


HIRARC REGISTER

Document No.: GALAXY-HSE-SMS		Release date: 22 Oct 2018		SMS Page: APPENDIX C		Approved by: Mohammad Nizam Jaafar		Signature:		
HIRARC REGISTER										
Conducted by: Nizam (SM)		Received By: Saliman (QAM)		Date conducted: 22 Oct 2018		Revision: 0		Status/ Remarks		
Risk Assessment										
Risk Control										
No.	Workplace/ Activity	Hazard	Consequences/ Effects	Likelihood	Severity	Risk Rating	Existing Risk Control (if any)	Recommended and additional Control	PIC	
1	<div style="border: 1px solid black; width: 100px; height: 40px; margin-bottom: 5px;"></div> GAM to certified additional maintenance facilities for their operation at line & base maintenance at PGU Subang facility as per AMO Part 145 requirement.	Transition of capability upgraded will implicate interest of the company with non-compliance with authority regulation	The company can't achieve their business opportunities and commercial values	4	E	4E	Admin. Control: Refer to SMS Manual Part 14.2 (Process of management of change MOC)	Admin. Control: Introduce a MOC checklist to identify gaps and weaknesses	QAM	Risk reduced to 3E after existing and additional control measure and find on acceptable level
2	<div style="border: 1px solid black; width: 100px; height: 40px; margin-bottom: 5px;"></div> PGU Subang maintenance facilities have a dedicated maintenance area include shelter, hangar space, store and maintenance office.	The facilities not meet the authority standard as per Part 145 & safety requirement which lead to be unsafe working environment.	Improper maint. facilities may harm personnel, aircraft and a/c component damage	3	C	3C	Admin. Control: Refer to SMS Manual Part 13.2 (Safety Audits) and MOE Part 3.1.2	Admin. Control: To do an observation and surveillance for identify of areas for improvement	QAM SM	Risk reduced to 2C after existing and additional control measure and find on acceptable level after review
3	<div style="border: 1px solid black; width: 100px; height: 40px; margin-bottom: 5px;"></div> Requirement of test equipment, standard tools, calibrated tools, special tools and GSE and Maintenance platform for the maintenance operation	The equipment do not meet the standard of authority compliance which lead to be an unsafe working environment	Equipment that didn't meet the specifications can cause of a/c and component damage	4	C	4C	Admin. Control: Refer to MOE Part 2.4 (Acceptance of tool and equipment)	Admin. Control: To observe for identification and the COC of equipment for a save utilization	QAM EM SM	Risk reduced to 2C after existing and additional control measure and find on acceptable level after review
4	<div style="border: 1px solid black; width: 100px; height: 40px; margin-bottom: 5px;"></div> Appropriate training and qualified authorized personnel for task to attend an approve type course and others appropriate related training	Reduction of ability to perform a prescribe function and task due to lack and adequate training as per required	Difficulty to perform a task as per task assigned and will implicated to a/c safety	3	B	3B	Admin. Control: Refer to MOE Part 3.4.5 (Training and continuation training)	Admin. Control: An additional related training to enhance personal capabilities as required	QAM EM SM	Risk reduced to 1B after additional control measure and find on acceptable level after review

	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. : <ul style="list-style-type: none"> • 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: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">• Managing Director (MD)</td> <td style="width: 50%;">For Info</td> </tr> <tr> <td>• Chief Technical Operation Officer (CTOO)</td> <td>For Info</td> </tr> <tr> <td>• Quality Assurance Manager (QAM)</td> <td>For Action</td> </tr> <tr> <td>• Safety Manager (SM)</td> <td>For Action</td> </tr> <tr> <td>• Engineering Manager (EM)</td> <td>For Action</td> </tr> <tr> <td>• Chief Engineer (CE)</td> <td>For Action</td> </tr> </table>			• 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
• 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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

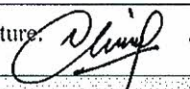

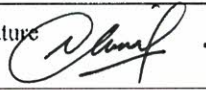
SAFETY AUDIT NCR TRACKING

Audit Report No. : GAM-SAR/004/18
 Auditor : Mohammad Nizam Jaafar
 Date of audit : 06 September 2018
 Date of report released : 13 September 2016
 Total CAR : 07



NCR No.	Finding level	Reminder			Status	Date closed	Remark
		1 st	2 nd	3 rd			
1	2				Open		Awaiting respond from PGU for a CF
2	2				Closed	18/10/2018	Acceptable/satisfactory
3	2				Open		To be notified to PGU by weekly meeting
4	2				Closed	18/10/2018	Acceptable/satisfactory
5	2				Closed	18/10/2018	Acceptable/satisfactory
6	2				Closed	18/10/2018	Acceptable/satisfactory
7	2				Open		Awaiting construction completed

 Galaxy Aerospace maintenance . repair . overhaul	Non Compliance Request (NCR)	
	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:	PGU Subang Maintenance	
TYPE: SAFETY AUDIT SURVEILLANCE	REFERENCE:	GAM SMS Manual and AN101	
REFERENCE:	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	
GAM SMS Manual and AN101	OF		
	FINDING:		
FINDING: 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			
Certificate of Fitness will be provided once the it is obtained from PGU. As of now, it is confirm the CF still pending.			
Auditee	SUAFRUL YAMANI	Date: 	Signature 8/10/18
Part III - STATUS (The corrective actions have been reviewed, verified and found to be:)			
Status: Open			
Verified by Auditor	MOHAMMAD NIZAM BIN JAAFAR Galaxy Aerospace (M) Sdn Bhd Safety Manager	Date: 8/10/18	Signature: 





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

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:		
FINDING: Fire extinguisher is found expired at PGU maintenance facility (see attachment).			
Auditor	Mohammad Nizam jaafar	Date: 01 October 2018	Signature: 
Part II – CORRECTIVE ACTIONS			
The maintenance of the fire fire extinguisher outside of GAM's dedicated office is under PGU. The finding shall be notified to them in the next bi-weekly meeting.			
Auditee	SYAFRUL YAMANI	Date: 8/10/18	Signature: 
Part III – STATUS (The corrective actions have been reviewed, verified and found to be:)			
Status: Open			
Verified by Auditor	MOHAMMAD NIZAM BIN JAAFAR Galaxy Aerospace (M) Sdn Bhd Safety Manager	Date: 8/10/18	Signature: 

 Galaxy Aerospace maintenance . repair . overhaul	 Non Compliance Request (NCR)	
	Audit reference:	GAM- SAR/004/18
	NCR No.	07

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	
FINDING: Maintenance hangar is not fit for maintenance operation due to under construction.			
Auditor	Mohammad Nizam jaafar	Date: 01 October 2018	Signature: 
Part II - CORRECTIVE ACTIONS			
As per NCR No.1, construction must be completed prior to CF issuance.			
Auditee	SYAFRUL YAMANI	Date: 8/10/18	Signature: 
Part III - STATUS (The corrective actions have been reviewed, verified and found to be:)			
Status: Open.			
Verified by Auditor	MOHAMMAD NIZAM BIN JAAFAR Galaxy Aerospace (M) Sdn Bhd Safety Manager	Date: 8/10/18	Signature: 