

SAFETY MEMO

TO: ALL AAe CONTRACTORS, SUBCONTRACTORS AND VENDORS

DATE: 07/02/2024

REFERENCE: AAe/SMS/SM/09/2024

SUBJECT: COMPULSORY TO ATTEND THE SAFETY INDUCTION BRIEFING

INTRODUCTION:

As part of our commitment to ensuring a safe working environment within the AAe facility, all contractors, subcontractors, and vendors are required to attend a mandatory safety induction briefing conducted by the safety department before commencing any work on the premises. The safety induction briefing will cover essential information regarding the facility's safety protocols, emergency procedures, and specific site-related hazards. It is crucial that all individuals working within the facility understand and adhere to these guidelines to mitigate potential risks and ensure the well-being of everyone on site.

ACTION

1. Compulsory to attend the safety induction briefing conducted by the safety department.
2. Ensure a comprehensive understanding of the facility's safety measures, protocols, emergency procedures, and site-specific hazards.
3. Ensure to fill up the permit-to-work (PTW) form. It is essential to provide all necessary information and details on the form before commencing any work activities.

This memo serves as an important notification for all AAe contractors, subcontractors, and vendors to attend the safety induction briefing and gain a comprehensive understanding of the safety related information.

“BE PROACTIVE, NOT REACTIVE. YOUR PRESENCE IS CRUCIAL AT THE SAFETY BRIEFING.”

Thank you for your cooperation.



Mohd Borhan Bin Ahamad
AIROD Aerospace Technology
AAe Safety Manager
Cc; Accountable Manager
Head of Operation
Head of Quality Assurance