

AMO MEMO

REF NO. : GAM/AMO/22/007
TO : All AMO Personnel.
FROM : Engineering Manager.
DATE : 11 April 2022
RE : Toolbox Meeting

With immediate effect for all Base Operation.

All EIC/SMM/MM are to conduct Toolbox Meeting at the beginning of each working day. Attendance of the meeting is compulsory and shall be recorded by attendees by signing an attendance sheet.

All attendees are encouraged to participate proactively by discussing issues relating work, safety, and relevant issues for the day. Matter of discussions shall be recorded briefly.

EIC/SMM/MM approval shall be sought for any movements out of working area during working hours. This is with exception of the allocated lunch hour (1-2pm).

Thank You.

- END -

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