

SAFETY MEMO

To : All Employees
Date : 25 SEPTEMBER 2018
Reference : GAM-S/ME/26/SEP18
Subject : New Excess Card at MIAT Facility

1. UniKL MIAT Subang Campus has introduced a new access card to replace the previous one, for the purpose to updated their tenant record management and improvised safety at MIAT facility, a new tenant entry card will be released by GAM Safety Department and will be distribute to GAM staff as needed.
2. To all MIAT Subang access card holder, are required to return the previous access card to safety department, latest by **28th September 2018** and the new pass will take effect on **1st October 2018**. Failure to do so, will result in the new pass being held by the safety department until the old pass has been returned.
3. In the event of the new pass being lost, there will be no replacement pass produced by Unikl MIAT in immediate. To avoid any inconvenience, please keep hold of the pass carefully to prevent such happening. Your co-operation is highly 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.



Mohammad Nizam Jaafar
Safety Manager

C.C – Managing Director/Accountable Manager (MD/AM)
Chief Technical Operation Officer (CTOO)
Quality Assurance Manager (QAM)