

SAFETY MEMO

To : All Employees
Date : 05 September 2018
Reference : GAM-S/ME/26/SEP18
Subject : Official Announcement Module

1. For the purpose to ease and improvised Safety Communication within organization as per cited in *SMS Manual Part 12.6 (SMS Communication And Promotion)* all safety publications or announcement such as Safety Memo, Safety Bulletins and others safety related issues will published thru *GAMS (Official Announcement Module)* via <https://gams.galaxyaerospace.my>.
2. All employees have to read and acknowledge all the previous and current edition announcement published by safety department by click the '*Received and acknowledge*' button to confirm your reading and will be save to the system reading record.
3. However, the hard copy of safety publication on the safety board is still remain as references. All your cooperation and support 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 safety board.

Thank you.



Mohammad Nizam Jaafar
Safety Manager

C.C – Managing Director
Chief Technical Operation Officer
Quality Assurance Manager