

## **SAFETY MEMO**

**To** : All Employees  
**Date** : 14<sup>th</sup> October 2019  
**Reference** : GAM-S/ME/35/OCT19  
**Subject** : 11<sup>th</sup> Safety Committee Meeting (SCM)

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1. Announce to all staff GAM, **Safety Committee Meeting (SCM)** as per cited in Galaxy Aerospace Management System (SMS) Manual, **Part 6.2.5 (Members of Safety Committee)** a safety committee meeting (SCM) must be conducted at intervals not exceeding four months and to be chaired by Accountable Manager.
2. 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.
3. The meeting will be conducted on **Thursday 31 October 2019 at Emerald GAM meeting room on 1000hrs**. Hope that for those involved to give your commitment to attend the 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