

SAFETY MEMO

To : All Employees

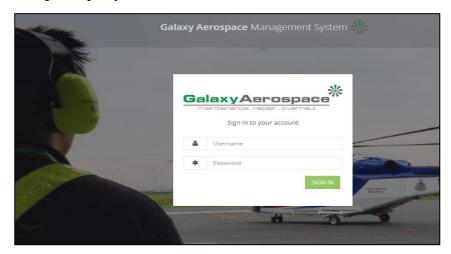
Date : 27th May 2021

Reference : GAM-S/ME/67/MAY21

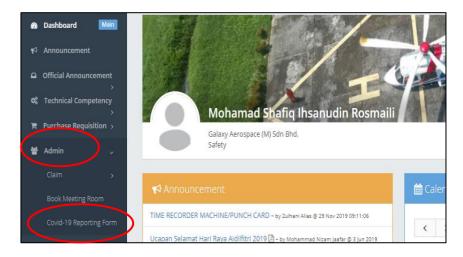
Subject : Galaxy Aerospace Covid-19 Reporting Form

1. To all staff, due to enhance our Covid-19 Reporting System within the organisation, Galaxy Aerospace Covid-19 Management Committee have come out with a Covid-19 Form. For those who has *tested positive* for Covid-19, the staff must report through GAMs Portal via "Admin Module" as follows:

• *Step 1*: Open your GAMs Portal.



- Step 2: Find and click at "Admin Module".
- *Step 3*: Click at Covid-19 Reporting Form.



GAMS

B Dashboard Menu

Announcement

Colfficial Announcement

Record Details

Figure Admin

Calm

Department

Board/Top Management

Phone No.

019 9710790

NRIC

Covid-19 Reporting
Form

NRIC

Location * Select Location...

Result Date *

Document(s)

Choose File No file chosen

• Step 4: Fill up the information as required.

2. All the report will be received by HOD, Safety and HR/Admin for further action as required. Your kind commitment and cooperation are highly appreciated.

Choose File No file chose

3. 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,

#Lindungi Diri, #Lindungi Semua.

Mohammad Nizam Jaafar

Safety Manager

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