

SAFETY MEMO

To : All Employees
Date : 1st October 2020
Reference : GAM-S/ME/52/OCT20
Subject : 14th 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/Executive
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. Before proceeding with SCM, manager and supervisors from a given functional areas need to carry out **SAG Meeting** for each respective area, as per cited in **Galaxy Aerospace Safety Management System (SMS) Manual Part 6.2.6 (Safety Action Group) for 145 (Coordination of all 145 areas) and office (Coordination of GAM HQ department)**. Minutes of meeting will be handing out to Safety Department before the Committee Meeting.
4. The meeting will be conducted on **29/10/2020 (Thursday)** 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.
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