

MEETING NOTES

Subject: Review on EMP, Procedure (GAM.P03, GAM.P06, GAM.P01, GAM.P09, GAM.P02, GAM.P17, GAM.P05) and Design Support Network (DSN)

Date: 26 August 2022, 3.30pm - 4.30pm

Venue: Sapphire Room, GAM HQ

Participant: Ismail, Nizam, Arifin, Fharidathul, Muzrim

No.	DGTA CAR	Discussion	Action Plan	PIC	Target Date
1	5/22, 1 of 5	GAM.P03 not specify DAR approval for classification of changes	To revise procedure GAM.P03 and form GAM.F.001	Fharidathul	01-Sep-22
2	5/22, 2 of 5	GAM.P06 Appendix 1 not applicable and GAM.P03 typing error for Appendix 4	To revise procedure GAM.P06 and GAM.P03	Arifin	01-Sep-22
3	5/22, 3 of 5	GAM.P01 personnel list not updated and does not specify letter with scope and level of authorisation	To revise procedure GAM.P01	Fharidathul	01-Sep-22
4	5/22, 4 of 5	GAM.P09 does not indicate specific arrangement for TI sources	To revise procedure GAM.P09	Arifin	01-Sep-22
5	5/22, 5 of 5	GAM CAMO not included in DSN list for technical publication	To evaluate GAM CAMO and update DSN list in EMP issue 2/21	Muzrim	01-Sep-22
6	6/22, 1 of 5	New office facility and layout not updated in EMP	To update EMP issue 2/21	Fharidathul	01-Sep-22
7	6/22, 2 of 5	Personnel training record not updated	To review all personnel file	Ismail	01-Sep-22
8	6/22, 3 of 5	GAM.P17 and GAM.P05 not updated with correct form number	To revise procedure GAM.P17 and GAM.P05	Muzrim	01-Sep-22
9	6/22, 4 of 5	Duplicate procedure for Certification Plan and Judgment of Significance found in EMP	To update EMP issue 2/21	Fharidathul	01-Sep-22
10	6/22, 5 of 5	GAM.P02 Request Form not completed by customer	To revise procedure GAM.P02	Muzrim	01-Sep-22

Verified by:



Ismail Sulaiman

SDE

26-Aug-22