

AMO MEMO

REF NO. : GAM/AMO/24-02
TO : GSE Technician
FROM : Engineering Controller.
DATE : 04 SEPT 2024
RE : CONTROL OF GSE INSPECTION

This memo serves as a reminder to exercise heightened vigilance during GSE inspections. It has come to our attention that recent inspections have not been conducted with the necessary thoroughness.

Please ensure that you address the following during the upcoming inspections:

1. **Strict Adherence to Safety Protocols:** Follow all safety procedures meticulously.
2. **Comprehensive Equipment Checks:** Inspect all equipment thoroughly as per instructions in Equipment manual or GSE Instructions sheet.
3. **Accurate Documentation:** Complete all inspection forms and logs with precision, documenting any issues or discrepancies.
4. **Routine Maintenance and Cleanliness:** Confirm that equipment is both clean and properly maintained as per schedule.
5. **Regulatory Compliance:** Ensure that all equipment meets current compliance and regulatory standards.

If you encounter any issues or need assistance, please report them immediately to Tool Store/GSE Supervisor.

Thank you for your immediate attention to this matter.

Once you have read and understood this memo, please sign on the next page.

Thank You.

- END -

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.

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I hereby confirm that I have read and understood memo GAM/AMO/24-02

NAME	STAFF ID	SIGN
NOOR AFFENDI BIN WAHID	8419	
MOHD SHAROLZIHAN BIN MUHAMMAD NOR	8545	

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