

SAFETY MEMO

TO: ALL AAE CONTRACTORS, SUBCONTRACTORS AND VENDORS

DATE: 02/10/2024

REFERENCE: AAe/SMS/SM/16/2024

SUBJECT: MANDATORY ATTENDANCE REGISTRATION AND TASK DETAILS INTENDED TO BE PERFORMED AT AAE FACILITY.

INTRODUCTION:

In line with our ongoing commitment to maintaining a safe and secure working environment, we wish to highlight an important update regarding the registration process. Prior to carrying out any tasks within the AAE facility, contractors, subcontractors, and vendors are required to register all necessary information, including the tools, equipment, and specific tasks they intend to perform. This process is essential to ensure proper oversight and adherence to safety protocols within the facility.

ACTION

1. Scan the QR code below to access the attendance registration form. This form is to be registered only once for the duration of the task completion.
2. Fill up the necessary information in the registration form including name, tools & equipment will be used to perform tasks and the specific task details intended to be performed within AAE facility which includes Hangar 71,75, and 77.
3. If any chemicals are to be used, please specify the name, type, and class of the chemical, and attach the corresponding Material Safety Data Sheet (MSDS) in the registration form.
4. If required please upload the related documents pertaining the chemicals to be used.

This registration form must be completed by contractors, subcontractors, and vendors, as it is a crucial part of our procedures. It helps the safety team aware of the tasks being performed on-site. Additionally, in the event of any near misses, FOD, incidents or accidents, this registration form allows us to trace back and analyze the circumstances, enhancing our ability to ensure safety and prevent future occurrences.

The following is the link and QR code for the attendance registration form.

<https://forms.gle/JaRT2XKYrTa5FTvf7>

YOUR COMMITMENT TO COMPLIANCE DRIVES THE SUCCESS AND SAFETY OF OUR OPERATIONS.

Thank you for your cooperation.



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AAe Safety Manager
Cc; Accountable Manager
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