

SAFETY MEMO

To : All Employee, Vendor, Customer and Visitor
Date : 11 Jun 2018
Reference : GAM-S/ME/23/JUN18
Subject : Evacuation Diagram CAMO Office at MIAT

1. In compliance with the Galaxy Aerospace (M) Sdn. Bhd. *SMS Manual Part 15 (Emergency Response Plan)*. All Galaxy employee's should adhered to our Emergency Response Plan for our new *Continuing Airworthiness Management Organization (CAMO)* office facilities at MIAT Subang Campus (Level 1 - office no.W2 157)
2. In conjunction of that, Galaxy Aerospace Safety Department has established an Evacuation Diagram (*ref no. GAM-SD/SP-11/06-18*) as guidelines for all employees and other party, which involve in Galaxy Aerospace CAMO office to act and react in the event of emergencies.
3. Please ***do not use an Elevator or Lift during the emergency***. Please refer to the evacuation diagram to a path to assembly point as indicated on an emergency plan.
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.

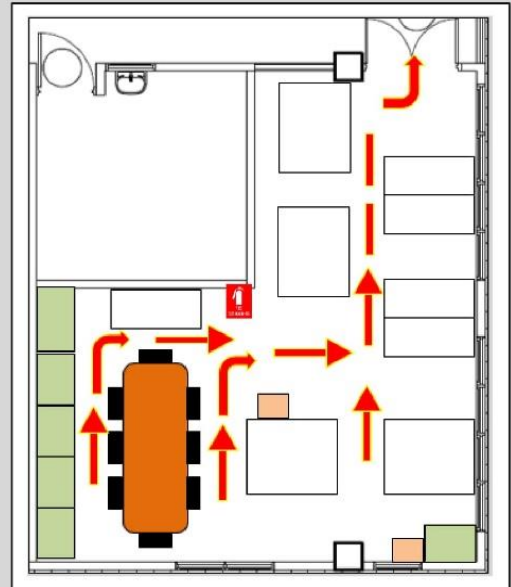
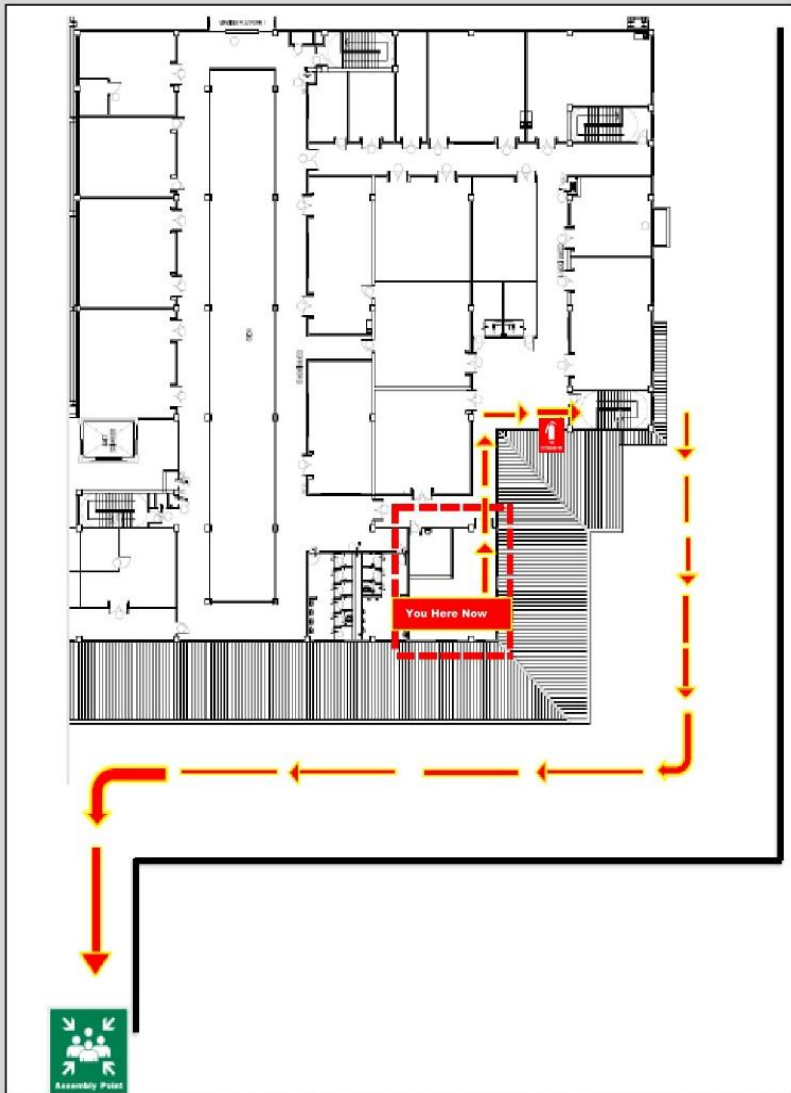
Thank You,



Mohammad Nizam Jaafar
Safety Manager

C.C – Managing Director
Quality Assurance Manager

EVACUATION DIAGRAM



IN CASE OF FIRE

REMOVE PEOPLE

- FROM IMMEDIATE DANGER IF SAVE TO DO SO

ALERT OTHERS

- NOTIFY THE FIRST RESPONDER & OTHERS

CONFINE FIRE AND SMOKE

- CLOSE DOOR AND WINDOW

EVACUATE

- FOLLOW INSTRUCTION BY SAFETY WARDEN

IN CASE OF EMERGENCY

EMERGENCY



**Do not use
elevator in
case of fire**

LEGEND

- EVACUATION ROUTE
- ASSEMBLY POINT
- FIRE EXTINGUISHER

Galaxy Aerospace 
maintenance . repair . overhaul

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