|  |  |
| --- | --- |
| **QUALITY ASSURANCE MEMO** | |
| **TO:** GAM-AMO & GAM-CAMO STAFF | **FROM:** QUALITY ASSURANCE DEPARTMENT |
| **CC:** SAFETY DEPARTMENT | **ISSUE:** 14092020-01 |
| **SUBJECT:** AIRCRAFT WEIGHT & BALANCE COURSE | |

Dear all,

Kindly be informed, Quality Assurance Department would like to conduct training as per listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Training Subject** | **Location** | **Instructor** | **Date conduct** |
| 1 | AIRCRAFT WEIGHT & BALANCE COURSE | UNIKL MIAT, SEPANG | ABDUL RAZAK MOHD. NOOR | **28 & 29 SEPTEMBER 2020** |

Please find enclosed attachment for the details and list of personnel to join the training. If there are any changes, QA personnel will inform to the respective personnel.

Thank you.

**Mohamad Khair Bin Shaiful Alam**

Quality Assurance

14/09/2020

|  |  |  |  |
| --- | --- | --- | --- |
| **DESIGN ORGANISATION APPROVAL** | | | |
| **No.** | **Name** | **Staff No.** | **Department** |
| 1 | NUR FARHANA BINTI OTHMAN | 8007 | TECH. SERVICE |
| 2 | MOHD YASIR BIN SHAPUAN | 8072 | TECH. SERVICE |
| 3 | LUQMAN HAKIM MOHD AROFF | 8085 | QUALITY |
| 4 | HAIREE MAT | 8103 | CAMO |
| 5 | AHMAD AKMAL ALIF ABDUL AZIZ | 8136 | TECH. SERVICE |
| 6 | ABU HASSAN MOKSEN | 8218 | TECH. SERVICE |

