

# SAFETY MEMO

**TO: ALL AAe CONTRACTORS, SUBCONTRACTORS AND VENDORS**

**DATE: 07/02/2024**

**REFERENCE: AAe/SMS/SM/08/2024**

**SUBJECT: INCIDENT / OCCURRENCE / HAZARD REPORTING**

## INTRODUCTION:

As part of our commitment to ensuring a safe working environment, all contractors, subcontractors, and vendors engaged with AAe are required to familiarize themselves with the Incident, Occurrence, and Hazard Report Form (**AAe/SS/011**). This form serves as a crucial tool for identifying and reporting hazards promptly during task execution.

## ACTION

1. Ensure timely reporting of any incidents, occurrences, or hazards encountered during task execution.
2. Utilize the readily available Incident, Occurrence, and Hazard Report Form (**AAe/SS/011**) in the offices physically, or access the form by scanning the QR code provided on the AAe Safety Management System (SMS) website (Online).
3. If unsure about the reporting process, feel free to seek guidance from our staff members.

This memo serves as a notice to all contractors, subcontractors, and vendors regarding the identification of hazards and the necessity to report them through the appropriate methods to guarantee a secure working environment.

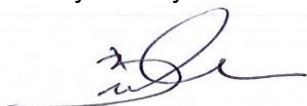
Remember, your commitment to safety is essential in fostering a secure working environment. By promptly reporting hazards, you contribute to the continuous improvement of our safety protocols and the well-being of all personnel.

**The following is the link and QR code to access the Incident/Occurrence/Hazards Report form.**

<https://docs.google.com/forms/d/e/1FAIpQLSdk6k7KmYcUntrqCajldRtCOQbSKcnwnb2s7AfgQWo-g5GsfQ/viewform>

**“SPOT A HAZARD? REPORT IT ASAP.YOUR SAFETY OBSERVATIONS MATTER”**

Thank you for your unwavering commitment to safety.



Mohd Borhan Bin Ahamad  
AIROD Aerospace Technology  
AAe Safety Manager  
Cc; Accountable Manager  
Head of Operation  
Head of Quality Assurance

