

SAFETY MEMO

To : All Employees
Date : 01 November 2018
Reference : GAM-S/ME/28/NOV18
Subject : **Official Announcement Acknowledgement**

1. As per discussed and minutes in *8th Safety Committee Meeting (SCM)* all Galaxy Aerospace employees at all level are has been reminded by Accountable Manager to acknowledge an Official Announcement that was published thru *GAMS Official Announcement Module* by departmental. It was responsibility for every employee to cooperate in providing response and acknowledge for each publication that has been uploaded by various department in the organization.
2. All Head of Department (HOD) have to encourage and emphasized their subordinates to acknowledge to all the publication. Official Announcement Report (OA Report) will be monitored by management to track status of each publication via your acknowledgement. Employees that fail to respond and make an acknowledgement, being recorded and will subjected to determine an appropriate action if required.
3. Therefore, Safety Department have take reactive initiative by directed all employees to respond to (All) Official Announcement in *(1) one month with immediate effect*.
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
Chief Technical Operating Officer (CTOO)
Quality Assurance Manager (QAM)