

MEMO

To : All GAM APMM staff
Date : 17th NOVEMBER 2021
Reference : GAM-APMM/POL/01/NOV21 (Rev.01)
Subject : COMPLIANCE TO UPDATE AND RECORD POL ITEMS

1. This is the latest rules for all GAM APMM staff regarding POL items consumption.
2. The rules that are to be followed :
 - a) **POL ITEM LIST WEEKLY UPDATE.**
 - b) **MAKE SURE ALL POL ITEMS IN AND OUT FROM STORE ARE RECORDED.**
 - c) **PERSON IN CHARGE TO ENSURE ALL ITEMS ARE REGISTERED.**
3. Please be informed that all GAM APMM staff are required to follow the rules. Failure to obey the rules will cause misalign between the 'actual' and 'recorded' quantity of the POL items.
4. Any update shall be update in timely referring to the rules compliance.
5. Please refer to the person in charge if you have any enquiry or question regarding the rules.

Thank you,



Shuhaimi Bin Shahrum

Senior Maintenance Manager