

SAFETY MEMO

To : All Employees
Date : 03 August 2018
Reference no : GAM-S/ME/25/AUG18
Subject : Airfield Vehicle Permit and Airfield Driving Permit

1. Recently our company vehicle (*Ford Ranger*) Reg no. *VBM 3155* already pass all the requirement by Malaysia Airport Berhad (*MAB*) Subang, as followed an Airport Standard Directive (*ASD 506*) as per *AVSEC* regulatory requirement and now company vehicle already granted an Airside Vehicle Permit (*AVP*) on **2nd August 2018**.
2. Besides that, Galaxy already have (**5**) five personnel with Airside Driving Permits (*ADP*). The company vehicle can be drive or operated in Subang Airport restricted airside only by an authorised personnel with the permit.
3. Details of personnel as per listed below:

Bil	Name	Staff No.	Position	Department
1.	Ahmad Shafiq Bin Norsham	8020	Storeman	Engineering
2.	Muhammad Shafril Amri Bin Abd Jamil	8021	Storeman	Engineering
3.	Ahmad Hafizan Bin Khalid	8037	ATP (A&C)	Engineering
4.	Abd Aziz Bin Mansor	8063	Senior Tech.	Engineering
5.	Muhammad Bin Mohd Taib	8045	MIS	Engineering

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/Accountable Manager (MD/AM)
Chief Technical Operation Officer (CTOO)
Quality Assurance Manager (QAM)