

SAFETY MEMO

To : All Employees
Date : 16 MAY 2018
Reference : GAM-S/ME/22/MAY18
Subject : Company Vehicle Operating Policy and Procedure

1. Company vehicle has been provided and was placed at GAM-MIAT facilities to an authorised user by HOD and was controlled by Galaxy Logistic Department. Each manager (HOD) is responsible and accountable for the actions of his or her supervised employees covered under this policy and procedure.
2. Galaxy's Safety Department has to ensure that, vehicle is meet the requirement of MAB and Authority as per cited in (ASD 506) *Airside Vehicle Requirement*, ensure on safety aspect of the company vehicle, company interests and to establishes a policy and procedure.
3. Galaxy Aerospace company vehicle **Operating Policy**;
 - The Galaxy's Vehicle Operating Policy is designed to foster a safe driving environment and to protect employees, the public, the environment and company's interests. The Policy is meant to benefit our employees and to obey policies and procedures to govern the use of Galaxy vehicles by employees across all operating areas.
4. Galaxy Aerospace company vehicle **Operating Procedure**.
 - All users must fill up the vehicle log book before using the company vehicle. For the outstation request usage of company vehicle have to apply by department by five (5) working days and to filled up the *GAM-HR-05* form, generated by HR Department.
 - All drivers must possess a valid driving licence and airside driving permit.
 - The company vehicle cannot be used by non- Galaxy personnel, private and personal used or uses that do not involve the interests of the company.
 - Smoking and consuming drugs and alcohol substances is strictly prohibited.

- All authorised users involved in an accident must comply with all legal and insurance requirements. This includes, if applicable, assisting injured persons, notifying police, exchanging relevant particulars with the other party and so forth.
 - All accident cases must be reported as soon as possible to the Human Resources Department and Safety Department for safety purposes and to enable repairs to be affected. If it is found that the cause of the accident is the fault of the user due to negligence, all repair cost will be borne by the user.
 - All fines incurred through motor vehicle or traffic infringements and the like will be the responsibility of the authorised user.
 - Authorised users must leave the company vehicle as clean as possible both internally and externally and report any faults, damage or noticeable repairs required.
 - Each person who drives the company car must comply with the provisions of this Policy and procedure. Failure to do so may result in permission to drive to be withdrawn.
5. 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