

SAFETY MEMO

To : All Employees
Date : 07th November 2019
Reference : GAM-S/ME/38/NOV19
Subject : BHICAS Blood Donation Program

1. Attention to all GAM staffs, BHIC AeroServices Sdn Bhd is organising a ***Blood Donation Program*** at their office. Participation in this program is very welcomed.
2. The program detail is as follows:
 - Date : ***14 November 2019***
 - Day : ***Thursday***
 - Time : ***9.00am – 4.00pm***
 - Venue : ***BHIC AeroServices Sdn Bhd, Lobby Area***
3. ***Please give your name latest by Friday, 08 November 2019. to Safety Department and HR Department if you are interested to participate in the program.***
4. ***Please refer below for the criteria of donor on Appendix 1.***
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.

Thank you,



Mohammad Nizam Jaafar
Safety Manager

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

Appendix I: Criteria for Blood Donors

NATIONAL BLOOD CENTRE Kuala Lumpur	QUALITY FORM	Doc No : PDN/RP/WI-01/G01E
		Version No. : 02
	CRITERIA TO DONATE BLOOD	Issue Date : 17 April 2017
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YOU ARE ELIGIBLE TO DONATE BLOOD IF:

1. You are in good health.
2. Eligible age to donate :
 - a) Age between 17–65 years old (at least have donated blood once before with National Blood Centre).
 - b) Age between 17- 60 years old (1st time blood donor).
(Those aged 60 and above must provide a supporting Medical Report)
(Those aged 17 years old need to obtain written consent from parents / guardian)
3. Your weight is 45kg and above.
4. Minimum of 5 hours of sleep.
5. Free from any medical problem.
6. Taken light meal before donating blood.
7. Not involved in any of the following high risk behaviours:
 - Homosexual relationship.
 - Bisexual relationship.
 - Commercial sex relationship.
 - Multiple sexual partners.
 - Drug abuse (*Intravenous*).
 - Sexual contact with those mentioned above.
8. Interval of three months from your last donation.
9. Female ; not pregnant, not having menstruation, not breast feeding.

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10. Do not donate blood if:

- Lived in the United Kingdom (England, Northern, Ireland, Scotland, Wales, Isle of Man or the Channel Island or Republic Ireland from 1980 to 1996 for a period of 6 months (accumulative) or longer.
- You have been living in Europe from 1980 to the present for a period of 5 years (accumulative) or longer

11. You have to show one of the following **ORIGINAL** documents when register yourself to donate blood:

MALAYSIAN	FOREIGNER
MyKad/ Armforce Card/ Police Card	Must have lived in Malaysia not less 1 year
Driving license	Passport
Working pass with identity card number and photograph	Work permit with passport number and photograph
Student pass with IC number and photograph	Student pass with passport number and photograph
Blood donors book (PDN 2) only for repeat donors	-

12. The following documents will not be accepted when you register yourself to donate blood:

MALAYSIAN	FOREIGNER
Photocopy of Identity Card	Photocopy of Passport
-	PATI (Illegal Immigrants)
-	UNHCR

13. Must be able to understand Malay or English language.