

MEMO

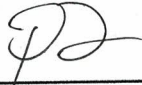


TO : En. Wan Ahmad Fadhil bin Wan Mohd Fauzi (QAI)  
FROM : Nurul Azhan b Sallehuddin (SMM GAM-APMM)  
DATE : 17<sup>th</sup> December 2021  
REFERENCE : GAM-APMM/ADM/MEMO/2021-01  
SUBJECT : INTERNAL QUALITY AUDIT ACKNOWLEDGEMENT LETTER

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Reference:

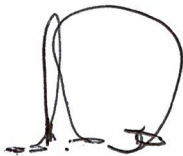
- A. NCR Reference IAR-2021/036 NO:03
  - B. EPM PART 2-03
1. GAM-APMM was undergone Internal Quality Audit on 25<sup>th</sup> Nov 2021. One CAR issued was in according as per Reference A.
  2. All Tools Store MI/S on duty were briefed and advised to be very vigilant in completing and fulfill the requirement to update Tool Master List in the future. The subjects have been discussed as per below:
    - a. Tools Master List shall be update once there are changes to the tool status.
    - b. To ensure all movement of tools in and out to be recorded immediately.
    - c. To ensure all items are recorded in the Tools Master List.
  3. The reminder has been given to all MI/S on Duty to ensure Tools Master List updated at all time.

4. The following personnel were acknowledged of the requirement as per para 2.

NO	NAME	EMP NO	SIGNATURE
1	Mohd Fadzir bin Zakaria	8027	
2	Muhamad Yazid bin Tonut	8056	
3	Mohd Akmal bin Mat Tasik	8025	

5. The briefing will endeavor our effort in order not to repeat the same erroneous practice towards **EPM PART 2-03** procedures in the future.

Thank you.



**Nurul Azhan bin Sallehuddin**  
**Senior Maintenance Manager**