

SAFETY MEMO

TO : All AAe Staff, Management & Trainees
DATE : 14 January 2022
REFERENCE : AAe/SMS/SM/01/2022
SUBJECT : F.O.D Walk Program during Pandemic Covid-19

SITUATION: Due to the Pandemic Covid-19, we have suspended our F.O.D walk program to prevent the spread of Covid-19 at the workplace. With the current SOP implemented, public gathering are prohibited. Therefore, no F.O.D walk have been conducted.

PROPOSED SOLUTION: With the situation at hand, Safety Review Board Members has agreed to resume the F.O.D walk with respect of AAe Covid-19 SOP. Which will allow a small group of people consisted of several departments combine to take part in F.O.D walk based on the schedule released by the Safety & Quality Assurance Department.

STEPS INVOLVED:

1. A Roster consist of all departments will be provided by the Safety Department and will be distributed to all AAe staffs via E-mail or Notices.
2. Managers shall address & published the F.O.D walk roster to their respective staff to participate as per schedule provided.
3. F.O.D walk will commence at 0800 hrs on every Monday & Thursday.
4. Each F.O.D walk operation will be supervised by Safety Officer & QA.

INTEREST AREA:

- APRON "B" – From hangar 77 to hangar 75 to gate L and vice versa.

Roster Proposed:

WEEK	DAY	TIME	GROUP	LEADER	MONITOR
1 st week	Monday	0800 Hrs	LEVEL 1 OFFICE & WORKSHOP & AVIONICS	RESPECTIVE MANAGERS	SAFETY OFFICER/ QUALITY ASSURANCE
	Thursday		HANGAR FLOOR 75 & 77 & ADE		
2 nd week	Monday		HANGAR FLOOR 75 & 77 & ADE		
	Thursday		LEVEL 1 OFFICE & WORKSHOP & AVIONICS		
3 rd week	Monday		LEVEL 1 OFFICE & WORKSHOP & AVIONICS		
	Thursday		HANGAR FLOOR 75 & 77 & ADE		
4 th week	Monday		HANGAR FLOOR 75 & 77 & ADE		
	Thursday		LEVEL 1 OFFICE & WORKSHOP & AVIONICS		

*NOTE: This activity above may be advice to be prohibited if the current event/situation of the pandemic worsen at any given time affected by the order/S.O.P set by KKM and MKN.

Regards,

Mohd Borhan Ahmad
 AAe Safety Manager
 cc; Accountable Manager
 Head of Operation
 Head of Quality Assurance