

SAFETY MEMO

TO: ALL SAG MEMBERS

DATE: 17/01/2024

REFERENCE: AAe/SMS/SM/04/2024

SUBJECT: RENEWAL OF SAFETY ACTION GROUP (SAG) MEMBER APPOINTMENT LETTER

INTRODUCTION:

We would like to bring to your attention the upcoming renewal process for the Safety Action Group (SAG) appointment letters. The SAG plays a crucial role in maintaining and enhancing our commitment to safety within the workplace. As part of our ongoing safety initiatives, it is imperative that all SAG members renew their appointment letters promptly to ensure timely renewal to maintain active membership status. The safety office will be diligently processing the latest SAG appointment letters for distribution.

ACTION

1. Managers and supervisors must communicate with Safety Action Group (SAG) members within their respective departments, notifying them to renew their SAG appointment letters.
2. Both the existing SAG members and the individuals nominated as new SAG members are required to endorse the renewal appointment letters issued by the Safety Office.

This memo serves as a reminder for all members of the Safety Action Group (SAG) to proceed with the renewal of their SAG appointment letters.

Thank you for your cooperation.



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