

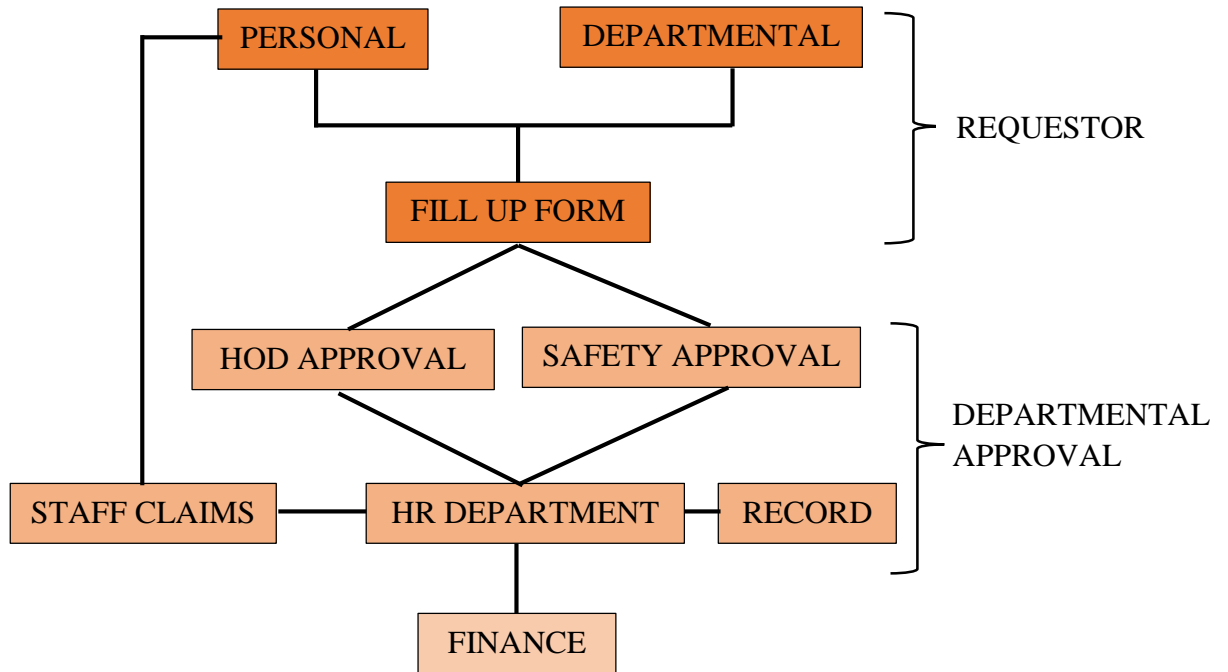
## SAFETY MEMO

**To** : All Employees  
**Date** : 25 January 2018  
**Reference** : GAM-S/ME/20/JAN18  
**Subject** : PPE Request Form

---

1. To ensure Galaxy employees safety is always conserved with the use of *Personal Protective Equipment (PPE)* in the workplace, it will benefit the employees and the company. In order to ensure the continuity of employee's safety as enshrined in the *hierarchy of control* use of appropriate PPE's (*as reasonable and practical*) is a method that must be implemented. In compliance with the *Factory and Machinery Act (Safety, Health and Welfare) Regulation 1970* and pursuant to *section 24* of the act relating to provision to apply a personal protective clothing and appliance.
2. Galaxy Aerospace Sdn. Bhd. has already equipped their employees with a relevant Personal Protective Equipment (PPE) by personal and sharing basis in conjunction of performing work, that involving exposure to any source of hazard, danger and risk. This facility subject to all company's employees and non-staff (others) if required.
3. To facilitate employees, by personal or departmental to request and apply for PPE and to ensure a control measure over the provision of PPE by the company, safety department has introduced a PPE Request Form, thru form no. *GAM/SHE/PPE-01(17)* that has been available at HR Department and all HOD's The form was consisted by V (5) Part.
  - **Part I** – Administrative Data
  - **Part II** – PPE Issuance
  - **Part III** – Types of PPE Requested
  - **Part IV** – Departmental Approvals
  - **Part V** – Acknowledge PPE Receive by Staff
4. Part I, II, III and V have to be filled up by requestor. Part IV consisted by (3) Section:
  - **Section A** – Approval from Departmental Head
  - **Section B** – Approval from Safety Department
  - **Section C** – Approval and acknowledgement by Human Resources (HR) Department.

5. All completed form will be kept by Human Resources (HR) Department for means of record and control. The following flowchart will represent the process flow of the form.



6. 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