

Task Master List

Mohd Hafizulhilmi bin Mustapha
4th April 2023

Providing Services
which prioritize
Quality, Client-Friendly
&
Comprehensive Aircraft
Maintenance Support
In this Region

Your
"AIRWORTHINESS EXPERT."

Excel Task List (October)

Date	Task	Remark
3/10/2023	Read SMS manual February 2022, CAD 19 Issue 17th December 2021, CAGM Issue 1 Revision 00	Done
	Read 11.3 Appendix 3 CAGM 1902 Issue 01 Revision 00 17th December 2021 and cross with SMS manual. Using PowerPoint if any missing or not comply with the regulation.	Done
	Use PowerPoint for summarise the 2 regulation (CAD 19 & CAGM)	Done
	HIRARC – activity at Hanger.	KIV
4/10/2023	Create for Dato Dato Speech	Done
	CAAM Speech	Done
	Attendance for the Event	Done
	Banting Masok	Done
4/10/2023	Edit letter for Safety Committees SAG (Change the name of the person, Department)	Done
	Combine all slide presentation from 3 speakers for Safety Day	Done
5/10/2023	Poster (Speaker & Tentative for Safety Day)	Done
10/10/2023	Minute of Meeting (SCM 03)	Done
	Jerebu Poster/Bulletin	Done

Excel Task List (October)

Date	Task	Remarks
18/10/2023	Review Audit Report for PGU Kuching	Done
	GAM Safety Campaign & Safety day (Slide, Event)	Done
	Glass Door Caution Signage	Done
19/10/2023	Incident report (9M-JPM)	Done
25/10/2023	Make a Safety Briefing Video	KIV
	Safety Internal Audit APMM N3	Done
26/10/2023	Correct NCR	Done
	Safety Internal Audit APMM AW139	Done
30/10/2023	Write an audit report on AW139	Done

Excel Task List (November)

Date	Task	Remarks
6/11/2023	Safety Internal Audit PGU Air Wing	Done
	Prepare the appointment letter of Safety Committee Meeting (SCM)	Done
14/11/2023	Fire Drill PowerPoint	Done
	Evacuation Diagram (Route) GAM KK	Done
20/11/2023	Emergency Contact for GAM KK	Done
20/11/2023	HIRM FOD PGU	Done
	Attend Safety Committee Meeting (SCM) 03	Done
20/11/2023	Arrangement for SCM Meeting	Done
26/11/2023	Booking Meeting Room for SCM Meeting	Done

Excel Task List (December)

Date	Task	Remarks
6/12/2023	Arrange chair & table before & after the SCM Meeting	Done
	Make MOM for the SCM Pillar 3	Done
	Attend meeting with BOMBA on ERP with Ain	Done
	Panduan Keselamatan Covid-19 Protokol, Pengurusan dan Pencegahan (Bulletin)	Done
6/12/2023	Create a blood donation paperwork (ppt)	Done
	Email Skyways regarding emergency exit door.	Done
21/12/2023	Update HIRM Register	Done
	Operational Center (OC) fire extinguisher Inspection	Done
	Ensure all fire extinguishers are prepared for servicing.	Done
	SCM ppt Pillar 4	Done
	MOM for SCM 04	Done
	Safety Manual	Done
	Prepare the additional appointment letter of Safety Committee Meeting (SCM) members.	Done

Excel Task List (December)

Date	Task	Remarks
29/12/2024	Covid-19 Update	Done
	Jerebu Bulletin	Done
	Attend Management Meeting	Done
	ERT Report	Done
	Disinfect all GAM base with confirmed cases of Covid-19 using fogging methods.	Done
	Arrange chair & table for Motorcycle Safety Talk event before & after the event	Done
	Attend ERT Training	Done

Excel Task List (January)

Date	Task	Remarks
08/01/2024	Scheduled waste warning symbols	Done
	Assist Ain in Motorcycle Safety Talk Proposal	Done
	Emcee for Motorcycle Safety Talk	Done
	Create poster for Motorcycle Safety Talk	Done
	Create emcee script for Motorcycle Safety Talk	Done
12/01/2024	Committee for Director Cup Badminton tournament.	Done
	Photographer for Bowling Director Cup.	Done
	Prepare all document for Quality Assurance (QA) Audit	Done
	Involved in Quality Assurance (QA) audit.	Done
	Appointed as the secretary for Safety Action Group (SAG) Meeting.	Done
23/01/2024	Managed the procurement of life-saving equipment Automated External Defibrillator (AEDs)	Done
	Responsible/ Assist to attend & Close the Safer Card.	Done
	Attend BOMBA Meeting with Ain	Done

Excel Task List (January)

Date	Task	Remarks
26/01/2024	Find Safety Vest vendor for Safety Vest proposal	Done
	Create Flood Memo and sent it to all GAM Staff via official announcement and telegram	Done
	Create memo Motor-Vehicle Safety at Subang Airport Roundabout	Done
29/01/2024	Involved in Safety Surveillance to proactively monitor and assess workplace environment	Done
	Create Safety Aircraft Towing awareness bulletin	Done
	Involved and assist the towing class training	Done
	Calculate the scores for the towing test to determine whether participants pass or fail.	Done

Excel Task List (February)

Date	Task	Date
07/02/2024	New hangar with inspection	Done
	Create Memo for Temporary Parking Closure for Soil Investigation	Done
	Create MOM first department meeting	Done
	HIRM on EXTENSION FOR THE SCHEDULED MAINTENANCE INSPECTION DUE TO 200 FH INSPECTION (AIRFRAME & ENGINE), 400FH INSPECTION (AIRFRAME) AND 800 FH INSPECTION (AIRFRAME & ENGINE NO.2).	Done
14/02/2024	HIRM on Deviation from Engine Maintenance Manual Procedure	Done
	HIRM on SCHEDULED MAINTENANCE OVERDUE.	Done
	Complete Safety Risk Mitigation (SRM) report from No. 20 to 34	Done

Excel Task List (March)

Date		
05/03/2024	Assist HOD to create incident/ accident investigation report	Done
	Do Safety Investigation Report Aircraft M72-01 AW139 APM that reported crashed at Pulau Angsa	Done
15/03/2024	Create Training Program (TP) for Towing	Done
	Attend KPI briefing by En Wan	Done
	Training Program for SMS Implementation	Ongoing

Excel Task List (April)

Date	Task	Remarks
01/04/2024	Create OSHA Manual	Done
	SMS Framework	Ongoing
	Alliance Health Talk event	Ongoing
18/04/2024	SMS Roadshow	Ongoing
	TTT + AMO (Proposal)	Ongoing
	SAG 02 PowerPoint	Ongoing
	New AED Powerpoint (Ask HR on Health history every base, Gender, age)	Ongoing
24/04/2024	MOM for department meeting 01 & 03	Done
29/04/2024	OSHWA list	Ongoing

Safety Promotion

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JANGAN ABAIKAN BAHAYA BANJIR!
Mari belajar tentang apa yang perlu dilakukan semasa musim banjir:

PERSEDIA MENGHADAPI BANJIR

1. Simpan dokumen penting, barang berharga ke dalam bekas kalis air.
2. Simpan air bersih untuk kegunaan mandi dan minum.
3. Pastikan lokasi Pusat Pemindahan & Pusat Bantuan yang terdekat.
4. Sediakan peralatan kecemasan secukupnya.
5. Sediakan powerbank untuk kegunaan kecemasan,
6. Bersiap sedia untuk berpindah.

PANTAU AKTIVITI ANAK-ANAK ANDA DI MUSIM BANJIR

1. Paras air mungkin lebih tinggi daripada jangkauan kita.
2. Air banjir telah dicemari oleh najis atau kotoran dari pembentangan, loji kumbahan, dan lain-lain.
3. Penyakit bawaan air boleh ditularkan apabila terminum air tercemar atau melalui kulit yang luka.

9 LANGKAH KESELAMATAN DI MUSIM BANJIR

1. Elakkan dari bermain atau meredah air banjir.
2. Pakai peralatan pelindung diri semasa operasi memindahkan mangsa banjir.
3. Segera bersihkan badan yang terkena air banjir dengan air bersih.
4. Cuci tangan dengan betul dan sentiasa jaga kebersihan diri.
5. Jangan guna air banjir untuk membersihkan diri, peralatan atau makanan.
6. Sentiasa guna air bersih atau berbotol untuk minum, cuci makanan, peralatan dan diri.
7. Pastikan pusat pemindahan sementara sentiasa bersih dan bebas lalat, lipas dan tikus.
8. Pakai alat perlindungan diri semasa mencuci rumah dan persekitaran selepas banjir.
9. Dapatkan rawatan segera sekiranya demam dalam tempoh 30 hari selepas kerja pembersihan.

**SAFETY ALWAYS
"THINK SAFETY FIRST"**
GAM-SMS/COM/24/020-B

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ERGONOMICS AT WORK
-HOW TO SIT AT YOUR DESK CORRECTLY-

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Safety First: Aircraft Towing Awareness

Clear Communication

01

Ensure clear communication between the towing vehicle operator and the personnel guiding the towing process.

Be aware of the surroundings, including other aircraft, ground obstacles, and personnel.

02

Check Surroundings

Braking

03

Understand the braking capabilities of the towing vehicle and apply brakes gradually to avoid sudden jolts or jerks.

Only allow trained and certified personnel to conduct aircraft towing operations.

04

Training and Certification

Constant Vigilance

05

Maintain constant vigilance throughout the towing process, being prepared to react quickly to any unforeseen circumstances.

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APAKAH ITU JEREBU?

- JEREBU MERUPAKAN FENOMENA DISEBABKAN OLEH BANYAKNYA PARTIKEL-PARTIKEL KECIL YANG TIDAK DAPAT DILIHAT DENGAN MATA KASAR DAN TERAPUNG DI UDARA.
- PARTIKEL-PARTIKEL INI BOLEH BERASAL SECARA SEMULA JADI ATAU SEBAGAI KESAN SAMPINGAN DARIPADA AKTIVITI MANUSIA.
- APABILA PARTIKEL-PARTIKEL INI TERDAPAT DALAM JUMLAH YANG BESAR DAN BERTAKRUPUL, IA BOLEH MENGHALANG PANCARAN CAHAYA MATAHARI KE BUMI, MENGURANGKAN JARAK PANDANGAN MATA KASAR.

INDEKS PENCEMARAN UDARA (IPU)

- IPU DIPEROLEH MELALUI PENGUKURAN HABUK HALUS (10 MIKRON KE BAWAH) DAN BEBERAPA JENIS GAS YANG MEMPENGARUHI KESIHATAN, TERMASUK KARBON MONOSIDA, SULFUR DIOKSIDA, NITROGEN DIOKSIDA, DAN OZON.
- IPU DIGUNAKAN SEBAGAI PANDUAN UNTUK MENILAI KUALITI UDARA DAN KESAN KESIHATANNYA, SEPERTI BERIKUT:

NILAI IPU	STATUS
0 - 50	Baik
51 - 100	Sedihana
101 - 200	Tidak Sihat
201 - 300	Sangat Tidak Sihat
301 - 500	Berbahaya

ANDA PERLU MENGIKUTI PERKEMBANGAN SEMASA MELALUI MEDIA MASSA (AKHBAR, TELEVISYEN DAN RADIO) UNTUK MENGETAHUI TAHAP JEREBU SEMASA DI TEMPAT ANDA SUPAYA DAPAT MENGAMBIL LANGKAH-LANGKAH PENCEGAHAN

GAM-SMS/COM/23/019-B

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RIDE AND ARRIVE SAFE

REGISTER FOR A MOTORCYCLE SAFETY TALK TODAY (LIMITED TO 50 PAX).

- Date: Wednesday, 31 January 2024
- Time: 2:30pm - 5:30 pm
- Location: Emerald, GAM OC
- Speaker: A Legendary Cub Prix Rider
- Light refreshment will be provided

[CLICK HERE TO REGISTER](#)

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GSC 2324 OFFICIAL LAUNCH & SAFETY DAY

SPEAKER 1

AVIATION SAFETY
By: Assoc. Professor Dr. Abu Hanifah bin Hj Abdullah
+ Advancement & Continuing Education (ACE), UNIKL MIAT

SPEAKER 2

STRESS MANAGEMENT TALK
By: Puan Nurhema Che Mat
+ HR Professional / Licensed Counselor

SPEAKER 3

HEART HEALTH
By: Dr Zubin Othman Ibrahim
+ Consultant Cardiologist and Physician, Ara Damansara Medical Centre (ADMC)

JOIN US

Date
+ Wednesday, 18 October 2023

Location
+ Emerald GAM OC

Tentative Programme

- 08:30 AM: Arrival and Registration.
- 10:00 AM: Opening & Launching.
- 11:00 AM: Safety Talk
Assoc. Professor Dr. Abu Hanifah bin Hj Abdullah
- 12:00 PM: Wellness Talk
Puan Nurhema Che Mat
- 01:00 PM: End of Morning Session
- 02:15 PM: Health Talk
Dr Zubin Othman Ibrahim
- 03:30 PM: End of Afternoon Session

[CLICK HERE TO REGISTER](#)

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Safety Events

Event	Task
GSC Official Launch	<ul style="list-style-type: none"> • Create Certificate Achievement for the participant • Create PowerPoint for the Event • Create Speech for MD and CAAM • Arrangement of the event.
Motorcycles Safety Talks	<ul style="list-style-type: none"> • Create Poster for the event • Emcee for the event • Create speech for the event
Emergency Response Plan(ERP)	<ul style="list-style-type: none"> • Assist HOD on the event
Bowling Director Cup	<ul style="list-style-type: none"> • As Photographer and assist others.
Badminton Director Cup	<ul style="list-style-type: none"> • As First Aider • Food & Drink

Hazard Identification Risk Mitigation (HIRM)

List of HIRM:

- EXTENSION FOR THE SCHEDULED MAINTENANCE INSPECTION DUE TO 200 FH INSPECTION (AIRFRAME & ENGINE), 400FH INSPECTION (AIRFRAME) AND 800 FH INSPECTION (AIRFRAME & ENGINE NO.2).
- DEVIATION FROM ENGINE MAINTENANCE MANUAL PROCEDURE.
- EXTENSION FOR THE SCHEDULED MAINTENANCE INSPECTION DUE TO 1500FH/ 2 YEARS INSPECTION (AIRFRAME)
- SCHEDULED MAINTENANCE OVERDUE

SAG & SCM

MEETING	TASK
SAFETY COMMITTEE MEETING (SCM) 03/2023	MINUTE TAKER
SAFETY COMMITTEE MEETING (SCM) 04/2023	MINUTE TAKER
SAFETY ACTION GROUP 01/2024 (SAG)	SECRETARY

Memo

Safety Memo	Date
Temporary Parking Closure for Soil Investigation Work	11 th March 2024
Flood Awareness and Preparedness	15 th January 2024
Motor- Vehicle Safety at Subang Airport Roundabout	16 th January 2024

Training

- SMS Initial
- Emergency Response Plan (ERP)

Audit

- SMS Internal Audit
 - SMS QA Audit- August 2023

- SMS External Audit
 - CAAM CAMO- February 2024

Thank
You



SAFETY FIRST

Safety Always,
"Think Safety First".