ensure technical instructions, manuals are in good condition and up-to-dated when being used.
- n) Ensure correct inventory of special tool and support equipment are in serviceable condition for proper and safe usage.
- o) Ensure personnel under his supervision namely Technicians/ Jurumekanik maintain a high standard of personal and work discipline.
- p) Maintain constant and effective communication with his superior, peers and subordinates.
- q) Provide guidance and on-job-training to personnel under his charge to maintain desired quality and standard of work.
- r) Act in the capacity of Ketua Jurutera when required and/or called upon to do so and ensure proper hand-over is accomplished.
- s) On a daily basis to record maintenance activities and aircraft status in the Daily Maintenance Book.
- t) Carry out any other duties assigned by immediate superior.

3.5 Technician a.k.a (Jurumekanik)

Immediate superior: Pegawai Penjaga Pesawat (PPP).

- 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 PPP, LAE, Ketua Jurutera 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 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.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 0-08 8 of 12

ENGINEERING PROCEDURE MANUAL

3.6 Store Inspector (SI)

Immediate superior: Ketua Jurutera (KJ)

- 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 maintaining a register of parts in the store.
- f) Ensure the smoothness process to supply the part to the maintenance personnel (requestor) to be fitted to the aircraft when requested.
- g) Ensure aircraft spares to be kept in a bonded store. That is, a place with restricted access.
- h) Responsible to maintaining a register of parts which have a shelf life and removing those that have reached the limit.
- i) Receiving unserviceable parts from the maintenance engineers and despatching unserviceable parts for repair or scrapping them if they are no repairable items.
- j) 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.
- 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.

3.7 Penyelia Stor Logistik.

Immediate superior: Ketua Jurutera

- a) 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.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 0-08 9 of 12

ENGINEERING PROCEDURE MANUAL

- d) Carrying 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 maintaining a register of parts in the store.
- f) To supply the part to the maintenance personnel (requestor) to be fitted to the aircraft when requested.
- g) Carrying aircraft spares to be kept in a bonded store. That is, a place with restricted access.
- h) Maintaining a register of parts which have a shelf life and removing those that have reached the limit.
- i) Receiving unserviceable parts from the maintenance engineers and despatching unserviceable parts for repair or scrapping them if they are no repairable items.
- j) Ensuring serviceable aircraft parts cannot be mixed with commercial parts, which have a separate store, and unserviceable parts which should also have their own area.
- k) Ensuring 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.

3.8 Penyelia POL

Immediate superior: Ketua Jurutera (KJ)

- a) Responsible in monitoring and managing the POL items.
- b) Monitoring and managing POL inventory in accordance with the CAAM and GAM's requirement.
- c) Monitor the POL inventory, new items order and managing delivery or pickup of the item accordingly.
- d) Perform inventory controls and keep quality standards high for audits.
- e) Coordinate staff to keep a clean and safe working environment and optimize space utilization.

3.9 Penyelia Tool Store

Immediate superior: Ketua Jurutera (KJ)

- a) Responsible in monitoring and managing the Tool Store.
- b) Monitoring and managing tool store inventory in accordance with the CAAM and PGU's requirement.
- c) Monitor the tool store inventory, new items order and managing delivery or pickup of the item according to schedule (load, pack, wrap, label, ship).

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 0-08 10 of 12

ENGINEERING PROCEDURE MANUAL

- 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.

3.10 Penyelia GSE

Immediate superior: Ketua Jurutera (KJ)

- a) Responsible in monitoring and managing the GSE items.
- b) Monitoring and managing GSE inventory in accordance with the CAAM and PGU's requirement.
- c) Monitor the 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 staff to keep a clean and safe working environment and optimize space utilization.

3.11 Penyelia Perancang (AMO)

Immediate superior: Ketua Jurutera (KJ)

- a) To support PGU Engineering Department by:
 - i. Administer on all matter related to aircraft maintenance planning.
 - ii. 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 Ketua Jurutera / 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) To complete and submit to CAMO, various relevant documents required for the renewal of Certificate of Airworthiness of aircraft.
- f) Make soft copy of Work Pack ready before hand over to CAMO upon completion.
- g) Engage in post activity evaluation of completed maintenance work to review opportunities for improvement and optimisation.
- h) To control the control number of CAAM Form 1 during parts robbery and ensure completeness of the process.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 0-08 11 of 12

ENGINEERING PROCEDURE MANUAL

3.12 Penyelia Publikasi (AMO)

Immediate superior: Ketua Jurutera (KJ)

- a) To support PGU Engineering Department by:
- i. Providing the necessary publication for aircraft maintenance, planning and logistic activities to meet requirements as an AMO.
 - ii. Administer on all matter related to Technical Publication.
- b) Maintain an update publication for the maintenance of the type of aircraft under the responsibility of the AMO.
- c) 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.

4.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 0-08 12 of 12

ENGINEERING PROCEDURE MANUAL

AIRCRAFT TOWING AND PARKING

1.0 Introduction

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

2.0 Objective

2.1 As a guideline for PGU Maintenance 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 PGU Maintenance Personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks 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.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 1-01 1 of 5

ENGINEERING PROCEDURE MANUAL

8.0 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.
- 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 are 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 Maneuvering 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.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 1-01 2 of 5

ENGINEERING PROCEDURE MANUAL

8.4.6 Personnel involved 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.

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

8.5.6 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 Maneuvering 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 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.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 1-01 3 of 5

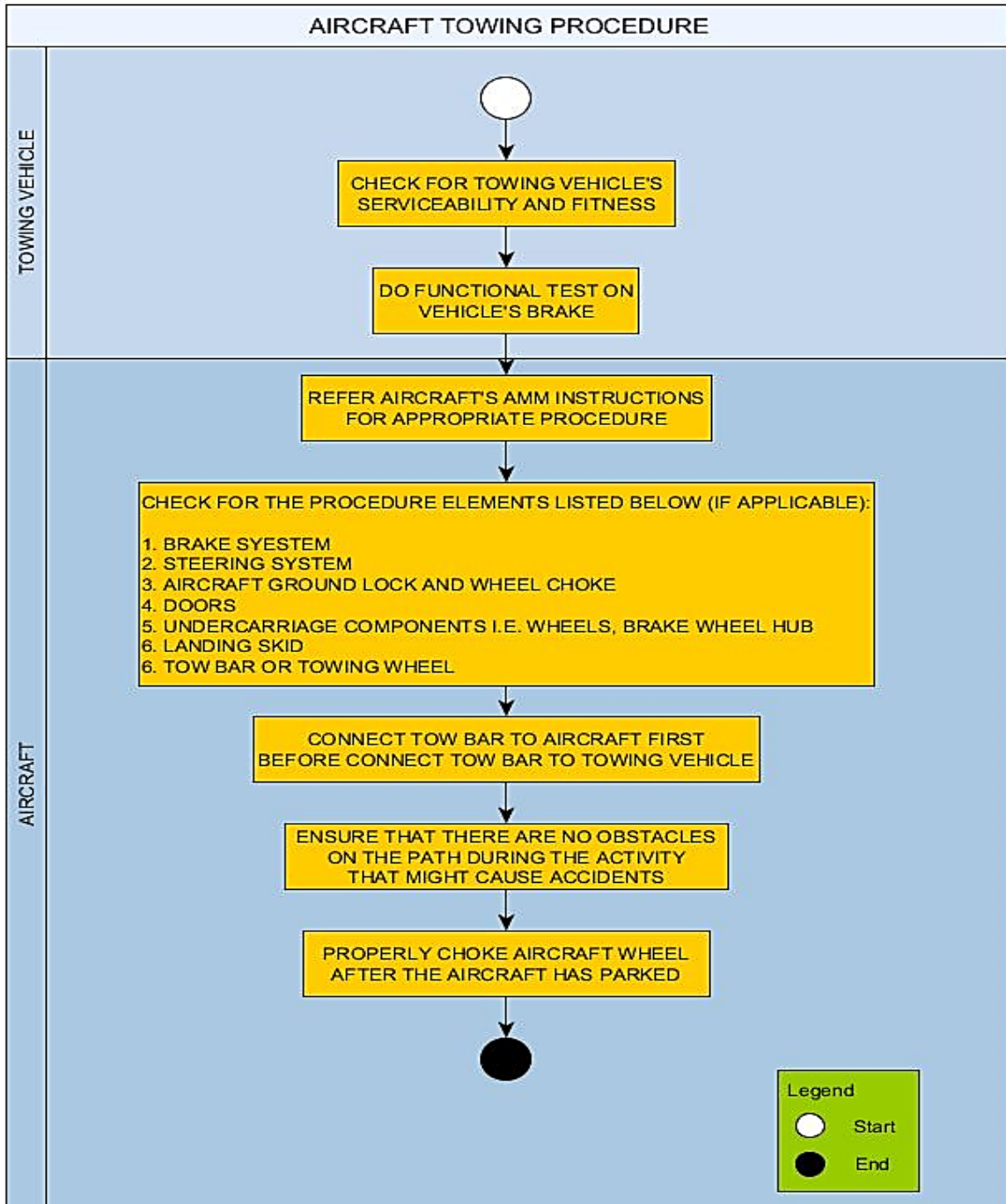
ENGINEERING PROCEDURE MANUAL

8.7 Parking

- 8.7.1 Aircraft with wheel must be parked with wheels chocked on.
- 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.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 1-01 4 of 5

ENGINEERING PROCEDURE MANUAL



9.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0
		PAGE:	EPMPGU 1-01 5 of 5

ENGINEERING PROCEDURE MANUAL

CLEANLINESS OF AIRCRAFT (FOD CONTROL)

1.0 Introduction

- 1.1 This EPM is cited as EPMPGU 1-02, Issue 1, 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 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 injure airport or airline personnel.

4.0 Applicability

- 4.1 Applies to all PGU 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 EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks 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: RMPAWED/AMO/MDB-412)
 7.3 GAM Occurrence Reports (ref: GAM/Q-038)

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 1-02 1 of 4

ENGINEERING PROCEDURE MANUAL

8.0 What is FOD?

- 8.1 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.
- 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 is not required for immediate installation should be kept in stores 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.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE: EPMPGU 1-02 2 of 4

ENGINEERING PROCEDURE MANUAL

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 is 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.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0
		PAGE:	EPMPGU 1-02 3 of 4

ENGINEERING PROCEDURE MANUAL

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 and end of the working day recorded in Daily Maintenance Book (RMPAWED/AMO/MDB-412).
 - 13.2.1 **'Half an Hour Before'** means that all maintenance crew before starting any work, there shall be a FOD walk around check on all the working places.
 - 13.2.2 **'An Hour Later'** means that there shall be another FOD walk around check again before leaving the work place.
- 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 Ketua Operasi Kejuruteraan, where it will be reviewed, and necessary action to be taken.

15.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 1-02 4 of 4

ENGINEERING PROCEDURE MANUAL

ENGINE GROUND RUN

1.0 Introduction

1.1 This EPM is cited as EPMPGU 1-03, Issue 1, 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 PGU Maintenance Personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks of Malaysia.

6.0 References and Compliances

6.1 CAAM AN 6501: Maintenance Organisation Approval (DCAM Part 145).

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE: EPMPGU 1-03 1 of 4

ENGINEERING PROCEDURE MANUAL

7.0 Documentation

7.1 Aircraft Journey Log Book (AJL).

8.0 The procedure

8.1 For fixed wing aircraft, only LAE with the appropriate type rating and valid GAM Approval is allowed to perform EGR.

8.2 Personnel authorized 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.

8.3 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.

8.4 Prior to an EGR, all personnel involve 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.

8.5 Before starting:

8.5.1 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 aircraft propeller.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE: EPMPGU 1-03 2 of 4

ENGINEERING PROCEDURE MANUAL

- h. Personnel Protection Equipment (PPE) such as ear defender, safety shoe and reflective vest must be worn during an EGR.
- 8.6 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.
 - 8.7 Additional personnel is required when external ground power unit is used.
 - 8.8 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.
 - 8.9 External fire extinguisher is for non-engine fire for aircraft fitted with engine fire protection / extinguishing system.
 - 8.10 The same external fire extinguisher is to be used for any fire for aircraft not fitted with fire protection system.
 - 8.11 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.
 - 8.12 Both ground personnel are responsible to monitor and prevent unauthorised person or vehicle entering the EGR area.
 - 8.13 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.
 - 8.14 Communication with the control tower must be established prior to the EGR and maintain at all time during the ground run (if applicable).
 - 8.15 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.
 - 8.16 '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 in contact with cockpit personnel using a headset or when extended time are required 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.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE: EPMPGU 1-03 3 of 4

ENGINEERING PROCEDURE MANUAL

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.

8.19 Recording

8.19.1 Engine start count, running time (if applicable) and fuel burns are to be recorded in the Technical Log. 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 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 1-03 4 of 4

ENGINEERING PROCEDURE MANUAL

TOOL CONTROL

1.0 Introduction

1.1 This EPM is cited as [EPMPGU 2-01, Issue 1, Revision 1](#): Tool Control.

2.0 Objective

2.1 To ensure tools are properly calibrated and controlled

2.2 No misused of tools or risked of becoming FOD.

2.3 At a minimum, tool control is a method to quickly determine that all tools are accounted for at the end of a maintenance task. This can only be done if each tool has a specific place where it is stored that allows for quick identification if the tool is missing or the movement of it been properly monitor and register.

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

3.3 Work aid is an aid to accomplish specific task. This is not a tool. Most OEM's of aircraft or engine, published 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.

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 PGU Maintenance Personnel.

4.2 Applicable to all PGU Store and Logistics Personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks of Malaysia.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 2-01 1 of 5

ENGINEERING PROCEDURE MANUAL

6.0 References and Compliances

6.1 MOE Part 2.

7.0 Documentation

- 7.1 Serviceable Label (ref: Pol.285)
- 7.2 Unserviceable Label (ref: Pol.287)
- 7.3 [Masterlist Tools](#) (ref: [RMPAWED/AMO/TEML-302TOOLS Masterlist](#))
- 7.4 Tool Control Register (ref: RMPAWED/AMO/TCR-306)
- 7.5 Daftar Pergerakan Harta Modal dan Inventori (ref: KEW.PA-6)
- 7.6 Borang Hilang/ Rosak (ref: RMPAWED/AMO/BHR-306A)

8.0 Registration of Tool and Control

- 8.1 Tools Masterlist which is the inventory of PGU's tools, controlling and monitoring of tools is under responsibility of Penyelia Tool Store.
- 8.2 Penyelia Tool Store is responsible to ensure tools received are in good condition and functional.
- 8.3 Tool will be registered with a unique identification number then located in the appropriate location.
- 8.4 Control number can only be assigned by the Penyelia Tool Store.

9.0 Loan of Tool

- 9.1 Penyelia Tool Store is responsible for tools in Main Tool Store ensuring items are in good condition and accounted.
- 9.2 Any tool loan out from store MUST be registered in the Tool Control Register (ref: RMPAWED/AMO/TCR-306) or Daftar Pergerakan Harta Modal dan Inventori (ref: KEW.PA-6). Personnel loan the tool shall register the appropriate details as required in the form.
- 9.3 Prior to issuing a tool, Penyelia Tool Store should ascertain that the tool is serviceable and ensure the calibration due is still valid, if applicable.
- 9.4 It is the responsibility of loaner to ensure the condition of the tool is satisfactory during the transaction.
- 9.5 When returning the tool, the loaner is responsible to ensure the tool is in a clean and serviceable condition.
- 9.6 The loaner must fill up all the information required in the Tool Control Register (ref: RMPAWED/AMO/TCR-306) or Daftar Pergerakan Harta Modal dan Inventori (ref: KEW.PA-6) . If there is defect or to highlight issue with regard to the tool, it must be noted in the Borang Hilang/ Rosak (ref: RMPAWED/AMO/BHR-306A) accordingly.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 2-01 2 of 5

ENGINEERING PROCEDURE MANUAL

- 9.7 All personnel are responsible for the security and condition of tools in their possession or care. Any broken, lost or misplaced of any hand tool is to be immediately reported by the user to the Penyelia Tool Store.
- 9.8 Any discrepancies of the tools / equipment or found defective must not be used. It must be immediately withdrawn from use. Unserviceable Label (ref: Pol.287) shall be raised stating nature of defect. The Unserviceable Label shall be attached to the tool / equipment. Such item must be reported to Penyelia Tool Store for necessary action.
- 9.9 It is the responsibility of the Penyelia Tool Store 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 following day for status of tools.
- 9.10 The Penyelia Tool Store 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.
- 9.11 All PGU maintenance personnels are responsible for the security and condition of tools in their possession or care. Any broken, lost or misplaced of any hand tool is to be immediately reported by the user to the person in charge.

10.0 Missing Tool

- 10.1 As soon as a tool is confirmed lost, Borang Hilang (ref: RMPAWED/AMO/BHR-306A) shall be immediately raised by the user. The *Pengurus Kejuruteraan/ Ketua Jurutera/ Jurutera Berlesen* 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 suspected area the tool is lost must also be identified.
 - 10.2.3 *Pengurus Kejuruteraan/ Ketua Jurutera/ Jurutera Berlesen* will 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, all the maintenance personnel and the *Pengurus Kejuruteraan/ Ketua Jurutera/ Jurutera Berlesen* shall convene to assess the condition and risks.
 - 10.2.6 *Pengurus Kejuruteraan/ Ketua Jurutera/ Jurutera Berlesen* 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.

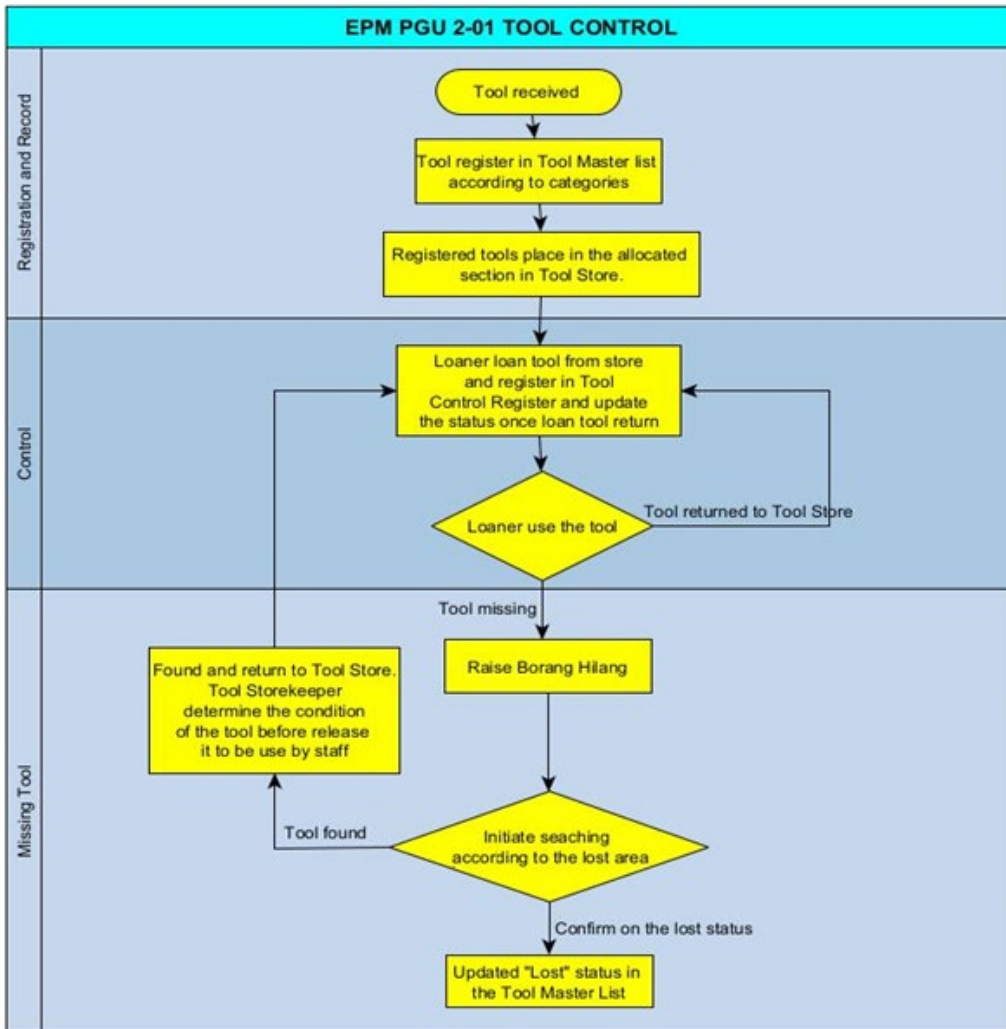
DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1
		PAGE:	EPMPGU 2-01 3 of 5

ENGINEERING PROCEDURE MANUAL

- 10.4 Once confirmed of missing tool, *Pengurus Kejuruteraan/ Ketua Jurutera/ Jurutera Berlesen* shall advise the Penyelia Tool Store of next action to be taken. Ketua Jurutera will state this advise in the 'REMARKS' column on the Borang Hilang / Rosak (ref: RMPAWED/AMO/BHR-306A).
- 10.5 The Penyelia Tool Store shall endorse at the tool listing in the Tools Master List as 'lost'.
- 10.6 If the item is subsequently found at later time after the new tool has been purchased, the tool needs to be return to the store. The Penyelia Tool Store 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.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 2-01 4 of 5

ENGINEERING PROCEDURE MANUAL



11.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 2-01 5 of 5

ENGINEERING PROCEDURE MANUAL

PETROLEUM OIL AND LUBRICATION (POL) CONTROL

1.0 Introduction

- 1.1 This EPM is cited as EPMPGU 2-02, Issue 1, Revision 0: Petroleum Oil and Lubrication 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 fire proof 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 The POL is under the control and monitoring of the Penyelia POL and always locked.

4.0 Applicability

- 4.1 Applicable to all PGU Maintenance Personnel.

5.0 Non-Compliance

- 5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks of Malaysia.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 2-02 1 of 2

ENGINEERING PROCEDURE MANUAL

6.0 References and Compliances

6.1 MOE Part 2.

7.0 Documentation

- 7.1 Serviceable Label (ref: Pol.285)
- 7.2 Unserviceable Label (ref: Pol.287)
- 7.3 Senarai Stok dan Lokasi (POL Masterlist) (ref: RMPAWED/ AMO/ SSL-205A)
- 7.4 Buku Rekod Keluar Masuk POL (ref: RMPAWED/ AMO/ POL-207B)
- 7.5 POL Checklist (ref: RMPAWED/ AMO/ POL-207A)

8.0 Responsibility of POL

- 8.1 Penyelia POL is responsible to monitor the minimum quantity of material inside the POL Cabinet in PGU. A standard minimum quantity have to be discussed with Ketua Kejuruteraan on a regular basis depending on usage.
- 8.2 Once the minimum quantity reaches, Penyelia POL will make a request to Store Logistic to replenish the depleted material.
- 8.3 Received material will be registered in the Senarai Stok dan Lokasi (POL Master List) (ref: RMPAWED/ AMO/ SSL-205A). POL for record and monitoring purpose.
- 8.4 Each material received will be attached with the Serviceable Label to identified batches and expiry date. The list of material attached to the POL to be updated to the current status of the material inside.
- 8.5 Penyelia POL shall ensure the expiry date of each material to be reviewed on a monthly basis.

9.0 Issuance of POL material

- 9.1. Any issuance from PGU or GAM must be registered in Buku Rekod Keluar Masuk POL (ref: RMPAWED/ AMO/ POL-207B).
- 9.2 Request has to be made to Penyelia POL and the POL cabinet can only be opened by him. Only authorized person can open the POL cabinet. Penyelia POL can also monitor the content material in the cabinet with his own POL checklist (ref:RMPAWED/AMO/ POL-207A).
- 9.3 It is the responsibility of the requestor to ensure the condition of the material is satisfactory during the transaction.

10.0 Cancellation

NIL

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 2-02 2 of 2

ENGINEERING PROCEDURE MANUAL

GROUND SUPPORT EQUIPMENT CONTROL

1.0 Introduction

- 1.1 This EPM is cited as EPMPGU 2-03, Issue 1, 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:
- a. **Powered Equipments** i.e Hydraulic Servicing Cart, Ground Power Unit, Aircond Servicing Unit etc.
 - b. **Non-powered Equipments** i.e maintenance platform, towbar, hydraulic servicing pump, multipurpose trolley, jacks, battery pack etc.
 - c. **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 PGU Maintenance Personnel.

5.0 Non-Compliance

- 5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and the legal frameworks of Malaysia.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 2-03 1 of 3

ENGINEERING PROCEDURE MANUAL

6.0 References and Compliances

6.1 EPM 2-01 Tool Control.

7.0 Documentation

- 7.1 Serviceable Label (ref: Pol.285)
- 7.2 Masterlist GSE (ref: RMPAWED/AMO/TEML-302GSE Masterlist)
- 7.3 Buku Penggunaan (ref: Pol.303 or Pol. 200 or Pol. 143)
- 7.4 GSE Daily Use Checking Form (ref: RMPAWED/AMO/ASSETGSE001)

8.0 Acceptance and Registration of GSE

- 8.1 Equipment received by GSE Co-ordinator will be inspected. The inspection covers the physical inspection for condition and the operational aspect of the equipment if applicable.
- 8.2 Once all the requirement in para 8.1 has been satisfied, a Serviceable Label (ref: Pol.285) shall be attached to the equipment.
- 8.3 The serviceable tag signed by Penyelia GSE indicate that the tool is in satisfactory condition during the inspection recorded. However the user is responsible to check the condition of the tool before using it for operation.
- 8.4 The equipment shall be registered in the Tool Masterlist GSE (ref: RMPAWED/ AMO/ TEML-302GSE (Masterlist).

9.0 Monitoring and Servicing of GSE

- 9.1 Penyelia GSE is responsible to ensure the servicing and inspection of all GSE are performed as per required interval. To monitor the serviceability, GSE Daily Use Checking Form (ref: RMPAWED/ AMO/ ASSETGSE001) (for Powered Equipment Category) must be filled in.
- 9.2 An inspection or servicing interval shall be set in according to the manufacturer service instruction.
- 9.3 GSE Service Record (Pol.303 or Pol.200 or Pol.143) will be used to monitor and record required schedule maintenance of GSE.

10.0 Usage and control of GSE

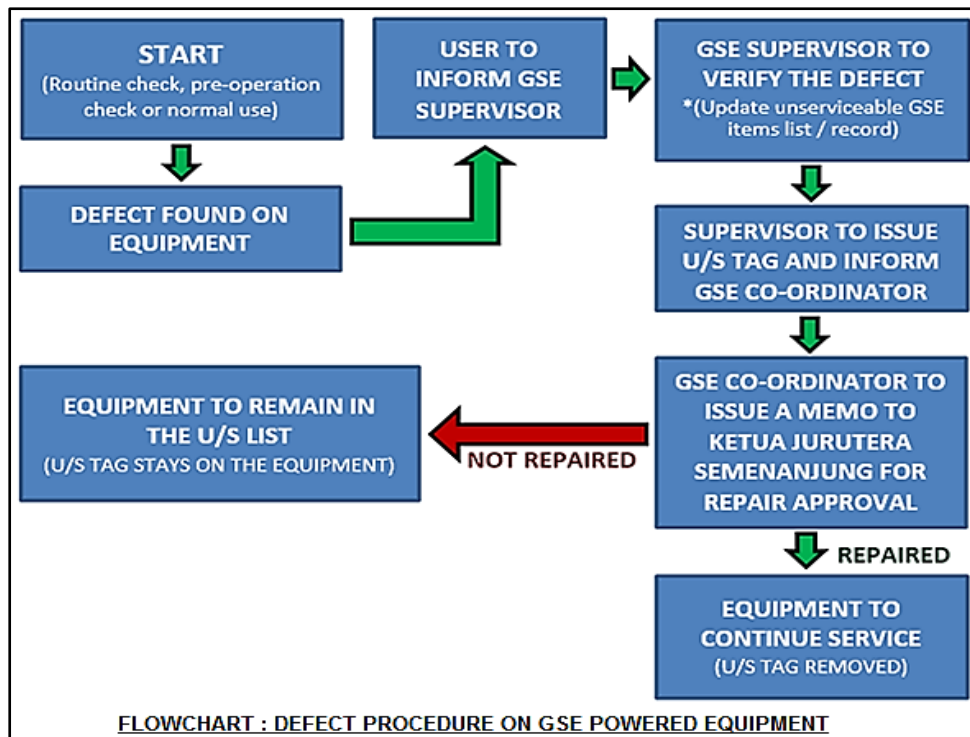
GSE in PGU are strictly to be operated and utilized for the purpose of servicing PGU's owned fleets of aircraft involving C172, C208 and PC6 only and shall not be operated and utilized for the service of other than the stated fleets.

- 10.1 GSE in PGU is control base on category:
 - a. **Non-Powered Equipment** – These GSE can be used as and when required without any recording prior to it's use. It is the user responsibility to ensure that the equipment is serviceable and the Service Tag is available.
 - b. **Powered Equipment** – These GSE will have a Buku Penggunaan (Pol.303 or Pol. 200 or Pol 143) associated to the equipment. It is the responsible of the user to record the details of usage in the book apart from ensuring serviceability of the equipment and the Service Tag is available prior to usage.

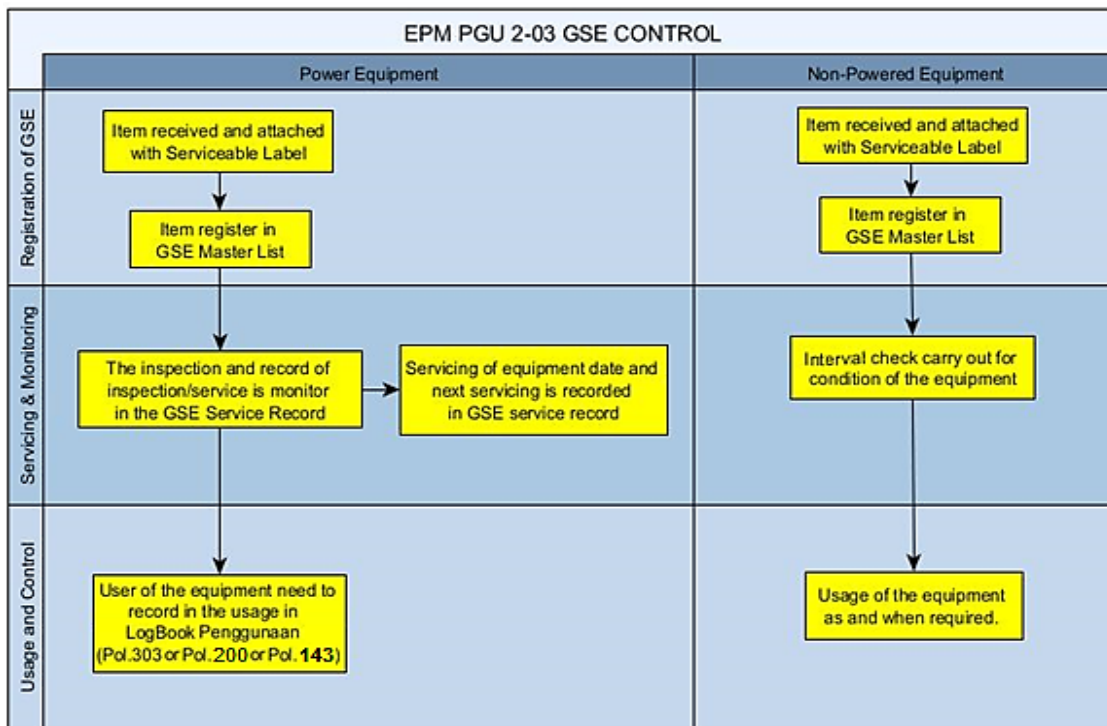
DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 2-03 2 of 3

ENGINEERING PROCEDURE MANUAL

Procedure to be trailed should operator found any defect or unserviceability on any GSE powered equipment is as per follows:



11.0 Work Flowchart for GSE Control



12.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0
		PAGE:	EPMPGU 2-03 3 of 3

ENGINEERING PROCEDURE MANUAL

PROCEDURES FOR CALIBRATED TOOLS

1.0 Introduction

- 1.1 This EPM is cited as [EPMPGU 2-04, Issue 1, Revision 1](#): Procedures for Calibrated Tools

2.0 Objective

- 2.1 To ensure the calibrated tools are 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 tools.
- 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 multimeter, torques wrench, manometer, test benches, crimping tools, etc.

4.0 Applicability

- 4.1 Applicable to all PGU Maintenance Personnel.

5.0 Non-Compliance

- 5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks of Malaysia.

6.0 References and Compliances

- 6.1 MOE 2.5 Calibration of Tools and Equipment.
- 6.2 EPM 2-01 Tool Control.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 2-04 1 of 3

ENGINEERING PROCEDURE MANUAL

7.0 Documentation

- 7.1 Serviceable Label (ref: Pol.285)
- 7.2 Unserviceable Label (ref: Pol 287)
- 7.3 Tool Master List (ref: RMPAWED/AMO/TEML-302TOOLS (Masterlist))
- 7.4 Daftar Pergerakan Harta Modal dan Inventori (ref: KEW.PA-6)

8.0 Registration of Calibrated Tool and Its Record

- 8.1 Penyelia Tool Store is responsible for Calibrated Tools Registration. The Penyelia Tool Store is responsible for serviceability monitoring and calibration of the calibrated tools.
- 8.2 Calibration interval for tools and equipment will not exceed 2 years unless it is allowed by the equipment manufacturer.
- 8.3 The identification of tool that approaching the calibration due can be found in Calibrated Tool Master (in excel system) list colour coded as per below.

Colour Code	Duration due for calibration
Green	6 months
Yellow	3 months
Red	Due for calibration

9.0 Process of Tools and Equipment that due for calibration

- 9.1 The tool that need to be calibrated will be tagged with the unserviceable label.
- 9.2 [Penyelia Tool Store \(all base included Subang/ Ipoh/ Sabah/ Sarawak\) will arrange for send the tools to Penyelia Stor Logistik Pangkalan Subang for further process to send for calibration.](#)
- 9.3 After the completion of calibration process by vendor and the tools arrive, Penyelia Tool Store will check the tools for:
 - a. Physical condition of the calibrated tool.
 - b. Calibration Certificate.
- 9.4 Upon satisfied with the condition, Penyelia Tool Store will tag the calibrated tool with a Serviceable Label and update the Calibrated Tool Master List. The Calibration Certificate shall be kept in a Calibration Certificate File.

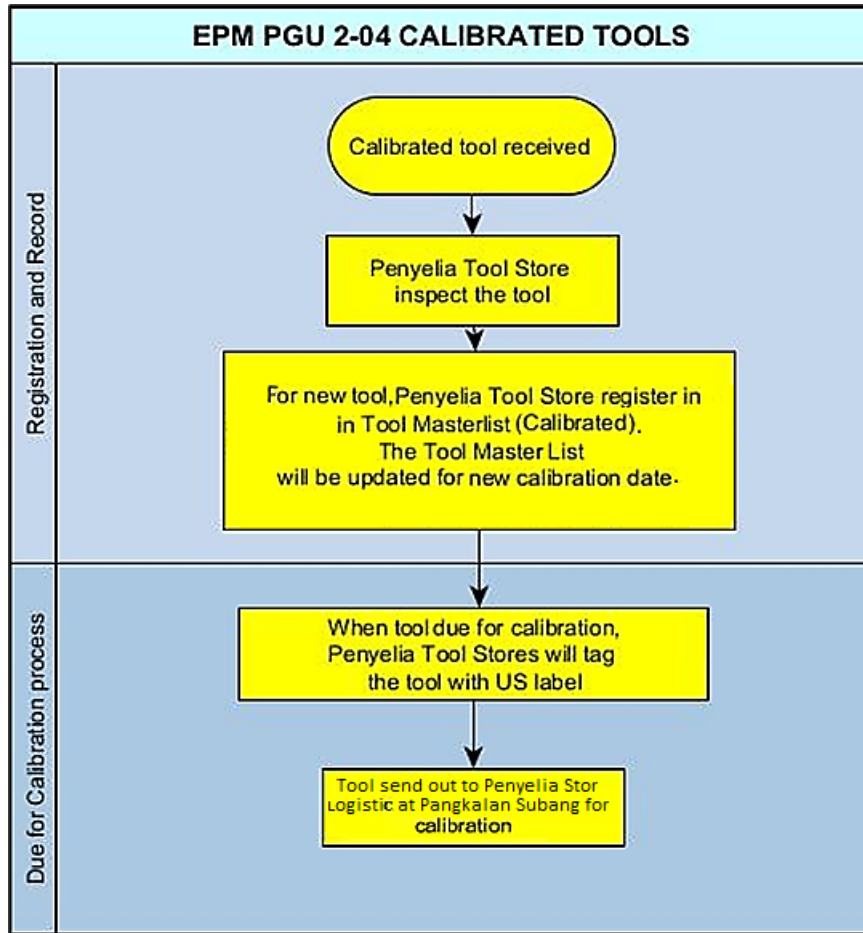
10.0 Control of Calibrated Tool

- 10.1 The issuance of the calibrated tool to maintenance personnel is carry out in accordance with EPMPGU 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 (ref: POL 285) and withdrawn from service. The equipment shall be repaired or replaced. After it being repaired, it shall be recalibrated as well.
- 10.4 The movement in and out of calibrated equipment shall be recorded in Daftar Pergerakan Harta Modal dan Inventori (ref: KEW.PA-6).

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 2-04 2 of 3

ENGINEERING PROCEDURE MANUAL

10.5 Any affected tools resulting from para 10.3 shall be recalled for re-inspection and investigation.



11.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1
		PAGE:	EPMPGU 2-04 3 of 3

ENGINEERING PROCEDURE MANUAL

ACCEPTANCE OF AIRCRAFT COMPONENT AND MATERIAL

1.0 Introduction

1.1 This EPM is cited as EPMPGU 3-01 Issue 1 Revision 0: Acceptance of Aircraft Component and Material.

2.0 Objective

2.1 To ensure all Aircraft Component and Material to be used on aircraft maintain by PGU maintenance personnel is properly inspected, controlled and managed in accordance with the applicable aviation authority requirement.

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 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 1 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 2 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. Class 3 products are considered to be parts.

3.4 SPAIB (Sistem Pengurusan Aset Inventori Bersepadu) is the resource planning system that used by PGU to register aircraft parts and components that entering and issuing out of the Bonded Store. The SPAIB will also monitor the stock in and out.

DOCUMENT REFERENCE:	AMO/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 3-01 1 of 4

ENGINEERING PROCEDURE MANUAL

4.0 Applicability

4.1 Applicable to all PGU Maintenance Personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks 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 | Serviceable Label | (ref: Pol.285) |
| 7.2 | Quarantine Label | (ref: GAM/E-007) |
| 7.3 | Kad Petak | (ref: LAMPIRAN J-4 KEW 300-J4) |

8.0 The procedures

8.1 All incoming aircraft components, parts and material shall be properly handled and stored to prevent damage and deterioration.

8.2 The incoming item to the bonded store shall be inspected in the receiving area.

8.3 For bulky item acceptance, SI will be notified in advance for acceptance process to be carried out at the component usage location e.g; for engine acceptance will be carried out in the hangar.

8.4 These items shall be inspected prior to acceptance into SPAIB inventory system. The inspection is done by a Store Inspector for the following criteria but not limited to;

8.4.1 Verification of compliance with the purchase order with regards to part number, serial number, and quantities.

8.4.2 Verify all components and materials received must accompanied by CAAM Form1 or CAAM Authorised Released Certificate/ Airworthiness Approval Tag (DCA ARC), EASA Form 1, FAA 8130-3, Certificate of conformity or equivalent.

8.4.3 Conduct visual inspection of the part for any irregularities.

8.4.4 Ensure that shelf life is not expired.

8.4.5 Confirm the packaging of the parts identifies the supplier / vendor and free from damage and alteration.

8.4.6 Standard part that is not the subject of specific product approvals is to be accompanied by a Certificate of Conformity pertaining to their standard of manufacture.

DOCUMENT REFERENCE:	AMO/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 3-01 2 of 4

ENGINEERING PROCEDURE MANUAL

- 8.4.7 Engine component logbook or log card contains all the relevant details (certification, life, sub assembly, status of AD / SB / Modification).
- 8.4.8 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 log book.
- 8.4.9 Verify that the identification on the parts has not been tampered e.g. serial number stamped over, improper or missing decal / data plate, or serial numbers located not in standard area.
- 8.4.10 Verify accompanying certification documents to ensure part is traceable to an approved source and reflect the maintenance status
- 8.5 Should an item does not fully comply with the criteria as detailed above or if doubt exists, the particular part is then quarantined for further evaluation and investigation.
- 8.6 If a component satisfies the acceptance requirement, SI will issue the Serviceable Label.
- 8.7 The details of the item will be keyed-in in SPAIB.
- 8.8 The item then located in its designated location within the Bonded Store. Kad Petak (ref: LAMPIRAN J-4 (KEW 300-J4) shall be raised for the particular item.
- 8.9 If necessary, a Log Card or Log Book will be attached to a specific component, until it is issued to the user. Components that use Log Cards or Log Books will be specially segregated.
- 8.10 For aircraft components or parts that typically require periodic maintenance or repair or need to be recalibrated after a certain period, they will be shipped through the current PGU contract.

9.0 Investigation and Segregation of Unacceptable Aeronautical Product

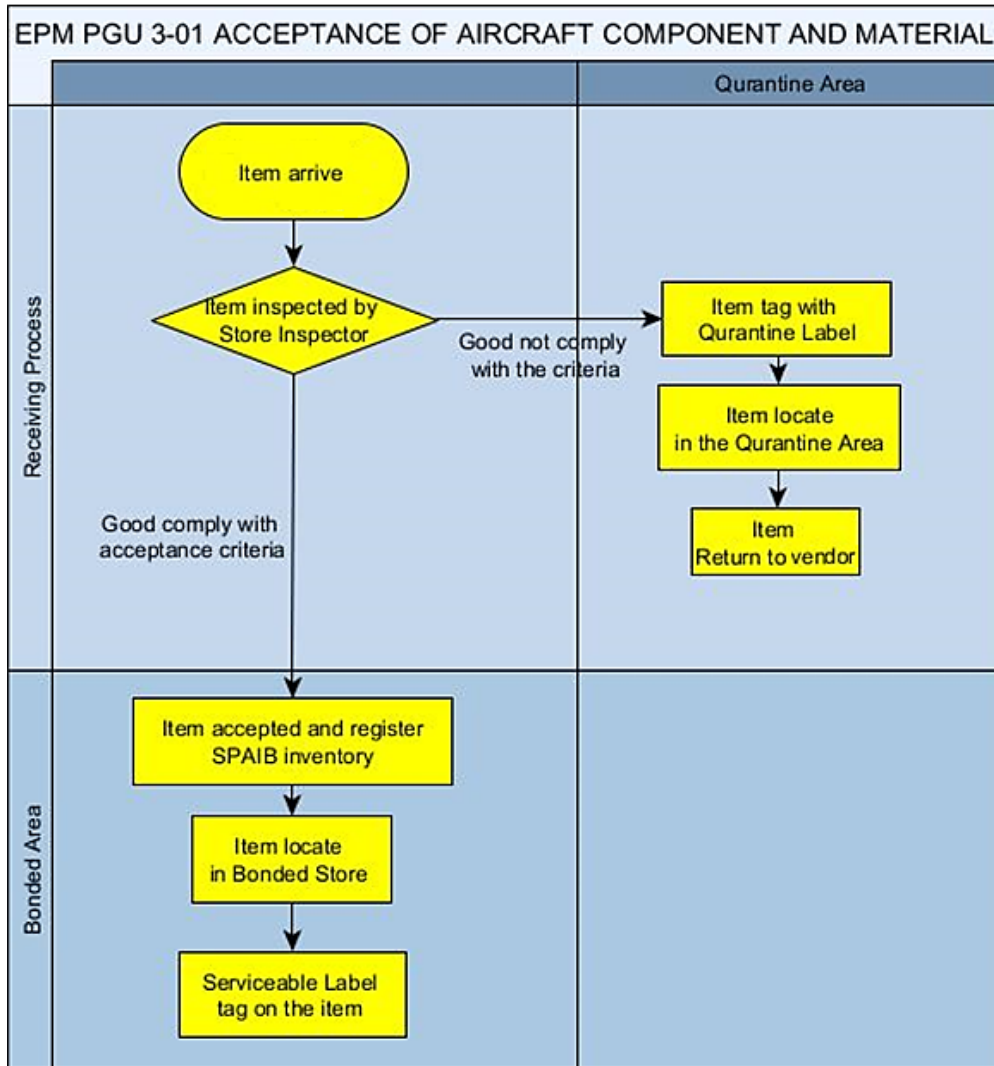
- 9.1 If a part / component is suspected to be unapproved part / component or discrepancy found in its documentation during acceptance inspection, the component must remain in Quarantine Area and appropriately tagged using Quarantine Label (ref: GAM/E-007).
- 9.2 The Store Inspector will raise a report to Ketua Jurutera for further action. A copy of the Report shall be made available to Ketua Inspektorat.
- 9.3 If parts / components are confirmed to be unapproved, it will be sent back to the supplier and request for approved parts.

10.0 Quarantine of Aircraft Component and Parts

- 10.1 There is no definite time frame of the component or part in para 9.0 should be held in Bonded Store quarantine area but, the item will be final decided on the next action taken prior to Stock Management Inspection (Pemeriksaan Pengurusan Stok Alatganti) in accordance with PDRM procedures.

DOCUMENT REFERENCE:	AMO/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 3-01 3 of 4

ENGINEERING PROCEDURE MANUAL



9.0 Cancellation
NIL.

END.

DOCUMENT REFERENCE:	AMO/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 3-01 4 of 4

ENGINEERING PROCEDURE MANUAL

STORAGE AND SHELF LIFE CONTROL OF AIRCRAFT COMPONENT AND MATERIAL

1.0 Introduction

- 1.1 This EPM is cited as EPMPGU 3-02, Issue 1, Revision 0 : Storage and Shelf Life Control of Aircraft Component and Material.

2.0 Objective

- 2.1 To ensure the correct control and safe storage of aircraft component and material.
 2.2 To minimize waste due to unused parts with expired shelf life.

3.0 Interpretation

- 3.1 Shelf Life is the length of time for which an item remains usable, fit for consumption, or saleable.
 3.2 Aircraft Component meaning all the system main assembly (Class 1 and 2) and its sub-assembly.

4.0 Applicability

- 4.1 Applicable to all PGU Maintenance Personnel and Store Logistics.

5.0 Non-Compliance

- 5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks 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: Pol.285)
 7.2 Quarantine Label (ref: GAM/E-007)
 7.3 Unserviceable Label (ref: Pol.287)
 7.4 Temperature & Humidity Record (ref: RMPAWED/ AMO/ THR-404)
 7.5 Senarai Stok dan Lokasi (Shelf Life Item) (ref: RMPAWED/AMO/SSL-205A)

DOCUMENT REFERENCE:	AMO/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 3-02 1 of 4

ENGINEERING PROCEDURE MANUAL

8.0 Storage Facility

- 8.1 Storage facilities for serviceable aircraft components is a clean facility, well ventilated, environmentally controlled room maintained at a constant dry temperature to minimise the effects of condensation.
- 8.2 Ideal temperature is to be set at below 24°C and relative humidity is to be maintained not exceed 75%. Any humidity increased above 76% should be monitored closely. The recording is using Temperature & Humidity Record (ref: RMPAWED/ AMO/ THR-404).
- 8.3 Storage recommendation by the manufacturer must be observed indefinitely to ensure parts are remain in a serviceable state.
- 8.4 Personnel movement into and out of 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 minimise 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 to 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 magnetised 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.

DOCUMENT REFERENCE:	AMO/EPMPGU/AMO		DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE: EPMPGU 3-02 2 of 4

ENGINEERING PROCEDURE MANUAL

- 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, heat and must not allowed to become contaminated with oil and grease. Tyre are to be stored vertically, supported by two tubes with two third 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.
- 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 instrument must never be stored in racking underneath stored fuel, oil, or hydraulic system components. Any leakage of fluid from these components is capable 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 on conductive racking that is grounded adequately. All blanks and storage packages used will be conductive to prevent static build up.

DOCUMENT REFERENCE:	AMO/EPMPGU/AMO	DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0
		PAGE:	EPMPGU 3-02 3 of 4

ENGINEERING PROCEDURE MANUAL

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

- 10.1 The Store Inspector is responsible for the monitoring and controlling shelf life of components/parts.
- 10.2 The Shelf Life must be determined in accordance with manufacturer instruction.
- 10.3 The component or part with shelf life will go through the acceptance procedure in EPMPGU 3-01 Acceptance of Aircraft Component and Material.
- 10.4 Upon registration of the item in SPAIB System, SL issued and clearly indicated with the shelf life of the item.
- 10.5 The "First in, First out" policy must be observed by SI during issuance of item with shelf life. This can either be indicated by shelf life that registers in the Aeronet System or the shelf life expiry of the item.
- 10.6 The shelf life good will be recorded in the Senarai Stok dan Lokasi (Shelf Life Item) form (ref:RMPAWED/AMO/SSL-205A). SI will review the shelf life good every month for the update and action on the expiry item.
- 10.7 When the expiry date is due, such items are tagged with Unserviceable Label (ref: Pol.287) and removed from Bonded Store.

11.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	AMO/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 3-02 4 of 4

ENGINEERING PROCEDURE MANUAL

ISSUANCE OF AIRCRAFT COMPONENT AND MATERIAL FROM STORE

1.0 Introduction

- 1.1 This EPM is cited as EPMPGU 3-03, Issue 1, Revision 0: Issuance of Aircraft Component and Material from Store.

2.0 Objective

- 2.1 To ensure all items issued from store are properly recorded and accounted. Also, to ensure item been issued with all the necessary documents prior to be used on aircraft.
- 2.2 This procedure is for the issuance of component and material from the Bonded Store for the purpose of aircraft maintenance.

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 PGU 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 EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks of Malaysia.

6.0 References and Compliances

- 6.1 EPMPGU 3-02: Storage And Shelf Life Control Of Aircraft Component And Material.

7.0 Documentation

- 7.1 Serviceable Label (ref: Pol.285)
- 7.2 Request Form (ref: RMPAWED/ AMO/ RF-208)
- 7.3 Kad Petak (ref: LAMPIRAN J-4 (KEW 300-J4))
- 7.4 Senarai Stok dan Lokasi (Shelf Life Expiry Tracking List) (ref: RMPAWED/AMO/SSL-205A)

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 3-03 1 of 2

ENGINEERING PROCEDURE MANUAL

8.0 The procedure

- 8.1 The issue of aircraft components or material to other operator is strictly under the discretion of the Ketua Operasi Kejuruteraan.
- 8.2 A strict policy of 'First In, First Out' policy is practised. This means issuing the oldest stock first, in order to prevent a possibility of stocks becoming 'Shelf Life Expired'.
- 8.3 Review the Senarai Stok dan Lokasi (Shelf Life Expiry Tracking List) (ref: RMPAWED/AMO/SSL-205A) as per EPMPGU 3-02. Ensure compliance to shelf life of all components and materials. Up date Shelf Life Expiry Tracking List (ref: RMPAWED/AMO/SSL-205A) respectively.
- 8.4 Requestor for a part must fill up Request Form (ref: RMPAWED/ AMO/ RF-208) and submit to the Penyelia Stor Logistik. Request may come from maintenance personnel, production planner.
- 8.5 The Penyelia Stor Logistik is responsible to ensure that each item to be issued from the store fits the description in the Request Form raised.
- 8.6 All aircraft parts released from the Bonded Store must be accompanied with Serviceable Tag (ref: Pol.285), Airworthiness Release Certificate (ARC) / Certificate of Conformity (CoC) and a log card (if any) except for consumable items, which the Serviceable Form act as the release document.
- 8.7 The following copies of the Request Form are for the respective holder:
 - 8.6.1 1 Copy for Store's File.
 - 8.6.2 1 Copy for the Requestor.
- 8.8 Each item issued by the Storeman must be recorded in the Kad Petak (ref: LAMPIRAN J-4 (KEW 300-J4). All details as per the raised on Request Form for be duly spelled out.
- 8.9 Only the Penyelia Stor Logistik is allowed to withdraw items from the Bonded Store.

9.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0
		PAGE:	EPMPGU 3-03 2 of 2

ENGINEERING PROCEDURE MANUAL

(EPMPGU 3-04 - Reserved)

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 3-04 1 of 1

ENGINEERING PROCEDURE MANUAL

PARTS ROBBERY PROCEDURE

1.0 Introduction

1.1 This EPM is cited as [EPMPGU 3-05, Issue 1, Revision 1](#): Parts Robbery Procedure.

2.0 Objective

2.1 To ensure understanding of component robbing process by PGU Maintenance Personnel.

3.0 Interpretation

3.1 'Robbery' or Cannibalization in aviation term defined as an authorised removal of urgently required component / parts from either the following sources in order to make serviceable a defective in-service aircraft:

- a. Another aircraft currently down for maintenance.
- b. Another aircraft currently grounded due to other defect not affecting the component to be cannibalized.

Note: Mission Equipment or Role Equipment transferred from one aircraft to another aren't categorise as cannibalization.

4.0 Applicability

4.1 Applicable to all PGU Maintenance Personnel.

5.0 Non-Compliance

5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks 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 Worksheet (ref: [GAM/C-005](#))
- 7.2 DCA/ CAAM Form 1
- 7.3 [Unscheduled Maintenance Check](#)

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1
		PAGE:	EPMPGU 3-05 1 of 2

ENGINEERING PROCEDURE MANUAL

8.0 The procedure

- 8.1 Robbing or cannibalization is usually due to unavailability of spare parts in the inventory, due to an emergency, long resupply times, physical distance, or insufficient planning or budget whilst an aircraft is urgently required for operation.
- 8.2 This procedure is only allowed when all resources / factors and safety elements have been considered.
- 8.3 Pegawai Penjaga Pesawat shall discuss with the Penyelia Perancang on the proposal to cannibalise or rob. Penyelia Perancang shall check with CAMO and confirm the status of the donor aircraft, the component i.e. remaining hours for overhaul etc. to justify the rationale for the action.
- 8.4 Pegawai Penjaga Pesawat or Penyelia Perancang must seek the permission of the donor aircraft operator.
- 8.5 When permission granted by the Ketua Operasi Kejuruteraan, LAE/ AH doing the removal shall raised the Worksheet on the donor aircraft. The LAE/ AH is then responsible to initiate a request to Store Logistic for a replacement component together with all the required consumable (if any).

Note: The new serviceable component / part may be supplied by the Store Logistic. For this arrangement, the request shall be made to them directly by the LAE/ AH who did the removal.

- 8.6 The component removed must be ascertain its serviceability status by appropriate means but not limited to;
 - a) Perform functional check on aircraft in accordance with the maintenance data
 - b) Detail examination and physical condition visual check.
 - c) Bench test (if required).
 - d) Other test or inspection recommended by the OEM/ TC Holder.
- 8.7 The LAE must ensure the removed component is serviceable. The serviceability of the must be justified and recorded in [Worksheet \(ref: GAM/C-005\)](#).
- 8.8 Once Worksheet is completed with sufficient detail, component shall be released with DCAM/CAAM Form 1.
- 8.9 The tracking number of DCAM/ CAAM Form 1 and the issued form is controlled and kept by Penyelia Perancang.

9.0 Cancellation

NIL.

END

DOCUMENT REFERENCE:	GAM/EPMGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 3-05 2 of 2

ENGINEERING PROCEDURE MANUAL

COMPONENT / PART REMOVAL

1.0 Introduction

1.1 This EPM is cited as [EPMPGU 3-06, Issue 1, Revision 1](#): Component / Part Removal.

2.0 Objective

- 2.1 To clarify the use of engineering forms and labels in part 145 environment in order to avoid the confusion on the status of component / part after removal from an aircraft.
- 2.2 To clarify the steps to be taken when removing a component / part from an aircraft or next higher assembly (NHA).

3.0 Interpretation

3.1 Component / part removal is removal of component from its installation on an aircraft. It is a common maintenance activity. There are many reasons for removal such as due to defect, inspection, troubleshooting or just for an access to perform other task.

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 arising from a flight crew or maintenance reported defect or unsatisfactory condition including items removed for evaluation, and items found unserviceable prior or post 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 PGU Maintenance Personnel.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 3-06 1 of 4

ENGINEERING PROCEDURE MANUAL

5.0 Non-Compliance

- 5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks of Malaysia.

6.0 References and Compliances

- 6.1 MOE 2.16 Release to Service Procedure.
- 6.2 EPMPGU 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:
 - 7.1.1 Serviceable Label (ref: Pol.285)
 - 7.1.2 Unserviceable Label (ref: Pol.287)
 - 7.1.3 Holding Label (ref: GAM/E-018)
 - 7.1.4 Worksheet ([ref: GAM/C-005](#))
 - 7.1.5 Quarantine Label (ref: GAM/E-017)

8.0 The procedure

- 8.1 Every component / part removed from aircraft must be properly labelled for easy identification and to prevent error during installation.
- 8.2 For each circumstance, the following labels shall be used accordingly:
 - 8.2.1 Serviceable Label (ref: Pol.285)
 - a. Use to label a component / part removed in serviceable condition from an aircraft or NHA for the purpose of safekeeping.
 - b. Serviceable label (ref: Pol.285) also to be used when transferring non-standard component / part i.e mission equipment, roll equipment from an aircraft to another aircraft.
 - c. LAE / Approval Holder (AH) must fill-in as much details available for the component / part in the Serviceable Label (ref: Pol.285). The person's name must be printed, sign and stamp an approval number in the appropriate column.
 - d. For component / part removed from NHA, the P/N and S/N of the NHA shall be stated instead of aircraft registration.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 3-06 2 of 4

ENGINEERING PROCEDURE MANUAL

8.2.2 Unserviceable Label (Ref: Pol.287)

- a. Use to tag an unserviceable component / part removed from aircraft or NHA prior to return to Store for a required action such as repair, overhaul or to be discard later.
- b. LAE/AH shall fill-in all the details in the appropriate boxes. Reason for removal must be stated in the “Remark” box and print name, sign and the approval number.
- c. Unserviceable component / part is to be kept at an appropriate area segregated from serviceable component / part.

8.2.3 Holding Label (ref: GAM/E-018)

- a. Component / part removed from aircraft / NHA for the purpose of gaining access for other inspection, or to perform an inspection out of aircraft, or to perform applicable repair as per AMM with an intention to be reinstalled / fitted back to the same aircraft must be labelled with Holding label (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. Component / Part must be kept in an appropriate area / rack while waiting to be reinstalled back to the aircraft from which it was removed.

Note: The Holding Label is just for identification of the status of a component / part during removal from an aircraft and the actual status prior to be installed back onto an aircraft is the responsible of the installer (LAE/ AH)

8.2.4 Quarantine Label (ref: GAM/E-017)

- a. Component / part with unknown condition shall be tagged with Quarantine Tag for further evaluation and to determine the actual status.
- b. LAE/AH must fill-in the appropriate boxes and reason for quarantine stated clearly. Evaluation and decision may be made after consulting the OEM of the component / part.
- c. The Quarantine label (ref: GAM/E-017) will be replaced with Serviceable (ref: Pol.285) or Unserviceable label (ref: Pol.287) appropriately, once the condition has been determined with a supporting document attached.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 3-06 3 of 4

ENGINEERING PROCEDURE MANUAL

- d. Quarantine component / part must be returned to Store, to be registered and kept until 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.

9.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 3-06 4 of 4

ENGINEERING PROCEDURE MANUAL

(EPMPGU 3-07 - Reserved)

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 3-07 1 of 1

ENGINEERING PROCEDURE MANUAL

AIRCRAFT DOCUMENTATION FLOW CONTROL

1.0 Introduction

- 1.1 This EPM is cited as [EPMPGU 4-01, Issue 1, Revision 1](#): Aircraft Documentation Flow Control.

2.0 Objective

- 1.2 To ensure the proper flow and control of documentation from CAMO to AMO vice versa.

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.

4.0 Applicability

- 4.1 Applicable to all PGU Maintenance Personnel.

5.0 Non-Compliance

- 5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks 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.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 4-01 1 of 2

ENGINEERING PROCEDURE MANUAL

7.0 Documentation

- 7.1 Workpack/ Work Order (ref: GAM/CAMO-004)
- 7.2 Worksheet (ref: GAM/C-005)

8.0 The Procedure

8.1 Technical Instruction flow from CAMO to AMO

- 8.1.1 CAMO will issue Workpack and consist of Worksheet for a scheduled maintenance or unscheduled maintenance to be carried out to Penyelia Perancang via email.
- 8.1.2 After Penyelia Perancang check and validated the Workpack received from CAMO, the workpack will register as 'in' record.
- 8.1.3 Penyelia Perancang and LAE in Charge will discuss to prepare the work for every schedule and unscheduled maintenance. The Workpack will then be issued to the AMO maintenance team to be performed on the planned date and duration.
- 8.1.4 Upon completion of work, Penyelia Perancang checks the Workpack for completeness of the work and document attached.
- 8.1.5 Penyelia Perancang make a scan copy of completed Workpack for AMO record.
- 8.1.6 After registered for its 'out' record, Penyelia Perancang will send the completed Workpack to CAMO.
- 8.1.7 In case of inaccuracy or incomplete of record found by CAMO who received the completed Workpack from AMO, CAMO will return to Penyelia Perancang for correction.
- 8.1.8 A complete maintenance document shall then be recorded by Penyelia Perancang in Workpack before handing over to CAMO.

8.2 Flow of Technical Instruction to PGU Sabah and PLPGU.

- 8.2.1 For operation in PGU Sabah and Pusat Latihan PGU (PLPGU), Penyelia Rekod Teknik will carry out the function of Penyelia Perancang as per para 8.1.
- 8.2.2 CAMO will distribute the Workpack to Penyelia Rekod Teknik in PGU Sabah and Pusat Latihan PGU (PLPGU). The procedure of para 8.1.2 to 8.1.9 will be carried out by Penyelia Rekod Teknik.

9.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 4-01 2 of 2

ENGINEERING PROCEDURE MANUAL

PUBLICATION AND MAINTENANCE DATA CONTROL

1.0 Introduction

- 1.1 This EPM is cited as EPMPGU 4-02, Issue 1, 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 / Penyelia Publikasi to AMO.

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.
- 3.2. CAMO in this chapter is referring to GAM CAMO.

4.0 Applicability

- 4.1 Applicable to all PGU Maintenance Personnel.
- 4.2 Applicable to all PGU Penyelia Publikasi and Penyelia Rekod Teknik.

5.0 Non-Compliance

- 5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks 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 Penerimaan Publikasi Teknikal (ref: RMPAWED/AMO/PPT-415)
- 7.2 Publication Master List (ref: GAM/E-020R1)

DOCUMENT REFERENCE:	AMO/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 4-02 1 of 2

ENGINEERING PROCEDURE MANUAL

8.0 The Procedure

8.1 Subscription Control

- 8.1.1 Penyelia Publikasi will received the update of Publication Masterlist (ref: GAM/E-020R1) from GAM Lead PPC.
- 8.1.2 Publication Master List (ref: GAM/E-020R1) which contain the maintenance data and the latest revision of PGU aircraft will be updated to reflect the changes and distributed to all maintenance staff by Penyelia Publikasi via email. A new revision of aircraft publication and maintenance data shall be registered in a registered PC and laptops.
- 8.1.3 Operational related publication such as Quick Reference Handbook (QRH) or Flight Manual are under the responsibility of Penyelia Perancang to update.
- 8.1.4 Generally AD, ASB, SB and SIL information subscribed by PGU distributed to PGU Maintenance Personnel using own 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.

8.2 Technical Information Amendment Procedures

- 8.2.1 If at any time the maintenance data or instructions distributed to PGU Maintenance Personnel found to be outdated or with error, the Ketua Jurutera shall report the discrepancy to Penyelia Publikasi via email.
- 8.2.2 Penyelia Publikasi will inform the maintenance data provider for update or correction.

8.3 Flow of Publication to PGU Sabah and Ipoh

- 8.3.1 Penyelia Publikasi will distribute the Master List to Ketua Jurutera PGU Sabah and Pusat Latihan PGU (PLPGU) via email.
- 8.3.2 Ketua Jurutera will notify the acceptance of the and update the publication in registered PC in PGU Sabah and PLPGU.

9.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	AMO/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 4-02 2 of 2

ENGINEERING PROCEDURE MANUAL

PROCEDURE TO FILL IN DAILY MAINTENANCE BOOK

1.0 Introduction

- 1.1 This EPM is cited as EPMPGU 4-03, Issue 1, Revision 0: Procedure To Fill In Daily Maintenance Book.

2.0 Objective

- 2.1 To ensure:
- 2.1.1 Precise information is being relayed to all PGU maintenance personnel.
 - 2.1.2 No aircraft is released to service with a defect.
 - 2.1.3 Progress of works can be reviewed by all stake holders.

3.0 Interpretation

- 3.1 'Daily maintenance book' is not a certifying document.

4.0 Applicability

- 4.1 Applicable to all PGU Maintenance Personnel.
- 4.2 Applicable to all Perancang & Publikasi Personnel.

5.0 Non-Compliance

- 5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks 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: RMPAWED/AMO/MDB-412)

DOCUMENT REFERENCE:	AMO/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 4-03 1 of 2

ENGINEERING PROCEDURE MANUAL

8.0 The Procedure

- 8.1 The leader of the working day shall record in detail the status of each aircraft under his / her care and any other concern during his / her shift.
- 8.2 If there is defect to any of the aircraft, the defect must be written in precise detail. If troubleshooting is in progress, it must be spelled out. The status of each aircraft must be clearly stated.
- 8.3 The person making the entry shall sign and clock / date the entry.
- 8.4 The leader of the following day must review the entry as soon as he / she starts the day for work.
- 8.5 The leader of the day must acknowledge the entry by the outgoing leader with a signature and clock / date it accordingly. This is to ensure that no aircraft is released to service with a defect or unfinished maintenance work.
- 8.6 Any ambiguity or defect whether cleared or in the rectification process must be clearly communicated with the outgoing leader.
- 8.7 The leader must always communicate in person on other requirements planned in the next 24 hours period.
- 8.8 The Daily Maintenance Book (ref: RMPAWED/AMO/MDB-412) shall be archived monthly and kept at respective base for a minimum of 2 years in a file mark by month i.e. JULY 2021.
- 8.9 The Daily Maintenance Book and instruction how to fill in is available in EPMPGU 6-01 Appendices.

9.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	AMO/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 4-03 2 of 2

ENGINEERING PROCEDURE MANUAL

ADDITIONAL BASE AND LINE FACILITY – CONTROL OF AIRCRAFT COMPONENT AND MATERIAL

1.0 Introduction

- 1.1 This EPM is cited as EPMPGU 5-01, Issue 1, 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 PGU Sabah, PGU Sarawak and PLPGU 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 PGU facility located out of PGU Subang.

4.0 Applicability

- 4.1 Applicable to all PGU Maintenance Personnel.
- 4.2 Applicable to all Store Logistics Personnel.

5.0 Non-Compliance

- 5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and the legal framework of Malaysia.

6.0 References and Compliances

- 6.1 MOE L2.1 Line Maintenance Control of Aircraft Components, Tools, Equipment, etc.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 5-01 1 of 2

ENGINEERING PROCEDURE MANUAL

7.0 Documentation

- | | | |
|-----|----------------------------------------|-------------------------------|
| 7.1 | Serviceable Label | (ref: Pol.285) |
| 7.2 | FAA 8130-3 / EASA 8130-3 / CAAM Form 1 | |
| 7.3 | Borang Pembungkusan Stok | (ref: KEW.PS-9) |
| 7.4 | Rekod Alatganti (Holding Room) | (ref:RMPAWED/AMO/HOLDING REC) |

8.0 The Procedure

- 8.1 When there is a requirement of aircraft parts / consumable to be used during schedule maintenance, a request via email must be made by Ketua Jurutera for the base, to PGU's Bonded Store in Subang for the required items.
- 8.2 PGU's Bonded Store in Subang will then process the request and the Store and Logistics personnel shall fill in the Borang Pembungkusan Stok (ref: KEW.PS-9) on behalf of the requester and sign off the necessary column.
- 8.3 The items shall be packed properly with all the necessary documents including the applicable ARC/ COC, Serviceable Label (ref: Pol.285) and a copy of Borang Pembungkusan Stok.
- 8.4 Items shall be shipped from PGU's Bonded Store in Subang to the respective destination either using courier services, registered forwarding company or other legal transport services eg. Operator's flight.
- 8.5 Upon receipt at receiving destination, Ketua Jurutera should check for:
- 8.5.1 Damage during transportation and general condition.
 - 8.5.2 Availability of document for the item.
 - 8.5.3 Part number and description of item as per requested.
- 8.6 If any component found with discrepant, the component should be quarantined and segregated from the other good components and materials until the finding has been cleared / satisfied.
- 8.7 When all is satisfactory, the Ketua Jurutera will then make a record of the received item. The item will be kept together with all the necessary document in the holding room until utilized.
- 8.8 The Holding Room act as a transit room for the component and material before its being utilize and under the custodian of Ketua Jurutera.
- 8.9 Rekod Alatganti (Holding Room); (ref: RMPAWED/AMO/HOLDINGREC) will be used to track in/ out of the component in the Holding Room.

9.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	31 Jan 2022
ISSUE:	1	REVISION:	0	PAGE:	EPMPGU 5-01 2 of 2

ENGINEERING PROCEDURE MANUAL

ADDITIONAL BASE AND LINE FACILITY – CONTROL OF AIRCRAFT DOCUMENTS

1.0 Introduction

- 1.1 This EPM is cited as [EPMPGU 5-02, Issue 1, Revision 1](#): 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), Workpack or Worksheet for an aircraft being stationed at an Approved Base other than PGU’s Main Base at Subang are properly managed, controlled, record and transmitted to the CAMO office at PGU 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 PGU Maintenance Personnel.
 4.2 Applicable to all Perancang & Publikasi Personnel.
 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 EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks of Malaysia.

6.0 References and Compliances

- 6.1 CAD 6801: Continuing Airworthiness of Aircraft (CAAM Part M).

7.0 Documentation

- 7.1 Aircraft Journey Log (ref : PGU AJL)
 7.2 [Workpack](#) (ref: [GAM/C-004](#))
 7.3 [Worksheet](#) (ref: [GAM/C-005](#))

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 5-02 1 of 3

ENGINEERING PROCEDURE MANUAL

8.0 The procedure

8.1 Aircraft Journey Log.

8.1.1 There are 3 (three) copies to each serial page of the AJL:

- a. First copy: White (for CAMO)
- b. Second copy: Blue (for Aircraft Operator)
- c. Third copy: Pink (for Standby)
- d. Fourth copy: Yellow (retained stanby for future reference)

8.1.2 Once a serialized page is utilized whether for ground works (i.e. EGR), flight or an errored entry, the White and Blue 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 Ketua Jurutera until it is ready to be sent out to Publikasi in PGU Base in Subang.

8.1.4 The Ketua Jurutera shall scan each serial page used and e-mail to CAMO by end of day.

8.1.5 All original copy of AJL will be kept no longer than 30 days at the base before sending it out to Subang Base.

8.1.6 Each serialized AJL must be registered by Ketua Jurutera before sending out. The transportation of these documents must either by a mail system that has proper tracking system (courier system) or hand carry by a staff of CAMO or AMO or any nominated personnel of PGU. Normal snail mail is not an acceptable method because the shipment cannot be tracked.

8.2 Workpack/ Worksheet.

8.2.1 The Workpack / Worksheet will be emailed by CAMO Planner to the Base Ketua Jurutera for the incoming schedule maintenance or defect rectification. The Worpack received must be registered by the base Ketua Jurutera for their 'in' record and initiate the downtime plan to perform the due of Scheduled Maintenance Inspection (SMI).

8.2.2 After completion of SMI, the Ketua Jurutera and Penyelia Rekod Teknik shall ensure the completeness of the paperwork i.e. signed, stamped.

8.2.3 Penyelia Rekod Teknik will then keep all the completed documentation in a dedicated folder in metal cabinet while waiting for it to be sent out to CAMO PGU Personnel at Main Base Subang.

8.2.4 All original copy of completed Workpack or Worksheet will be kept no longer than 7 days at the base before sending it out to Subang. The record of mailed Workpack or Worksheet will be registered again for their 'out' record.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 5-02 2 of 3

ENGINEERING PROCEDURE MANUAL

8.2.5 Each Workpack or Worksheet must be registered by Ketua Jurutera before sending out. The transportation of these documents must either by a mail system that has proper tracking system (courier system) or hand carry by the PGU Maintenance Personnel. Normal snail mail is not an acceptable method because the shipment cannot be tracked.

8.2.6 Upon receipt at PGU Subang, all the documentation will be passed to CAMO.

9.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 5-02 3 of 3

ENGINEERING PROCEDURE MANUAL

IDENTIFICATION AND CONTROL OF CRITICAL TASK

1.0 Citation

- 1.1 This EPM is cited as [EPMPGU 5-03, Issue 1, Revision 1](#): 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 PGU Maintenance Personnel.

5.0 Non-Compliance

- 5.1 Any person who contravenes any provision in this EPM commits an offence against the EPMPGU 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 and PGU. On conviction, he or she may be liable to actions as per PGU procedures and legal frameworks of Malaysia.

6.0 References and Compliances

- 6.1 MOE 2.23 Control of Critical Task.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 5-03 1 of 2

ENGINEERING PROCEDURE MANUAL

7.0 Documentation

- 7.1 Workpack (ref: GAM/CAMO-004)
- 7.2 Worksheet (ref: [GAM/C-005](#))

8.0 The procedure

- 8.1 The CAMO department will identify critical task based on requirement of inspection as detailed in the AMM.
- 8.2 The CAMO department will add Duplicate Inspection in the Workpack to meet the requirement of the AN.
- 8.3 The requirement for the Duplicate Inspection following the Critical tasks as per the SMI will become part of the Aircraft Maintenance Program (AMP).
- 8.4 In the field, Critical Task may be needed in order to perform certain tasks or to rectify defects.
- 8.5 The Engineer performing the critical task will be responsible to generate Worksheet ([ref: GAM/C-005](#)) and register the Worksheet accordingly for the added requirement for Duplicate Inspection following the Critical task.
- 8.6 The Ketua Jurutera shall ensure the availability of personnel to legally certify the Duplicate Inspection performed.

9.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 5-03 2 of 2

ENGINEERING PROCEDURE MANUAL

SAMPLE OF FORMS

1.0 Introduction

1.1 This EPM is cited as [EPMPGU 6-01, Issue 1, Revision 1](#): Sample of Form.

2.0 Form

2.1 Copy of form sample inserted at the end of EPMPGU 6-01.

2.2 Other than documents form listed below, GAM's documents (list/ form) shall be used.

No.	Reference	Form Title
1.	LAMPIRAN J-4 (KEW 300-J4)	KAD PETAK
2.	RMPAWED/ AMO/ SSL-205A	SENARAI STOK & LOKASI
3.	RMPAWED/ AMO/ POL-207A	P.O.L CHECKLIST
4.	RMPAWED/ AMO/ POL-207B	BUKU REKOD KELUAR MASUK P.O.L
5.	RMPAWED/AMO/RF-208	REQUEST FORM
6.	Pol.285	SERVICEABLE LABEL
7.	Pol.287	UNSERVICEABLE LABEL
8.	RMPAWED/AMO/TEML-302TOOLS(<i>Masterlist</i>)	MASTER LIST TOOLS
9.	RMPAWED/AMO/TEML-302GSE(<i>Masterlist</i>)	MASTER LIST GSE
10.	Pol.303	BUKU PENGGUNAAN (KENDERAAN)
11.	Pol.200	BUKU PENGGUNAAN (GSE)
12.	Pol.143	BUKU PENGGUNAAN (GSE)
13.	KEW.PA-6	DAFTAR PERGERAKAN HARTA MODAL DAN INVENTORI
14.	RMPAWED/AMO/TCR-306	TOOL CONTROL REGISTER
15.	RMPAWED/AMO/BHR-306A (ISSUE 1 REV 1)	BORANG HILANG/ ROSAK
16.	RMPAWED/ AMO/ THR-404	TEMPERATURE & HUMIDITY RECORD
17.	RMPAWED/AMO/MDB-412	DAILY MAINTENANCE BOOK
18.	RMPAWED/AMO/HOLDINGREC	REKOD ALATGANTI (HOLDING ROOM)
19.	KEW.PS-9	BORANG PEMBUNGKUSAN STOK
20.	RMPAWED/AMO/PPT-415	PENERIMAAN PUBLIKASI TEKNIKAL
21.	RMPAWED/AMO/ASSETGSE001	GSE DAILY USE CHECKING FORM

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 6-01 1 of 31

ENGINEERING PROCEDURE MANUAL

3.0 Cancellation

NIL.

END.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 6-01 2 of 31

ENGINEERING PROCEDURE MANUAL

KAD PETAK (LAMPIRAN J-4 (KEW 300-J4)) :-

(Kew 300—J4)

LAMPIRAN J—4
(Lampiran 92)
KAD PETAK

Nombor Kod _____ Lokasi _____
Perihal Barang _____ Kumpulan _____
_____ Nombor Rujukan _____

No. Garisan	No. BTB atau BPPB	Terima	Keluar	Baki	Tarikh dan tanda tangan Penyelenggara Stor
		<i>Baki dibawa ke hadapan:</i>			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
		<i>Baki dipindahkan ke hadapan</i>			

PNMB . K L.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1
		PAGE:	EPMPGU 6-01 3 of 31

ENGINEERING PROCEDURE MANUAL


INSTRUCTION FOR COMPLETING KAD PETAK (LAMPIRAN J-4 (KEW 300-J4)):-

ITEM	INSTRUCTIONS
No Kod	Fill in the Vokeb (Police Registration Code) Number of item
Perihal Barang	Fill in the description of item with related Part Number
Lokasi	Fill in the location of item places
Kumpulan	Fill in the Item Category (if any)
Nombor Rujukan	Fill in the referral number of item (if any)
No Cernaan	Refer the number to record every movement of item
No BTB	Fill in the item record no places
Terima	Fill in the condition while it received
Keluar	Fill in the condirion while it issued
Baki	Fill in the balance of item in boxes saved
Tarikh dan Tandatangan Penyelenggara	Date signature of personnel whom responsible in item storing

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 6-01 4 of 31

ENGINEERING PROCEDURE MANUAL

P.O.L CHECKLIST (RMPAWED/AMO/POL-207A):-

	<h2 style="margin: 0;">ROYAL MALAYSIA POLICE AIR WING (RMPAW)</h2>		
<p>PETROLEUM OIL LUBRICANT (P.O.L) CHECK LIST ON : _____ (month/ year)</p>			
NO.	DESCRIPTION	DUE DATE	QUANTITY
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

PREPARED BY SIGN : <u>NAME :</u>	APPROVED BY SIGN : NAME :
------------------------------------------------	-----------------------------------------

RMPAWED/AMO/POL-207A

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1
		PAGE:	EPMPGU 6-01 6 of 31

ENGINEERING PROCEDURE MANUAL

INSTRUCTION FOR COMPLETING P.O.L CHECKLIST (RMPAWED/AMO/POL-207A):-

NO	ITEM	INSTRUCTIONS
1.	Date	Fill in with appropriate month/year Example: (P.O.L) CHECK LIST ON : 06/2022 (P.O.L) CHECK LIST ON: 07/2022
2.	DESCRIPTION	Insert name of the item
3.	DUE DATE	Fill in the expiry date of the item
4.	QUANTITY	Insert the quantity og the item
5.	PREPARED BY	Insert the name and signature of personnel that update the list (Penyelia POL)
6.	APPROVED BY	Insert the name and signature of personnel that approved the list (Ketua Jurutera)

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 6-01 7 of 31

BUKU REKOD KELUAR MASUK P.O.L (RMPAWED/AMO/POL-207B) :-



**ROYAL MALAYSIA POLICE AIR WING
(RMPAW)**

BUKU REKOD KELUAR MASUK P.O.L

(PETROLEUM/OIL/LUBRICATION)

SAMPLE

RMPAWED/AMO/POL-207B

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 6-01 8 of 31

ENGINEERING PROCEDURE MANUAL

INSTRUCTION FOR COMPLETING REQUISITION FORM (RMPAWD/AMO/RF-208 Iss 1 Rev 1):-

NO.	DESCRIPTION	DETAIL
1.	REQUISITION NO	Must be filled in for every new request in accordance with sequence number.
2.	DATE	Date request (request form) is made.
3.	AIRCRAFT REGISTRATION	Name Of Aircraft (E.G : 9M-PHA).
4.	PART REQUEST FOR	Grounds for application of equipments.(e.g: Planning / Ops 1 / Check 1 / Replacement).
5.	SECTION	Application for relevant section (Airframe / Engine / Avionic).
6.	DESCRIPTION	Name of applied items . <i>(to be completely filled in by the applicant) .</i>
7.	PART NO	Manufactured or Vendor Part No. of Item based on IPC . <i>(to be completely filled in by the applicant).</i>
8.	VOKEB	Code Number <i>(to be completely filled in by the applicant).</i>
9.	QTY REQ.	Quantity of the applied equipments. <i>(to be completely filled in by the applicant).</i>
10.	REMARK RMPAW	Any notes required to be filled in by the Logistic Party (if any).
11.	SPAIB REQUEST NO.	Reference no. displayed in the SPAIB System after the data key in process. (e.g : BPSS/CM0400/00594/2021). <i>(to be filled in by logistic party).</i>
12.	APP/CERT	To fill in the ARC No. (Approved Release Certificated) for every item received together with the copies. <i>(to be filled in by logistic party).</i>
13.	SIRI NO	Every item with serial no. must be filled in. <i>(to be filled in by logistic party).</i>
14.	RM (PRICE)	To fill in the price for a unit and total amount. <i>(to be filled in by logistic party).</i>
15.	QTY REC	Quantity of item received <i>(to be filled in by logistic party).</i>
16.	NAME : SIGN : DATE :	Name / Signature of Receipt and Date Received.
17.	REQUEST BY	Name & Signature of Applicant who prepared the Requisition Form.
18.	APPROVED BY	Engineer In Charge must check every item applied for each aircraft before the request form submit to logistic party.
19.	ANSWER BY LOG	Answered and taken action by Officer / Logistic Staff.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 6-01 11 of 31

ENGINEERING PROCEDURE MANUAL

SERVICEABLE LABEL (Pol.285) :-

ROYAL MALAYSIA POLICE AIR WING										
SERVICEABLE	Part Description:			Component Key						
				sy nr	ata	Sub ata	Index	Index	Serial nr	Serial nr
				1	2	4	6	9	15	15
	Part Number:									
	Serial Number:			S/N OFF:						
	Installed On:			A/C Reg:			Date:			
				Sub Assy:			Tech log:			
	Issued from store:			Position			A/C Hrs:			
				Date:			To location:			
	Certificate Batch Nr:			Inspector Sign:			Date:			
Inst by:			Lic Number:			Sign:				
SHELFTIME:			T.S.O:			T.S.N:				

Pol. 285

INSTRUCTION FOR COMPLETING SERVICEABLE LABEL (Pol.285) :-

ITEM	INSTRUCTIONS
Part Description	Fill in with part description of the item serviceable
Component Key	Fill in the component/ item no (if any)
Part Number	Insert Part Number of the serviceable item
Serial Number	Insert Serial Number of the serviceable item
S/N OFF	Insert the Serial Number item on aircraft removed (if any)
Installed On A/C Reg Sub Assy Position Date Tech Log A/C Hrs	Insert which aircraft registration the item installed / the sub assembly & the position (if related). Insert the date, related tech log(AJL) serial no & current aircraft hours.
Issued from store Date To location	Insert the related detail item issued from store , date & to location (if related)
Certificate Batch Nr Inspector Sign Date	Insert the certificate batch no of item, signature of inspector and date (if related)
Inst By / Lic Number / Sign	Insert the LAE name licence / Aproval Store Inspector with number and signature
Shelf Time / TSO / TSN	Insert the shelf time/ time since overhaul/ time since new item (if any)

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1
		PAGE:	EPMPGU 6-01 12 of 31

ENGINEERING PROCEDURE MANUAL

UNSERVICEABLE LABEL (Pol.287) :-

ROYAL MALAYSIA POLICE AIR WING							
UNSERVICEABLE	Part Description:		Component Key				
			sy nr	ata	Sub ata	Index	Serial no.
			1	2	3	6	9
	Part Number:						
	Serial Number:		S/N ON:				
	Removed From:		A/C Reg:		Date:		
			Sub Assy:		Tech log:		
			Position:		A/C Hrs:		
	Reason of removal:						
	Removed by:		Lic Number:		Sign:		
T.S.R:		T.S.O:		T.S.N:			

Pol. 287

INSTRUCTION FOR COMPLETING UNSERVICEABLE LABEL (Pol.287) :-

ITEM	INSTRUCTIONS
Part Description	Fill in with part description of the item serviceable
Component Key	Fill in the component/ item no (if any)
Part Number	Insert Part Number of the serviceable item
Serial Number	Insert Serial Number of the serviceable item
S/N ON	Insert the Serial Number item on aircraft removed (if any)
Removed From A/C Reg Sub Assy Position Date Tech Log A/C Hrs	Insert which aircraft registration the item removed / the sub assembly & the position (if related). Insert the date, related tech log(AJL) serial no & current aircraft hours.
Reason of removal	Insert the reason item been removed
Removed by / Lic Number / Sign	Insert the LAE/ Approval Store Inspector name licence number and signature
TSR / TSO / TSN	Insert the time since remove/ time since overhaul/ time since new item (if any)

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1
		PAGE:	EPMPGU 6-01 13 of 31

ENGINEERING PROCEDURE MANUAL

BUKU PENGGUNAAN GSE (Pol.200):-

This usage book (BUKU PENGGUNAAN GSE; Pol.200) is kept & filled in by a third party who is responsible for maintaining this equipment, either maintenance party from the Bukit Aman or a specific Ibu Pejabat Kontinjen.


BUKU PENGGUNAAN GSE (Pol.143):-

This usage book (BUKU PENGGUNAAN GSE (Pol.143) also kept & filled in by a third party who is responsible for maintaining this equipment, either maintenance party from the Bukit Aman or a specific Ibu Pejabat Kontinjen.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 6-01 17 of 31

ENGINEERING PROCEDURE MANUAL

BORANG HILANG/ ROSAK (RMPAWED/AMO/BHR-306A (ISSUE 1 REV 1) :-

	<h1 style="margin: 0;">ROYAL MALAYSIA POLICE AIR WING (RMPAW)</h1>
BORANG ADUAN HILANG / ROSAK PERALATAN (MISSING TOOLS DECLARATION)	
AMARAN / WARNING	
<p>ENGINEERING MANAGER (EM) / KETUA JURUTERA (KJ)/ JURUTERA BERLESEN (LAE) TIDAK AKAN MELEPASKAN PESAWAT SEHINGGA CARIAN SECARA MENYELURUH TELAH DIBUAT PADA KAWASAN KERJA BERKAITAN, DAN SIASATAN JUGA TELAH DIBUAT BAGI MENGESAHKAN PERALATAN PENYENGGARAAN TIDAK TERTINGGAL PADA PESAWAT <small>ENGINEERING MANAGER (EM) / CHIEF ENGINEER (KJ) / LICENSED ENGINEER (LAE) WILL NOT RELEASE THE AIRCRAFT UNTIL A COMPLETE SEARCH HAS BEEN DONE IN THE RELATED WORK AREA, AND AN INSPECTION HAS ALSO BEEN MADE TO CONFIRM MAINTENANCE EQUIPMENT IS NOT LEFT ON THE AIRCRAFT</small></p>	
TARIKH / DATE	
DAFTAR PESAWAT / AIRCRAFT REGISTRATION	
BUTIRAN PERALATAN PENYENGGARAAN / TOOL DETAILS	
BUTIRAN PEMINJAM / LOANER DETAILS	
NAMA / NAME	
NO BADAN / STAFF NUMBER	
KAWASAN PENUGASAN / WORK AREA	
TUGAS / TASK	
JURUTERA BERTUGAS / LAE IN CHARGE	
TINDAKAN OLEH / ACTION TAKEN BY (EM/CE/LAE)	
BUTIRAN AHLI TERLIBAT	
1	
2	
3	
4	
CARIAN / AREA SEARCH	
KENYATAAN / REMARKS	
<p>SAYA DENGAN INI MENGISYTIHARKAN BAHAWA SEMUA KAWASAN DAN PESAWAT TERMASUK KAWASAN SEKITAR AKTIVITI PENYENGGARAAN DIBUAT, TELAH DIPERIKSA SELENGKAPNYA DAN DISAHKAN BAHAWA TIADA PERALATAN PENYENGGARAAN BERADA DI DALAM PESAWAT</p> <p><small>I HEREBY DECLARE THAT ALL AREAS AND AIRCRAFT INCLUDING AREAS AROUND WHICH MAINTENANCE ACTIVITIES ARE DONE, HAVE BEEN INSPECTED COMPLETELY AND CONFIRMED THAT NO MAINTENANCE EQUIPMENT IS IN THE AIRCRAFT / AIRCRAFT</small></p>	
NAMA / NAME	
JAWATAN / POSITION	
TARIKH / DATE	
COP & TANDATANGAN / SIGNATURE & STAMP <small>(Jika boleh) / If available</small>	
<p>NOTA / NOTE: 1. Borang yang perlu diisi oleh Pegawai Kejuruteraan / Ketua Jurutera / Jurutera Pesawat Berlesen. <small>Form to be filled up by Engineering Manager / Chief Engineer / Licensed Aircraft Engineer.</small></p> <p>2. Borang yang lengkap hendaklah diserahkan kepada QAM dan disimpan dalam fail peribadi kakitangan masing-masing. <small>Completed form to be submitted to QAM and kept in respective staff personal file.</small></p>	
<small>RMPAWED/AMO/BHR-306A (ISSUE 1 REV1)</small>	

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1
		PAGE:	EPMPGU 6-01 20 of 31

ENGINEERING PROCEDURE MANUAL


INSTRUCTION FOR COMPLETING BORANG HILANG/ ROSAK (RMPAWED/AMO/BHR-306A) :-

NO	ITEM	INSTRUCTIONS
1.	TARIKH/ DATE	Fill in the date its issue
2.	DAFTAR PESAWAT/ AIRCRAFT REGISTRATION	Fill in the Registration Aircraft work carried out on the day
3.	BUTIRAN PERALATAN PENYENGGARAAN / TOOL DETAILS	Fill in the tools details
4.	BUTIRAN PEMINJAM / LOANER DETAILS	Fill in the loaner tools details as per need in the line as per stated
5.	TINDAKAN OLEH / ACTION TAKEN BY (EM/CE/LAE)	Fill in the person action by (EM/ CE/ LAE)
6.	BUTIRAN AHLI TERLIBAT / SEARCH TEAM (NAME)	Fill in the person name involved in searching
7.	KAWASAN CARIAN / AREA SEARCH	Fill in the detail area searching
8.	KENYATAAN / REMARKS	Fill in the remarks if needs
9.	DECLARATION COLUMN	Fill in the declaration by Superior / LAE as per column : 'NAME/ POSITION/ DATE and his STAMPING with signature.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 6-01 21 of 31

ENGINEERING PROCEDURE MANUAL

TEMPERATURE & HUMIDITY RECORD (RMPAWED/ AMO/ THR-404) :-

	ROYAL MALAYSIA POLICE AIR WING (RMPAW)	MONTH/YEAR : _____						
		LOCATION : _____						
TEMPERATURE AND HUMIDITY RECORD								
DAY	A.M				P.M			
	TIME	TEMP. (°C)	HUMIDITY (%)	SIGNATURE	TIME	TEMP. (°C)	HUMIDITY (%)	SIGNATURE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Time for recording the Humidity and Temperature:

1. First Recording (a.m) : 0830 – 1000
2. Second Recording (p.m); 1530 – 1630

STORAGE CONTROL STANDARD PARAMETER

❖ TEMPERATURE TO BE SET BELOW 24°C AND RELATIVE HUMIDITY TO BE MAINTAINED NOT EXCEED 75%. ANY HUMIDITY INCREASED ABOVE 76% SHOULD BE MONITORED CLOSELY.]

RMPAWED/AMO/THR-404

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1
		PAGE:	EPMPGU 6-01 22 of 31

ENGINEERING PROCEDURE MANUAL

**INSTRUCTION FOR COMPLETING TEMPERATURE & HUMIDITY RECORD
(RMPAWED/ AMO/ THR-404) :-**

ITEM	INSTRUCTIONS
MONTH / YEAR:	Fill in the time with month / year the temperature being recorded.
LOCATION	Fill in the location of the temperature & humidity data taken.
DAY	Refer the date of record to be monitor in the month.
A.M / PM	The temperature monitored recorded in both time, morning and evening. First Record A.M : 0830-1000 hrs Second Record P.M: 1530-1630 hrs
TIME	Fill in the time of temperature have been taken.
TEMP (°C)	Fill in the temperature reading in degree celcius taken.
HUMIDITY (%)	Fill in the percent of current humidity taken.
SIGNATURE	Signature person whom taken the reading of the temperature & humidity data.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 6-01 23 of 31

ENGINEERING PROCEDURE MANUAL

DAILY MAINTENANCE BOOK (RMPAWED/AMO/MDB-412 Iss 1 Rev 1) :-

ROYAL MALAYSIA POLICE AIR WING (RMPAW)		
DAILY MAINTENANCE BOOK		
Location :	Date :	Shift : MORNING / NORMAL
AIRCRAFT REGISTRATION	WORK/DESCRIPTION	REMARKS
	SAMPLE	
FOD WALK BEGINNING OF SHIFT		SIGNATURE:
FOD WALK END OF SHIFT		SIGNATURE:
TOOLS CHECK CARRIED OUT		SIGNATURE:
PREPARED BY	SIGNATURE	TIME
ACKNOWLEDGED BY	SIGNATURE	TIME

RMPAWED/AMO/MDB-412 ISS1 REV 1

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1
		PAGE:	EPMPGU 6-01 24 of 31

ENGINEERING PROCEDURE MANUAL

INSTRUCTION FOR COMPLETING DAILY MAINTENANCE BOOK (RMPAWED/AMO/MDB-412 Iss 1 Rev 1) :-

ITEM	INSTRUCTIONS
Location	Fill in the maintenance location: AW139 – Subang/ Kota Kinabalu KA350 – Subang Cessna Caravan 208 – Subang / Kuching / Kota Kinabalu Pilatus PC6 – Subang / Kuching Cessna SkyHawk 172SP – Ipoh
Date	Fill in the date of *NO SKIP OF DATE ALLOW FOR ROSTERED OPERATION
Shift	MORNING / NORMAL (delete as applicable)
A/C Registration Number	Fill in all Aircraft Registration Number on site
Work/Description	Fill in the maintenance/job/task or any relevant activities. i.e. Post/Pre-Flight Check, 100H Insp., aircraft washing, defect etc.
Remarks	Fill in the highlighted information related to activities carried out or status of aircraft i.e. Serviceable, MRB removed, MGB oil drained, troubleshooting carried out on the, awaiting PTF etc.
FOD walk beginning of shift	Fill in the signature of team leader of the shift (LAE / MI/S B1)
FOD walk end of shift	Fill in the signature of team leader of the shift (LAE / MI/S B1)
Tools check carried out	Fill in the signature of the assigned personnel by EIC / SMM
Prepared By	Fill in the name of team leader of the shift (LAE / MI/S B1) making the entry
Signature (next to Prepared By)	Fill in the signature of team leader of the shift (LAE / MI/S B1) making the entry
Time (same row to Prepared By)	Fill in the time of the signature was entered
Acknowledge by	Fill in the name of team leader of the following shift (LAE / MI/S B1) acknowledging the entry
Signature (next to Acknowledge By)	Fill in the signature of team leader of the following shift (LAE / MI/S B1) acknowledging the entry
Time (same row to Acknowledge By)	Fill in the time when the signature was entered

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 6-01 25 of 31

ENGINEERING PROCEDURE MANUAL

BORANG PEMBUNGKUSAN STOK (KEW.PS-9) :-

KEW.PS-9

No. BPS:

BORANG PEMBUNGKUSAN STOK (BPS)

Daripada:

Kepada:

Self pickup

No. Personal :
 Nama :
 Pangkat :
 Jawatan :
 Jabatan :
 Tarikh :

Bil.	Nombor Permohonan (Rujuk KEW.PS-7)	Nombor Kod	Perihal Stok	Jumlah			Maklumat Bungkusan	Maklumat Penghantaran
				Kuantiti Dibungkus	Harga Seunit(RM)	Jumlah Harga(RM)		
1								
2								

Diperitsea oleh:

LT

Nama: _____
 Jawatan: _____
 Tarikh: _____
 Cap Jabatan: _____

Dibungkus oleh:

LT

Nama: _____
 Jawatan: _____
 Tarikh: _____
 Cap Jabatan: _____

Diterima oleh:

Nama: _____
 Jawatan: _____
 Tarikh: _____
 Cap Jabatan: _____

salinan 1 – disimpan oleh bahagian bungkusan dan penghantaran
 Borang ini adalah keluaran komputer dan tandatangan tidak diperlukan
 salinan 2 – dimasukkan ke dalam pel atau kodak bungkusan
 salinan 3 – dihantar terus kepada pemohon

M/S 1/1

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1
		PAGE:	EPMPGU 6-01 27 of 31

ENGINEERING PROCEDURE MANUAL

INSTRUCTION FOR COMPLETING BORANG PEMBUNGKUSAN STOK (KEW.PS-9) :-

ITEM	INSTRUCTIONS
NO BPS:	The no of BPS will printed by SMS Store
Kepada:	Will printed by the SMS Store.
Daripada:	
Self pickup No. Personel: Nama: Pangkat: Jawatan: Jabatan: Tarikh:	Print the Staff Personnel number, name, rank, post, department and date the person who pickup the goods.
Bil. No Nombor Permohonan(Rujuk KEW.PS-7) Nombor Kod Perihal Stok Unit Jumlah Kuantiti Dibungkus Harga Seunit(RM) Maklumat Bungkus Maklumat Penghantaran Jumlah	Item condition reference printed by SMS Store.
Diperiksa Oleh: Nama: Tarikh:	Signature and print the name and date personnel whom inspected & approved the item received.
Dibungkus Oleh: Nama: Jawatan: Tarikh: Cop Jawatan:	Signature and print the name, post, date and stamp of personnel whom wrapped up the item before it received.
Diterima Oleh: Nama: Jawatan: Tarikh: Cop Jabatan:	Signature and print the name, post, date and stamp of personnel whom accepted the item after delivery.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO		DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE: EPMPGU 6-01 28 of 31

ENGINEERING PROCEDURE MANUAL

PENERIMAAN PUBLIKASI TEKNIKAL (RMPAWED/AMO/PPT-415) :-

ROYAL MALAYSIA POLICE AIR WING (RMPAW)								Prepared by : Approved by : Dated :		
PENERIMAAN PUBLIKASI TEKNIKAL ('MONTH' 'YEAR')										
TARIKH TERIMA	KATEGORI	PENGELUAR DOKUMEN	PESAWAT/ MODEL	ISSUE DATE	JENIS	ISSUE NUMBER/ REF NO.	TAJUK	TAHAP	APPLICABLE/ NOT APPLICABLE	ULASAN L.A.E & TINDAKAN

*INFO (I), OPTIONAL (O), RECOMMENDED (R), MANDATORY (M)

RMPAWED/AMO/PPT-415

INSTRUCTION FOR COMPLETING PENERIMAAN PUBLIKASI TEKNIKAL (RMPAWED/AMO/PPT-415) :-

ITEM	INSTRUCTIONS
Prepared By : Approved By : Dated :	Fill in the name of responsibility person for the Penerimaan Publikasi Teknikal document with the related date (current month its recorded).
DATE	Fill in date of document received by the document issuer.
CATEGORY	Fill in the category related.
PENGELUAR DOKUMEN	Fill in the manufacturer / authority document issuer
PESAWAT/ MODEL	Fill in the related aircraft / model engine/ propeller / etc. the document issued.
ISSUE DATE	Fill in date of document issued by the document issuer.
JENIS	Fill in the type of document such as AD/ SB/ MM/ SIL & etc.
ISSUE NUMBER/ REF. NUMBER	Fill in the issue number/ reference number of the document issued.
TAJUK	Fill in the title of document issued.
TAHAP	Fill in the level of the document either INFO/ MANDATORY & etc related.
APPLICABLE/ NOT APPLICABLE	Fill in the document determined whether it is APPLICABLE/ NOT APPLICABLE.
ULASAN & TINDAKAN L.A.E	Fill in the commented/ action to be taken by LAE.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO	DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1
		PAGE:	EPMPGU 6-01 29 of 31

ENGINEERING PROCEDURE MANUAL

INSTRUCTION FOR DAILY USE CHECKING FORM (RMPAWED/AMO/ASSETGSE001) :-

ITEM	INSTRUCTIONS
MONTH/ YEAR	Fill in the month / year the check is carried out.
COLUMN 1-30/31 ON CHECK DESCRIPTION LINE	Put tick ' / ' which means the checking on the asset has been carried out in every day.
COLUMN : 'Inspecting mechanic to conclude equipment is serviceable or unserviceable (S or U/S)'	Fill 'S' if its condition is serviceable and 'U/S' if it is unserviceable.
COLUMN : 'Inspected and verified by mechanic'	Fill in the initial signature whom mechanic carried out by.

DOCUMENT REFERENCE:	GAM/EPMPGU/AMO			DATE:	10 Jan 2024
ISSUE:	1	REVISION:	1	PAGE:	EPMPGU 6-01 31 of 31