

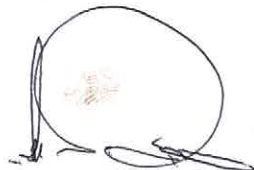
## MEMO

To : ALL GAM APMM Staff  
Date : 28 August, 2023  
Reference : GAM-APMM/MEMO/1/2023  
Subject : MAINTAINING ACCURATE RECORD OF POL ITEMS

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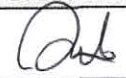


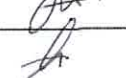

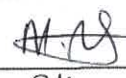
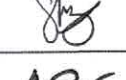
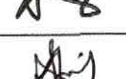
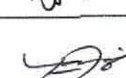
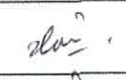

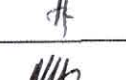
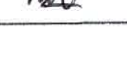


1. A recent finding during the audit where it was observed the description of POL items did not match the actual quantity of the item in the POL cabinet. It is crucial that we address this issue promptly and implement preventive actions to ensure accuracy and accountability to managing POL inventory.
2. To avoid such discrepancies in the future, I would like to enforce the following preventive measure :
  - a) All personnel especially those utilizing POL items must properly booking out POL items and correctly fill out the book out form.
  - b) Weekly inspection must carry out by responsible personnel to verify that all entries in the inventory form accurately reflect the actual content present in the cabinet.
3. These preventive measure are vital to maintaining an accurate record of POL items and securing their availability for operational needs. I expect the full cooperation of every team member in implementing these measures effectively.

Thank You



**NURUL AZHAN B SALLEHUDDIN**  
*Senior Maintenance Manager*

COURSE TITLE:	MAINTAINING ACCURATE RECORD OF POL ITEM			COURSE CODE:	-
VENUE:	-	DURATION:	-	DATE:	28/12/23
INSTRUCTOR'S NAME:	-			INSTRUCTOR'S SIGNATURE:	-

NO	NAME	STAFF ID/IC NO	DEPT	POSITION	SIGNATURE
1.	MOHD SHAZALIE RAMLI	8157	ENG	PLANNER	
2.	NUR NURYKIN BINTI RUSLAN	8420	ENG	TEL # RECORD	
3.	ZULREHMAN AZHARI MUHAMMAD SHERRY	8423	ENG	PLANNER	
4.	NUR ATIRA DAJAHAN BINTI ANUAR	SL1M197	ENG	PROTEGE	
5.	MOHAMAD FARHAN BIN AMBAN	8069	ENG	MI/S	
6.	MOHAMAD AZMIR BIN MD RAQZI	8387	ENG	NTP	
7.	MOHAMAD AMIR SUFFI BIN MOHD SALLEH	8461	ENG	NTP	
8.	MUHAMMAD DANIAL SHAZANI BIN ZULKIFLI	8164	ENG	ATP	
9.	MOHAMED ASYRAAF AZHAR	8125	ENG	MIS	
10.	MUHAMMAD ADRIN BIN MOHD ARIS	8105	ENG	MI/S	
11.	MUHAMMAD YAZID BIN TONOT	8056	ENG	MI/S	
12.	HAZLIN BT. HALIMI	8338	ENG	MI/S	
13.	MUSTAQIM ARIF BIN MAHAMUDIN	8284	ENG	ATP	
14.	NOR AINA AZMIRA BT MOHAMAD	8426	ENG	NTP	
15.	NILK MUHAMMAD ISRUDDIN BIN NILK MUSTAPHA	8123	ENG	ATP	

**FOR QA DEPARTMENT USE:**

Training record updated by:

Date:

# Galaxy Aerospace

maintenance . repair . overhaul

DESCRIPTIONS	DUE DATE	QTY IN	BOOK OUT & INITIAL	REMARKS/ BALANCE
LPS 1	4/5/26	10	-1 2/18	
LPS 2	2/3/25	15		
LPS 3	23/12/25	12		
LPS CFC CONTACT CLEANER	10/7/26	11	-1 2/18	
LPS HDX DEGREASER	N/A	2		
LPS PRECISION CLEANER	N/A	0		
PRIST WINDSHIELD CLEANER	N/A	11	-2 2/18	
EASTMAN TURBO OIL 2380	1/6/26	11	-8 17/8	
ARDROX 5503	31/8/25	2		
ARDROX 6025	31/3/25	0		
ARDROX 6367	16/8/23	1		
AEROSHELL GREASE 7	13/2/26	1		
AEROSHELL GREASE 64	22/9/27	1		
AEROSHELL FLUID 31	28/4/25	2	-1 2/18	
MOBIL JET OIL II	2/32	2		
MOBIL GREASE 28	19/3/29	2	-1 2/18	
PERMA-SILK G SOLID FILM	N/A	6		
LUBRIPLATE	31/12/25	11		
BIOBOR JF	23/7/24	1		
MOUSEMILK	27/03/27	1		
LEVERTYPE GREASE GUN 07	N/A	1		
LEVERTYPE GREASE GUN 28	N/A	1		
LOCTITE 290	23/2/24	1		
SEALANT (RED)	21/6/24	13	-1 11/18	
ZINC PHOSPHATE PRIMER	9/7/24	2		
AV 30	1/26	15		

CERTIFIED BY : HAZLIN HALIMI