

Safety Department

Task Master List

Nur Ain Solehah Binti Md Lukmi
Safety Protégé (May – December 2023)
4th December 2022

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



May

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
1	2-May-23	OSHA 2022 (amendment).	Completed	
2	2-May-23	SMS (CAGM 1902&CAD 19).	Completed	
3	2-May-23	SMS Galaxy Aerospace Manual.	Completed	
4	2-May-23	Sexual Harassment Program	Completed	
5	2-May-23	HIRM Workshop with En.Mus	Completed	
6	2-May-23	Task List on Excel	In progress	
7	3-May-23	Google Form Safety Online Quiz	Completed	
8	3-May-23	Explore iauditor	Completed	
9	5-May-23	Google Form Sexual Harassment Talk.	Completed	
10	5-May-23	Poster Safety Day 22/23 & GSC Official launch.	Completed	

May

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
11	5-May-23	HIRM PGU AW139.	Completed	
12	8-May-23	Meeting with AMO (SMS Audit Workshop)	Completed	
13	8-May-23	SMS Audit file seperator	Completed	
14	9-May-23	HIRM Workshop (PGU Subang)	Completed	
15	10-May-23	PGU Meeting	Completed	
16	10-May-23	Protégé Day with HR	Completed	
17	11-May-23	Meeting Attendance Form.	Completed	
18	11-May-23	Set up the meeting room for SH talk	Completed	
19	12-May-23	SMS Implementation	Completed	
20	5-May-23	HIRM PGU AW139.	Completed	

May

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
21	18-May-23	Simplify SOP Covid-19	Completed	
22	18-May-23	Read and understand previous SAG/SCM.	Completed	
23	18-May-23	Update MOM issues	Completed	
24	18-May-23	Follow up with EN. Mus regarding PKD meeting.	Completed	
25	18-May-23	Drill meeting with BOMBA	KIV	
26	18-May-23	Audit assistance	Completed	
27	18-May-23	Brainstorming for GSC program.	Completed	
28	19-May-23	HIRM with En.Mus (PGU)	Completed	
29	19-May-23	HIRM Training with En. Wan	Completed	

May

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
30	23-May-23	Establish HIRM (M72-01 Engine Potential FOD)	Completed	
31	23-May-23	Create E-bulletin CAAM -CARES	KIV	
32	23-May-23	E-Bulletin Good Lifting Techniques	Completed	
33	24-May-23	SMS Initial Training Day-1	Completed	
34	24-May-23	E-Bulletin What is GSC is all about?	Completed	
35	24-May-23	Slide SAG	Completed	
36	25-May-23	SMS Initial Training Day-2	Completed	
37	26-May-23	Follow up with EN. Mus regarding MOM.	Completed	
38	29-May-23	Meeting with CMM (lightning strike)	Completed	
39	29-May-23	Conduct HIRM (lightning strike) with En Wan.	Completed	

Jun

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
40	31-May-23	Establish HIRADC.	In Progress	
41	1-Jun-23	Set up the training room for Forklift Training	Completed	
42	2-Jun-23	Safer Card list update.	Completed	
43	2-Jun-23	WPI list update.	Completed	
44	2-Jun-23	Checklist OSHA 1994.	In progress	
45	8-Jun-23	Follow up Md. Hamidah (SW)	Completed	
46	15-Jun-23	Security Management proposal for GAM OC	Completed	
47	16-Jun-23	SAG Meeting	Completed	
48	16-Jun-23	In charge of WPI submission	In progress	
49	19-Jun-23	HIRM Hornbill and PGU Kuching Airport	Completed	
50	21-Jun-23	SMS Implementation with BOMBA Training	Completed	

Jun

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
51	22-Jun-23	SMS Implementation with BOMBA Training	Completed	
52	23-Jun-23	SMS Implementation with BOMBA Training	Completed	
53	28-Jun-23	What GSC all about	Completed	
54	28-Jun-23	Noise Monitoring proposal	KIV	
55	28-Jun-23	OSH Manual	In progress	
56	28-Jun-23	HIRADC	In progress	
57	28-Jun-23	Ground Safety Manual	In progress	
58	28-Jun-23	Poster PPE at hangar	Completed	
59	28-Jun-23	Safety Surveillance Form	Completed	

Jun

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
60	28-Jun-23	Audit Report	KIV	
61	28-Jun-23	Masterlist Slide	In progress	
62	28-Jun-23	Safe work practices for office	KIV	

July

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
63	11-Jul-23	Safety Surveillance BOMBA MIAT	Completed	
64	12-Jul-23	SMS Audit Guidance (PGU)	Completed	
65	13-Jul-23	Scan the training form and meeting attendance	Completed	
66	13-Jul-23	Outside Activities (Bulletin)	Completed	
67	13-Jul-23	Infographic of sign of the Heart Attack	In progress	
68	13-Jul-23	SMS Audit Guidance (APMM)	Completed	
69	13-Jul-23	Safety Surveillance for AW139	Completed	
70	14-Jul-23	Podcast for SMS	Completed	
71	14-Jul-23	Poster Your Heart Health Talk	Completed	
72	14-Jul-23	Slide SAG Q3	Completed	

July

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
73	14-Jul-23	BOMBA Traning proposal	Completed	
74	24-Jul-23	HIRM PGU AW139 & King Air (MFTS)	Completed	
75	24-Jul-23	Bi-Weekly Meeting at PGU	Completed	
76	26-Jul-23	Infographic of Influenza	Completed	
77	26-Jul-23	CAAM guideline for safety culture	Completed	
78	26-Jul-23	SMS online briefing for SMS File (PGU KK)	KIV	
79	31-Jul-23	SMS Audit Guidance to GSE, Safety Workshop, and Logistic and Warehouse.	Completed	

August

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
80	2-Aug-23	Monthly submission for SPI and SPT	In Progress	
81	2-Aug-23	SMS briefing file	Completed	
82	7-Aug-23	Safety for motorcycle	Completed	
83	8-Aug-23	Safety memo for confidential	Completed	
84	8-Aug-23	Checklist for CAD	KIV	
85	8-Aug-23	Slide presentation for GSC2324 and safety day	Completed	
86	15-Aug-23	QA SMS audit	Completed	
87	16-Aug-23	PGU Bi-weekly meeting	Completed	
88	17-Aug-23	Quality review meeting	Completed	
89	22-Aug-23	CAAM AMO audit file	Completed	

August

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
90	22-Aug-23	Prepare file for PGU KK (Softcopy)	Completed	
91	23-Aug-23	CAAM AMO Audit (Safety)	Completed	
92	28-Aug-23	MOM for MIAT Operation	Completed	
93	29-Aug-23	PGU Bi-weekly meeting	Completed	

September

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
94	5-Sep-23	Audit Plan 2023	Completed	
95	5-Sep-23	SMS File softcopy	Completed	
96	12-Sep-23	GSC 2324 video	Completed	
97	12-Sep-23	Safety Day	Completed	
98	12-Sep-23	Draft letter for Dr Zubir and Prof Abu	Completed	
99	12-Sep-23	Email and prepare for SAG 03	Completed	
100	13-Sep-23	Nomination for SAG members (email)	Completed	
101	13-Sep-23	Discussion for Safety Day proposal with En Rastam.	Completed	
102	20-Sep-23	Discussion with En. Wan SAG 03	Completed	

September

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
103	21-Sep-23	Accident and investigation PGU Subang AW139	Completed	
104	21-Sep-23	SAG 03	Completed	
105	22-Sep-23	CMM PGU Subang AW139	Completed	
106	25-29 Sep-23	Protégé training	Completed	

October

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
107	2-6-Oct-23	Protégé Training	Completed	
108	2-Oct-23	HIRM PGU King Air	Completed	
109	9-Oct-23	Compile client's requirement for SMS	In Progress	
110	9-Oct-23	Email Tow truck training discussion	Completed	
111	10-Oct-23	Tow Truck Training discussion	Completed	
112	11-Oct-23	PGU bi-weekly meeting	Completed	
113	12-Oct-23	Email draft for Safety Day invitation	Completed	
114	12-Oct-23	Email draft for SMS internal audit	Completed	
115	12-Oct-23	Study the checklist audit new and old	In Progress	
116	13-Oct-23	Shoot email for audit PGU Subang AW139	Completed	

October

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
117	16-Oct-23	Letter for SMS audit invitation to PGU	Completed	
118	16-Oct-23	Safety Department Meeting to prepare for slide GSC2324 and safety day event	Completed	
119	17-Oct-23	Rehearsal the GSC2324 and Safety day event and venue preparation	Completed	
120	18-Oct-23	GSC2324 Official Launch and Safety Day	Completed	
121	19-Oct-23	SMS Audit preparation	Completed	
122	19-Oct-23	SAG 04 slide	Completed	
123	19-Oct-23	Book SAG 04 and SCM 03	Completed	
124	19-Oct-23	Find for BOFA and ERP training	In Progress	
125	23-Oct-23	SMS Internal Audit PGU Subang AW139	Completed	
126	24-Oct-23	HIRM CAMO variation	Completed	

October

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
127	25-Oct-23	SMS Internal Audit APMM N3	Completed	
128	26-Oct-23	SMS Internal Audit APMM AW139	Completed	
129	27-Oct-23	PGU bi-weekly meeting	Completed	
130	30-Oct-23	SMS Internal Audit PGU Subang King Air	Completed	
131	31-Oct-23	HIRM 9M-PSN	Completed	
132	31-Oct-23	SMS Internal Audit Plan 2024	In Progress	

November

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
133	3-Nov-23	SMS Manual CAAM feedback (8-11)	Completed	
134	3-Nov-23	Safety surveillance plan 2024	In Progress	
135	3-Nov-23	SMS Internal Audit PGU Subang King Air	Completed	
136	3-Nov-23	CAAM CAMO Audit preparation	Completed	
137	6-Nov-23	CAAM CAMO Audit	Completed	
138	6-Nov-23	Assist En. Wan to answer the CAAM finding	Completed	
139	6-Nov-23	Email Bomba Bukit Jelutong	Completed	
140	7-Nov-23	PGU Bi-weekly meeting	Completed	
141	14-Nov-23	Bowling Committee Meeting	Completed	
142	15-Nov-23	Bowling Tournament	Completed	

November

NO	DATE of THE GIVEN TASK	TASK	STATUS	Remark
143	20-Nov-23	ERP Meeting with Bomba Bukit Jelutong	Completed	
144	20-Nov-23	Safety Department Plan 2024 (Excel)	In Progress	
145	17-Nov-23	SMS Internal Audit Safety Workshop	Completed	
146	20-Nov-23	HIRM FOD PGU AW139	Completed	
147	21-Nov-23	PGU Bi-weekly meeting	Completed	
148	21-Nov-23	Raise NCR for PGU KK	Completed	
149	28-Nov-23	SAG 04	Completed	
150	30-Nov-23	SMS Manual CAAM Feedback (5)	Completed	
151	30-Nov-23	SMS Manual 4 th revision (to establish new format)	In Progress	
152	30-Nov-23	Sync SAG and SCM slide 2024	In Progress	

Safety Promotion

- Safety Bulletin

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2023/2024

WHAT IS GSC 2324 ALL ABOUT?

Galaxy Aerospace Safety Campaign (GSC 2324) is part of Safety program to promotes safety management system (SMS) as well as safety, health and wellness.

OBJECTIVES OF GSC2324:

- Demonstrate management commitment and safety leadership of GAM to stakeholder, client and visitor.
- Continual improvement program to improve safety performance.
- Comply to the Pillar 4 of SMS – Safety Promotion.
- Create safety responsibility for all GAM staff and safety awareness to stakeholder, client and visitor.
- Foster a good relation between staff, client and stakeholder or visitor.
- Create health & wellness awareness to all participants.

GSC2324 involved:

- Hearing conservation program.
- Health & wellness talk.
- ERP program.
- Blood donation campaign.
- Booth and basic health screening.
- Financial literacy booth.
- Online quiz.
- Safety aviation talk.

SAFETY ALWAYS. "THINK SAFETY FIRST"

GAM-SMS/COM/23/016-B

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SAFETY PROCEDURES WHILE DOING OUTSIDE ACTIVITY

CHECKS ARE TO BE CARRIED OUT BEFORE THE ACTIVITY

1. Check the number in the group and enquire about any medical problems.
2. Check the condition of the equipment to ensure that there is no sign of damage.
3. Check that all participants have suitable clothing and footwear.
4. First Aid Kit to be close at hand.

CHECKS ARE TO BE CARRIED OUT AFTER THE ACTIVITY

1. Conduct a headcount to ensure that all participants have returned safely from the activity.
2. Attend any participants who may have sustained minor injuries or discomfort during the activity.
3. Inspect all equipment used during the activity to ensure it is in good condition and safe for future use and any item used from the First Aid Kit must be replaced.
4. Encourage participants to hydrate and rest after the activity, especially in hot weather conditions.

SAFETY GUIDELINES

INSTRUCTOR	PARTICIPANTS
<ol style="list-style-type: none"> 1. Ensure that the participants are fully supervised at all times. 2. Ensure that the participants are fully aware of the possible hazards within the activity space. 3. Set out boundaries and stay within that area at all times. 4. All equipment must be locked away following each and every session. 	<ol style="list-style-type: none"> 1. Pay close attention to the instructor's briefing before the activity begins. They will explain the rules, procedures, and safety guidelines. 2. Avoid any reckless behavior or horseplay that could jeopardize your safety or that of others. 3. Clear the equipment away on completion of the session.

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SAFE LIFTING AT WORK

WHAT IS MANUAL HANDLING?
Manual handling involves moving objects by lifting, lowering, pushing, pulling, carrying, handling or restraining.

GOOD LIFTING PRACTICES

- DO bend your knees when lifting.
- DO keep your back straight and be sure of firm grip.
- DO keep the object close to your body.

BAD LIFTING PRACTICES

- DON'T lift with your back arched.
- DON'T lift the object far away from your body.
- DON'T lift and twist.

TIPS FOR WORKERS

- Assess the load before lifting an object, and use mechanical aids if the loads are heavy.
- Warm up before engaging any manual lifting.
- Take rest breaks to relax tired muscles.

REMINDER:
If the loads are too heavy to lift, ask for help or use mechanical aids rather than risking an injury.

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SAFETY FIRST! WEAR PERSONAL PROTECTIVE EQUIPMENT

1 Wear reflective jacket wherever there is a risk from not being seen.

2 Use Personal Hearing Protection (PHP) to protect against noise.

3 Use safety goggles when working with chemicals, sparks, or radiation.

4 Wear safety gloves when handling heat, sharp objects, or chemicals.

5 Wear protective footwear to protect against impacts and slipping.

6 Use respiratory protection to protect against dust, fumes, vapours and other airborne hazards.

SAFETY ALWAYS. "THINK SAFETY FIRST"

GAM-SMS/COM/23/008-BULLETIN July 2023

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Safety Promotion

- Safety Bulletin

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2023/2024

MOTORCYCLIST SAFETY TIPS

Don't Skip the Helmet: Never ride without a proper, certified helmet. It's your primary defense against head injuries.

Wear Protective Gear: Always wear SIRIM-approved helmet, gloves, sturdy footwear, and protective clothing for safety.

Practice Safe Riding: Maintain distance, brake correctly, and corner smoothly.

Follow Traffic Rules: Obey all traffic laws & regulations.

Use Signals: Use turn signals, brake lights, and hand signals for communication.

Ride Sober: Never ride under the influence of alcohol and drugs.

Keep Up Maintenance: Regularly check motorcycle's tires, brakes, lights & other components.

Be Visible: Wear bright clothes and reflective gear especially during low-light conditions.

Stay Focused: Avoid distractions like using a cellphone or adjusting gadgets while riding.

Don't Speed: Adhere to speed limits and adjust your speed based on road conditions and traffic flow.

Don't Ride in Blind Spots: Avoid lingering in a vehicle's blind spot. Stay visible to drivers.

Don't Ride Fatigued: Rest before riding for better safety.

Don't Perform Risky Moves: Steer clear of sudden lane changes and aggressive weaving.

Don't Ignore Weather Conditions: Adjust your riding style based on weather conditions. Rain, wind, and low visibility require extra caution.

Don't Ignore Defensive Riding: Always be prepared for the unexpected actions of other drivers.

Don't Tailgate: Maintain a safe following distance to allow enough time to react to sudden stops or obstacles.

Don't Wear Jacket Backward: It can interfere with your movement and safety.

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GAM-SMS/COM/23/014-B

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SAFETY MEMO

To : All GAM staff
Date : 16th August 2023
Reference : GAM-SMS/COM/23/012-M
Subject : Confidentiality of JBPM Aircraft Incident at MIAT on 22/7/2023

- With regards to the abovementioned subject, Galaxy Aerospace (M) Sdn. Bhd (GAM), would like to inform all employees to refrain from engaging in any speculations or discussions related to the incident since it is still under authority investigation. With utmost importance, you shall maintain strict confidentiality and avoid disseminating any information, including pictures, videos, documents, and other means of information, both within our organization and to external parties.
- Company also would like to emphasize the critical importance of complying provision outlined in your employment contract - Clause 12, pertaining to the confidentiality of sensitive information related to Galaxy Aerospace (M) Sdn. Bhd., its affiliates, and clients. You may be subject to disciplinary action should the company find there is a breach of the requirements.
- Your cooperation in adhering to this confidentiality request will be vital in respecting the confidentiality and sensitivity of the matter.

- Merujuk kepada perkara diatas, Galaxy Aerospace (M) Sdn. Bhd, ingin memaklumkan kepada semua pekerja agar tidak terlibat dalam sebarang spekulasi atau perbincangan yang berkaitan dengan kejadian tersebut kerana ia masih dalam siasatan pihak berkuasa. Adalah amat penting bagi kita untuk mematuhi kerahsiaan yang ketat dan mengelakkan sebarang penyebaran maklumat, termasuk gambar, video, dokumen atau sebarang jenis bentuk informasi, sama ada secara dalaman atau kepada pihak luar.
- Pihak syarikat menekankan kepentingan untuk mematuhi peruntukan yang terkandung dalam kontrak pekerjaan - Klausula 12, yang berkaitan dengan kerahsiaan maklumat sensitif yang berkaitan dengan Galaxy Aerospace (M) Sdn. Bhd., syarikat-syarikat bersekutu, dan pihak-pihak yang berkepentingan. Anda adalah tertakluk kepada tindakan disiplin sekiranya didapati terdapat pelanggaran terhadap peraturan-peraturan tersebut.
- Kerjasama anda dalam mematuhi permintaan kerahsiaan ini akan menjadi penting dalam menghormati kerahsiaan dan sensitiviti perkara ini.

Safety Promotion

- Safety Poster & Event



A vertical poster for the Galaxy Aerospace Safety Campaign 2023/24. The top section features the Galaxy Aerospace logo and the text 'Galaxy Aerospace Safety Campaign 2023/24'. Below this, the main heading reads 'JOIN US FOR GSC 2324 OFFICIAL LAUNCH & SAFETY DAY'. The 'ACTIVITIES:' section lists: 'GSC 2324 Official Launch & Safety Day.', 'Talk on Aviation Safety, Stress Management and Heart Health.', and a 'CLICK HERE TO REGISTER' button. A 'NOTE:' section states: 'Every department/base is required to send a minimum of 2 staff members.' and '*Food and Beverages will be provided to all participants!'. The event details are displayed on a wooden sign graphic: 'WEDNESDAY, 18 OCT 2023', '9:30AM-3:30PM', and 'EMERALD, GAM OC'. The bottom right corner features the slogan 'SAFETY ALWAYS. THINK SAFETY FIRST™'. The footer contains social media icons for Facebook, Instagram, and LinkedIn, along with the text 'Galaxy Aerospace Malaysia', 'galaxy_aerospace', and 'Galaxy Aerospace (M) Sdn Bhd'.

Safety Promotion

- SMS Podcast
- GSC2324 Video



Manual

- List of Manual;
 - SMS Manual rev. 03
 - Safety Manual rev. 00
 - SMS Manual rev. 04

HIRM

- List of HIRM;
 - GAM-PGU-H010-L-2023 - Heavy rain
 - GAM-PGU-H010-L-2023-PTA Concession
 - GAM-PGU-H013-L-2023-JPM Concession
 - GAM.SMS.H-15(23)-Lightning Strike (9M-PTC)
 - GAM.SMS.H-16(23)-HORNBILL HANGAR FACILITIES
 - GAM.SMS.H-20(23)-MFTS
 - GAM.SMS.H-25(23)-MFTS (AW139)
 - GAM.SMS.H-26(23)-MFTS (King Air)

HIRM

- List of HIRM;
 - GAM/SMS/H-27(23)- MIAT Operation & Surrounding
 - GAM/SMS/H-28(23)- SKAB300 Lower Forward Wing Bolt
 - GAM/SMS/H-29 (23)- Schedule Maintenance Overdue
 - GAM/SMS/H-31(23)- Propeller due overhaul 60M (16 September 2023)
 - GAM/SMS/H-32 (23)- AMO Capability H175
 - GAM/SMS/H-33(23) - CAMO Variation AS350B3 & B2
 - GAM/SMS/H-35 (23)- PGU 9M-PSN
 - GAM.SMS.H-38(23)- FOD (AW139)

List of Meeting

- List of Meetings attended;
 - AMO meeting 08/05/2023
 - PGU Bi-weekly meeting- Present
 - MIAT Operation meeting
 - QRM meeting
 - ERP Training discussion with Bomba Bukit Jelutong.

Training

- List of Training attended;
 - SMS Initial
 - SMS Implementation
 - Human Factor
 - SRA Taxiway at MIAT
 - Protégé Training

SAG

- List of SAG;

☐ SAG 02

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GALAXY AEROSPACE SENDIRIAN BERHAD	
(Company No.1040262-D)	
MINUTES OF THE SAFETY ACTION GROUP (SAG) MEETING No. 02/2023 OF THE COMPANY HELD AT EMERALD ROOM, GAM OC AND VIA ONLINE (https://meet.google.com/gbw-bqfr-baw) ON 16 th JUNE 2023 AT 3.00 P.M.	
Member Present	Designation
Wan Izahan Zamereeh Ishak (WIZI) – Chairman	S&H Manager
Mejar Nurul Azhan Sallehudin (MNA)	Senior Maintenance Manager, APMM
Mohd Sumaili Sulaiman (MS)	Logistic Controller
Mohd Fazrul Mohd Fauzi (MFM)	Commercial Executive
Roslina Mohd Sobri (RMS)	Examination Manager
Ainudin Fazrin Anuar (AF)	Engineer In-Charge, PGU Subang
Mohd Zainurin Mat Arip (MZA)	Engineer In-Charge, PGU Subang
Nor Syahida Jambri (NS)	Licensed Aircraft Engineer, Bomba MIAT
Mohamad Razif Roslan (MRR)	Engineer In-Charge, Bomba Bertam
Noor Syakila Eleeza Mohd Noor Azman (NSE)	AMO Planner, Navy Lumut
Rolenzo Anak Robert Gersom (RRG)	Production Planning Coordinator, PGU KK
Hadzwan Hadzry Haidzir (HH)	Multimedia Designer
Syed Mohd Rastam Jamalulaili (SMR)	Safety Executive
Samsi Ismail (SI)	Admin Executive
Norkatrina Kamarudin (NK)	Lead Production Planning Coordinator
Farah Nabilah Mohd Sahadan (FN)	QA Protégé
Nur Ain Solehah Md Lukmi (NAS) – Secretary	Safety Protégé
Absent with Apology	Designation
Muhammad Mohd Taib (MT)	Engineer In-Charge, Bomba MIAT
Mohd Muqoddim Mohd Shakib (MQ)	Engineer In-Charge, GA MIAT
Razduan Zainal (RZ)	Engineer In-Charge, PGU KK
Amalludin Abdul Rahim (AR)	Engineer In-Charge, PGU KCH
Moradi Ee Cheap (MEC)	Maintenance Manager, Navy Lumut
Mohamad Akmal Saleh (MAS)	Maintenance Manager, APMMNS
Mohd Saiful Hasanun Mohd Yusop (MSY)	Maintenance Manager, APMM SBZ
Mohd Fadzlie Adam (MF)	GSE & Tool Supervisor
Hamidah Hama (HH)	Workshop In-Charge
Badruzaman Aminuddin (BA)	Finance Controller
Zaty Nadhirah Mohamed Zuhari (ZAN)	Continuing Airworthiness Management Organisation Manager (CAMO)
Mohd Yussyuwari Md Yusop (MYM)	Design & Technical Services Engineer

☐ SAG 03

Galaxy Aerospace maintenance . repair . overhaul	
GALAXY AEROSPACE SENDIRIAN BERHAD	
(Company No.1040262-D)	
MINUTES OF THE SAFETY ACTION GROUP (SAG) MEETING No. 03/2023 OF THE COMPANY HELD AT EMERALD ROOM, GAM OC AND VIA ONLINE (https://meet.google.com/gbw-bqfr-baw) ON 21 st SEPTEMBER 2023 AT 3.00 P.M.	
Member Present	Designation
Wan Izahan Zamereeh Ishak (WIZI) – Chairman	S&H Manager
Jasmalizam Jamaludin (JJ)	Engineering Controller
Mohd Sumaili Sulaiman (MS)	Logistic Controller
Syed Ibrahim Firuzaman Alsagoff (SIF)	Commercial Executive
Danial Aman Hakeem (DAH)	Training Executive
Mohamad Akmal Saleh (MAS)	Maintenance Manager, APMM AS365N3
Mohd Saiful Hasanun Mohd Yusop (MSY)	Maintenance Manager, APMM AW139
Ainudin Fazrin Anuar (AF)	Engineer In-Charge, PGU Subang AW139
Supt Faizul Muhammad (FM)	Flight Ops, PGU Subang
Najmi Aiman Zabidi (MZA)	Production Planner Controller
Nita Ismail (NI)	Licensed Aircraft Engineer, GA MIAT
Mohamad Razif Roslan (MRR)	Engineer In-Charge, Bomba Bertam
Noor Syakila Eleeza Mohd Noor Azman (NSE)	AMO Planner, Navy Lumut
Razduan Zainal (RZ)	Engineer In-Charge, PGU KK
Hadzwan Hadzry Haidzir (HH)	Multimedia Designer
Hamidah Hama (HH)	Workshop In-Charge
Samsi Ismail (SI)	Admin Executive
Wan Abdul Thaqif Wan Ramli (WAT)	Financial Controller Assistant
Amir Abdullah (AA)	Deputy Continuing Airworthiness Manager
Farah Nabilah Mohd Sahadan (FN)	QA Protégé
Nur Ain Solehah Md Lukmi (NAS) – Secretary	Safety Protégé
Absent with Apology	Designation
Muhammad Mohd Taib (MT)	Engineer In-Charge, Bomba MIAT
Mohd Muqoddim Mohd Shakib (MQ)	Engineer In-Charge, GA MIAT
Mohd Zainurin Mat Arip (MZ)	Engineer In-Charge, PGU Subang King Air
Amalludin Abdul Rahim (AR)	Engineer In-Charge, PGU KCH
Moradi Ee Cheap (MEC)	Maintenance Manager, Navy Lumut
Mohd Fadzlie Adam (MF)	GSE & Tool Supervisor
Mohd Yussyuwari Md Yusop (MYM)	Design & Technical Services Engineer

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Galaxy Aerospace maintenance . repair . overhaul	
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 28 th NOVEMBER 2023 AT 3.00 P.M.	
Member Present	Designation
Wan Izahan Zamereeh Ishak (WIZI) – Chairman	S&H Manager
Jasmalizam Jamaludin (JJ)	Engineering Controller
Mohd Sumaili Sulaiman (MS)	Logistic Controller
Syed Ibrahim Firuzaman Alsagoff (SIF)	Commercial Executive
Danial Aman Hakeem (DAH)	Training Executive
Mohamad Akmal Saleh (MAS)	Maintenance Manager, APMM AS365N3
Mohd Saiful Hasanun Mohd Yusop (MSY)	Maintenance Manager, APMM AW139
Ainudin Fazrin Anuar (AF)	Engineer In-Charge, PGU Subang AW139
Supt Faizul Muhammad (FM)	Flight Ops, PGU Subang
Najmi Aiman Zabidi (MZA)	Production Planner Controller
Nita Ismail (NI)	Licensed Aircraft Engineer, GA MIAT
Mohamad Razif Roslan (MRR)	Engineer In-Charge, Bomba Bertam
Noor Syakila Eleeza Mohd Noor Azman (NSE)	AMO Planner, Navy Lumut
Razduan Zainal (RZ)	Engineer In-Charge, PGU KK
Hadzwan Hadzry Haidzir (HH)	Multimedia Designer
Hamidah Hama (HH)	Workshop In-Charge
Samsi Ismail (SI)	Admin Executive
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Safety Audit

- Safety Surveillance for APMW AW139
- Workplace Inspection GAM OC Q2 and Q3

Safety Audit

- SMS Internal Audit
 - PGU AW139
 - APMM N3
 - APMM AW139
 - PGU King Air
 - Safety Workshop

Safety Audit

- SMS QA Audit- August 2023
- SMS External Audit
 - CAAM AMO- August 2023
 - CAAM CAMO- November 2023

Coordinator

- Covid-19
- WPI
- ERP
- Noise Risk Assessment



THANK YOU