

SAFETY MEMO

To : All Employees
Date : 22nd January 2018
Reference : GAM-S/ME/19/JAN18
Subject : Online Safety Reporting

1. For the purpose to improvised safety reporting system and due to encourage Galaxy Aerospace staff to raise a report as per cited in *SMS Manual Part 8.0 (Safety Reporting)* and *DCA AN 101 Para 7.2.1*, for a year 2018 Safety Department has introduced an online safety reporting systems via online thru *Galaxy Aerospace Management Systems* (gams) portal at <https://gams.galxyaerospace.my> and raised a report via *Safety Module*, to report whenever incident/accident, hazard, near miss, unsafe act and unsafe condition that occurs within Galaxy Aerospace's and it will be effectively enforced in an immediate effect.
2. However, the previous *Safer Card (GAM/SMS/01A REV.0 (16))* is still valid as safety reporting method for non-staff or those didn't have access to gams portal, for example internship/OJT student, contractor, visitor or which is relevant.
3. This online method is to improve and enhance the Galaxy's reporting system, increase reporting rates and also to safeguard confidential information more effectively.
4. In the same regard, seeking all departmental head to disseminate this information to their subordinates and to paste this memo onto your respective notice board.

Thank you.



Mohammad Nizam Jaafar
Safety Manager

C.C – Managing Director
Quality Assurance Manager