

AMO MEMO

REF NO. : GAM/AMO/24-01
TO : Tool Store Keeper & GSE Technician
FROM : Engineering Controller.
DATE : 31 July 2024
RE : 1. CONTROL OF TOOL/GSE IN AND OUT FROM STORE
2. POL ISSUANCE

1. Control of tool/GSE in and out from Store

This memo serves as a reminder to all tool store keepers and GSE Technician to exercise extra vigilance when issuing tools/GSE, whether for use within the base or out of base, as well as when tools/GSE are returned after maintenance.

Kindly ensure the following:

- Every column in Tool Loan Register (GAM/E-025) and Out of Base Tool Control Record (GAM/E-043) **MUST be filled out completely** during issue and return.
- Tools/GSE must be in **good condition** at the time of issuance and return. Both the user and the tool storekeeper are required to inspect the tool before signing the issue/return in the record book.

2. POL Issuance


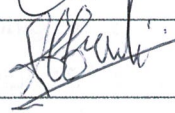

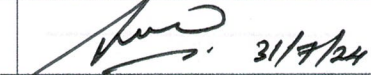
Please be reminded that POL issuance should be recorded in Consumable Issuance (GAM/E-044) only. Do not use any other form without discussing with Tool Store Supervisor.

Once you have read and understood this memo, please sign on the next page.

Thank You.

- END -

I hereby confirm that I have read and understood memo GAM/AMO/24-01

NAME	STAFF ID	SIGN
NAJMAN ARIF BIN NASRUDIN	8405	
NOOR AFFENDI BIN WAHID	8419	
WANRIE HAFIZUL BIN TOHET	8513	
HAIRUL AZHAR BIN SIROJUDIN	8512	 31/7/24

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