



Syafrul Yamani Safruddin <syafur.gading@gmail.com>

## Request for slot for Engineering Procedures Manual for Engineering Department

**Roslina Mohd Sobri** <roslina@galaxyaerospace.my>

Thu, Sep 15, 2022 at 11:56 AM

To: Adam Zafran George Abdullah <adam@galaxyaerospace.my>, Danial Aiman Hakeem Yee <aimanhakeem.galaxy@gmail.com>

Cc: Ahmad Kushairi Yunus <kushairi@galaxyaerospace.my>, QUALITY GAM <quality@galaxyaerospace.my>, Syafrul Yamani Bin Safruddin <syafur@galaxyaerospace.my>, jasmalizam@galaxyaerospace.my, Azillah Bin Matap <azillah@galaxyaerospace.my>

Assalamualaikum Mr Adam,

On behalf of the Engineering Dept, we will conduct training on Procedures for the dedicated section. The objective of the training is to provide the new and existing staff with procedures awareness and acknowledgment of the procedures training.

On a different note, I would like to request for training slot/ available classroom in 147 facility for the below training;

No	Training requested	Tentative date	Section	Estimated No of pax
1.	Procedures for Production, Planning, and Control	3 <sup>rd</sup> week of Sept 2022	PPC MIAT, PGU, KK and Bertam	10
2.	Procedures of Warehouse and Logistic	1 <sup>st</sup> week of Oct	GAM Warehouse and Logistic	15
3.	Procedures for GSE and Tool Store	2 <sup>nd</sup> week of Oct	GAM MIAT Tool store and GSE	10
4.	Procedures for Engineering Operation	3 <sup>rd</sup> week of October - December	MIAT, PGU, BERTAM and KK	15 pax per class

Kindly advise the tentative date and we will further discuss the training arrangement. Thank you for your kind assistance.

Regards,

**Roslina Mohd Sobri**

Standard and Procedures Executive

for and on behalf of

**GALAXYAEROSPACE (M) SDN BHD**



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