

PROPOSE SALARY INCREMENT

The following list of staff is considered for salary increment. This comes to effect in the period of the new 2-year contract.

Further review upon completion of the new term contract and performance evaluation.

Staff List.

No	Name	NRIC	Staff No
1	Eimir Sani Rozainor Sani	980524 10 6567	8450
2	Dania Irina Akmal Akmal	990203 04 5504	8458
3	Nur Adlina Mohd Nazri	990523 03 5102	8455

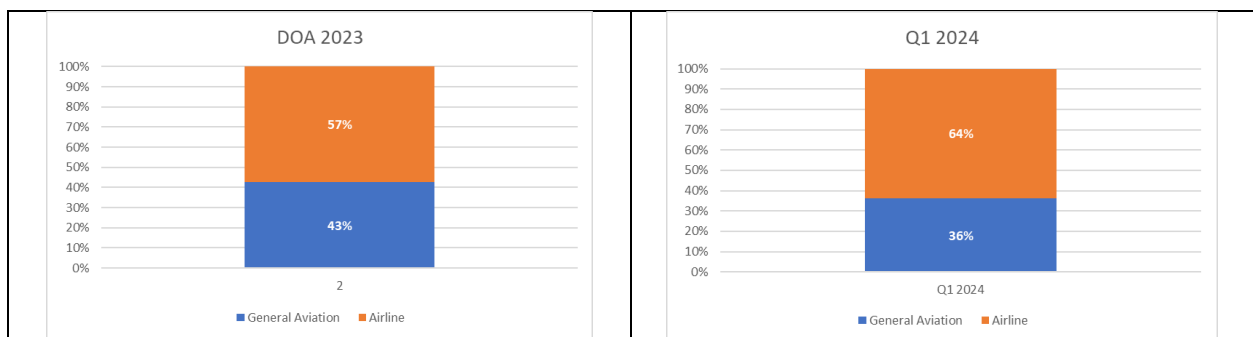
Several factors are considered for the salary increment as follows.

1. Responsibilities

Engineer has been given responsibility to ensure the design & engineering preparation of data package and answerable to Compliance Verification Engineer /Head of Design organization/Authority if required for completeness. The engineer is designated as Show Compliance Engineer (SCE) and becomes part and parcel of the airworthiness, design and engineering showing compliance activity. The SCE is currently signed in the” prepared by “column. During the authority audit the SCE is part of audit trail for data package preparation. During 3 years in the SCE position, the SCE could be considered as Compliance Verification Engineer (CVE). Within those 3 years, SCE should accumulate enough experience, exposure, and training in order to become a candidate for Compliance Verification Engineer (CVE) that eventually will be assessed by the Authority.

2. Performance

The engineers have participated in various projects during the period of protégé and as DTS staff for a period of 1 year and eight months. Their work ethic, trouble shooting, design and engineering approach is exemplary. Due to surging job requirements from the airline sector, the engineers have contributed directly to DTS bottom line in term of revenue as overall. At the same time the new batch of protegee must be trained to adapt to the requirement.



PROPOSE INCREMENT

See Schedule 1[attached].

RECOMMENDATION

Hence, based on responsibilities and performance stated above the engineers should be considered for salary increment to the proposed quantum in schedule 1.

Your kindly approval is sought for the proposed salary increment.

Schedule 1

Existing

Basic	Allowance	
	Phone	Productivity
2800	100	100

Propose

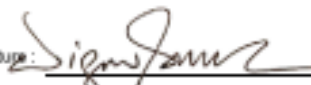
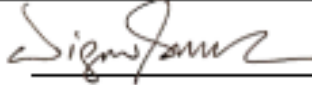
Basic	Allowance	
	Phone	Productivity
3300	100	400

	Design Organisation Manual	
	Document No.	GAM/DOM
	Revision	7

1.6.6.1 Show Compliance Engineer (SCE)

- a. SCE are responsible to prepare the necessary documents and show compliance based on the Certification Plan (CP) or specifications.
- b. SCE are also responsible to establish the compliance checklist and updating for changes.
- c. The SCE shall possess all necessary competencies within the applicable technical fields, to perform the tasks within the terms of approval as shown in para 2.2.
- d. The SCE are directly responsible to the HODO for the duties they are assigned to.
- e. The duties and responsibilities of SCE are listed below:
 - i. Retrieve compliance document templates from AWO.
 - ii. To develop investigation information and requirement for the modification in reference to acceptable data (e.g.: FAA Handbook, Advisory Circular, OEM data, SAE ARP and RTCA-DO)
 - iii. To perform the type design investigation (e.g.: analysis, calculation, measurement, compliance inspection, testing, conformity, and evaluation of design change) i.a.w. Type Design Documentation procedure (GAM/DOA.P05)
 - iv. Preparation of Compliance Documents (e.g. drawings, test reports, justification reports, instruction and information for continued airworthiness, compliance checklist)
 - v. Submission of compliance documents including CC to CVE for independent checking and compliance verification.

Extract from Performance review.

GALAXY AEROSPACE (M) SDN. BHD.					
PERFORMANCE REVIEW FORM					
(OTHER THAN TECHNICIAN/STOREMAN/LAE/MI-S)					
Name of Appraisee/s : <u>EIMIR SANI BIN ROZAINOR SANI</u>					
Designation : <u>Show Compliance Engineer</u>		Date Join : <u>5/22/2023</u>			
Employee no. : <u>8450</u>		Department : <u>DESIGN & TECHNICAL SERVICES</u>			
*Write number at appropriate column		*Rating			
		Unsatisfactory	Satisfactory	Good	Very Good
No	Rating Factor	1	2	3	4
1	Attendance & Punctuality			3	
2	Job knowledge			3	
3	Company Procedure			3	
4	Planning & Organizing			3	
5	Interpersonal Relations				4
6	Judgement			3	
7	Communications			3	
8	Quality of work			3	
9	Initiative/Creativity			3	
10	Managing of Resources			3	
11	Leadership Qualities			3	
12	Safety & Security Awareness				4
Sub Total		0	0	30	8
Total score		79%		Note: Minimum score for confirmation/ extension/ conversion shall be 60%	
Recommendation. Please tick (✓) where applicable:					
To be Confirmed		<input type="checkbox"/>			
To Extend Probation for Further ____ (months/years)		<input type="checkbox"/>			
To Extend Contract for ____ (months/years)		<input checked="" type="checkbox"/>			
To Convert Permanent Employment		<input type="checkbox"/>			
To Terminate Employment		<input type="checkbox"/>			
Others		<input type="checkbox"/>			
Appraiser's Signature : 		Concurred by 			
Name: <u>Ir Nizam NAZAR</u>		Name: <u>Ir Nizam NAZAR</u>			
Designation: <u>HODO</u>		Designation: <u>HODO</u>			
Date : <u>1-Feb-24</u>		Date : <u>1-Feb-24</u>			

GALAXY AEROSPACE (M) SDN. BHD.

PERFORMANCE REVIEW FORM

(OTHER THAN TECHNICIAN/STOREMAN/LAE/MI-S)

Name of Appraisee's : DANIA IRINA AKMAL BINTI AKMAL

Designation : Show Compliance Engineer

Date Join : 6/12/23

Employee no. : 8458

Department : DTS

*Write number at appropriate column

		*Rating			
		Unsatisfactory	Satisfactory	Good	Very Good
No	Rating Factor	1	2	3	4
1	Attendance & Punctuality			3	
2	Job knowledge			3	
3	Company Procedure			3	
4	Planning & Organizing			3	
5	Interpersonal Relations			3	
6	Judgement			3	
7	Communications			3	
8	Quality of work			3	
9	Initiative/Creativity			3	
10	Managing of Resources			3	
11	Leadership Qualities			3	
12	Safety & Security Awareness				4
Sub Total		0	0	33	4

Total score

77%

Note: Minimum score for confirmation/ extension/ conversion shall be 60%

Recommendation. Please tick (✓) where applicable:

To be Confirmed

To Extend Probation for Further ____ (months/years)

To Extend Contract for ____ (months/years)

To Convert Permanent Employment

To Terminate Employment

Others

✓

Appraisee's Signature



Name:

Ir Nizam NAZAR

Designation:

HODO

Date :

1-Feb-24

Concurred by
Head of



Name:

Ir Nizam NAZAR

Designation:

HODO

Date :

1-Feb-24

GALAXY AEROSPACE (M) SDN. BHD.

PERFORMANCE REVIEW FORM

(OTHER THAN TECHNICIAN/STOREMAN/LAE/MI-8)

Name of Appraisee's : NUR ADLINA BINTI MOHD NAZRI
 Designation : Show Compliance Engineer Date Join : 1/6/2023
 Employee no. : 8455 Department : DTS



*Write number at appropriate column

No	Rating Factor	*Rating			
		Unsatisfactory	Satisfactory	Good	Very Good
		1	2	3	4
1	Attendance & Punctuality			3	
2	Job knowledge			3	
3	Company Procedure			3	
4	Planning & Organizing			3	
5	Interpersonal Relations				4
6	Judgement			3	
7	Communications			3	
8	Quality of work			3	
9	Initiative/Creativity			3	
10	Managing of Resources			3	
11	Leadership Qualities			3	
12	Safety & Security Awareness			3	
Sub Total		0	0	33	4

Total score 77% Note: Minimum score for confirmation/ extension/ conversion shall be 65%

Recommendation. Please tick (✓) where applicable:

- To be Confirmed
- To Extend Probation for Further ____ (months/years)
- To Extend Contract for ____ (months/years)
- To Convert Permanent Employment
- To Terminate Employment
- Others

Appraiser's Signature: 	Concurred by Head of: 
Name: <u>Ir Nizam NAZAR</u>	Name: <u>Ir Nizam NAZAR</u>
Designation: <u>HODO</u>	Designation: <u>HODO</u>
Date: <u>Feb 1 2024</u>	Date: <u>Feb 1 2024</u>