

SAFETY MEMO

TO: ALL AAE AND ADE STAFFS

DATE: 09/06/2023

REFERENCE: AAe/SMS/SM/07/2023

SUBJECT: PLANNED ELECTRICAL POWER SHUTDOWN IN AIROD COMPLEX

INTRODUCTION:

Please be informed that AIROD PROPERTY SERVICES DEPT will carry out Recalibration and Services Works for HT & LV Switchgear job for 2 days in AIROD Complex starting from 10 June (Saturday) – 11 June (Sunday) 2023. During this period, all electrical equipment will be de-energised. This includes all computers, printers, air-conditioning, air compressor, GPU, mobile junction box and other devices that use electricity. All staff members are urged to be aware of safety hazards such as no power for lighting, ventilation, or other safety equipment during the power shutdown.

The details of the activity is as follows:

Activity: **RECALIBRATION AND SERVICES WORKS FOR HT & LV SWITCHGEAR**
Location: **HANGAR 75 & 77**
Date: **10 – 11 June 2023 (Saturday & Sunday)**
Time: **0800 Hrs – 1900 Hrs**

ACTION

1. All managers and supervisors are to remind the staff members in their respective departments to switch off all electrical equipment, devices, and plugs after they complete working for the day.
2. All personnel must avoid usage of all electrical equipment.
3. All electrical equipment must be tagged "Do Not Use" during this maintenance period.
4. All personnel are to report any potential hazards to a supervisor immediately.

This memo serves as a reminder to all personnel to take the required safety precautions to keep yourself safe while this maintenance work is being done. I want to express my gratitude for your cooperation and understanding throughout this crucial maintenance period. Your safety is our primary concern, and we value your assistance in fostering a safe working environment.

Thank you for your cooperation.



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