GalaxyAerospace
maintenance . repair . overhaul

MEETING/TRAINING ATTENDANCE

COURSE TITLE:	Mass & Balance Programme (Changes) Training			COURSE CODE:	-
VENUE:	Google Meet	DURATION:	09:00 am - 10:00 am	DATE:	07 March 2022
INSTRUCTOR'S NAME:	Zaty Nadhira Binti Mohamed Zuhari			INSTRUCTOR'S SIGNATURE:	

NO	NAME	STAFF ID/IC NO	DEPT	POSITION	SIGNATURE
1.	AMIRAH FATINI BINTI ZAINAL	8193	CAMO	TSE	
2.	MOHD ARIFIN BIN MD MATAR	8267	CAMO	TSE	
3.	MOHD YUSSYUWARI BIN MD YUSOP	8050	CAMO	TSE	
4.	NUR FARHANA BINTI OTHMAN	8007	CAMO	TSE	FARHANA
5.	FHARIDATHUL QHAIROH BT ABD RAHIM	8274	CAMO	TSE	FHARI
6.	ZIMAM AMER BIN MUHAMAD	8358	CAMO	TSE	zimam
7.	AHMAD QAYYUM OTHMAN	8287	CAMO	TSE	QAYYUM
8.	SHEIKH MOHAMAD ASYRAF BIN SH.SAMSUDIN	8273	CAMO	TSE	sma
9.	EZHAN IZZAD BIN MOHD NOR	8180	CAMO	TSE	EI
10.	'AMIR BIN ABDULLAH	8221	CAMO	DCAMM	
11.	MOHD YASIR SHAPUAN	8072	CAMO	TSE	
12.					
13.					
14.					

FOR QA DEPARTMENT USE:

Training record updated by:

Date:

INSTRUCTION FOR COMPLETING GAM/Q-022, MEETING/TRAINING ATTENDANCE

No.	Item	Instructions
1	Course Title	Instructor to enter the course title to be conducted.
2	Course Code	Instructor to enter the course code for the course title.
3	Venue	Instructor to enter the name of the venue or classroom.
4	Duration	Instructor to enter the duration of day/s for the course.
5	Date	Instructor to enter the date of the course conducted.
6	Instructor's Name	Instructor to enter his/her given name.
7	Instructor's Signature	Instructor to append his/her signature.
8	Name	Participants attending the course/meeting to enter his/her name.
9	Staff ID/IC No	Participants attending the course/meeting to enter his/her GAM company staff ID and/or IC No.
10	Dept	Participants attending the course/meeting to enter his/her department being attached to.
11	Position	Participants attending the course/meeting to enter his/her current company position.
12	Signature	Participants attending the course/meeting to append his/her signature.
13	Training record updated by	QA personnel to enter his/her name upon updating the attendance into GAM training record system.
14	Date	QA personnel to enter the date of completing the attendance update into GAM training record system.