

MEMO

To : ALL GAM APMM Staff
Date : 28 August, 2023
Reference : GAM-APMM/MEMO/2/2023
Subject : TO COMPLETED GAM/E-025 TOOL CONTROL REGISTER.




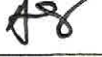

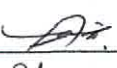
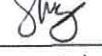
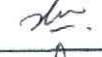



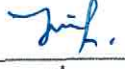



1. The non-compliance issue was identified during recent internal audit. It is incomplete tool register in store's initial column, with missing signature.
2. In light of this finding, it is crucial that we take immediate action to rectify this issue and prevent its reoccurrence. After careful consideration, I would like to enforce implementing the following preventive actions :
 - a) Appointed storeman will be oversee the proper administration and organization of all tools. The store man will ensure that every tool is appropriate book out and in, with complete and accurate registration on designated form.
 - b) Mandatory completion and signature. The appointed store man will enforce a strict policy requiring all staff member to complete the tool register form diligently. It is mandatory for each individual to sign the form after every transaction, indicating their responsible handling of the respective tools.
3. It is vital that all staff members adhere to these preventive actions to maintain the integrity and efficiency of our maintenance process. By implementing these measures, we can ensure that our tool register remains complete, accurate, and up-to-date, minimizing the risk of non-compliance issues in the future.

Thank You



NURUL AZHAN B SALLEHUDDIN
Senior Maintenance Manager

COURSE TITLE:	TO COMPLETED GAM/E-025 TOOL CONTROL REGISTER		COURSE CODE:	-
VENUE:	-	DURATION:	-	DATE: 28/8/23
INSTRUCTOR'S NAME:	-		INSTRUCTOR'S SIGNATURE:	-

NO	NAME	STAFF ID/IC NO	DEPT	POSITION	SIGNATURE
1.	MOHD SAIFU HASBULN BIN MOHD Yusof	2030	ENG	MM	
2.	NIK MUHAMMAD DZUDDIN BIN NIK MUSTAPHA	8123	ENG	ATP	
3.	MUHAMMAD AZRIN BIN MOHD ARIS	8108	ENG	MI/S	
4.	MOHAMMED ASYRAAF AZHAR	8125	ENG	MI/S	
5.	MOHAMAD AMIR SUPPI BIN MOHD SALLEH	8461	ENG	NTP	
6.	MUHAMMAD YAZID BIN TOMUT	8056	ENG	MI/S	
7.	MUHAMMAD DANIAL SHAZANI BIN ZULKIFLI	8164	ENG	ATP	
8.	HAZLUN BT. HALIMI	8338	ENG	MI/S	
9.	MUSTAQIM ARIF BIN MAHAMUDIN	8284	ENG	ATP	
10.	NOR AINA AZMIRA BT MOHAMAD	8426	ENG	NTP	
11.	MUHAMMAD RAZI BIN MOHAMAD ASH	8408	ENG	NTP	
12.	MUHAMMAD FAIZAL B. MUSTAFFA	8077	ENG	MI/S	
13.	ZULAKMAL AZHARU MOHD SHUFEY	8423	ENG	PLANNER	
14.	NUR ASYKIN BINTI KUSLAN	8420	ENG	TECH RECORD	
15.	NUR ATIRA NAJIHAH BT ANUAR	SL3M197	ENG	PROTEGE	

FOR QA DEPARTMENT USE:

Training record updated by:

Date:

TOOL CONTROL REGISTER

NO	ITEM	CONTROL ID	ISSUE		RETURN		A/C REG	TASK / REMARKS	STORE INITIAL
			Name & Initial (d)	Date & Time	Name & Initial (e)	Date & Time			
(a)	(b)	(c)	(d)		(e)		(f)	(g)	(h)
	TOOL BOX 1	-	HARRIS	22/8 0816	LIN	20/8 1730	M72-02	4 YR CX	BB
	ADDRESS	-	HARRIS	22/8 0816	LIN	22/8 1730	M72-02	4 YR CX	BB
	COLDAYS	-	HARRIS	22/8 0816	LIN	22/8 1730	M72-02	4 YR CX	BB
	M/R REMOVAL TOOL	ST 64	MUSTOIM	02/01/20	MUSTOIM	20/8 1730	M72-01	M/R REMOVE	BB
	HOT AIR GUN	G1770	HARRIS	22/8 1516	HARRIS	22/8 1730	M72-03	GOODHRS INSP	BB
	TOOL BOX 1	-	ASTRAF	23/8 0715	ASTRAF	23/8 1730	M72-02	4 YEARS	BB
	M/R LEVER	ST 42	ASTRAF	23/8 0715	ASTRAF	23/8 1730	M72-02	4 YEARS	BB
	3/8 DEEP SOCKET	G0804	ASTRAF	23/8 0715	ASTRAF	23/8 1730	M72-02	4 YEARS	BB
	1/2 DEEP SOCKET	G0805	ASTRAF	23/8 0715	ASTRAF	23/8 1730	M72-02	4 YEARS	BB
	DRAGS	G0806	ASTRAF	23/8 0715	ASTRAF	23/8 1730	M72-02	4 YEARS	BB
	EXPRESSION	G0809	ASTRAF	23/8 0715	ASTRAF	23/8 1730	M72-02	4 YEARS	BB
	FRY SCREWDRIVER	G1009	ASTRAF	23/8 0715	ASTRAF	23/8 1730	M72-02	4 YEARS	BB
	DIGITAL CALLIPER	0909	ASTRAF	23/8 0715	ASTRAF	23/8 1730	M72-02	4 YEARS	BB
	MILITARY REGULATORS	CTE 20	ASTRAF	23/8 0715	ASTRAF	23/8 1730	M72-01	TYPE CHANGING	BB
	HEAT GUN	G1770	HARRIS	23/8 1400	HARRIS	23/8 1700	M72-02	600 HOURS INSP	BB
	FRY REM TOOL	STF074	ASTRAF	23/8 1430	ASTRAF	23/8 1700	M72-02	4 Y INSP	BB
	TO WRENCH	CTE 351	MUSTOIM	24/8 0540	ASTRAF	24/8 1400	M72-01	STARTED GENERATION	BB
	TO WRENCH	CTE 341	MUSTOIM	24/8 0540	ASTRAF	24/8 1400	M72-01	STARTED GENERATION	BB