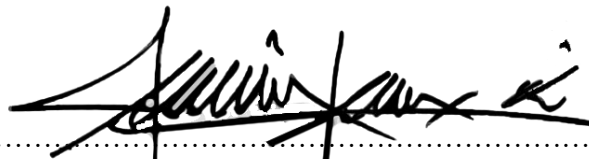# CAMERA SURVEILLANCE POLICY

Galaxy Aerospace (M) Sdn. Bhd. are committed to be a leader in Maintenance Repair & Overhaul (MRO) industry and shall continuously improve to maintain a secure and safe environment within the organisation.

The procedure shall be described as:

- **Accountable Manager identify the Principal Quality Assurance (Training) and Examination Manager as the authorised personnel to access the CCTV.**

- **Accountable Manager provide the list of authorised personnel to the IT department.**

- **IT department create individual accounts for the Principal Quality Assurance (Training) and Examination Manager, with access to the CCTV system.**

- **IT department ensure that these accounts have the necessary permissions to view, control and download CCTV footage.**

- **IT department provide training to the Principal Quality Assurance (Training) and Examination Manager on how to access and use the CCTV system.**

- **Any unauthorized access to the CCTV system will be immediately reported to the Accountable Manager.**

- **IT department remove access to the CCTV system from any personnel who are no longer authorized to access it.**

- **IT department ensure the CCTV footage is stored securely and that the system is regularly backed up.**

This procedure is designed to ensure that only authorized personnel have access to the CCTV system and that the system is used in a secure and responsible manner.

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Name   : Dato' Shamsul Kamar Bin Samsudin
Designation   : Managing Director/ Accountable Executive
Date   : 01/11/2022