



CORRECTIVE ACTION REQUEST

Standard
PU 2103

*(Tick 'V' or 'X')

*Category Critical Major
 Minor

SECTION 1 : DETAILS OF AUDIT

Auditor

Audit No /

Auditee

*Position : CAR No of

Regulation 4.5.10 Human Factors in Maintenance.

QM
 SMM Galaxy Aerospace (M) Sdn Bhd
 Others

SECTION 2 : NON-CONFORMANCE (include details of objective evidence)

Ref #1.PU 2103 TAMM 2nd Edition, Para 4.5.10 Human Factors in Maintenance Page R4 - 9 of 10.

The audit found no evidence of the systems and procedures for the management of human factors shall be integrated with the needs of a typical aviation management system such as: Occupational Safety and Health Management System (OSH MS), Environment Management System (EMS), Security Management System (SEMS) which contrary to Regulation 4.5.10 Human Factors in Maintenance.

Auditor

Date / /

Auditee

SECTION 3 : ROOT CAUSE AND CORRECTIVE ACTION (Determination of root cause and action plan including completion date)

Root Cause : Date to be completed :

Those system was already implemented however it was not clearly documented.

Corrective Action :

an appointment letter has been issued to a representative in SUKK. Refer to the attachment

Auditee

Position :

Date / /

SECTION 4 : FOLLOW-UP DETAILS AND CLOSE OUT

Verification of implemented corrective actions :

Verified By

*CAR Close Out (Tick v)
 Yes No

Date / /

Ref No. : GAM/SAG/HOM/23-856(001)/WIZ

2nd October 2023

MR. MUHAMAD MUZZAFFAR BIN ABDUL MUTALIB

Present

السلام عليكم ورحمة الله وبركاته

Dear Sir,

Appointment as Member of Safety Action Group (SAG)/ Health, Safety, Security, and Environment (HSSE) Committee

Please be informed that you have been appointed as a member of the SAG/ HSSE Committee, representing GAM AMO Office – Stesen Udara Kota Kinabalu (SUKK), effective from 2nd October 2023. You are directly report to the Chairman of SAG/ HSSE Committee for any HSSE related matters.

2. The SAG/ HSSE Committee has several responsibilities under the Civil Aviation Directive – 19 (CAD-19), Civil Aviation Guidance Material – 1902 (CAGM -1902), Occupational Safety and Health (OSH) Act and Regulations, Environmental Quality Act & Regulations, and other related legal & other requirements which included but not limited to:

- a) Assist in the development of safety and health rules and safe systems of work.
- b) Review the effectiveness of the specific safety risk controls and safety & health program.
- c) Conduct studies on accident trends, near-miss accidents, dangerous occurrences, occupational poisoning, or occupational diseases that occur at the workplace and shall report these findings along with recommendations for corrective actions.
- d) Review the safety and health policies at the workplace and providing recommendations to the employer for any necessary revisions.
- e) Monitor operational safety performance within their functional areas of the organisation and ensure that appropriate safety risk management activities are carried out.
- f) Review available safety data and identify the implementation of appropriate safety risk control strategies and ensure employee feedback is provided.
- g) Assess the safety impact related to the introduction of operational changes or new technologies.
- h) Coordinate the implementation of any actions related to safety risk controls and ensure that actions are taken promptly.

GALAXY AEROSPACE (M) SDN.BHD.

Management Office: No. A-01-02, Blok A, Bangunan Perdagangan Siera Ara Damansara, Jalan PJU 1A/5A, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

AMO Office: Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre, Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor Darul Ehsan, Malaysia.

Hangar Address: Hangar 2, UniKL-MIAT, Persiaran A, Off Jalan Lapangan Terbang Subang, 47200 Subang, Selangor Darul Ehsan, Malaysia.

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www.galaxyaerospace.my

- i) Assist to comply to the relevant environmental legal requirements.
- j) Ensure to adhere to the company, client, government, and other stakeholder security requirements.

Your support and cooperation in fulfilling these responsibilities are greatly appreciated.

Thank you.

Yours sincerely,
For and on behalf

GALAXY AEROSPACE (M) SDN. BHD.



WAN IZAHAN ZAMEREE BIN ISHAK
Chairman – SAG/ HSSE Committee

c.c:

DATO' SHAMSUL KAMAR BIN SAMSUDIN
Managing Director

DATIN ZULHANI BINTI ALIAS
Executive Director

ISMAIL BIN SULAIMAN
Chief Operation Officer

SYAFRUL YAMANI BIN SAFRUDDIN
Engineering Manager

HUMAN RESOURCE & ADMIN – Personal File