

## SAFETY MEMO

**To** : All Employees  
**Date** : 03<sup>rd</sup> June 2020  
**Reference** : GAM-S/ME/48/JUN2020  
**Subject** : 13<sup>th</sup> Safety Committee Meeting (SCM)

---

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. Purpose of the meeting is to discuss and report any safety issues related to the company as per minutes in each *Safety Action Group (SAG)* meeting and review the effectiveness of safety in the respective areas. Furthermore, it will be to assess current safety performance, identify opportunities for improvement and determine the need for any changes.
3. The meeting will be conducted on *Tuesday 30 June 2020* 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