

 Galaxy Aerospace maintenance . repair . overhaul	SAFETY MANAGEMENT SYSTEM	
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Part 14.0 SMS DATA AND RECORD MANAGEMENT

Operating the SMS generates a significant amount of data, documents, and records. Proper management and record keeping of such data is crucial for sustaining an effective SMS. Documents or files which are considered as SMS related records and methods of storing the SMS documents and records are elaborated further.

14.1 SAFETY RECORDS

GAM maintains a systematic record of all measures taken to fulfil the objectives and activities of the SMS. GAM SMS MExamples of such records includes the following but not limited to:

- Mandatory Occurrence Report (MOR) – CAAM Copy.
- Safer Card (SC)
- Occurrence Investigation
- Management of Change (MOC) Control
- Internal & External Audit Reports
- Surveillance Check List
- Safety Advisory Notice (SAN)
- Notice to Prohibition (NOP)
- Minutes of Safety Meetings (SAG/SRB)
- Hazard Identification Risk Management (HIRM) & Risk Register Control.
- Safety related training records (i.e. Training for Investigators, SMS Trainers records, and Syllabus.
- CAAM – SPL, monthly statistic, related charts, Target/Alert Notice, and ALoSP.
- SMS Staff and SMS Trainers personnel training records.
- Emergency Response Coordination – Debrief minute/records.

Safety Forms for the task stated above are stored in drive. Hard copy records are to be maintained in sufficient detail to ensure appropriate identification, legibility, storage, protection, archiving, retrieval, retention time, and traceability of all safety related decisions.

The hardcopy record of the SMS Manual is maintained according to the distribution list and is considered a controlled copy. Any copy distributed to individuals not listed in the distribution list or to unauthorized personnel is considered an uncontrolled copy. A soft copy of the SMS Manual is available via the Galaxy Aerospace Management System (GAMS) portal. The SMS Manual is the only primary record, with Copy No. 01 held by Civil Aviation Authority of Malaysia, Copy No. 2 by the Safety Manager, and the soft copy accessible to the Accountable Executive and GAM employees. All other records are considered secondary.

To prevent tempering of records, access to the safety documents shall only be permitted to Safety Department Personnel. All records, data relating to the SMS shall be maintained by the Safety Department for a minimum period of 36 months (3 years) from the date the record was filed.