

## SAFETY MEMO

**To** : All Employees  
**Date** : 04<sup>th</sup> November 2019  
**Reference** : GAM-S/ME/36/NOV19  
**Subject** : First Aider Roles and Responsibilities

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1. Safety department has been conducted **First Aider Training** for GAM staff, as per requirement cited in Safety Management System (SMS) manual **Part 15.1 (Emergency Respond Plan) and Part 12.1 (Safety Training)** to 27 First Aider's to act and react in occurrence of injury related accident and incident in a workplace.
2. Safety Department will inspect the first aid kit at all operations area in 4-month interval. Within the period of inspection, First Aider at each base are responsible to ensure all the item inside first aid kit is available and inspected for the expiry of the item on site. Please report to Safety Department for replenishment.
3. All GAM staff must fill up the Administration First Aid form before utilized the item for means of control and records of first aid boxes.
4. All serious accidents, incidents and injuries with regard GAM staff must be reported immediately to Galaxy Aerospace Safety Department.
5. 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.

### First Aider at GAM-AWM

No.	Name	Department
1.	Ahmad Shazrul Bin Shahrif	Engineering
2.	Ahmad Aidee Afnan Bin Che Azmi	Engineering
3.	Muhammad Azlan Shah Bin Mohd Nasir	Engineering
4.	Muhammad Luqman Bin Nasarudin	Engineering

### First Aider at GAM-PGU

No.	Name	Department
1.	Muhamad Haziq Bin Kaswadi	Engineering
2.	Muhammad B Ahmad Suhaimi	Engineering
3.	Abang Syazreen B Abang Abdul Wahab	Engineering

### First Aider at GAM HQ

No.	Name	Department
1.	Mohd Haffiz Bin Ismail	CAMO
2.	Nur Fatin Binti Bahseis	IT
3.	Nurul Aqmar Syahira Binti Azmi	IT
4.	Muhamad Asraf Bin Zamri	DOA
5.	Mohamad Amirul Hakim Bin Zulkufli	QA
6.	Mohd Fazrul Bin Mohd Fauzi	Commercial
7.	Muhammad Arzat Bin Anuar	Safety
8.	Muhamad Darma Wulan Mukarramah Bin	Engineering

### First Aider at GAM-MIAT

No.	Name	Department
1.	Muhamad Jamil Samsudin	Engineering
2.	Zuhaili Bin Zaphil	Engineering
3.	Muhammad Hafeez Bin Mohd Yusuf	Engineering
4.	Norziah Bt Sulaiman	Engineering
5.	Kamal Amzari Bin Mohamed Ambia	Engineering
6.	Lee Boon Hong	Engineering

### First Aider at GAM-APMM

No.	Name	Department
4.	Hamzah Bin Abdul Ghani	Engineering
5.	Muhammad Yazid Bin Tonut	Engineering
6.	Mohamad Farhan Bin Amdan	Engineering
7.	Muhammad Hariz Bin Mohd Hisham	Engineering
8.	Nur Hamizah Bt Syamsul Bahri	Engineering
9.	Rose Azrenna Bt Mohd Roslee	Engineering

Thank you,



Mohammad Nizam Jaafar

**Safety Manager**

C.C – Managing Director

Chief Technical Operation Officer

Quality Assurance Manager