

## SAFETY MEMO

**To** : All Safety Committee Members  
**Date** : 13 February 2019  
**Reference** : GAM-S/ME/30/FEB19  
**Subject** : 9<sup>th</sup> Safety Community Meeting (SCM)

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1. Call out for 9<sup>th</sup> Safety Committee Meeting (SCM) as per cited in Galaxy Aerospace Safety Management System (SMS) Manual, **Part 6.2.5 (Members of Safety Committee)**
2. The meeting will be conducted on **28 February 2019** at GAM office at (**EMERALD meeting room**) at approx. **1000hrs**. Hope that all committee members can involve to give your commitment to attend the meeting.
3. Before proceeding with SCM, manager and supervisors from a given functional areas need to carry out SAG meeting for each respective area, as per cited in Galaxy Aerospace Safety Management System (SMS) **Manual Part 6.2.6 (Safety Action Group)** for 145 (Coordination of all 145 areas) and office (Coordination of GAM HQ department). Minutes of meeting will be handing out to Safety Department before the Committee Meeting. Your cooperation 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 notice board.

Thank you,



Mohammad Nizam Jaafar  
**Safety Manager**

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