

# GALAXY AEROSPACE (M) SDN. BHD.

## PERFORMANCE REVIEW FORM (TECHNICIAN/STOREMAN/LAE/MI-S)

Name of Appraisee's : NURZHAFIR BIN NORZAKIMAN

Designation : PROTÉGÉ

Date Join : 2nd MAY 2023

Employee no.: SLIM0229

Department : DTS

**Please tick (✓) where applicable**

Confirmation :

Contract Renewal :

Promotion :

Others : (Please write reason)

**\*Write number at appropriate column**

**\*Rating**

| No               | Rating Factor                    | *Rating             |                   |           |                |
|------------------|----------------------------------|---------------------|-------------------|-----------|----------------|
|                  |                                  | Unsatisfactory<br>1 | Satisfactory<br>2 | Good<br>3 | Very Good<br>4 |
| 1                | Attendance & Punctuality         |                     |                   |           | 4              |
| 2                | Job knowledge                    |                     |                   |           | 4              |
| 3                | Attitude towards work            |                     |                   | 3         |                |
| 4                | Technical Skills / Skill of work |                     |                   | 3         |                |
| 5                | Compliance to Company Policy     |                     |                   | 3         |                |
| 6                | Initiative                       |                     |                   | 3         |                |
| 7                | Quality of work                  |                     |                   | 3         |                |
| 8                | Handling targets and deadline    |                     |                   | 3         |                |
| 9                | Dependability                    |                     |                   |           | 4              |
| 10               | Team work ability                |                     |                   |           | 4              |
| 11               | Communication skills             |                     |                   | 3         |                |
| 12               | Safety & security awareness      |                     |                   | 3         |                |
| <b>Sub Total</b> |                                  | 0                   | 0                 | 24        | 16             |

**Total score**

**83%**

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

Appraiser's Signature :



Concurred by  
Head of  
Department :



Name

Ir. NIZAM NAZAR

Name

Ir. NIZAM NAZAR

Designation:

HEAD OF DESIGN ORGANISATION

Designation:

HEAD OF DESIGN ORGANISATION

Date :

28/11/2023

Date :

28/11/2023

Recommendation : To be confirmed/extend probation/extend contract/convert permanent/terminated/Others  
(circle where applicable)

**EMPLOYEE LOG BOOK - PROJECT LIST**

NAME : NURZHAFIR BIN NORZAKIMAN  
 POSITION: PROTÉGÉ DESIGN ENGINEER

| NO. | PROJECT NO. | NAME  | DESCRIPTION  | A/C TYPE   |
|-----|-------------|---|--|--|
| 1   | GAM018      | INSTALLATION OF PLACARD   | 1) ON- SITE<br>INSTALLATION MIAT   | <b>BOMBA</b><br>A109E                                    |
| 2   | GAM244      | INSTALLATION OF AIRASIA LOGO ON THE<br>ENGINE NACELLE                                   | 1) AIRCRAFT VISIT KLIA 2<br>2) DATA PACKAGE  | <b>AIR ASIA</b><br>A330                                  |
| 3   | GAM245      | CABIN EMERGENCY ITEMS<br>RECONFIGURATION  | 1) AIRCRAFT VISIT KLIA 2<br>2) DATA PACKAGE  | <b>AIR ASIA</b><br>A330                                  |
| 4   | GAM246      | INSTALLATION OF PROTECTIVE<br>BREATHING EQUIPMENT (PBE) & FIRST<br>AID KIT (FAK)        | 1) AIRCRAFT VISIT KLIA 2<br>2) DATA PACKAGE  | <b>AIR ASIA</b><br>A330                                  |
| 5   | GAM247      | INSTALLATION OF BILINGUAL PLACARD   | 1) AIRCRAFT VISIT KLIA 2<br>2) DATA PACKAGE  | <b>AIR ASIA</b><br>A330                                  |
| 6   | GAM248      | INSTALLATION OF ALTERNATIVE PART<br>NUMBER FOR CABIN EMERGENCY ITEMS<br>RECONFIGURATION | 1) AIRCRAFT VISIT KLIA 2<br>2) DATA PACKAGE  | <b>AIR ASIA</b><br>A330                                  |
| 7   | GAM249      | MODIFICATION OF FLIR LOWER PANEL  | 1) CONFIGURATION<br>CONTROL BOARD<br>MEETING (SUKK)<br>2) DATA PACKAGE                 | <b>HOMS NAVY</b><br>AW139                                |
| 8   | GAM252      | LIVERY AIRASIA  | 1) DATA PACKAGE  | <b>AIR ASIA</b><br>A330                                  |
| 9   | GAM253      | INSTALLATION OF CABIN CURTAIN   | 1) AIRCRAFT VISIT KLIA 2<br>2) DATA PACKAGE  | <b>AIR ASIA</b><br>A330                                  |
| 10  | GAM254      | INSTALLATION OF CARPET REPLACEMENT  | 1) AIRCRAFT VISIT KLIA 2<br>2) DATA PACKAGE  | <b>AIR ASIA</b><br>A330                                  |
| 11  | GAM256      | INSTALLATION OF SEATRAY   | 1) MOCK UP PREP<br>2) MOCK UP<br>INSTALLATION MIAT<br>3) DATA PACKAGE                  | <b>BOMBA</b><br>AW139                                    |
| 12  | GAM257      | INSTALLATION OF DATA PLATE,<br>EXTERIOR, AND INTERIOR MARKINGS                          | 1) AIRCRAFT VISIT MIAT<br>2) DATA PACKAGE  | <b>EVERGREEN<br/>EDITION SDN<br/>BHD</b><br>ROBINSON R66 |
| 13  | GAM258      | INSTALLATION OF INTERIOR BILINGUAL<br>MARKINGS  | 1) AIRCRAFT VISIT<br>SUBANG<br>2) DATA PACKAGE   | <b>RAYA<br/>AIRWAYS</b><br>A321-211                      |
| 14  | GAM259      | INSTALLATION OF IFE DISPLAY UNIT<br>PLACARDS  | 1) AIRCRAFT VISIT KLIA 2<br>2) DATA PACKAGE  | <b>AIR ASIA</b><br>A330-343                              |
| 15  | GAM260      | REMOVAL OF AED CABINET AND<br>INSTALLATION OF AED STRAPS                                | 1) AIRCRAFT VISIT KLIA 2<br>2) DATA PACKAGE  | <b>AIR ASIA</b><br>A330                                  |
| 16  | GAM263      | INSTALLATION OF SOFT LINER  | 1) AIRCRAFT VISIT MIAT<br>& PGU<br>2) DATA PACKAGE<br>3) ON-SITE<br>INSTALLATION (TBC) | <b>BOMBA</b><br>A109E                                    |
| 17  | GAM265      | INSTALLATION OF SOFT LINER  | 1) AIRCRAFT VISIT MIAT<br>& PGU<br>2) DATA PACKAGE<br>3) ON-SITE<br>INSTALLATION (TBC) | <b>BOMBA</b><br>AW139                                    |
| 18  | GAM266      | INSTALLATION OF G1000 NXi   | 1) AIRCRAFT VISIT<br>SABAH<br>2) DATA PACKAGE  | <b>SABAH AIR<br/>SUPER KING</b><br>AIR 200               |
| 19  | GAM267      | INSTALLATION OF SPIDER X  | 1) DATA PACKAGE  | <b>GADING</b><br>EC120B                                  |
| 20  | GAM268      | INSTALLATION OF WIFI PLACARD  | 1) DATA PACKAGE  | <b>BATIK AIR</b><br>B737-8                               |
| 21  | GAM269      | INSTALLATION OF WIFI PLACARD  | 1) DATA PACKAGE  | <b>BATIK AIR</b><br>A330-343                             |

| NO. | PROJECT NO. | NAME  | DESCRIPTION   | A/C TYPE  |
|-----|-------------|---|---|---|
| 22  | GAM270      | INSTALLATION OF FLOATING RAIL SYSTEM  | 1) AIRCRAFT VISIT KLIA 2<br>2) DATA PACKAGE   | <b>AIR ASIA</b><br>A330-343                                   |
| 23  | GAM271      | REMOVAL OF ELT RESCU 406SE AND INSTALLATION OF ELT RESCU 406SG                        | 1) DATA PACKAGE   | <b>BATIK AIR</b><br>B737-800                                  |
| 24  | GAM272      | INSTALLATION OF CRASH AXE LEATHER POUCH   | 1) DATA PACKAGE   | <b>AIR ASIA</b><br>A330-343                                   |
| 25  | GAM276      | INSTALLATION OF IPAD HOLDER   | 1) AIRCRAFT VISIT SUBANG<br>2) DATA PACKAGE   | <b>FIREFLY</b><br>ATR72-212A                                  |
| 26  | GAM281      | DEMODIFICATION OF KRA10A RADALT, GMX 200, KR-87 ADF AND CD LINE AMPLIFIER INTERWIRING | 1) AIRCRAFT VISIT MIAT<br>2) DATA PACKAGE   | <b>GADING</b><br>EC120B                                       |
| 27  | GAM282      | ALTERNATE PART NUMBER FOR RADAR HOSE  | 1) AIRCRAFT VISIT LUMUT<br>2) CONFIGURATION CONTROL BOARD MEETING LUMUT<br>3) DATA PACKAGE<br>4) ON-SITE INSTALLATION LUMUT | <b>HOMS NAVY</b><br>SUPER LYNX                                |
| 28  | GAM283      | ALTERNATE PART NUMBER FOR REAR FUSELAGE INSERT  | 1) AIRCRAFT VISIT LUMUT<br>2) CONFIGURATION CONTROL BOARD MEETING LUMUT<br>3) DATA PACKAGE<br>4) ON-SITE INSTALLATION LUMUT | <b>HOMS NAVY</b><br>SUPER LYNX                                |
| 29  | GAM284      | ALTERNATE PART NUMBER FOR FIREWALL RUBBERSEAL AND EXHAUST DUCT SEAL                   | 1) AIRCRAFT VISIT LUMUT<br>2) CONFIGURATION CONTROL BOARD MEETING LUMUT<br>3) DATA PACKAGE<br>4) ON-SITE INSTALLATION LUMUT | <b>HOMS NAVY</b><br>SUPER LYNX                                |
| 30  | GAM285      | ALTERNATE PART NUMBER FOR CYCLIC STICK BOOT   | 1) AIRCRAFT VISIT LUMUT<br>2) CONFIGURATION CONTROL BOARD MEETING LUMUT<br>3) DATA PACKAGE<br>4) ON-SITE INSTALLATION LUMUT | <b>HOMS NAVY</b><br>SUPER LYNX                                |
| 31  | GAM286      | ALTERNATE PART NUMBER FOR CABIN ROOF GASKET   | 1) AIRCRAFT VISIT LUMUT<br>2) CONFIGURATION CONTROL BOARD MEETING LUMUT<br>3) DATA PACKAGE<br>4) ON-SITE INSTALLATION LUMUT | <b>HOMS NAVY</b><br>SUPER LYNX                                |
| 32  | GAM287      | INSTALLATION OF DATA PLATE  | 1) AIRCRAFT VISIT MIAT  | <b>COMPAKA HELICOPTER CORPORATION SDN BHD</b><br>ROBINSON R44 |
| 33  | GAM291      | INSTALLATION OF DRESS COVER   | 1) DATA PACKAGE   | <b>BATIK AIR</b><br>B737-800                                  |
| 34  | GAM060      | FABRICATION AND INSTALLATION OF SLIDING WINDOW  | 1) AIRCRAFT VISIT MIAT<br>BOMBA AW109   | <b>PUTD</b><br>A109   |

## **EMPLOYEE LOG BOOK - TRIANING LIST**

NAME : NURZHAFIR BIN NORZAKIMAN

POSITION: PROTÉGÉ DESIGN ENGINEER

| <b>NO.</b> | <b>TRAINING DETAILS</b>                            | <b>DATE</b>             | <b>PIC</b>                             |
|------------|--|-------------------------|--|
| 1          | Part M   | 16/5/2023               | Amir Bin Abdullah                      |
| 2          | General Familiarization C172                       | 23/05/2023 – 25/05/2023 | Abdul Aziz Bin Ahmad Najib             |
| 3          | Aviation Legislation                               | 26/5/2023               | Haji Idros Bin Abd Rahman              |
| 4          | Mass and Balance Program                           | 19/6/2023               | Amir Bin Abdullah                      |
| 5          | Part 21  | 18/8/2023               | Ir. Nizam                              |
| 5          | Weight and Balance                                 | 24/8/2023               | Akmal Alif                             |
| 6          | Part 23/25/27/29                                   | 12/9/2023               | Ir. Nizam                              |
| 7          | SMS Initial  | 20/09/2023 – 21/09/2023 | Syed Mohd Rastam Bin Syed Ikmal Hashim |
| 8          | Organisational Adaptability Documents              | 25/9/2023               | Griffin Solution PLT                   |
| 9          | Corporate Grooming and Business Etiquette          | 26/9/2023               | Griffin Solution PLT                   |
| 10         | Entrepreneurship 101                               | 27/9/2023               | Griffin Solution PLT                   |
| 11         | Environmental Sustainability & Social Impact       | 29/9/2023               | Griffin Solution PLT                   |
| 12         | Effective Communication, EQ & Interpersonal Skills | 02/10/2023 – 03/10/2023 | Griffin Solution PLT                   |
| 13         | Creative and Analytical Thinking                   | 04/10/2023 – 05/10/2023 | Griffin Solution PLT                   |
| 14         | Value Driven Professional                          | 06/10/2023 – 09/10/2023 | Griffin Solution PLT                   |

## **EMPLOYEE LOG BOOK - ACTIVITY LIST**

NAME : NURZHAFIR BIN NORZAKIMAN

POSITION: PROTÉGÉ DESIGN ENGINEER

| <b>NO.</b> | <b>ACTIVITIES DETAILS</b>          | <b>A/C</b>            | <b>DATE</b> |
|------------|------------------------------------|-----------------------|-------------|
| 1          | Assist Weight and Balance Aircraft | Robinson R44 (9M-FRL) | 18/7/2023   |
| 2          | Mass and Balance Report            | AW139 (9M-SMJ)        | 17/10/2023  |