

SAFETY MEMO

To : All Employees
Date : 11 October 2016
Reference : GAM-S/ME/03/OCT16
Subject : Safer Card

1. The objective of Galaxy Aerospace reporting system is whenever accident/incident, hazard, near miss, unsafe act and unsafe condition occurs within Galaxy Aerospace have to be reported as per *SMS Manual Part 8.0 (Safety Reporting)* in conjunction with *DCA AN 101 Para 7.2.1* requirement - an AMO shall develop and maintain formal means of collecting, recording, acting on and generating feedback about hazards in their operations.
2. The means of reporting system adopted by the company is by **Safer Card** that is physically available at operational office and also can be accessed thru soft copy from the company official drive storage device.
3. All employees are encouraged to raise a report due to our policy by implementing a non-punitive reporting and just culture. *All report are confidential* and send it to Safety Department for further actions.
4. In the same regard, seeking all departmental head to disseminate this information to their subordinates and to paste this memo into your respective notice board.

Thank you.



Mohammad Nizam Jaafar
Safety Controller

C.C – Managing Director
Quality Assurance Manager
Safety Manager