

GALAXY AEROSPACE SENDIRIAN BERHAD

(Company No.1040262-D)

MINUTES OF THE SAFETY COMMITTEE MEETING (SCM) No. 01/2022 OF THE COMPANY HELD AT EMERALD MEETING ROOM, GAM OC ON 27 JULY 2022 AT 2.30 P.M.

Members Present	Designation
Omar Ahmad (OA) – Chairman	Quality Assurance Manager
Wan Izahan Zameree Ishak (WIZI) – Secretary	S&H Manager
Azillah Matap (AM)	Deputy Engineering Manager
Zaty Nadhirah Binti Mohamed Zuhari (ZAN)	CAM Manager
Ibrahim Hazly Bin Mohamad Yusof (IH)	Personal In-Charge PGU
Mej (B) Nurulazhan Sallehuddin (MNS)	Senior Maintenance Manager APMM
Adam Zafran George Abdullah (AZG)	Training Manager
Mohd Fazrul Mohd Fauzi (FAZ)	Commercial Executive
Dian Noor Aqiella Mohd Ashari (DNA)	Human Resource Executive
Mohd Sumaili Sulaiman (MS)	Logistic Controller
Hamidah Hama (HH)	Workshop In-Charge
Zuhair Asyraf Zulkumari (ZAZ)	Finance Exec.
Nurul Aqmar Syahira Azmi (NAS)	IT Executive
Muhammad Arzat Anuar (MAA)	Safety Assistant

Absent with Apology	Designation
Dato' Shamsul Kamar Samsudin (DSK)	Accountable Executive
Ismail Sulaiman (IS)	Chief Operation Officer
Datin Zulhani Alias (DZA)	Human Resource Manager
Nik Mohd Fareez Auddin (NMF)	Commercial Manager
Syafrul Yamani Safruddin (SYS)	Engineering Manager
Ir. Nizam Nazar (NN)	Head of Design Organisation


Ref.	AGENDA	Deadline	Action By
1.0	<u>CHAIRMAN'S OPENING REMARK</u>		
1.1	Chairman welcomed and thanked to all committee member that attended the 16th Safety Committee Meeting (SCM), the first meeting for 2022. Chairman informed that Dato' MD had delegated to him to chair this Safety Committee Meeting.	For info	All
1.2	Chairman emphasized the importance of safety reporting to all committee members.	For info	All
1.3	Chairman also reminded all managers on their accountability for safety responsibilities, performance, and implementation at workplace. All managers also to ensure the effectiveness of SMS as per CAD-19.	For info	All
1.4	Secretary introduced himself to all committee members as new Safety Manager. Secretary presented the SMS video of Pillar 1 and KKM's e-poster of COVID-19 on mandatory usage of face mask.	For info	All
2.0	<u>REVIEW OF PREVIOUS MOM</u>		
2.1	The minutes for the meeting dated 10 November 2021 were tabled to the Committee for confirmation.	For info	All
3.0	<u>MATTERS ARISING</u>		
3.1	<u>Item 2.2.1 Fire Drill for New GAM HQ Building</u> i. Safety Department to review Emergency Response Plan for all base/ office including availability of trained male and female first aider. ii. MNS recommended to conduct internal fire drill only for GAM OC. iii. Chairman recommended to develop a SOP for emergency response.	October 2022 October 2022 October 2022	Safety Department Safety Department Safety Department
3.2	<u>Item 2.2.3 Safety Video</u> i. Safety Department to review current safety video. ii. Secretary informed that standard safety briefing has been established and can be used at all office and base and need to add own fire evacuation route in the slide.	October 2022 15/8/22	Safety Department PIC/ EIC
3.3	<u>Item 2.2.3 Hearing Test</u> i. MAA informed that hearing test have been postponed due to COVID-19 pandemic. ii. Chairman suggested to proceed the programme in 2022.	For info For info	Safety Department All

	iii. Safety Department will establish the Hearing Conservation Program.	October 2022	All
3.4	Item 3.1 SMS Manual Review System & Safety Unit of CAAM informed Secretary during GAM's courtesy visit to CAAM on 14/7/2022, that they will update the status of SMS Manual submission once they review it.	For info	Safety Department
3.5	Item 3.1 HIRM Review Chairman requested to conduct HIRM training for the HOD/ PIC/ EIC.	October 2022	All
3.6	Item 6.1 Safety Day Secretary requested committee give an idea in term of theme, program, budget etc. for Safety Day 2022. MNS suggested to organize safety poster competition. Other feedback from committee can be emailed to arzat@galaxyaeropspace.com.	20/8/22	Safety Department
4.0	<u>SAFETY COMMITTEE MEETING (SCM) INTRODUCTION</u>		
4.1	Secretary briefed on SCM introduction as follows (<i>Refer to slide No. 9-15</i>): a) Committee members accountability and purpose of SCM, b) Legal & other requirements', c) OSH and SMS safety Committee comparison, d) AE, SM & SC responsibilities, e) SC organisation chart, f) Safety Action Group & SCM comparison.	For info	All
5.0	<u>SAFETY REVIEW</u>		
5.1	Pillar 1 – Safety Policy & Objectives Safety Policy and Safety Objective signed by Dato' MD, dated 26 th April 2022 has been reviewed and all members agreed with the current policy and objective.	For info	All
5.2	Pillar 2 – Safety Risk Management Committee reviewed and agreed with the latest Hazard Identification and Risk Mitigation (HIRM) for 2022.	For info	All
5.3	Pillar 3 – Safety Assurance		
5.3.1	Committee reviewed and agreed with current Objective, Safety Performance Indicator (SPI) & Safety Performance Target (SPT) including the SPI that submitted monthly to CAAM.	For info	All
5.3.2	Secretary presented the proposed new Objective, SPI & SPI, which is still under review with AMO, CAMO and QA Department.	For info	All
5.3.3	Secretary presented the summary of Safer Card form December 2021 to June 2022.	For info	All
5.3.4	MAA informed that Safety Action Group (SAG) Meeting was held on 8/7/2022.	For info	All

5.3.5	Secretary informed that Workplace Inspection (WPI) has been conducted on 26/7/2022. All Committee members need to perform the WPI before the next meeting at their workplace.	Sept' 2022	All
5.3.6	Secretary presented the safety audit and surveillance for 2022.	For info	All
5.4	<u>Pillar 4 – Safety Promotion</u> Secretary presented the safety training and communication for 2022.		
6.0	<u>Update From Safety Action Group (SAG) Meeting on 8/7/2022</u>		
6.1	GAM Bertam reported a crack on the apron surface, and they already informed the JBPM. Currently GAM Bertam avoids taxing at the identified (taxiway linking Southern Helipad) area to prevent potential FOD. Now pending JBPM update to GAM Bertam of their discussion with JKR.	For info	All
6.2	GAM Bertam reported on wildlife (birds and snakes) encroached the hangar/ office area. EIC will contact PERHILITAN to get advice on the bird's issue. While the sulphur powder been placed by JBPM Bertam to prevent the snakes from entering the hangar/ office area.	For info	All
6.3	GAM APMM reported that that there are crack at hangar structure and all staff need to adhere to APMM instruction accordingly as safety precaution measure.	For info	All
6.4	GAM PGU KK reported on water leakage at GSE/ Spare Store. AM suggested that EIC to use petty cash to repair the ceiling.	8/8/22	EIC GAM PGU KK
6.5	Gam Lumut informed that they need to install smoke detector and fire extinguisher at the new 2-storey shop office. Secretary requested EIC to get the approval from Engineering Manager and submit PPE form to Safety Department.	8/8/22	EIC GAM Lumut
7.0	<u>Other Matter</u>		
7.1	Secretary informed that the importance of SMS effectiveness in our company. Therefore, Safety Department need a commitment and support from top management, HOD/PIC, and all staff for the SMS implementation throughout GAM. Safety Department will update accordingly to Committee on the SMS program	For info	
7.2	Secretary highlighted Safety Department will conduct the HIRM Workshop for all HOD/PIC/EIC and to establish the generic HIRM for our company.	Sept' 2022	HOD/ PIC/ EIC Safety Department
7.3	IH requested the safer card need to be shared to others and not limited to initiator and Safety Department only. Secretary informed that it will be shared with the initiator and their respective team and will be updated to Committee.	For info	All

7.4	MS informed that they will install a shelter at POL cabin in front of warehouse to reduce the temperature due hot weather. MS will proceed with proposal and budget to management.	For info	All
7.5	AM suggested that any safety issue required management attention need to be tabled during management meeting	For info	All
6.0	<u>CONCLUSION</u>		
	There being no further discussion, the online Meeting concluded at 5.00 p.m. with a vote of thanks to the Chairman of this meeting.	For All	Info

PREPARED BY



SECRETARY

SIGNED AS A CORRECT RECORD



CHAIRMAN

OMAR BIN AHMAD
Quality Assurance Manager
Galaxy Aerospace (M) Sdn. Bhd.
(1040262-D)

