

To: All GAM Staffs
From: Quality Assurance Manager
cc: Accountable Manager, Chief Technical Operation Officer, Head of Department, HR Manager, Quality Assurance Inspector, Safety Manager
Issue: 31102018-01
Re: GAMS Official Announcement

Dear All,

The GAM management has established interactive system accessible for all staffs upon their commencement to GAM, which is the Galaxy Aerospace Management System, or GAMS. The GAMS is a web-based system, developed by IT department to enable all staffs to get access of their employment and operation modules for current and future information monitoring and tracking. The GAMS currently provide modules for Management of Change (MOC), Safety Reporting, Purchase Requisition, Administration, Human Resources Related Tasks and other essential functions which assist the operation and administration process.

Recently, the IT Department has established new module which is called **Official Announcement (OA)** in the GAMS. The OA main purpose is to centralise and disseminate operation-related announcement from various department which are found essential for all assigned departmental staffs determined by the issuer. For example, Safety Department have disseminated several Safety Bulletins through the OA system for all staffs to read and acknowledged the information. The receiver shall receive notification email regarding on the announcement for them to read and acknowledge, thus provide the issuer a list of acknowledgement by staffs, incorporated with the date and time viewed by the reader.

Since the initial establishment of the OA module, it was reported that less than 10 percent of total GAM staffs read each of the OA issued since this Memo was written. **Therefore, the Quality Assurance Department (QAD) has decided an immediate urge for all staffs to review and read all the OA issued in the GAMS and provide acknowledgement at the Section B of each OA. All corresponding staffs shall review the OA issued within period of ONE (1) month from the issuance of this memo.**

The OA is crucial to ease understanding and provide important information to all assigned staffs throughout their operation, as they might contain details on safety, quality, airworthiness or other necessary information for them to maintain the sustainability of GAM operation.

Please be informed accordingly.

Thank you.

Salman bin Abu Zarim
QAM
31/10/2018