

SAFETY MEMO

To : All Employees
Date : 25th February 2020
Reference : GAM-S/ME/41/FEB20
Subject : ***ALTERNATIVE TOOLING PROCEDURE***

1. With refers to minutes of meeting ref. no. ***GAM/QA/ATP/2020/02*** conducted on 19 February 2020, is to discuss, develop and finalise the use of alternative tooling, internal procedure and process flow as per ***EASA User Guide UG.CAO.00132-001*** requirement with in conjunction of GAM MOE requirement as per cited in ***Section 2.6.3*** (Alternative tools and equipment).
2. As per agreed in the meeting, all departmental request for the alternative tools ***Must Raise*** Management of Change (MOC) for each tooling to be fabricated with refers to minutes of meeting Para 3.d.i (***MOC shall be raised for each tooling fabrication***) and ***HIRARC*** shall be performed throughout the process.
3. In exercise of the powers conferred by Quality Assurance and Safety Department, the procedure come into the operation in immediate effect. The existing alternative tooling's has been fabricated by operation must be undergoes these procedure and process. Fail to do so the fabricated tools will be ***withdrawn from service and prohibit for being used*** until it's completed throughout the process.
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