 PT DIRGANTARA INDONESIA INDONESIAN AEROSPACE (PTDI) MANUAL PART 10	<b>AMENDMENT</b>		Document No. <b>10-DP-W602.01</b>		
	No. : 01 Date : <i>Sep. 29, 2016</i> Ref. DCR No. : 0171/DM9000/16		Rev./Date : 1/Dec. 6 <sup>th</sup> , 2013 Page : 1 of 1		
<b>DOCUMENT TITLE: "Corrective Maintenance"</b>					
This amendment forms a part of and shall be attached to the amended document					
<b>Item No.</b>	<b>Paragraph</b>	<b>Change Description</b>			
01	Attachment	Change Form Request For Maintenance to be as attached			
		Author	Originator	Checked by	Approved by
Organization		Q. System Doc. & Control	Prod. Facilities Maintenance	Prod. Facilities Maintenance	Detail Part Manufacturing
Name		Wildan MS	Dadang	Ale Misbah	Yustiono DA
Signature		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Date		<i>Sep. 26, 2016</i>	<i>Sep. 26, 2016</i>	<i>Sep. 28, 2016</i>	<i>Sep. 29, 2016</i>

F-DP401.01-01

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## Amendment 1

REQUEST FOR MAINTENANCE										No.	
Completed by User Requesting Shop	Plant Description						Date		Time		
	S/N (Code)			Plant Location			Requested by		Spv. Name		
	Description of trouble						Condition ( X )				
							M / E Running				
						M / E Stop					
Completed by Performer Maintenance	RFM Received Date						Name & Organization No.				
	Cause						Action Taken				
	No.	Nik	Date	Time				Nik	Date	Time	
				Start	Finish	Start	Finish			Start	Finish
	Spv. Operator Sign			Date			Spv. Maintenance Sign			Date	

F-DP602.01-01

Description of Entries : 1. Self Explanatory

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PT DIRGANTARA INDONESIA  
INDONESIAN AEROSPACE (IAe)

**MANUAL PART 10**

**CORRECTIVE  
MAINTENANCE**

Document No.

**10-DP-W602.01**

Revision : 1

Page : 1 of 6

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**REVISION HISTORY**

<u>Rev.</u>	<u>Description of Change</u>	<u>Approved by</u>	<u>Effective Date</u>
0	Initial release, supersedes 10-02-W602.01	Nefota FL	10/07/2011
1	Rewrite 10-AE-W602.01 & 10-AI-W602.04, Refer to #DCR0116/DM9000/13	Yustiono DA	Dec. 06. 2013

**REFERENCE DOCUMENTS**

<u>Document Number</u>	<u>Document Title</u>
10-DP-P602	Production Facility Maintenance

Documents referenced in this procedure are applicable at extent specified herein.

**Affected Function:** Facility Maintenance (FM)  
All Production Shop  
Quality Assurance (QA)

**1 Purpose**

To describe the responsibility of Facility Maintenance (FM) personnel to carry out the CORRECTIVE MAINTENANCE to production and all required utilities related to production activities.

**2 Scope**

This Instruction applies to all key production facilities and the personnel who request, and/or perform corrective maintenance on facilities that affect to the quality of product produced at DP (The chart of corrective maintenance process see attachment -1).

	Author	Originator	Checked	Approved
Organization	Q. Engineering	Facility Maintenance	Facility Maintenance	DPM
Name	Adhitya	Ale Misbah	Bambang U	Yustiono DA
Signature				
Date	Feb. 25. 2014	26.02.2014.	26.02.2014	27.02.2014

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### 3 Instruction

#### 3.1 *Production shop, QA and SCM shall:*

3.1.1 Initiate RFM (Request for Maintenance) form F-AE602.01-01 (see Attachment-2), for any facilities under their responsibility which require:

- Correction or rectification of the malfunction facilities
- Instruments calibration
- Replacement of the consumable parts

**Note 1:** Form will be provided by Facility Maintenance Department with plotted number of RFM.

3.1.2 Give support to Maintenance Technician, i.e.; information or historical for the broken Machines/Facilities

3.1.3 Receive information in terms of recovery completion schedule (new ECD) from maintenance technician, if accomplishment of correction/rectification exceeding to the stated schedule.

3.1.4 Carry out running test to assure the corrected machines or facilities have been run well

3.1.5 Sign on RFM form to close the request when the 3.1.1 have been done

3.1.6 Retain a copy of RFM form.

#### 3.2 *Facility Maintenance*

##### 3.2.1 *Maintenance Services shall*

3.2.1.1 Receive the malfunction of facility report that requires correction or rectification (written on the RFM form).

3.2.1.2 Record the RFM form into Maintenance System Application (CMMS)

3.2.1.3 Send RFM form to maintenance engineering for evaluation in case of requisite for any further support (modification, improvement, spare parts specification, drawing, etc)

3.2.1.4 Maintenance technicians carry out the correction or trouble shooting to the malfunctioned facility

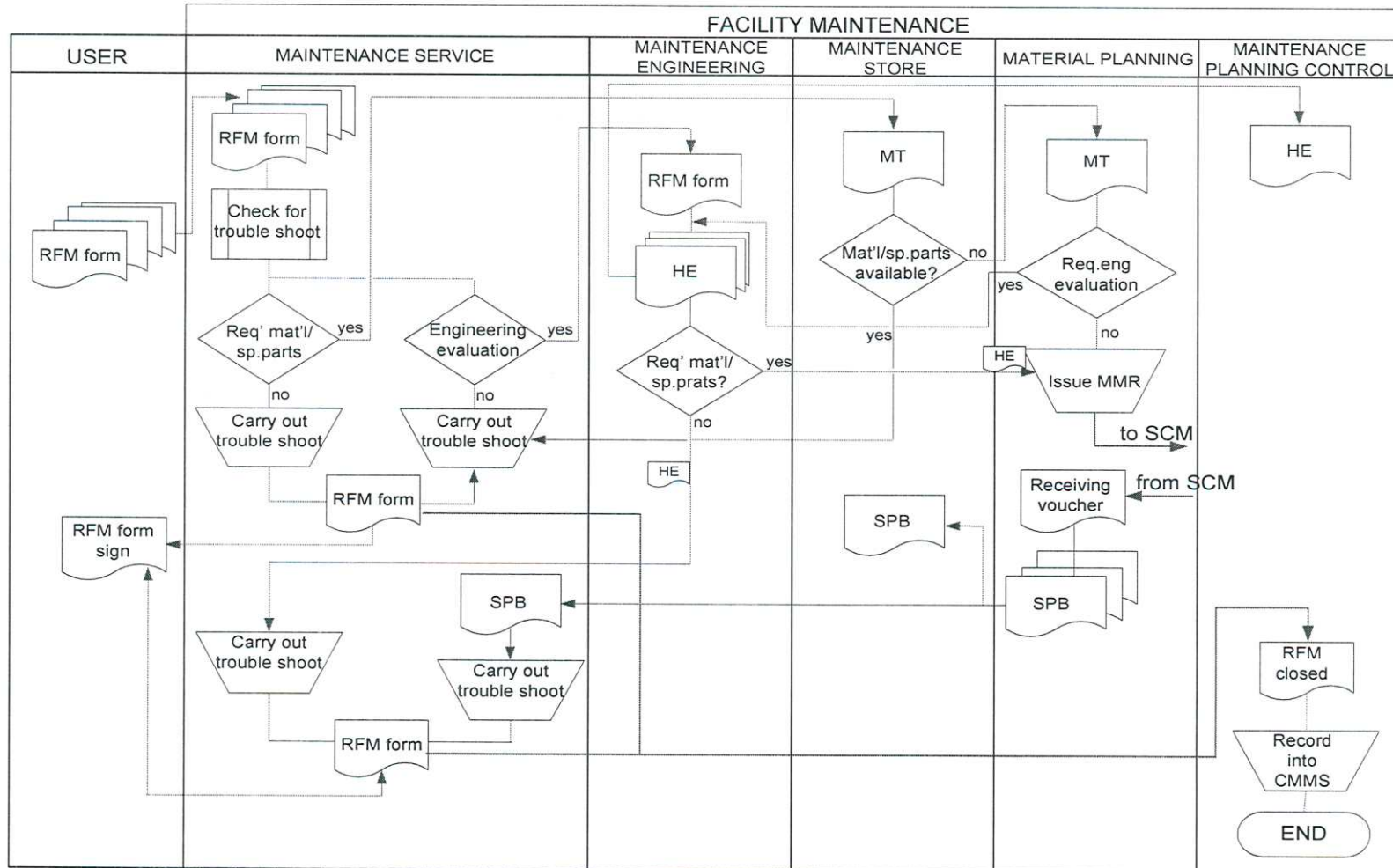
3.2.1.5 Take the spare parts, consumable material or tools from maintenance store by using MT

- 3.2.1.6 Issue a “material problem” to maintenance planning in case unavailable of spare parts, consumable material or tools required.
- 3.2.1.7 Propose for predictive maintenance to Maintenance Engineering if any symptoms of trouble found during performing corrective maintenance.
- 3.2.1.8 Deliver the facility to user when the related facility is ready to use for production
- 3.2.1.9 Maintenance and user supervisor put a signature on the RFM form to close the correction
- 3.2.1.10 Record all activities in both RFM form and CMMS
- 3.2.2 *Maintenance Engineering (ME) Function shall:*
  - 3.2.2.1 Evaluate the trouble facilities requested by maintenance technician and recommend the correction/rectification required
  - 3.2.2.2 Issue an evaluation result (HE) to either Material Planning for spare parts/material ordering or Maintenance Services for recommendation
  - 3.2.2.3 Issue an evaluation result (HE) to Maintenance Planning in case the corrective maintenance should be performed by outsource maintenance or the maintenance services vendor, as well as require expertise from vendor
  - 3.2.2.4 Analyze the historical record of corrective maintenance for the purpose of improvement maintenance
  - 3.2.2.5 Make an analysis and technical report about facility performance (DT/MTBF), failure analysis, replacement analysis etc, for the purpose of improvement maintenance
  - 3.2.2.6 Issue plan of improvement / recondition and predictive maintenance schedule to Maintenance Planning and Control function.
- 3.2.3 *Material Planning Function shall:*
  - 3.2.3.1 Ref. to requested “material problem” issue an MMR to SCM Function for order, which describes:
    - a. Specification of the required spare parts or consumable material

- b. Quantity of the required spare parts or consumable material
  - c. Recommended vendor/agency
  - d. Estimated unit price
  - e. When the requested spare parts shall be available (ECD)
- 3.2.3.2 Follow up the MMR progress to SCM until material is received
- 3.2.3.3 Issue MPB and send to Maintenance Store and Maintenance Services when the spare parts and or consumable material ordered have been available
- 3.2.3.4 Manage and maintain the stock level of consumable and the fast moving material and spare parts
- 3.2.3.5 In case of minimum level, plan budget estimation and propose to SCM for order
- 3.2.4 *Maintenance Store function shall:*
- 3.2.4.1 Serve Maintenance Services function in case of taking the spare parts and consumable material by using MMT and entry MMT into CMMS as outgoing transactions of inventory system
- 3.2.4.2 Record the MT closed and forward to Maintenance Planning and Control function
- 3.2.4.3 Issue MT (MT problem, see Attachment-9 10-AE-W602.02) by using CMMS in case spare parts or material for CM are not available in stock
- 3.2.4.4 Receive the MPB and update store/bin location into the CMMS as incoming transactions of inventory system, labeled and store the spare parts and consumable material.
- 3.2.4.5 Inform and coordinate with Material Planning, in case physically stock-levels are minimum




**Attachment – 1**



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**Attachment 2**

		<b>REQUEST FOR MAINTENANCE</b>						NO.: (1)					
Completed by User Requesting Shop	Plant Description (2)						Date (3)		Time (4)				
	S/N (Code) (5)			Plant location (6)			Requested by (7)		Spv. Name (8)				
	Description of trouble (9)								Condition (X)				
									M/E Running		(10)		
								M/E Stop		(11)			
Completed by Performer Maintenance	RFM Received Date (12)						Name & Organization No. (13)						
	Cause (14)						Action Taken (15)						
	No	Date	Nik	Time				Date	Nik	Time			
				Start	Finish	Start	Finish			Start	Finish	Start	Finish
	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)
Spv. Operator Sign (29)			Date (30)		Spv. Maintenance Sign (31)		Date (32)		QC Sign (if required) (33)			Date (34)	

F-AE602.01-01

**Description of Entries, form F-AE602.01-01:**

1. Number of maintenance request
2. 2 through 34 , self explanatory

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