

## **SAFETY MEMO**

**To** : All Safety Committee Members  
**Date** : 26<sup>th</sup> FEBRUARY 2018  
**Reference** : GAM-S/ME/21/FEB18  
**Subject** : Safety Committee Meeting (SCM)

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1. Call out for *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.
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. The meeting will be conducted on *Tuesday 6<sup>th</sup> March 2018* at GAM-MIAT QA and Safety office at *1000hrs*. Hope that for those involved to give your commitment to attend the meeting. Your cooperation is much appreciated.
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