

Task Handover to Mr. Khair

No	Task Details	Progress done	To be continued by Khair	Category / Remarks
1	To follow up with Mr Pesh on Cat C application Mr. Zainurin	<ul style="list-style-type: none"> Last meeting with Mr. Pesh on 27th Dec 2019, he agreed to process with Cat. C application Mr. Zainurin for King Air aircraft. 	To follow up the status of Cat. C with Mr. Pesh	<p>URGENT</p> <p>Ref Letter: GAM/QA/19/104 Dated 01/10/19 GAM/QA/19/129 Dated 09/12/19 GAM/QA/19/137 Dated 19/12/19</p>
2	Training Collaboration with APR Training	<ul style="list-style-type: none"> Project with APR including: <ul style="list-style-type: none"> Differential Training Twin Otter DHC6-400 to DHC6-300 which is plan to be kick-off on the end of February 2020. AW139 Type Course Robinson R44 Type Course B1.4 assessment Email have been sent to APR on the intention to collaborate on 19th December 2019 	To check what is the current status and progress	<p>INTERMEDIATE</p> <p>Miss Amira is the contact person from APR</p> <p>Tel: 016-2823837</p> <p>Email: amira@aeroprecision.com.my</p>
3	Training Collaboration with ADC.	<ul style="list-style-type: none"> Practical Type Training AW189. Nominated personnel for Practical Assessor have been sent to ADC Email have been sent to ADC on the intention to collaborate on 20th December 2019. 	<p>To check the status and progress on the approval to conduct the Practical Type Training AW189.</p> <p>If they not move yet, next plan is to propose to send the personnel to OEM Practical Type Training in Italy (subject to approval from AM & EM)</p>	<p>INTERMEDIATE</p> <p>Mr. Misat (Training Manager) & Mr. Subramaniam (QAM) is the contact person.</p> <p>Tel: 013-3440321 (Mr. Misat) 019-2761032 (Mr. Subramaniam)</p>
4	Train The Trainer	Request to send Train the Trainer have been made by email from: 1) Hong 2) Muzrim	To find suitable Training Provider and sent the personnel for training.	<p>INTERMEDIATE</p> <p>Some of the Training Provider that we have been use so far is: 1) NIOSH Bangi 2) GMI-Bangi. (Mdm Nabila – 016-2184197)</p>
5	Audit Capability AS365N3 CAMO	MOC was raised to add CAMO capability on aircraft AS365N3 on 26 th November 2019 Ref MOC: GAM/MOC/19/0054	To carry out audit based on the MOC raised	<p>URGENT</p> <p>Person to be contact with: Zaty – GAM CAMO manager</p>
6	Task Training for Pilot PGU KK	<p>Initial visit to PGU KK on August to deliver the training was not complete due to Pilot Merdeka Operation.</p> <p>Mr. Harry is nominated person to deliver the training. The training notes etc. is in the folder inside QAM office folder cabinet.</p>	<p>To liaise with Mr. Harry when he can deliver the training.</p> <p>I suggest one QA to go to KK to monitor and coordinate the training.</p>	<p>INTERMEDIATE</p> <p>Person to be contact with: Mr. Harry Jonin. (contact – 012-6485547)</p>
7	Limited Certification Authorization folder to update	<p>Latest LCA issue is to PGU Subang Pilot for total of 5 person.</p> <p>Current LCA issued to pilots are 6 including Dato Zainal from YTL.</p>	<p>To keep update the issuance of LCA to pilot</p> <p>To monitor the expiry date of each LCA issued.</p>	<p>LOW</p>

No	Task Details	Progress done	To be continued by Khair	Category / Remarks
8	Assessment ARS Mr. Safarin	Nil	To perform assessment on new joining ARS Mr. Safarin to cater the current manpower.	INTERMEDIATE
9	Assessment Procedure for Cat B1.3, B1.4, & B2	Initial presentation to CAAM was made with Tn Hj Kamal and Siti Khadijah from CAAM. Verbally, Mr. Pesh agreed for Galaxy to conduct assessment provided our MOE being amended and approved the procedure	To prepare and present to Mr Pesh from CAAM on the procedure	INTERMEDIATE
10	Certificate for PGU personnel of Aircraft Genfam CARAVAN, PC6, & Cessna 172.	Internal Aircraft genfam was conducted on: 2&3 Dec 2019 – Caravan 9&10 Dec 2019 – PC6 12 Dec 2019 – Cessna 172	To issue certificate to all attendee Certificate of Attendance to all participant	URGENT PGU Contact person: Tuan Nasir – 012-2802332
11	Instructor Record	Instructor Record that have been done: 1) Akmal Azhar 2) Muhammad 3) Syafrul 4) Major Chua 5) Emri 6) Shamsul Bahrin On 7) Faizal Aziddin	To make instructor record: 1) Adib 2) Salman 3) Hong 4) Pn Sarah 5) Al-hafiz (bob) 6) Yassin 7) Sharliza 8) Fareez 9) Mahadi 10) En. nizam	INTERMEDIATE
12	Follow up YTL Audit report: to Qualify YTL hangar as Line and Base Maintenance	Audit report have been made and issued to YTL personnel Dato Revi & Dato Zainal Ref:	To follow up with YTL either they have close the findings and submit to CAAM for approval.	URGENT
13	Add Capability King Air CAMO Audit	Audit Report to add capability for King Air have been made and submitted to CAAM Ref: Audit Report Submitted on:	To liaise with Zaty on the date of audit for CAMO King Air	URGENT
14	Training Plan	Nil	To develop training plan for GAM 2020	URGENT
15	GAM Personnel AMEL	CAAM License have been collected from CAAM for personnel: 1) Azhari Rimbun – CAT C AS355F2 2) Khairul Fahmi – Renewal Cat A	To deliver the license to them	INTERMEDIATE
16	CAT C Mr. Sam	Mr Sam license was submitted to CAAM for CAT C S76C & AS365N2 but only got S76C	To appeal and resubmit to CAAM for CAT C AS365N2	URGENT