

# SAFETY MEMO

**TO: ALL AIROD AEROSPACE TECHNOLOGY STAFFS**

**DATE: 09/02/2023**

**REFERENCE: AAe/SMS/SM/02/2023**

**SUBJECT: BATIK AIR EXTERNAL SERVICE PROVIDER- SAFETY REPORTING PROCESS.**

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## **INTRODUCTION:**

Safety Reporting is a platform designed to allow non punitive culture embedded within the organization intentionally to promote proactive hazards and risks identification at workplace. The process established tailor to local Regulation and Requirement and adopted within the organization for implementation. As part of the customer requirement, AAe shall reiterate the similar concept of safety reporting customized by the customer.

## **ACTION:**

1. Safety Reporting Process information that was published by BATIK AIR to AMO service provider with intent to familiarize safety reporting concept institute by BATIK AIR.
2. All hazards, incident/accident found within the AAE organization to be raised to the AAe safety office via implemented safety reporting system.
3. This scheme shall benefit both party to share the information in order to control and curb potential hazard/risks in aviation industry.

Thank you for your cooperation.

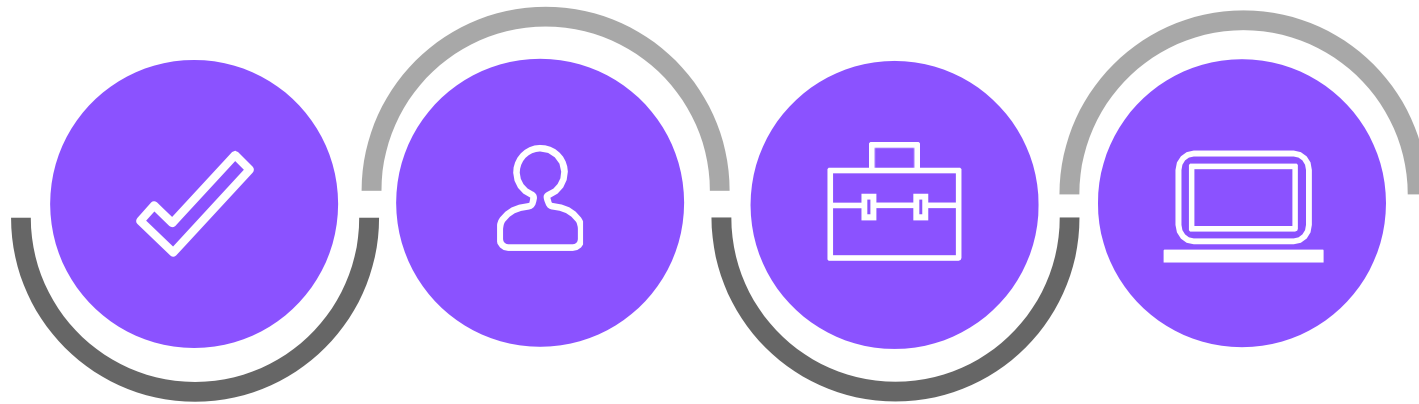


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External Service Provider - Airod Aerospace Technology Sdn.Bhd (AAE)

# Safety Reporting Process



AAE personnel observes any hazards eg: dents/scratch or involves with any incident / accident pertaining to OD aircraft

Immediately inform OD Engineering Project Team / OD SMS Team

Report to be raised in AAE reporting system and to inform OD SMS Team of the same.

OD SMS Team to raise report in CORUSON

To: Email - [sms.mnt@malindoair.com](mailto:sms.mnt@malindoair.com)  
Peri - 016 2053505 /Darma - 017 3468029

*Note:*  
OD: Malindo Airways  
SMS Team - Safety Management System Team

