

Date: 26 October 2021

Briefing via: Google Meet

Subject: Daily Maintenance Book

Instructions: Daily maintenance book has to be properly filled by using official forms as per registered by QA Department. The forms can be retrieved from Gams Portal via link <https://gams.galaxyaerospace.my/index.php?r=qaManualFormEngineer/index> under document [GAM E-014R1 Daily Maintenance Book 20211020 011055.pdf](#)

Briefing by:

Mohamad Razif Bin Roslan
(Bertam Base EIC)

Attendees:

No.	Name	Position	Staff ID	Signature
1.	Mohd Syazwan Bin Mohd Safri	LAE	8066	
2.	Rafizal Bin Ramli	LAE	8043	
3.	Muhammad Saufi Bin Mahat	Technician	8141	
4.	Muhammad Zamri Bin Awang	Technician	8139	
5.	Shaiful Syazwan Bin Saleh	Technician	8140	
6.	Rose Azreenna Binti Roslee	AMO Planner	8318	