The Current version of this QP is **Issue** 2 / **Revision** 1 and comprises of the pages listed below :

TABLE OF CONTENTS & LIST OF EFFECTIVE PAGES

Issued by:
SM. Maintenance Control & Coordination

Date:
Accepted by:
VP. Quality Assurance & Safety

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Record of Revisions

QP NO. & ISSUE	REVISION	DESCRIPTION OF ISSUE/REVISION	DATE	SUPERSEDED
QP 601-25 Issue: A	0	New procedure	10-03-2016	None
QP 601-25 Issue: A	1	• Revised AMO Manual • Added Citilink CMM APP. A-05 Aircraft Structure Damage Control as reference	01-03-2018	QP 601-25 Issue: A Rev 0
QP 601-25 Issue: A	2	• Revised Flow Process • Remove Responsibility Structure Engineering point 3 • Added Responsibility Structure Production, Maintenance Record and Quality Control / Certifying Staff • Added assosiated procedure QP-214-01 Technical Record • Added flow process description for Structure Production, Maintenance Record and Quality Control / Certifying Staff	01-03-2019	QP 601-25 Issue: A Rev 1
QP 601-25 Issue: A	3	• Added ASDCS form ref Citilink CMM • Organization Changes	01-12-2020	QP 601-25 Issue: A Rev 2
QP 601-25 Issue: 2	0	• Organization Changes • Revise Issuing format ref QP 112-01	03-04-2023	QP 601-25 Issue: A Rev 3
QP 601-25 Issue: 2	1	• Added D2 Notification to be reviewed by Aircraft Maintenance Planning	06-09-2023	QP 601-25 Issue: 2 Rev 0

Form No.: GMF/Q-036 R1

1. GENERAL INFORMATION

1.1 ORIGINATOR : SM. Maintenance Control & Coordination

1.2 APPLICABILITY : MCC, PPC, Line Maintenance, Base Maintenance, Engineering, Material & Logistic, Quality Assurance & Safety

1.3 REFERENCES :

AMO Manual 2.14, 2.17
MOE 2.14, 2.17
EM 2.14, 2.17
Garuda CMM APP. A-08 Aircraft Structure Damage Control
Citilink CMM APP. A-05 Aircraft Structure Damage Control

1.4 PURPOSE

To guide maintenance personnel for proper handling aircraft structure damage, managing and controlling of Aircraft Structure Damage Control Sheet (ASDCS) in order to obtain structural integrity record of an aircraft

1.5 ASSOCIATED PROCEDURES

1.5.1 QP 601-01 Maintenance Control Center
1.5.2 QP 601-02 Aircraft Maintenance Planning & Control
1.5.3 QP- 601-08 Major Repair
1.5.4 QP-214-01 Technical Record

1.6 QUALITY RECORDS AND FORMS

All records/forms mentioned in this procedure will be kept as part of component maintenance records as required by AMO Manual or RSQM or MOE 2.14 :

- Aircraft Maintenance Log, Form No. MZ-2-03
- Aircraft Maintenance Log, Form No. CT-2-03
- Aircraft Structural Damage Control Sheet, Form No. MZ-2-07
- Aircraft Structural Damage Control Sheet, Form No. CT-2-07
- Special Work Order (SWO)

2. DEFINITIONS

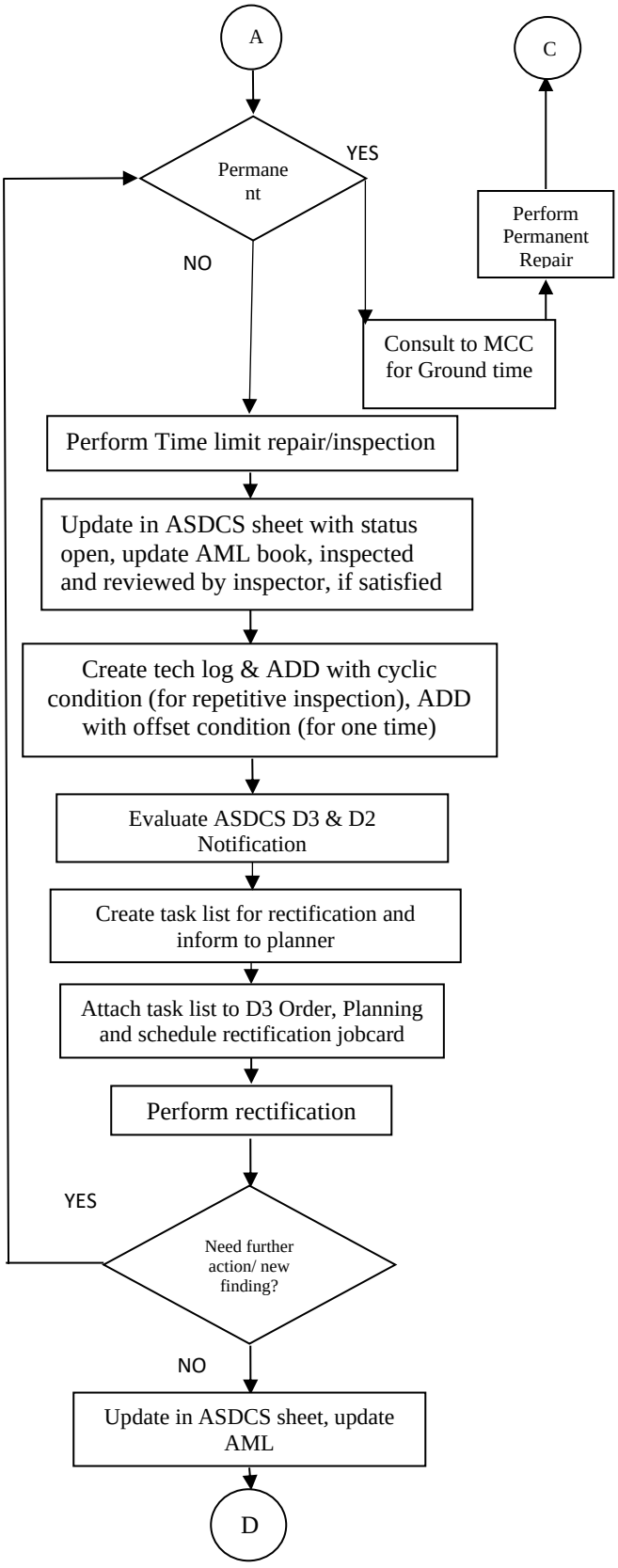
MCC : Maintenance Control Center
AML : Aircraft Maintenance Logbook
ADD : Acceptable Defect Deferrals
ASDCS : Aircraft Structure Damage Control Sheet
D3 Notification : ADD or Aircraft Structure Damage Notification
D2 Notification : Techlog Notification
Techlog : Technical Log
SRM : Structure Repair Manual
SWO : Special Work Order

3. RESPONSIBILITY AND PROCEDURE

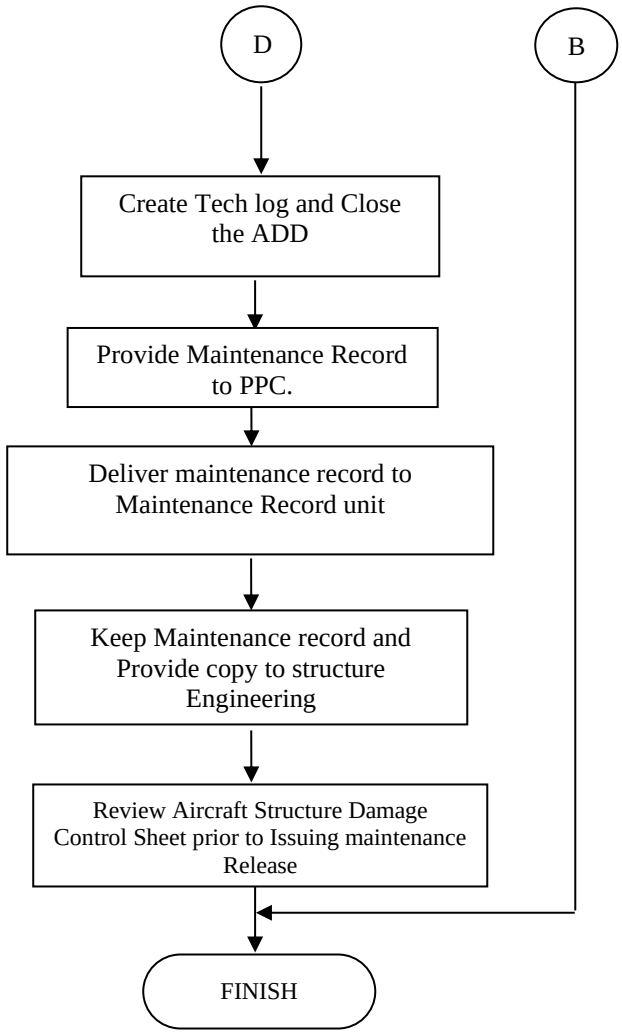
3.1 PROCESS FLOW

MANAGING AND CONTROLLING OF AIRCRAFT STRUCTURAL DAMAGE

Activities Flow	Procedure/ Standard/ Instruction/ Swift Code	Responsibility
START		
Found external structure damage, Perform Damage Assessment. Review againts Manufature Maintenance Manual		Engineer / Certifying Staff
Damage needs further action? (NO)		
Update in ASDCS sheet with closed status, update AML Book, and A/C Declared Serviceable (YES)		Engineer / Certifying Staff
Create Techlog	LBK1	Engineer / Certifying Staff
B		
Contact MCC to assist (if required)		Engineer / Certifying Staff
Contact Structure Production/ Engineering for rectification (if required)		MOD MCC
Create order and inform structure production to perform damage assessment or repair (if required)	IW21	Engineer / Certifying Staff
Perform Damage Assessment and Evaluate againts manual	IW32	Structure Engineer (TJK/TBR/TBK) Structure Engineering (TEA-4)
A		
C		



	Structure Engineer (TJK/TBR/TBK)
	Engineer / Certifying Staff
	Engineer / Certifying Staff
	Engineer / Certifying Staff
LBK1	Engineer / Certifying Staff
ZIW29	Structure Engineering (TEA-4)
IA05	Structure Engineering (TEA-4)
ZIW28, WPS1	A/C Maintenance Planner (TFP)
	Engineer / Certifying Staff Structure Engineer (TJK/TBR/TBK)
	Engineer / Certifying Staff



Create Tech log and Close the ADD	Engineer / Certifying Staff
Provide Maintenance Record to PPC.	Engineer / Certifying Staff Structure Engineer (TJK/TBR/TBK)
Deliver maintenance record to Maintenance Record unit	PPC
Keep Maintenance record and Provide copy to structure Engineering	Technical Record Management
Review Aircraft Structure Damage Control Sheet prior to Issuing maintenance Release	Engineer / Certifying Staff

3.2 REQUIREMENTS

3.2.1 Principles

This procedure describes of aircraft structure damage control in order to obtain structural integrity record of an aircraft. However, this procedure also to trace the damage record due to incident experienced during aircraft in operation and or in flight line maintenance, and to communicate between the ground engineer and pilot or other station engineer.

3.2.2 Responsibility

a. Engineer

1) To record in AML Book and Aircraft Structural Damage Control Sheet (MZ-2-07 or CT-2-07) any damage of external structure found during inspection with Actual Data, Station, and Sequence number of the damage as well as on aircraft drawing.
2) Perform Damage Assessment
3) Evaluate the existing damage against manufacturer maintenance manual (Structure Repair Manual/SRM) or other applicable manual or consult to MCC whether the aircraft can be dispatched with deferred repair action or should be repaired immediately before next departure.
4) Arrange the accomplishment of repair by concerned unit as soon as possible.
5) Record rectification action or temporary repair of the damage performed in AML Book and ASDCS.
6) Create Techlog (D2 Notification) and Raise ADD ASDCS (D3 Notification) for any aircraft structure damage which has an “open” status with cyclic condition (for repetitive inspection) or offset condition (for one time). When creating the Techlog begins with word “ASDCS” and followed by the finding.

b. Aircraft Maintenance Planning

1) Coordinate to **engineering function** for issuing the Repair Instruction.
2) Issue order to the **aircraft structure repair unit** to perform repair of reported structure damage, which has an “open” status.
3) Review D3 and D2 Notification for any ADD ASDCS open, planning and schedule order provided by Engineering Structure for repair.
4) Arrange the accomplishment of repair by concerned unit as soon as possible.
5) Collect maintenance record of repair accomplishment and deliver to Maintenance Record Unit

c. Structure Engineering

1) Evaluate the existing structure damage and justify whether the damage can be rectified by temporary repair then deferred to next scheduled check or should be permanent repaired immediately before next departure, especially for damage not covered by manual.

2) Evaluate D3 and D2 Notification for Aircraft Structure Damage which has an "open" status and create Task list, then inform to planner.

d. Quality Control / Certifying Staff

1) Review Aircraft Structure Damage Control Sheet prior to issuing Maintenance Release.
2) Raise the report to GA Airworthiness Management when the damage is not properly repaired.
   Maintenance Release shall not be issued, unless all damages have been repaired or structure engineering has made justification of temporary repair, or the structure repair manual reference or other applicable manual has been used to defer the repair.

e. Structure Engineer

1) Perform damage assessment.
2) Evaluate the existing structure damage and justify whether the damage can be rectified by temporary repair then deferred to next scheduled check or should be permanent repaired immediately before next departure, as per applicable manual.
3) Perform time limited repair or permanent repair – as required.
4) Provide maintenance record to Aircraft Maintenance Planning

f. Technical Record Management

1) Keep all structure damage/repair record.

g. Form & Drawing

1) The MCC shall make available of ASDCS form and its drawings in their office.

3.3 PROCESS FLOW DESCRIPTION

1) Engineer found structure damage on aircraft when Line maintenance Check such as BD, TR Check, A-check. Engineer perform damage assessment and evaluate against Structure Maintenance Manual (SRM) or other applicable manual for the allowable damage and operating limit.

2) When Aircraft Maintenance, Quality Control / Certifying Staff must review Aircraft Structure Damage Control Sheet prior to issuing Maintenance Release. Maintenance Release shall not be issued, provided that all damage has been repaired or structure engineering has made justification of temporary repair, or the structure repair manual reference has been used to defer the repair.

3) For damage without further action, ground engineer update structure damage in ASDCS sheet with closed status, AML Book, and create tech log (D2 Notification) with LBK1 for AML entry, and no need to raise D3 Notification. A/C declared serviceable.

4) For damage with further action, if required ground engineer contact to MCC for assistance.

5) If required, MCC contact Structure production for rectification within applicable manual, or contact Engineering structure for rectification out of manual, or inform structure production to perform damage assessment. TFC/PPC create Notification order.

6) Structure engineer perform damage assessment.

7) Structure production evaluate the existing structure damage and justify whether the damage can be rectified by temporary repair then deferred to next scheduled check or should be permanent repaired immediately before next departure, as per applicable manual. If the damage is not covered by manual, Engineering Structure should evaluate the existing structure damage and justify whether the damage can be rectified by temporary repair then deferred to next scheduled check or should be permanent repaired immediately before next departure.

8) If damage should be permanent repaired immediately before next departure, engineer consult to MCC. Structure production then perform permanent repair. When permanent repair has been done, ground engineer update structure damage in ASDCS sheet with closed status, AML Book, and create tech log (D2 Notification) with LBK1 for AML entry and no need to raise D3 Notification. A/C is declared serviceable.

9) If damage doesn't have to be permanent repaired immediately, damage can be rectified by temporary repair then deferred to next scheduled check. Structure production then perform temporary repair.

10) When temporary repair has been done, ground engineer update structure damage in ASDCS sheet with open status and AML Book, and A/C is declared serviceable.

11) Ground engineer create Tech log (D2 Notification) and Raise ADD ASDCS (D3 Notification) for any aircraft structure damage which has an "open" status with cyclic condition (for repetitive inspection) or offset condition (for one time). When creating the Tech log begins with word "ASDCS" and followed by the finding.

12) Engineering Structure evaluates D3 and D2 Notification for Aircraft Structure Damage which has an "open" status and create Task list, then inform to planner.

13) TFP Review D3 and D2 Notification for any ADD ASDCS open, attach task list to D3 Order, planning and schedule order contains task list provided by Engineering Structure for repair.

14) When order for repair is already planned and scheduled by TFP, Structure production perform the rectification/repair on aircraft.

15) When damage has been repaired and there is new finding, Structure production perform damage assessment. Structure production Evaluate the existing structure damage and justify whether the damage can be rectified by temporary repair then deferred to next scheduled check

or should be permanent repaired immediately before next departure. as per applicable manual. If the damage is not covered by manual, Engineering Structure should evaluate the existing structure damage and justify whether the damage can be rectified by temporary repair then deferred to next scheduled check or should be permanent repaired immediately before next departure.
Ground engineer create Tech log (D2 Notification) and Reassess ADD ASDCS (D3 Notification) for any aircraft structure damage which has an “open” status with cyclic condition (for repetitive inspection) or offset condition (for one time). When creating the Tech log begins with word “ASDCS” and followed by the finding.

16) When damage has been repaired permanently and there is no new finding and no need further action, ground engineer update in ASDCS sheet with closed status and AML Book, and A/C is declared serviceable.

17) Ground engineer create Tech log (D2 Notification) and Close/clear the D3 Notification (ADD ASDCS).

18) Upon accomplishment of the repair (either permanent or time limited), Aircraft quality inspector inspect the accomplishment of repair and if satisfied aircraft is declared serviceable.

19) Upon accomplishment of the repair (either permanent or time limited), Structure production provide maintenance record to Aircraft Maintenance Planning, then deliver to Maintenance Record unit to record

Note : ASDCS collect and keep in Maintenance Record Unit during C-Check. ASDCS was copied and put back in Aircraft during A-Check