

<b>ENGINEERING NOTICE</b>			
<b>TO</b>	All AMO Personnel	<b>ISSUE NO</b>	GAM/EN/23/03
<b>COMPLIANCE</b>	Immediately	<b>ISSUE DATE</b>	02 May 2023
<b>SUBJECT</b>	Completing Engineering Tags.		

### **Background**

During recent surveillance audits, both internal and external auditors have found that there are numerous instances where engineering tags placed on removed parts or components are incomplete. This has become a concerning issue as it has become a norm within the organization, leading to an unhealthy operation.

Incomplete entry of engineering tags can result in various problems such as misidentification of parts, delays in the identification of parts, and potential safety hazards. As a result, it is important to address this issue as soon as possible to mitigate these risks.

### **Applicability**

This notice is of utmost importance to all GAM AMO personnel, and it is mandatory that all personnel are aware of its contents and comply with the instructions provided. Any non-compliance with the instructions outlined in this notice may result in the issuance of a non-compliance report by the Quality Department, as well as requiring the non-compliance personnel to provide an explanation letter.

### **Compliance**

This notice applicable to six tags commonly used by the operation, which are essential for proper management, tracking and identification of parts, and ensuring the safety of personnel, equipment and aircraft:



- 1) **Serviceable tag** (yellow sticker) is used to identify the serviceable condition of GSE and Tools. Aircraft parts that come from the warehouse shall be accompanied by a Serviceable tag printed from Aeronet (white sticker). Parts, mission equipment and optional equipment remove serviceable from aircraft for safe keeping or return to warehouse shall only be issued with CAAM Form 1 that to be used for the next installation.

- 2) **Unserviceable tag** is a tag that is used to mark any component or part that is found to be unserviceable during maintenance or inspection and has been removed from an aircraft or NHA for repair, overhaul or disposal. This tag is important for proper tracking and management of unserviceable components and parts. In addition to its use for unserviceable components, this tag can also be used to identify the defective condition of a tool or GSE (Ground Support Equipment). By tagging the tool or GSE as unserviceable, maintenance personnel can ensure that it is not used in any operation until it is repaired or replaced.
- 3) **Holding tag** is used to identify components or parts that have been removed from the aircraft or NHA for a specific purpose, such as gaining access for other inspection, performing an inspection outside of the aircraft, or performing an applicable repair as per AMM with the intention of reinstalling or fitting them back to the original aircraft. The Holding tag helps to keep track of these components or parts and ensure that they are not mistakenly used or installed in a different aircraft or location. Once the work is completed, the component or part can be returned to the original location.
- 4) **Quarantine tag** is used to identify a component or part that has been received from a supplier or moved from the warehouse to operation, but its condition is not known or ambiguous. This tag is also used for calibrated tools that are due for calibration. The Quarantine tag ensures that these items are kept in a designated quarantine area until further evaluation is conducted to determine their actual status. This is an important step in maintaining the quality and safety of operations, as it prevents potentially faulty or dangerous items from being used before they have been evaluated and deemed safe.
- 5) **Scrap tag** is used to identify components or parts that have been reviewed by the Maintenance Review Board and deemed unusable or not repairable, and therefore must be scrapped or disposed of properly. By using a Scrap tag, the organization can ensure that these parts are disposed of safely and properly, and that they do not re-enter the supply chain or be used in any way that could pose a risk to personnel, equipment or aircraft.
- 6) **Warning tag** is used to warn personnel that a particular system or equipment is being used for testing or maintenance purposes and should not be operated. It is typically used to prevent accidental injury or damage to the system or equipment. It is important that all personnel understand the significance of a warning tag and comply with its instructions.


This notice emphasizes the importance of completing all necessary information on the tags used for identifying the condition and status of various components, parts, tools, and equipment. It specifies that each field must be filled out accurately, including the description of the item, its part number, serial number, and any other relevant details as required. If any field does not apply to the item, it should be marked with N/A to avoid confusion. The EPM3-06 which outlines the procedures for managing and tracking parts and equipment, will be revised to ensure compliance with these instructions.


 <b>SERVICEABLE STICKER</b>	
DESCRIPTION :	QTY :
PART NO. :	
SERIAL NO. :	
INSPECTED BY :	ID :
SIGN :	DATE :


**GAM/E-071 Rev.0 (06/22)**


<b>SERVICEABLE</b>			 <small>maintenance . repair . overhaul</small>
ITEM ID:			
DESCRIPTION:			
PART NO:	QTY:		
SERIAL NO:	BIN:		
CONDITION:	LOCATION:		
TSN:	TSO:		
SHELF DUE / EXP DATE:			
JOB ID:	PO ID:	SIGN:	
GIN / ID. NO:	APPROVAL:		

GAM/E-005 Rev.2 (01/21)

○	<b>UNSERVICEABLE</b>		<b>Galaxy Aerospace</b>  maintenance . repair . overhaul
	DESCRIPTION :		
	A/C TYPE :	A/C REG. :	
	PART NO. :		
	SERIAL NO. :		
	QUANTITY :	DATE :	
	REMARKS :		
	NAME :	SIGN :	DATE :
	<b>GAM/E-006</b>		

○	<b>HOLDING</b>		<b>Galaxy Aerospace</b>  maintenance . repair . overhaul
	DESCRIPTION :	A/C REG & SN :	
	PART NO. :		
	SERIAL NO. :		
	REASON FOR REMOVAL :		
	REMOVE BY :	REMARKS :	
	SIGN :		
<b>GAM/E-018</b>			

○	<b>QUARANTINE</b>		<b>Galaxy Aerospace</b>  maintenance . repair . overhaul
	DESCRIPTION :		
	A/C TYPE :	A/C REG. :	
	PART NO. :		
	SERIAL NO. :		
	GIN / REF. NO. :		
	SUMMARY OF REASON :		
	NAME :	SIGN :	DATE :
	<b>GAM/E-007</b>		

<b>SCRAP</b>		<b>GalaxyAerospace</b>  <small>maintenance . repair . overhaul</small>
PART NO :	S/NO :	
DESCRIPTION :		
REASON :		
REMARKS :		
INSPECTED BY :		
SIGN & STAMP :	DATE :	
<b>GAM/E-058</b>		

<b>WARNING</b>		<b>GalaxyAerospace</b>  <small>maintenance . repair . overhaul</small>
AIRCRAFT REGISTRATION :		
DESCRIPTION :		
RAISED BY :		
SIGN :	DATE :	
REMARKS :		
<b>DO NOT REMOVE THIS TAG WITHOUT AUTHORISATION</b>		
<b>GAM/E-039</b>		