


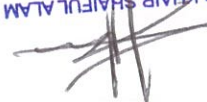



A		AUDIT DETAILS	
1.	Copy to	1. CAMO Manager	
2.	Purpose	The objective of this audit is to carry out an audit on Galaxy Aerospace (M) Sdn. Bhd. - Continuing Airworthiness Management Office (GAM - CAMO) for additional operating location.	
3.	Reference	1. GAM/CAAM/CAME, Issue 2, Revision 3	
		2. AN 6101	
		3. AN 6102	
4.	Auditor	1. Mohamad Khair Bin Shaiful Alam	
		2. Muhammad Arzat Bin Anuar	
B	AUDIT SUMMARY		
1.	<p>This audit was performed on 13th April 2020 at Royal Malaysian Police Air Operating Unit (RMPAOF) headquarters office located at address Pasukan Gerakan Udara, Polis Diraja Malaysia, Pangkalan Subang, Jalan Lapangan Terbang Subang, 40150, Shah Alam, Malaysia.</p> <p>The purpose of this audit is to response on Management of Change (MOC) reference no. GAM/MOC/20/0023 on additional operating location for CAMO office.</p> <p>Auditor consists of QA Inspector, Mohamad Khair Bin Shaiful Alam, and Safety Executive Muhammad Arzat Bin Anuar. Auditee team consists of Continuing Airworthiness Management Manager, Zaty Nadhira Binti Mohamed Zuhari, Technical Planning Executive, Siti Aishah Binti Mansor, Senior Technical Record Executive, Aina Aniyah Binti Shamsuddin.</p> <p>The audit methodology is through observation at workplace and interview with key personnel.</p> <p>Reference document related:</p> <ul style="list-style-type: none"> Malaysian Civil Aviation Regulation 2016. Airworthiness Notices 6101. Airworthiness Notices 6102. Continuing Airworthiness Management Exposition. Reference: GAM/CAAM/CAME, Issue 2, Revision 3, Dated 15 March 2020. Continuing Airworthiness Management Procedure. Reference: GAM/CAMO/CAMP, Issue 1, Revision 0, Dated 29th April 2019. Audit Checklist for CAMO. Reference: GAM/CAMO-009. 		
<p>FACILITY</p> <p>New additional GAM - CAMO operating office is located in RMPAOF headquarters, block B, ground floor, engineering Library.</p> <p>CAMO office during audit are clean and organised. All CAMO staffs with total number of 6 persons, have their own working space (Table & Chair) and each person provided with laptop, internet access is available, but the performance currently low in speed due to cluster with many users from PGU Staff & Galaxy (AMO) Staff. Most of the time, personal hotspot is used.</p>			

 Galaxy Aerospace maintenance . repair . overhaul	Report No.	IAR-2020/015
	Area / Scope	GAM-CAMO
	Date of audit	13th April 2020
	Audit Report	

<p>2.</p>	<p>Findings / observation</p>
<p>Observation</p> <p>i. Increase the security of the office from unauthorised entry by using fingerprint scanner locking system rather than key locking mechanism which can be duplicate.</p> <p>ii. Printer are not readily available in the CAMO office.</p> <p>Minor Finding</p> <p>i. Sprinkler fire protection system will trigger by high heat heating up the valve mechanism in the sprinkler head. With the absent of handheld fire extinguisher, aircraft record might in danger of burning first before the system trigger.</p> <p>ii. Poor internet connection due to cluster with many users. This is unsuitable condition since GAM – CAMO aircraft maintenance data, aircraft backup record and CAMS (Aeronet) are all store on the server. Required private internet connection for GAM – CAMO staff only for smoothness of workflow.</p> <p>iii. Power extension cord lying on the floor/aisle without fitted on the wall are a hazard for slip, trips, or falls and can cause serious injury.</p> <p>iv. Cabinet for documentations storage are not equipped with cover. Since office equipped with sprinkler fire protection system, might damage the aircraft record if triggered.</p>	<p>Printer is not available in CAMO department. CAMO Staff have to borrow printer from Galaxy (AMO) office located in the next office. Lighting illumination level are adequate to achieve comfortable visual environment. Noise level are low with office further away from any aircraft hangar.</p> <p>Power outlet are available on the wall at the front area of the office but for the person who situated at the back, power extension cord is used.</p> <p>Office is equipped with sprinkler fire protection system for fire control and no handheld fire extinguisher available. For security, Office are secured with latch operated locks with a key locking feature to prevent unauthorised entry.</p> <p>CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (GAME)</p> <p>Currently GAM - CAMO hold GAME issue 2, revision 3 dated 15 March 2020. Amendment are required to include new location for GAM CAMO operating office.</p> <p>TECHNICAL RECORDS AND PUBLICATION</p> <p>Two Technical record personnel are assigned to station, and also will be responsible to managing the aircraft record. Fourteen open cabinet are available for storage of aircraft records, which located at the end of the room.</p> <p>As per MOC, this office will be based operation for aircraft owned by Royal Malaysia Police, which is, five Leonardo AW139 helicopters and five Beechcraft King Air B300.</p>


 <p>Galaxy Aerospace maintenance, repair, overhaul</p>		<p>Audit Report</p>
<p>Report No.</p>	<p>IAR-2020/015</p>	<p>Area / Scope</p> <p>GAM-CAMO</p>
<p>Date of audit</p>	<p>13th April 2020</p>	

	<input type="checkbox"/> Managing Director Date: <input type="checkbox"/> Others Date:
6.	Distribution
	Signature:  OMAR BIN AHMAD Quality Assurance Manager Galaxy Aerospace (M) Sdn. Bhd (1040262-D) Date: 17/4/2020
5.	Approved by
	Signature:  MOHAMAD KHAIR SHAIFUL ALAM Quality Assurance Inspector Galaxy Aerospace (M) Sdn. Bhd (1040262-D) Date: 13/04/2020
4.	Prepared by
3.	Conclusion In the nutshell, overall audit on GAM-CAMO new facility found satisfactory. Respective auditee shall clear the findings by providing relevant justification within due time.
Major Finding	- No major finding found.

 Galaxy Aerospace maintenance, repair, overhaul		Report No. IAR-2020/015 Area / Scope GAM-CAMO Date of audit 13 th April 2020	Audit Report
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 Galaxy Aerospace maintenance, repair, overhaul		NCR No.	
		Audit reference:	IAR-2020/015
Non-Compliance Request			
			1

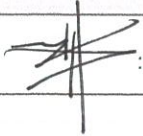
INTERNAL AUDIT / SURVEILLANCE FINDINGS

Part I - FINDING SECTION

COMPANY:	GALAXY AEROSPACE (M) SDN. BHD.
LOCATION:	RMPAOF Headquarters
TYPE:	AUDIT SURVEILLANCE
REFERENCE:	CAAM AN 6102 Paragraph 17.4, GAM GAME Paragraph 1.3.2
LEVEL OF FINDING:	<input type="checkbox"/> Level 1 - Require immediate actions <input checked="" type="checkbox"/> Level 2 - Rectify within 14 days

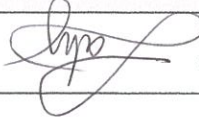
FINDING:

Sprinkler fire protection system will trigger by high heat heating up the valve mechanism in the sprinkler head. With the absent of handheld fire extinguisher, aircraft record might in danger of burning first before the system trigger.

Auditor	MOHAMAD KHAIR SHAFUL ALAM Quality Assurance Inspector Galaxy Aerospace (M) Sdn. Bhd (1040262-D)
Date:	17/4/20
Signature:	

Part II - CORRECTIVE ACTIONS

A PART OF FIRE EXTINGUISHER HAVE BEEN PURCHASED FOR CAMO OFFICE AT PAU. PENDING DELIVERY DUE TO KONBA CERTIFICATES ISSUANCE. REFER ATTACHED INVOICE.

Auditee	ZATY NADHIRA BINTI MOHAMED ZUHARI Continuing Airworthiness Management Manager Galaxy Aerospace (M) Sdn Bhd (1040262-D)
Date:	16/5/2020
Signature	

Part III - STATUS (The corrective actions have been reviewed, verified and found to be:)

Status: to be follow up on arrival

Verified by Auditor	MOHAMAD KHAIR SHAFUL ALAM Quality Assurance Inspector Galaxy Aerospace (M) Sdn. Bhd (1040262-D)
Date:	16/5/2020
Signature	

Notes: Fire extinguisher available on location
1/10/2020



YOUR GUARD AGAINST FIRE HAZARDS



No. 9, Jalan Anggerik Mokara 31/55, Kota Kemuning, Seksyen 31, 40460, Shah Alam, Selangor, Malaysia
 T: +603 5131 1226 F: +603 5131 3326 (Account) F: +603 5131 3826 (Sales) F: +603 5131 2731 (Sales)
 W: www.uniquefire.com

PRO FORMA INVOICE

Pro Forma No : 259788
 Order Date : 14/5/2020
 Page : 1 of 1

Bill To:
 DG-0048
 GALAXY AEROSPACE (M) SDN BHD
 SUITE 11-14, HELICOPTER CENTRE
 MALAYSIA INTERNATIONAL AEROSPACE CENTRE
 SUNTAN ABDUL AZIZ SHAH AIRPORT
 SUBANG SELANGOR 47200

Contact:
 EN MOHAMMAD NIZAM
 Phone : 03-7887 0426
 Fax : 03-7887 0526
 Email : nizam@galaxy aerospace.my

Deliver To:
 OWN COLLECTION
 MALAYSIA
 Phone :
 Fax :
 Contact : NIL

Cust PO No : GAM/UFIS-SMS/20/01:
Term : 7 Days
Sales Person : Wilson Lay

Prepared By : Zuraini.Rahman
Printed on : 14/05/2020 02:56:35PM

Line	Part Num / Description	Quantity UOM	Unit Price [MYR]	Discount Amt [MYR]	Total Excl Tax [MYR]	Tax Amt [MYR]	Total Incl Tax [MYR]
1	FEU-4D (UNIQUE) 4KG DRY POWDER FIRE EXTINGUISHER C/W BRACKET	2.00 UNIT	63.00	0.00	126.00	0.00	126.00
2	FEU-BAF BOMBA APPLICATION FEE	2.00 PCS	5.00	0.00	10.00	0.00	10.00
3	FEU-BC BOMBA CERTIFICATE (DISBURSEMENT)	2.00 PCS	5.00	0.00	10.00	0.00	10.00

THE SUM OF: MYR: ONE HUNDRED FORTY-SIX ONLY

Line Total [MYR]	146.00
Discount [MYR]	0.00
Grand Total [MYR]	146.00

Kindly remit to our bank account as below:
Bank Details:
 Public Bank Berhad
 KL City Main Office, Menara Public Bank
 146, Jalan Ampang,
 50450 Kuala Lumpur, Malaysia
 Tel: +603-21638866 Fax: +603-21639901

Swift Code: PBBEMYKL
 1) Account No. 3132-989-333 (MYR)
 2) Account No. 3592-962-800 (USD)
 OR
 Malayan Banking Berhad
 Account No. 01234-340-2167 (MYR)
 OR
 AmBank Islamic Berhad
 Account No. 8881029475519 (MYR)

Authorised Signatory
 For UNIQUE FIRE INDUSTRY SDN BHD

Part I - FINDING SECTION	
COMPANY: GALAXY AEROSPACE (M) SDN. BHD. LOCATION: RMPAOF Headquarters TYPE: AUDIT SURVEILLANCE	AREA: GAM-CAMO PERIOD: 1 DAYS
REFERENCE: CAAM AN 6102 Paragraph 8.0 GAM CAME Paragraph 1.3.2 GAM CAMP Paragraph 2.6.1	LEVEL OF FINDING: <input type="checkbox"/> Level 1 - Require immediate actions <input checked="" type="checkbox"/> Level 2 - Rectify within 14 days
FINDING: Poor internet connection due to cluster with many users. This is unsuitable condition since GAM - CAMO maintenance data, aircraft record back-up & CAMS (Aeronet) are all store on the server. Required private internet connection for GAM - CAMO staff only for smoothness of workflow.	
Auditor: MOHAMAD KHAIR SHAIFUL ALAM Quality Assurance Inspector Galaxy Aerospace (M) Sdn. Bhd (1040262-D)	
Date: 17/4/20 Signature:	
Part II - CORRECTIVE ACTIONS	
New internet subscription has been subscribed for CAMO staff usage only separate from GAM AMO personnel. Refer attached.	
Auditee: ZATY NADHIRA BINTI MOHAMED ZUHARI Continuing Airworthiness Management Manager Galaxy Aerospace (M) Sdn Bhd (1040262-D)	
Date: 16/5/2020 Signature:	
Status: <i>Closed</i>	
Verified by Auditor: MOHAMAD KHAIR SHAIFUL ALAM Quality Assurance Inspector Galaxy Aerospace (M) Sdn. Bhd (1040262-D)	
Date: 16/5/2020 Signature:	
Part III - STATUS (The corrective actions have been reviewed, verified and found to be:)	

INTERNAL AUDIT / SURVEILLANCE FINDINGS

Non-Compliance Request	Audit reference: IAR-2020/015
NCR No. 2	maintenance, repair, overhaul



Invoice

Digi Telecommunications Sdn Bhd (201283 - M)
 Lot 10, Jalan DeLima 1/1, Subang Hi-Tech Industrial Park,
 40000, Subang Jaya, Selangor Darul Ehsan, Malaysia
 SST License No : B16-1808-31023868
 Mailing Address
 P.O.Box 7551, 40718 Shah Alam, Selangor Darul Ehsan
 T: 016 221 1800 diglmy

Digi @mydigi diglmy DigiLMy

Ms NURUL AQMAR SYAHIRA BINTI AZMI
 LOT 11-14, MRO CENTRE MIAC SULTAN ABDUL
 AZIZ SHAH AIRPORT
 47200 Subang Airport Selangor

NEWS FLASH



Stay home, stay connected.
 Do it all on MyDigi App.

Check your MyDigi App today.

Summary of Charges / Payments

RM	
Previous Balance	0.00
Previous Bill(s)	0.00
Payments(see details in next section)	0.00
Adjustments	0.00
Previous Overdue Amount	0.00
Current Charges	
Monthly Fixed Charges	68.71
Usage	0.00
Other Credit & Charges (Account)	-290.00
Discounts	-30.00
Service Tax @ 6%	2.92
Current Bill Amount	-248.37
Total Outstanding Amount	-248.37

Current Bill Analysis

Break-down Pie Chart of Total Usage Charges without Discount

Category	Percentage
Monthly Fixed Charges	100.0%



MyDigi. For your food, shopping, entertainment and more.
 Got food cravings? Want to catch up with the latest movies? Need something to handle
 restless kids? Well, with MyDigi you can do it all - from the comfort of home

Payment Slip

Please make the cheque payable to :
DIGI TELECOMMUNICATIONS SDN BHD
 and post it along with this payment slip to :
 Customer Payment Centre
 P.O.Box 7551, 40718 Shah Alam,
 Selangor Darul Ehsan.



Thank you for prompt payment of the bill.



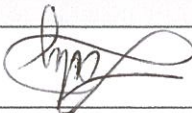
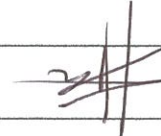
Amount(RM)	Due Date
Previous Overdue :	0.00
Current Bill :	-248.37 16 May 2020
Total Outstanding :	-248.37

Account No. : 1100065587277
 Invoice No. : 20040000001214864413
 Invoice Date : 16 Apr 2020
 Invoice Period : 16 Mar 2020 - 15 Apr 2020

JomPAY online at Internet and Mobile Banking with your
 Current, Savings or Credit Card account

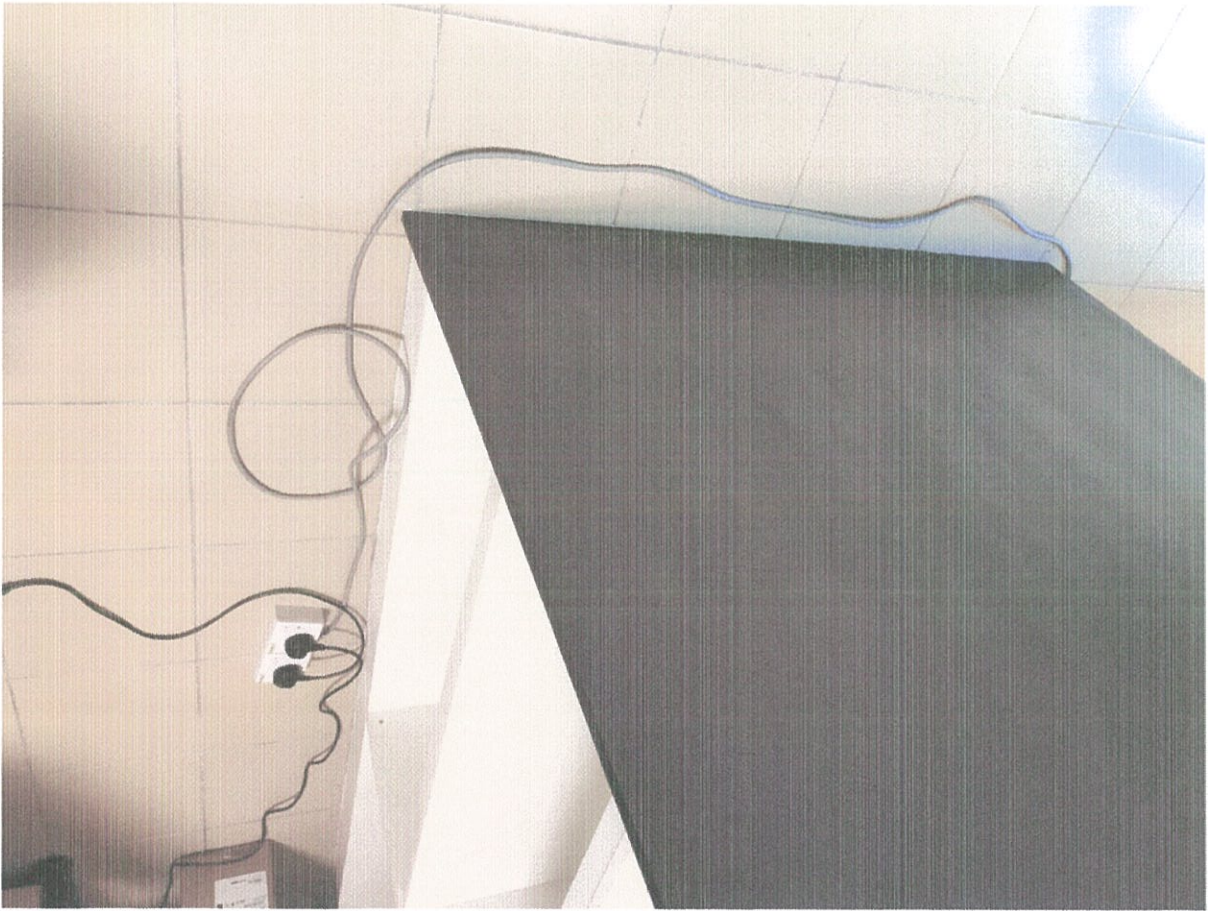


Billier Code: 1016
 Ref-1: 1100065587277

Part I - FINDING SECTION	
COMPANY: GALAXY AEROSPACE (M) SDN. BHD.	PERIOD: 1 DAYS
LOCATION: RMPAOF Headquarters	AREA: GAM-CAMO
TYPE: AUDIT SURVEILLANCE	
REFERENCE: CAAM AN 6102 Paragraph 8.0	LEVEL OF FINDING: <input type="checkbox"/> Level 1 - Require immediate actions <input checked="" type="checkbox"/> Level 2 - Rectify within 14 days
FINDING: Power extension cord lying on the floor/aisle without fitted on the wall are a hazard for slip, trips, or falls and can cause serious injury.	
Part II - CORRECTIVE ACTIONS	
Power extension have been placed securely fitted to the wall. Refer attached.	
Part III - STATUS (The corrective actions have been reviewed, verified and found to be:)	
Auditee ZATY NADHIRA BINTI MOHAMED ZUHARY Continuing Airworthiness Management Manag Galaxy Aerospace (M) Sdn Bhd (1040262-D)	Date: 6/5/2020 Signature: 
Verified by Auditor MOHAMAD KHAIR SHAFUL ALAM Quality Assurance Inspector Galaxy Aerospace (M) Sdn. Bhd (1040262-D)	Date: 6/5/2020 Signature: 
Status: <i>Closed</i>	

INTERNAL AUDIT / SURVEILLANCE FINDINGS

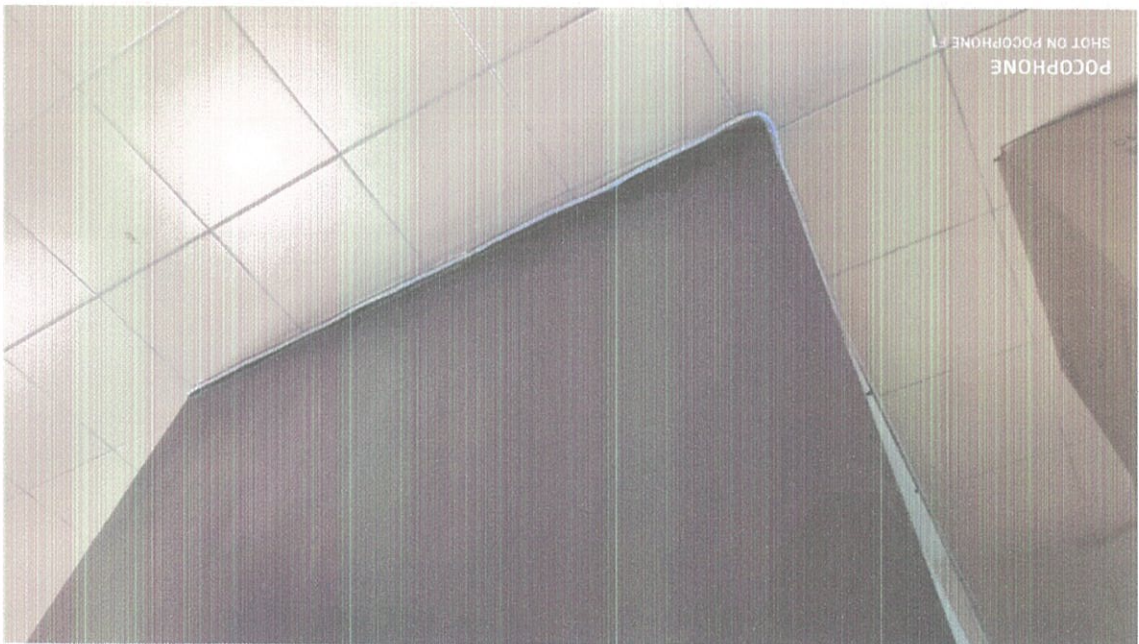
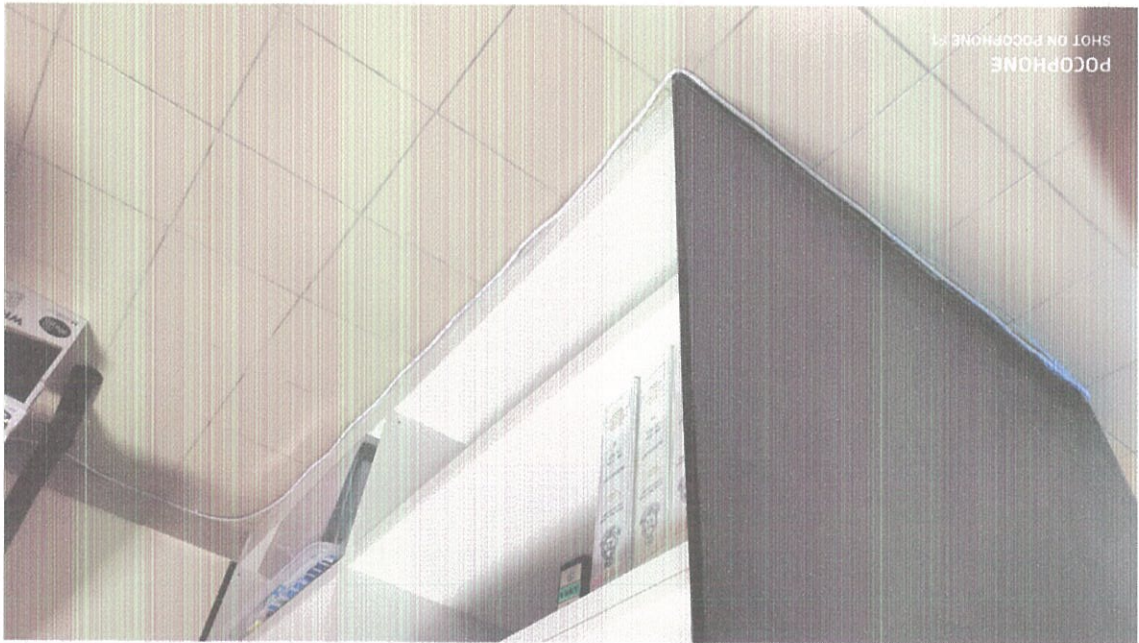
 Galaxy Aerospace maintenance, repair, overhaul	
Non-Compliance Request	Audit reference: IAR-2020/015
NCR No.	3

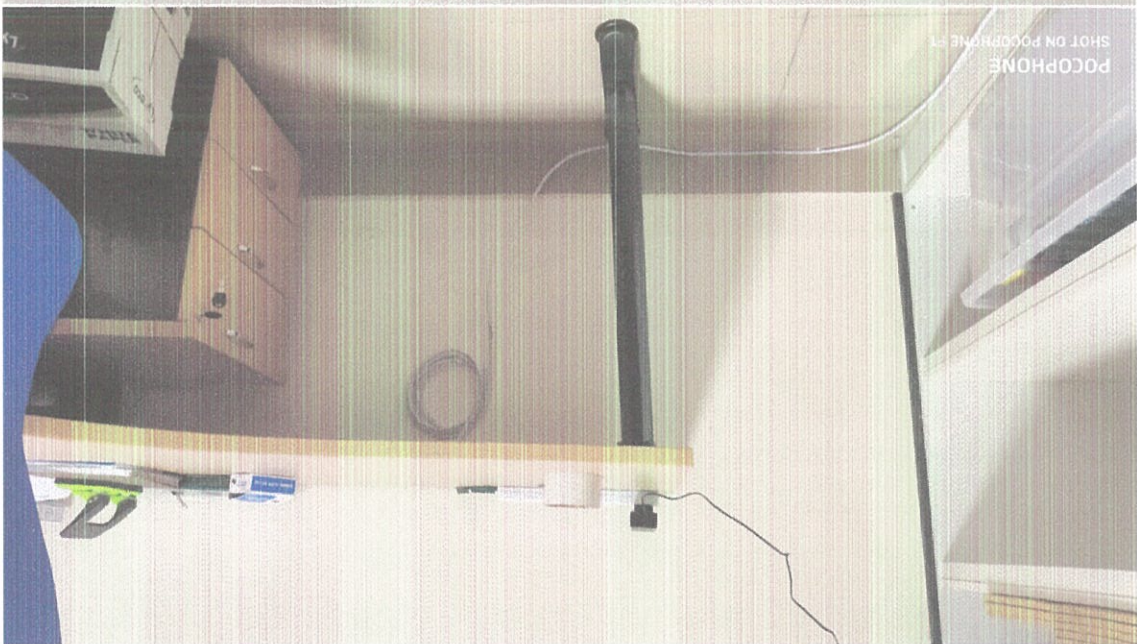
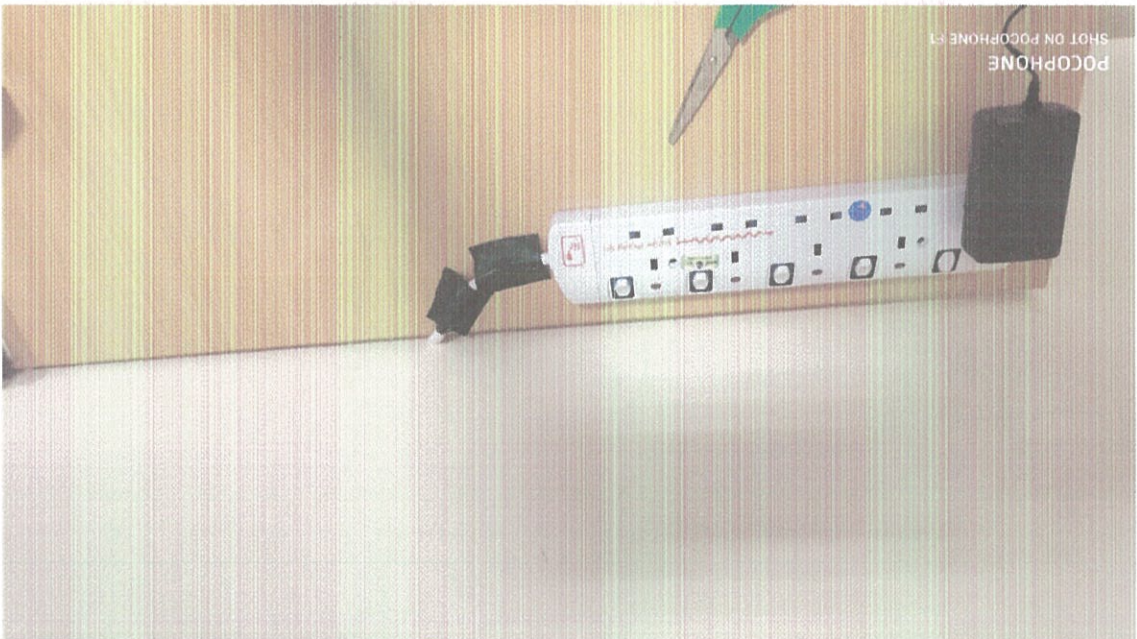


Attachment

INTERNAL AUDIT / SURVEILLANCE FINDINGS

 Galaxy Aerospace maintenance, repair, overhaul	Audit reference:	IAR-2020/015
	NCR No.	3
Non-Compliance Request		





INTERNAL AUDIT / SURVEILLANCE FINDINGS

 Galaxy Aerospace maintenance . repair . overhaul		Audit reference:	IAR-2020/015
Non-Compliance Request		NCR No.	4

Part I - FINDING SECTION

COMPANY:	GALAXY AEROSPACE (M) SDN. BHD.
LOCATION:	RMPAOF Headquarters
TYPE:	AUDIT SURVEILLANCE
REFERENCE:	CAAM AN 6102 Paragraph 17.4, GAM GAME Paragraph 13.2
LEVEL OF FINDING:	<input type="checkbox"/> Level 1 - Require immediate actions <input checked="" type="checkbox"/> Level 2 - Rectify within 14 days

FINDING:
 Cabinet for documentations storage are not equipped with cover. Since office equipped with sprinkler fire protection system, might damage the aircraft record if triggered.

Auditor	MOHAMAD KHAIR SHAIFUL ALAM Quality Assurance Inspector Galaxy Aerospace (M) Sdn. Bhd (1040262-D)
Date:	17/4/20
Signature:	


Part II - CORRECTIVE ACTIONS

THE EXISTING CABINET WILL BE INSTALL WITH CUSTOMISED GLASS DOOR WITH LOCKED FUNCTION. REFER ATTACHED QUOTATION - FROM SEVERAL CONTRACTOR - TO PROCEED ONCE APPROVE/AGREE BY MANAGEMENT.

Auditee	ZATY NADHIRA BINTI MOHAMED ZUHARI Continuing Airworthiness Management Manager Galaxy Aerospace (M) Sdn Bhd (1040262-D)
Date:	15/7/2020
Signature	

Part III - STATUS (The corrective actions have been reviewed, verified and found to be:)

Status: Pending for follow-up

Verified by Auditor	MOHAMAD KHAIR SHAIFUL ALAM Quality Assurance Inspector Galaxy Aerospace (M) Sdn. Bhd (1040262-D)
Date:	15/7/20
Signature	

Status: Customised glass door installed.
 2/11/2020



Attachment

INTERNAL AUDIT / SURVEILLANCE FINDINGS

Non-Compliance Request		Audit reference: IAR-2020/015	NCR No. 4	 Galaxy Aerospace maintenance . repair . overhaul

Quotation

Date	15-Jul-20
Quot No	
Customer ID	



ssm reg : 003024244-p
 ANW Solutions Ent
 190, GF Jln Nilai Square 5,
 Nilai Square 71800 Bandar Baru Nilai,
 Negeri Sembilan
 Tel: 011-64245687
 Email: anwsolutions2020@gmail.com
 Attn PIC : Pn Alna Aniah
 Pengkalan Polis Udara Subang,
 47200 Shah Alam, Selangor
 Tel: +60 13-916 0669

15-Jul-20

Kerja-kerja membekal dan memasang cermin jenis "Green reflective " di bahagian kabinet file anggaran size 1.5' x 3' kaki sebanyak 16 rak kabinet x 4 section

No.	Description	Quantity	Unit	Price	Total
1.0	Membekal dan memasang cermin kabinet Material : Green reflective Size anggaran : 1.5 x 3 kaki x 64 partition Ketebalan 0 : 3mm	64	area	135	8640
1.0	Membuat tangam atau bracket pada bahagian bawah di setiap partition kabinet	64	area	20	1280
2.0	Membuat dan memasang rail sliding untuk setiap cermin	64	pcs	25	1600
1.0	Kerja ukur dan sepadan permukaan	1	pcs		2880
2.0	Kerja menebuk dan membuat rail di kabinet	1	pcs		
3.0	Kerja memasang bracket dan kemaskan skru	1	pcs		
4.0	Kerja keemasan dan housekeeping	1	area		
Tax					500
Total					12020
Sub Total (RM)					12020.00

* 1 year warranty hardware
 * 1 year free maintenance services

Terma dan syarat
 1. The price sometimes change depending on the additional work and factors of the installation area
 2. The quote is valid for (14 days) after the quote is issued
 3. Payment must be made at 50% as advance deposit
 The second payment should be made during the 30% progress
 Payment of the remaining 20% after work has been completed

Acc maybank2u (1551 0892 3481) - Wajihudin

Issued by,

Approved by,

Date:

Date:

..The triple rights solutions..



TEGANAGA ENGINEERING @ CONS
 35 JLN SG 22 TAMAN SRI
 GOMBAK , 68100
 BATU CAVES, SELANGOR.

Tel :
 Email:

CUSTOMER

Name : Pn Aina
 Name Comp : Pasukan Gerakan Udara PDRM Pangkalan Semananjung
 Address :
 Email:
 Phone:

Projek membekal dan memasang cermin di bahagian kabinet file berukuran 1.5 x 2.5 kaki

ITEM	DESCRIPTION	UNIT	QTY	Cost	TOTAL
1.0	Memasang termasuk upah barangan setiap Filing Cabinet	buah	13	900	11700.00
2.0	Kerja memasang support dibahagian setiap Filing Cabinet	buah	13	80	1040.00
3.0	Memasang skru pintu full untuk setiap cabinet	buah	13	60	780.00
4.0	Membekal dan memasang kunci disetiap pintu	buah	13	40	520.00
					14040.00
				SUM (RM)	14040.00

NOTES OR COMMENTS

' We serve with our professional solutions '

Signature:

Date:

Quotation