

## **SAFETY MEMO**

**To** : All SCM Committee Members  
**Date** : 24 September 2021  
**Reference no** : GAM-S/ME/71/SEPT21  
**Subject** : 17th Safety Committee Meeting (SCM)

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1. Announcement to all GAM Safety Committee Members, Safety Committee Meeting (SCM) as per cited in Galaxy Aerospace Management System (SMS) Manual, **Part 6.2.5 (Members of Safety Committee)** a safety committee meeting (SCM) must be conducted at intervals not exceeding four months and to be chaired by Accountable Manager/Executive
2. Purpose of the meeting is to discuss and report any safety issues related to the company as per minutes in each **Safety Action Group (SAG)** meeting and review the effectiveness of safety in the respective areas. Furthermore, it will be to assess current safety performance, identify opportunities for improvement and determine the need for any changes.
3. Before proceeding with SCM, manager and supervisors from a given functional areas need to carry out **SAG Meeting** for each respective area, as per cited in **Galaxy Aerospace Safety Management System (SMS) Manual Part 6.2.6 (Safety Action Group) for 145 (Coordination of all 145 areas) and office (Coordination of GAM HQ department)**. Minutes of meeting will be handing out to Safety Department before the Committee Meeting.
4. The meeting will be held at **GAM Emerald Meeting Room** on **October 28, 2021 at 0930hrs**. I'm hoping that everyone engaged will make an effort to attend the meeting. Thank you very much for your assistance.

Thank you.



Mohammad Nizam Jaafar  
**Safety Manager**

C.C – Managing Director/Accountable Manager (MD/AM)  
Chief Technical Operation Officer (CTOO)  
Quality Assurance Manager (QAM)