

## SAFETY MEMO

**To** : All Employees  
**Date** : 31 January 2019  
**Reference** : GAM-S/ME/29/JAN19  
**Subject** : **GAM HQ Facility Entry Policy**

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1. Galaxy Aerospace has been generated the *Automated Fingerprint Identification System (AFIS)* is an identification methodology that uses a digital scanning technology to verify, records and analyse data to identify the scanned fingerprint of an individual for safety and security reasons which an excellent method of proving identity as a security measure. Besides, can assist in obtaining current data and records during emergencies (ERP).
2. **Galaxy Aerospace Employees:**  
All Galaxy's employees that worked or utilized facility at GAM HQ (Office, workshop, store and pantry) required to scanned their fingerprint on to the scanners module/device for verifying to accessing, confirmation will allow the opening of access within the premises.
3. **Galaxy Aerospace Visitors/Customers:**  
The principle access to the GAM premises for visitors should be through the main entrance doors into the main reception and fill in the visitor registration book. Visitor have to be accompanied by GAM staff at all time during the event, activities or doing business.
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  
Chief Technical Operating Officer  
Quality Assurance Manager