

MEMO

To : ALL GAM APMM Staff
Date : 11 SEPT 2022
Reference : GAM-APMM/MEMO/3/2022
Subject : RECEIVING/DELIVIRING PARTS/COMPONENTS FROM/TO CENTRAL STORE

1. This is a latest rule for all GAM APMM staff regarding receiving/ delivering item/component from outside (i.e . Centre Store)
2. The rules that are to be followed:
 - a) NO ITEMS/COMPONETS RECEIVED OR TO BE DELIVERED TO BE KEPT IN THE MAINTENANCE OFFICE.
 - b) MAKE SURE ALL ITEMS/COMPONENTS IN AND OUT TO BE STORED IN HOLDING ROOM.
 - c) PERSON IN CHARGE/MIS TO ENSURE ALL ITEMS/COMPONENTS ARE REGISTERED.
3. Please be informed that all GAM APMM staff are required to follow the rules. Failure to obey the rules will cause the possibility of missing the parts/components .
4. Any update shall be done in timely referring to the rule's compliance.
5. Please refer to the MM/MIS if you have any enquiry or question regarding the rules.

Thank You



NURUL AZHAN B SALLEHUDDIN
Senior Maintenance Manager