

**SAFETY AUDIT REPORT**

Report No.	GAM-SAR/009/23
Area	JBPM Bertam AW139
Report Date	22 <sup>nd</sup> November 2023

**TO :** Mr. Mohamad Razif b. Roslan (EIC)  
**C.C. :**

- Managing Director (MD)
- Chief Operation Officer (COO)
- Engineering Manager (EM)
- Deputy Engineering Manager (EM)
- Quality Assurance Manager (QAM)

**FUNCTION :** Internal Safety Audit  
**AUDIT DATE :** 22<sup>nd</sup> November 2023  
**VENUE :** GAM AMO Office Bertam-  
 JBPM PUWU, Bertam, Penang.  
**REFERENCE :** CAD-19, CAGM-1902 &  
 GAM Safety Management  
 System (SMS) Manual.

**NOTE: (STRICTLY CONFIDENTIAL AND FOR INTERNAL CIRCULATION ONLY)**

For findings recorded in cars, the auditee is given 14 days from the date of report issued to respond to safety manager, identifying the root causes, corrective actions, preventive actions, and their respective dates with supporting evidence for closure.

**DISTRIBUTION:**

- |                                    |            |
|------------------------------------|------------|
| • Managing Director (MD)           | For Info   |
| • Chief Operation Officer (COO)    | For Info   |
| • Quality Assurance Manager (QAM)  | For Info   |
| • Engineering Manager (EM)         | For Action |
| • Deputy Engineering Manager (DEM) | For Action |

• **PURPOSE:**

An internal audit was carried out to evaluate the compliance of team Galaxy Aerospace Malaysia S/B (GAM) AMO Office – Jabatan Bomba & Penyelamat Malaysia (JBPM), Pangkalan Udara Wilayah Utara (PUWU), Bertam, Penang operation as an Approved Maintenance Organization (AMO) for AW139 maintenance capability.

• **INTRODUCTION:**

The objective of the audit is to evaluate and measure safety compliance for AW139 maintenance capability to meet the requirements and standards of an Approved Maintenance Organization (AMO). It ensures maintenance operations will be carried out in a safe working environment and facility conditions to enhance safety in a work area.

An audit was carried out from 22<sup>nd</sup> November 2023 at GAM AMO Bertam Office - AW139 and JBPM, PUWU Hangar. The facility is gated and guarded and access to the facility is controlled by RELA personnel. The audit scope and methodology are through observation of the maintenance hangar toward compliance of safety aspect and interviews with the maintenance crew at the workplace.

- **AUDITOR(S):**

1. Wan Izahan Zameree b. Ishak

- **AUDITEES:**

1. Mohamad Razif b. Roslan (Engineer-In-Charge/ EIC)
2. Muhamad Zamri b. Awang (Technician)
3. Shaiful Syazwan b. Saleh (Technician)
4. Rose Azreena bt. Roslee (Planner)

- **AUDIT SUMMARY**

**A. Safety policy and objectives – Management commitment**

- 1) The latest Safety Policy and Drug & Alcohol Policy were displayed at the facility.
- 2) EIC to brief and email the policy to all staff (**Recommendation 01**).

**B. Safety policy and objectives – Safety accountability and responsibilities**

- 1) EIC to brief and email the safety accountability and responsibilities to all staff. (**Recommendation 02**).

**C. Safety policy and objectives – Appointment of key safety personnel**

- 1) The organization chart for GAM AMO Office Bertam was sighted , however the appointment letter for Mr. Mohamad Razif b. Roslan as Bertam’s Engineer in Charge (EIC) is not available during the audit (**Recommendation 03**).

**D. Safety policy and objectives – Coordination of emergency response planning**

- 1) The ERT chart was sighted during the audit however, EIC needs to plan for the emergency drill for 2023 (**Recommendation 04**).
- 2) The fire extinguishers for the store, maintenance support office and hangar were available and valid during the audit.
- 3) Record for First Aider training for GAM AMO Office Bertam was available during the audit.
- 4) The First Aid Kit is available at the maintenance support office.

**E. Safety policy and objectives – SMS documentation**

- 1) Auditee was able to provide relevant records regarding the SMS documentation. The SAG MOM, HIRM, and safety bulletin were sighted during the audit.

## **F. Safety risk management – Hazard identification**

- 1) The hazard register and HIRM for clutch replacement was available during the audit.
- 2) The significant hazard that needs to be addressed by GAM AMO Office Bertam team are as follows:
  - i. Understaff
  - ii. Fatigue
  - iii. Wildlife
  - iv. MFTS
  - v. Missed out on schedule maintenance due date
  - vi. Shift pattern

GAM AMO Office Bertam team need to update the register hazard and conduct the Hazard Identification and Risk Mitigation (HIRM) accordingly based on the list of significant hazards discussed during the audit (**Recommendation 05**).

## **G. Safety risk management – Safety risk assessment and mitigation**

- 1) Auditee able to provide relevant records regarding safety risk assessment and mitigation i.e., HIRM for clutch replacement available during the audit.

## **H. Safety assurance – Safety performance monitoring and measurement**

- 1) The hangar is well maintained with sufficient lighting and the housekeeping was satisfactory.
- 2) PPE is available i.e., vest, google, and earmuff, however the PPE list record not available during the audit. EIC also recommended to purchase the suitable and proper PPE as per industry practice for staff usage i.e., safety google and earmuff (**Recommendation 06**).
- 3) The tyre gauge pressure (SN 4464322) and dail gauge (SN SHI 602) calibration were found overdue on 22/9/2023 and 8/11/23 respectively. EIC need to immediately send the equipment for calibration (**NCR01**).

## **I. Safety assurance – The management of change**

- 1) The auditee was able to provide relevant records regarding the management of change i.e., MOC sample by EIC dated 22/2/2023 was sighted during the audit.

**J. Safety assurance – The continuous improvement of the SMS**

- 1) The GAM AMO Office Bertam team was able to provide all relevant records regarding the continuous improvement of the SMS i.e., MOM of Safety Action Group (SAG) 03/2023 was sighted during the audit and the EIC was one of the attendees of the meeting.

**K. Safety promotion – Training and education**

- 1) The GAM AMO Office Bertam team was able to provide relevant records regarding training and education i.e., training record summary for the Engineer In-Charge (EIC), Licenses Aircraft Engineer (LAE) B1.3, technician and PPC were available during the audit.

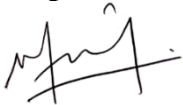
**L. Safety promotion – Safety communication**

- 1) The GAM AMO Office Bertam team was able to provide relevant records regarding safety communication i.e., PPE and Aircraft Towing poster.

**• CONCLUSION:**

In general, the audit was found satisfactory, however, a total of one (1) Non-Conformance Requests (NCRs) and six (6) Recommendations were raised during this audit. All the findings were discussed with the auditees during the closing meeting and the auditees are required to respond to the NCR within 14 days through the GAMS Portal. The Recommendation needs to be responded to through email within 14 days to avoid being upgraded to NCR in the next audit/ surveillance.

**Prepared & approved by:**



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Wan Izahan Zameree bin Ishak  
Safety Manager  
Date: 22/11/2023

ISSUE UNDER THE AUTHORITY OF SAFETY DEPARTMENT