

**SAFETY AUDIT REPORT**

Report No.	GAM- SAR/004/18
Area	PGU Subang
Date of audit report	13 September 2018

**TO :** Managing Director (MD),  
**C.C. :**

- Quality Assurance Manager (QAM)
- Chief Technical Operation Officer (CTOO)
- CAMO Manager (CAM)
- Engineering Manager (EM)
- Chief Engineer (CE)

**FUNCTION:** Internal Safety Audit  
**DATE :** 06 Sept 2018

**NOTE: (STRICTLY CONFIDENTIAL AND FOR INTERNAL CIRCULATION ONLY)**  
 For findings recorded in cars, the auditee is given 14 days from the date of report issued to respond to safety manager, identifying the root causes, corrective actions, preventive actions and their respective dates, with supporting evidence for closure.

**DISTRIBUTION:**

• Managing Director (MD)	For Info
• Chief Technical Operation Officer (CTOO)	For Info
• Quality Assurance Manager (QAM)	For Action
• Safety Manager (SM)	For Action
• Engineering Manager (EM)	For Action
• Chief Engineer (CE)	For Action

- 1. PURPOSE:**
- An internal Safety Audit carried by Galaxy Aerospace Safety Department to add PDRM PGU Pangkalan Semenanjung, Subang as part of base and line maintenance for servicing PDRM AW139 fleet contracted to GAM for maintenance.
- 2. INTRODUCTION:**
- The objective of the audit is to evaluate adherence of safety in PGU facilities to meet the requirement and standard as an Approve Maintenance Organization (AMO) as per cited in SMS Manual, with respond to Management of Change (MOC) no. GAM/MOC/18/0020 raised by departmental and to ensure (GAM 145) operations is carried out in a safe working environment and enhanced safety.
  - Audit was carried out on 06 September 2018 at 0900 to 1500 HRS at PGU with includes of office facilities, store facilities and maintenance facilities that has been utilized by Galaxy Aerospace maintenance (GAM 145) crew.
  - The audit methodology is through sampling of tools and equipment, observation of office and maintenance hangar facilities and interview with key personnel at the work place.

### 3. AUDITORS

- Mohammad Nizam bin Jaafar (Safety Manager),
- Muhammad Syafiq bin Kamil (Quality Assurance Inspector)
- Muhammad Arzat bin Anuar (Safety Assistant).

### 4. PERSONNEL CONTACTED:

- En. Harry Joinin as a LAE
- En. Mohd Al Hafiz bin Amin Nordin.

### 5. FINDINGS:

- A total of **07 finding** was recorded. Refer to attached Non Compliance Request (NCR) form no. GAM-SMS/NCR-001/18 for details. All the findings were discussed with the auditee/s during the closing meeting.
  1. Auditee fail to provide evidence of Certificate of fitness (CF) of maintenance facility.
  2. Fire extinguisher is not available in maintenance office.
  3. Fire extinguishers were found expired at PGU maintenance facility near GAM maintenance office.
  4. Dedicated safety board is not available at maintenance office as per cited in SMS Manual Part 12.6.2 (Dissemination of safety information)
  5. Fire evacuation diagram or fire escape plan is not available as per cited in SMS Manual Part 15.8.1
  6. General tools were found in inappropriate storage (tool box) and no means of control.
  7. Maintenance hangar is not fit for maintenance operation due to under construction.

### 6. CONCLUSION:



As of now PGU Maintenance Facilities is not qualified to apply for base and line maintenance, many improvements should be made to ensure adherence and compliance of safety is a priority throughout the organization.

**Prepared by:**  
Muhammad Arzat bin Anuar (Safety Assistance)

**Approved by:**  
Mohammad Nizam bin Jaafar (Safety Manager)

**Date: 13 September 2018**

ISSUE UNDER THE AUTHORITY OF SAFETY DEPARTMENT

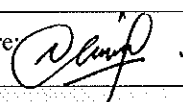
 Galaxy Aerospace maintenance . repair . overhaul	 <b>Non Compliance Request (NCR)</b>	
	Audit reference:	GAM- SAR/004/18
	NCR No.	01



**SAFETY AUDIT / SURVEILLANCE FINDINGS**

Part I – FINDING SECTION			
COMPANY: Galaxy Aerospace (M) Sdn. Bhd	Auditee	EM and CE	
LOCATION: Subang, Selangor	AREA:		
TYPE: SAFETY AUDIT   SURVEILLANCE	PGU Subang Maintenance		
REFERENCE: GAM SMS Manual and AN101	LEVEL	<input type="radio"/> Level 1 – Require immediate actions <input checked="" type="radio"/> Level 2 – Rectify within 14 days <input type="radio"/> Level 3 – Rectify within 3 months	
<b>FINDING:</b>  Auditee fail to provide evidence of Certificate of Fitness (CF) of maintenance facility.			
Auditor	Mohammad Nizam jaafar	Date: 01 October 2018	Signature: 
Part II – CORRECTIVE ACTIONS			
Auditee		Date:	Signature
Part III – STATUS <i>(The corrective actions have been reviewed, verified and found to be:)</i>			
<b>Status:</b>			
Verified by Auditor		Date:	Signature

 <b>Galaxy Aerospace</b> maintenance . repair . overhaul	<b>Non Compliance Request (NCR)</b>	
	Audit reference:	GAM- SAR/004/18
	NCR No.	02

### SAFETY AUDIT / SURVEILLANCE FINDINGS

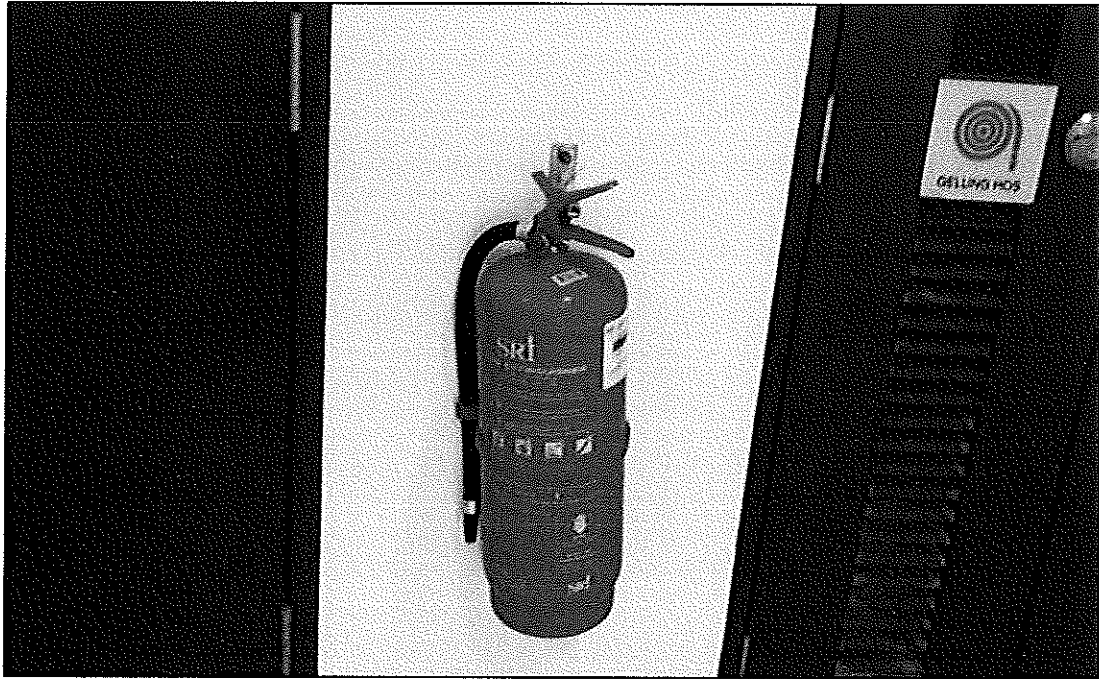
Part I – FINDING SECTION			
COMPANY: Galaxy Aerospace (M) Sdn. Bhd	Auditee	EM and CE	
LOCATION: Subang, Selangor	AREA:	PGU Subang Maintenance	
TYPE: SAFETY AUDIT   SURVEILLANCE	REFERENCE:	GAM SMS Manual and AN101	
	LEVEL	<input type="radio"/> Level 1 – Require immediate actions <input checked="" type="radio"/> Level 2 – Rectify within 14 days <input type="radio"/> Level 3 – Rectify within 3 months	
	OF		
	FINDING:		
<b>FINDING:</b>  Fire extinguisher is not available in maintenance office.			
Auditor	Mohammad Nizam jaafar	Date: 01 October 2018	Signature: 
Part II – CORRECTIVE ACTIONS			
Auditee		Date:	Signature
Part III – STATUS <i>(The corrective actions have been reviewed, verified and found to be:)</i>			
<b>Status:</b>			
Verified by Auditor		Date:	Signature


 Galaxy Aerospace maintenance . repair . overhaul	 <b>Non Compliance Request (NCR)</b>	
	Audit reference:	GAM- SAR/004/18
	NCR No.	03

**SAFETY AUDIT / SURVEILLANCE FINDINGS**

<b>Part I – FINDING SECTION</b>			
COMPANY: Galaxy Aerospace (M) Sdn. Bhd	Auditee	EM and CE	
LOCATION: Subang, Selangor	AREA:		
TYPE: SAFETY AUDIT   SURVEILLANCE	PGU Subang Maintenance		
REFERENCE: GAM SMS Manual and AN101	LEVEL OF FINDING:	<input type="radio"/> Level 1 – Require immediate actions <input checked="" type="radio"/> Level 2 – Rectify within 14 days <input type="radio"/> Level 3 – Rectify within 3 months	
<b>FINDING:</b>  Fire extinguisher is found expired at PGU maintenance facility (see attachment).			
Auditor	Mohammad Nizam jaafar	Date: 01 October 2018	Signature: 
<b>Part II – CORRECTIVE ACTIONS</b>			
Auditee		Date:	Signature
<b>Part III – STATUS (The corrective actions have been reviewed, verified and found to be:)</b>			
<b>Status:</b>			
Verified by Auditor		Date:	Signature



## Fire Extinguisher at near Maintenance Galaxy Office



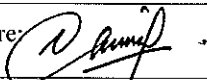
 <b>Galaxy Aerospace</b> maintenance . repair . overhaul	<b>Non Compliance Request (NCR)</b>	
	Audit reference:	GAM- SAR/004/18
	NCR No.	04

**SAFETY AUDIT / SURVEILLANCE FINDINGS**



Part I – FINDING SECTION			
COMPANY: Galaxy Aerospace (M) Sdn. Bhd	Auditee	EM and CE	
LOCATION: Subang, Selangor	AREA:	PGU Subang Maintenance	
TYPE: SAFETY AUDIT   SURVEILLANCE	LEVEL	<input type="radio"/> Level 1 – Require immediate actions <input checked="" type="radio"/> Level 2 – Rectify within 14 days <input type="radio"/> Level 3 – Rectify within 3 months	
REFERENCE: GAM SMS Manual and AN101	OF FINDING:		
<b>FINDING:</b>  Dedicated safety board is not available at maintenance office.			
Auditor	Mohammad Nizam jaafar	Date: 01 October 2018	Signature: 
Part II – CORRECTIVE ACTIONS			
Auditee		Date:	Signature
Part III – STATUS <i>(The corrective actions have been reviewed, verified and found to be:)</i>			
<b>Status:</b>			
Verified by Auditor		Date:	Signature

 <b>Galaxy Aerospace</b> maintenance . repair . overhaul	 <b>Non Compliance Request (NCR)</b>	
	Audit reference:	GAM- SAR/004/18
	NCR No.	05


**SAFETY AUDIT / SURVEILLANCE FINDINGS**

<b>Part I – FINDING SECTION</b>			
COMPANY: Galaxy Aerospace (M) Sdn. Bhd	Auditee	EM and CE	
LOCATION: Subang, Selangor	AREA:		
TYPE: SAFETY AUDIT   SURVEILLANCE	PGU Subang Maintenance		
REFERENCE: GAM SMS Manual and AN101	LEVEL OF FINDING:	<input type="radio"/> Level 1 – Require immediate actions <input checked="" type="radio"/> Level 2 – Rectify within 14 days <input type="radio"/> Level 3 – Rectify within 3 months	
<b>FINDING:</b>  Fire evacuation diagram or fire escape plan is not available in maintenance office and maintenance facilities.			
Auditor	Mohammad Nizam jaafar	Date: 01 October 2018	Signature: 
<b>Part II – CORRECTIVE ACTIONS</b>			
Auditee		Date:	Signature
<b>Part III – STATUS (The corrective actions have been reviewed, verified and found to be:)</b>			
<b>Status:</b>			
Verified by Auditor		Date:	Signature

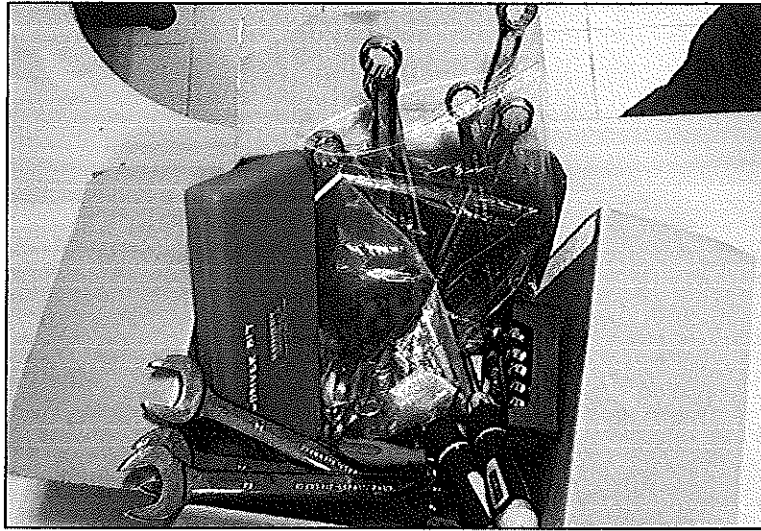




 <b>Galaxy Aerospace</b> maintenance . repair . overhaul	 <b>Non Compliance Request (NCR)</b>	
	Audit reference:	GAM- SAR/004/18
NCR No.	06	

**SAFETY AUDIT / SURVEILLANCE FINDINGS**

Part I – FINDING SECTION			
COMPANY: Galaxy Aerospace (M) Sdn. Bhd	Auditee	EM and CE	
LOCATION: Subang, Selangor	AREA:		
TYPE: SAFETY AUDIT   SURVEILLANCE	PGU Subang Maintenance		
REFERENCE: GAM SMS Manual and AN101	LEVEL	<input type="radio"/> Level 1 – Require immediate actions <input checked="" type="radio"/> Level 2 – Rectify within 14 days <input type="radio"/> Level 3 – Rectify within 3 months	
<b>FINDING:</b>  General tools were found in inappropriate storage (tool box) and no means of control (see attachment)			
Auditor	Mohammad Nizam jaafar	Date: 01 October 2018	Signature: 
Part II – CORRECTIVE ACTIONS			
Auditee		Date:	Signature
Part III – STATUS <i>(The corrective actions have been reviewed, verified and found to be:)</i>			
<b>Status:</b>			
Verified by Auditor		Date:	Signature

**Tools are not properly stored**



 <b>Galaxy Aerospace</b> maintenance . repair . overhaul	 <b>Non Compliance Request (NCR)</b>	
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	NCR No.	07

**SAFETY AUDIT / SURVEILLANCE FINDINGS**

<b>Part I – FINDING SECTION</b>			
COMPANY: Galaxy Aerospace (M) Sdn. Bhd	Auditee	EM and CE	
LOCATION: Subang, Selangor	AREA:	PGU Subang Maintenance	
TYPE: SAFETY AUDIT   SURVEILLANCE	REFERENCE:	LEVEL	
REFERENCE: GAM SMS Manual and AN101	OF	<input type="radio"/>	Level 1 – Require immediate actions
	FINDING:	<input checked="" type="radio"/>	Level 2 – Rectify within 14 days
		<input type="radio"/>	Level 3 – Rectify within 3 months
<b>FINDING:</b>  Maintenance hangar is not fit for maintenance operation due to under construction.			
Auditor	Mohammad Nizam jaafar	Date: 01 October 2018	Signature: 
<b>Part II – CORRECTIVE ACTIONS</b>			
Auditee		Date:	Signature
<b>Part III – STATUS (The corrective actions have been reviewed, verified and found to be:)</b>			
<b>Status:</b>			
Verified by Auditor		Date:	Signature