

From: Fatin Ayu Munira Mohd Zafri <ayu.galaxyaerospace@gmail.com>
Sent: Tuesday, 23 August, 2022 5:07 PM
To: sumaili@galaxyaerospace.my; syafrul@galaxyaerospace.my
Cc: quality@galaxyaerospace.my
Subject: Vendor Discussion - Minutes of Meeting

Title : Vendor Discussion

Date : 23 August 2022 (Tuesday)

Venue : Emerald Room

Time : 0900 hours

Attendee: En Sumaili (Logistic Controller), En Syafrul (EM), (Amira Zakaria (QAI), Syafiqah (QAO) & Fatin Ayu (QA Protégé)

No	Topics	Action
1.	Review AVL list on the latest purchased record.	To review AVL regarding the latest purchased record that GAM uses their service.
2.	En Syafrul suggested to separate the AVL list.	To separate list of service and spare parts (Main AVL), consumable and standard tools. (Total of 3 lists).
3.	En Syafrul and En Sumaili suggested establishing a certificate for recognised approved vendors.	To establish a certificate instead of email to recognise approved vendors.

Thanks and Regards,

Fatin Ayu Munira Mohd Zafri

QA Protege

for and on behalf of

GALAXY AEROSPACE (M) SDN BHD



Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre, Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor Darul Ehsan.

Website : www.galaxyaerospace.my

+60377347226 +60377347526