

## **SAFETY MEMO**

**To** : All Employees  
**Date** : 07<sup>th</sup> November 2019  
**Reference** : GAM-S/ME/37/NOV19  
**Subject** : Fire Drill at GAM-MIAT office and hangar

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1. Dear all GAM staffs, Kindly be informed that a fire drill will be carried out at **GAM-MIAT hangar facility**, with reference to **SMS Manual Part 15.0 Emergency Response Plan**.
2. The fire drill will be conducted on **Thursday, 14th November 2019 at 10.00 a.m.**
3. This program will be executed in collaboration with **UniKL MIAT Subang** staff to ensure that the program is carried out successfully. Co-operation from those that will be involved in the fire drill is highly appreciated.
4. Person in charge that selected for **Emergency Respond Team (ERT)** in the recent meeting are therefore urged to carry out responsibility in term of Safety with integrity, so that workplace safety is guaranteed.
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

**GAM – MIAT (ERP TEAM) ROLES AND RESPONSIBILITIES**

Galaxy Nominated Personnel as Indicated below and Where Necessary During Emergencies

NOMINATED PERSONNEL	ACCOUNTABILITY	RESPONSIBILITIES
 SHAMSUL  EMRI	<p align="center"><b>First Responder</b></p>	<p>Shall typically the first to arrive at the scene of an accident. Responsible for informing and communicating with the top management and related parties where necessary. Act as the <b>Incident Commander</b> until relieved by the person legally responsible for the emergency.</p>
 FAZRUL  SHAHRUL  GHAZALI	<p align="center"><b>Fire Warden</b></p>	<p>Shall assist in personnel evacuation and also additional duties that shall be assigned by the Incident Commander. To instruct workers in how to respond in an emergency. Have an ability to extinguish fire if possible. Must be familiar with all escape routes and exits from their designated area and ensure all workers are accounted for during an evacuation.</p>
 AMIR  ZUHAILI  HAFEEZ  NORZIAH  KAMAL  LEE	<p align="center"><b>First Aider</b></p>	<p>Shall assist with first aid response to affected personnel from disasters. Potentially performing lifesaving in an emergency situation. To provide an immediate lifesaving, medical care before the arrival of further medical help. As an ownership of the company first aid kit. Ensure and monitor means of control of first aid kit.</p>
 ARZAT	<p align="center"><b>Safety Representative &amp; SHE Officer</b></p>	<p>Responsible to monitor and assessing hazardous and unsafe situation and developing planning and measures to assure personnel aircraft safety.</p>
 NORZIAH  KAMAL	<p align="center"><b>Facility Manager</b></p>	<p>Provide technical information on the facility to aid during the ERP and liaise with local authority.</p>