

GALAXY AEROSPACE SENDIRIAN BERHAD

(Company No.1040262-D)

MINUTES OF THE SAFETY ACTION GROUP (SAG) MEETING No. 04/2023 OF THE COMPANY HELD AT EMERALD ROOM, GAM OC AND VIA ONLINE (<https://meet.google.com/gbw-bqfr-baw>) ON 28th NOVEMBER 2023 AT 3.00 P.M.

Member Present	Designation
Wan Izahan Zameree Ishak (WIZI) – Chairman	S&H Manager
Mejar Nurul Azhan Sallehudin (MNA)	Senior Maintenance Manager, APMM
Intan Ayatul Tafriyyah Adlan (IAT)	Production Planner Controller, APMM AS365N3
Amirul Asyraf Sam (AA)	Production Planner Controller, PGU SZB AW139
Supt Faizul Muhammad (FM)	Flight Ops, PGU SZB
ASP Mohammad Izat Ab Rahman (MI)	Engineer-Safety, PGU SZB
Mohd Zainurin Mat Arip (MZA)	Engineer In-Charge, PGU SZB King Air
Razduan Zainal (RZ)	Engineer In-Charge, PGU KK
Nita Ismail (NI)	Licensed Aircraft Engineer, GA MIAT
Muhammad Mohd Taib (MT)	Engineer In-Charge, Bomba MIAT
Mohamad Razif Roslan (MRR)	Engineer In-Charge, Bomba Bertam
Moradi Ee Cheap (MEC)	Maintenance Manager, Navy Lumut
Azman Shariff (AS)	Maintenance Manager, Superlynx
Jasmalizam Jamaludin (JJ)	Engineering Controller
Mohd Sumaili Sulaiman (MS)	Logistic Controller
Danial Aiman Hakeem (DAH)	Training Executive
Amir Abdullah (AA)	Deputy Continuing Airworthiness Manager
Hadzwan Hadzry Haidzir (HH)	Multimedia Designer
Hamidah Hama (HH)	Workshop In-Charge
Syazwin Mohd Seth (SMS)	Admin Executive
Mohd Yussyuwari Md Yusop (MYM)	Design & Technical Services Engineer
Farah Nabilah Mohd Sahadan (FN)	QA Protégé
Nur Ain Solehah Md Lukmi (NAS) – Secretary	Safety Protégé
Absent with Apology	Designation
Mohd Muqoddim Mohd Shakib (MQ)	Engineer In-Charge, GA MIAT
Mohamad Akmal Saleh (MAS)	Maintenance Manager, APMM AS365N3
Ainudin Fazrin Anuar (AF)	Engineer In-Charge, PGU Subang AW139
Amalludin Abdul Rahim (AR)	Engineer In-Charge, PGU KCH
Wan Abdul Thaqif Wan Ramli (WAT)	Financial Controller Assistant
Syed Ibrahim Firuzaman Alsagoff (SIF)	Commercial Executive
Mohd Fadzlie Adam (MF)	GSE & Tool Supervisor

Ref.	Agenda	Action/ Remark	Action By
1.0	<u>CHAIRMAN'S OPENING REMARK</u>		
1.1	The chairman welcomed and thanked all Committee members for attending Safety Action Group (SAG) Meeting No.3/2023. Chairman briefed the Safety Briefing to all members who physically attended the meeting at GAM OC through the GAM safety video.	For information	All
1.2	Chairman shared the Safety Moment with Committee as follows: a) Third pillar of the Safety Management System (SMS) video. b) 4 pillars of the Safety Management System (SMS). c) Signs and symptoms of Influenza. e) SOP of the latest COVID-19.	For information.	All
1.3	Chairman informed that Dato' MD has appointed him as SAG Chairman.	For information.	All
1.4	Chairman explained the function, objective, legal, and other requirements of the SAG and SHC Committee.	For information.	All
2.0	<u>CONFIRMATION OF MINUTES</u>		
2.1	The minutes for the meeting dated 21 st September 2023 (referred to as Meeting No. 3) are tabled to the Committee for confirmation.	For information.	All
3.0	<u>SAFETY ACTION GROUP (SAG) FUNCTIONS</u>		
3.1	Chairman briefed about the SAG Functions as per presentation slide. The SAG Functions will be a permanent agenda in this meeting.	For information.	All

3.2	<p><u>Safety Performance and Safety Risk Mitigation (SRM)</u></p> <p>Chairman presented the following for the operational safety performance and SRM activities (refer to slide presentation):</p> <ul style="list-style-type: none"> i. Safety Performance Indicator & Safety Performance Target (SPI-SPT). ii. Hazard Identification & Risk Mitigation (HIRM). 	For information.	All
3.3	<p><u>Safety Data & Risk Control</u></p> <p>Chairman presented the following for the safety data and risk control (refer to slide presentation):</p> <ul style="list-style-type: none"> i. Incident statistic. ii. Barrier control of HIRM. iii. Safer card list. 	For information.	All
3.4	<p><u>Operational Changes</u></p> <p>Chairman presented the following for the operational changes or new technologies (refer to slide presentation):</p> <ul style="list-style-type: none"> i. Management of Change (MOC). 	For information.	All
3.5	<p><u>Safety Risk Control</u></p> <p>Chairman presented the following for the safety risk controls (refer to slide presentation):</p> <ul style="list-style-type: none"> i. Accident Investigation. ii. Lesson Learnt. 	For information.	All
3.6	<p><u>Risk of Control Effectiveness</u></p> <p>Chairman presented the following for the effectiveness of specific safety risk controls (refer to slide presentation).</p> <ul style="list-style-type: none"> i. Crisis Management Meeting (CMM). 	For information.	All

4.0 ISSUES			
4.1	<u>Workplace Inspection (WPI) Submission</u>		
4.1.1	Chairman requested all SAG Committee members to submit Quarter 3 Workplace Inspection (WPI) for their respective base/ department/ area as per compliance with Regulation 12 – Inspection of Place of Work.	To submit by 31st August 2023.	All
4.1.2	Chairman reminded that all base/ departments mandatory to conduct and submit WPI for every quarter.	Those who have not submitted for Q3 and Q4 need to submit by 1st November 2023 to Safety Department. Update: To submit Quarter 3 and Quarter 4 of WPI by 31st December 2023. Refer to the slide for submission status.	All All
4.2	<u>Approved Maintenance Organization (AMO)</u>		
4.2.1	JJ suggested to the Committee to buy a blood pressure device for GAM OC.	HRA Department to purchase the blood pressure device. Update: Safety Department emailed HRA for further action.	HRA Department
4.3	<u>GAM PGU Subang</u>		
4.3.1	AF highlighted the competent driver for tow truck and forklift truck among AMO staffs. Chairman requested GSE Department to nominate potential drivers at all bases. Forklift training has been conducted on 1st June 2023. Safety Department in the midst of conducting internal tow truck driver training.	EIC to nominate GAM staff for AW139 tow truck training to Safety Department by July 2023. EIC already nominated GAM staff for tow truck training. Update: Training will be conducted by 2023	PIC/ EIC/ SM/ MM All
4.4	<u>GAM Bomba MIAT</u>		
4.4.1	NS requested to join the tow truck training for AW139.	Chairman informed NS to provide staff names for the training to Safety Department by July 2023.	NS

		Update: MT submitted the staff name to the Safety Department on 16 October 2023. For information.	All
4.5	<u>GAM GA MIAT</u>		
4.5.1	MQ reported an FOD issue due to floor painting peel-off. Chairman advised MQ to raise Safer Card and this matter will be discussed in the next Safety Committee Meeting (SCM).	Quotation for floor painting has been obtained and will be discussed in the next Safety Committee Meeting or Management Meeting by August 2023. Epoxy flooring painting work started on 18 September 2023 at MIAT. Update: The work was completed on 12 October 2023. For information, this issue is closed.	Safety/ AMO/ HRA Department All
4.5.2	NI reported the presence of rats in the sink hangar, along with stray cats roaming in the area. JJ recommended a thorough cleaning and avoiding depositing domestic waste in the hangar.	For information. NI to raise safer card and the Safety Department to liaise with MIAT. Update: MIAT has already taken action. For information, this issue is closed.	All NI All
4.5.3	NI reported a roof leak near the sink at the MIAT hangar. Chairman requested the submission of a safer card addressing the roof leak issue in the sink hangar area.	For information. NI to raise safer card and the Safety Department to liaise with MIAT. Update: The Safety Department already verbally discussed with MIAT.	All NI All

4.5.4	<p>NI requested to provide safety vests and earmuff to staff.</p> <p>Chairman requested to HR and AMO to submit the names of new staff to the Safety Department for the timely provision of safety vests and earmuff.</p>	<p>For information.</p> <p>HR and AMO are to provide new staff name list with the PPE required to the Safety Department.</p>	<p>All</p> <p>HRA/ AMO Department</p>
4.6	<u>GAM Lumut</u>		
4.6.1	<p>MEC informed two units of newly rented shop lot with the fire extinguisher and smoke detector not received. Status is pending due to the GAM Portal system update. MEC will update the new quotation.</p>	<p>GAM Lumut representative to request the Purchase Requisition Form (PRF) in GAMS Portal by July 2023.</p> <p>Update: GAM Lumut already purchased the fire extinguisher. For information and this issue closed.</p>	<p>MEC</p> <p>All</p>
4.7	<u>Warehouse and Logistic</u>		
4.7.1	<p>MS highlighted the issue of emergency at the back not functioning well due to limited space. MS suggested installing an emergency exit door.</p>	<p>The Chairman will discuss the issue in the next Safety Committee Meeting or Management Meeting by August 2023. Management agreed for the option of emergency exit door. SI to find the quotation for emergency exit door. The emergency exit door was installed on 2 November 2023.</p> <p>Update: For information this issue closed.</p>	<p>Safety Department</p> <p>All</p>
4.7.2	<p>MS suggested pest control at the GAM OC building. Chairman advised SS to raise SC and to liaise with the appointed contractor through Admin Department.</p>	<p>MS to update the status by August 2023. The HR department has already procured the necessary pest control lamps.</p> <p>Update: For information this issue is closed.</p>	<p>All</p> <p>All</p>
4.7.3	<p>MS has also requested 2 battery replacements for existing smoke detectors.</p>	<p>For information.</p>	<p>All</p>

	Safety Department to ensure the replacement of these batteries.	Safety Department will liaise with IT Department. Update: IT Department waiting for quotation.	Safety/ IT Department
4.8	<u>GAM APMM</u>		
4.8.1	HF highlighted the issue that the tow truck has not been registered and does not have periodic inspections. Chairman requested HF to liaise with GSE personnel to resolve this matter.	APMM representative to liaise with GSE staff and update the status by August 2023. The tow truck already registered with GSE and periodic inspection will be updated by GSE. Update: For information, this issue is closed.	APMM All
4.9	<u>Safety Department</u>		
4.9.1	Chairman requested PIC/ EIC/ MM/ Department representative to liaise with Safety Department to arrange for Emergency Response Procedure (ERP) Drill.	PIC/ EIC/ MM/ Department representative to provide a date to Safety Department by July 2023. Update: PIC/ EIC/ MM/ Department already submitted a date for an Emergency Response Procedure (ERP) Drill.	All All
4.9.2	The Chairman requested that SAG committee members provide a name list for the Emergency Response Team (ERT) and Person-In-Charge of SMS Audit.	PIC/ EIC/ MM/ Department representative to provide a name list for the Emergency Response Team (ERT) and Person-In-Charge of SMS Audit to the Safety Department by July 2023. Those who have not submitted the name list, need to submit before 20 November 2023. Update: Safety Department already received the nomination.	All
4.10	<u>Finance</u>		
4.10.1	WAT informed about the flooring issue in the receptionist area at Siere that has come off.	WAT is to raise safer cards and SI is to resolve the issue.	WAT/ HRA Department

4.11	<u>Workshop</u>		
4.11.1	HH has requested the procurement of 2 new Emergency Smoke detectors for the Safety Equipment Workshop. Safety Department to source and acquire the requested smoke detectors.	For information. Safety Department will liaise with IT Department.	All Safety/ IT Department
4.12	<u>Training</u>		
4.12.1	MDH has requested the Safety Department to install the assembly point signage for Siera.	Safety Department will liaise with HR & Admin Department.	Safety/ HRA Department
5.0	<u>OTHER MATTERS</u>		
5.1	MT informed BOF aircraft that the tail rotor had detached. Chairman requested the submission of a safer card addressing the issue. JJ suggested extending the Q stand.	For information. MT to put the barricade temporarily.	All MT/ Safety Department
5.2	MS informed about the walkway for delivering goods at the warehouse uneven. MS suggested either cementing the floor or using iron plates.	For information. HRA Department to find the quotation.	All SMS
5.3	MS informed Badminton's Director Cup will be held in January 2024.	For information.	All
5.4	MS informed that the security guard is consistently absent from the location and not wearing the security uniform. The chairman requests HR to check with the security team.	For information. HRA to check with the security service provider.	All HRA Department
5.5	The chairman required feedback for GSC2324 program input for next year. MNA suggested the following:	For information. For information.	All All
	<ul style="list-style-type: none"> - Drug awareness talk - Motorcycle safety talk - Blood donation program 		

5.6	Chairman informed tentative date for the next SAG Meeting: Tuesday, 20th February 2024.	For information.	All
7.0	<u>CONCLUSION</u>		
7.1	There being no further discussion, the Meeting concluded at 5.30 p.m. with a vote of thanks to the Chairman of this meeting.	For information.	All

PREPARED BY

SIGNED AS A CORRECT RECORD

NUR AIN SOLEHAH MD LUKMI
SECRETARY

WAN IZAHAN ZAMEREE ISHAK
CHAIRMAN