

ERL Maintenance Support Sdn Bhd

Co. Reg. No. 199901023674 (498574-T)

MEMORANDUM

To: Thomas Baake CEO	Originator:	Sukhbir Singh / Nur Izzati Nadia
	Department:	SAS
	Tel:	+(60) 3-2267-7676
	Fax:	+(60) 3-2267-7770
	Website:	www.emskliaekspres.com
	E-mail:	sukhbirEMS@kliaekspres.com

Reference Number:
OMZ.OMG.M18250.1047.ADate:
31-05-2021

<input type="checkbox"/> Urgent	<input checked="" type="checkbox"/> Review	<input type="checkbox"/> Comment	<input type="checkbox"/> Reply	<input type="checkbox"/> Retain
<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> Info	<input type="checkbox"/> Note	<input type="checkbox"/> Call me	<input type="checkbox"/> Sign & Return

Attachment(s): ☒ None ☐ As listed below**Occupational First Aid and CPR Training for Front Liners**

Dear Mr Baake,

Referring to the above matter, I wish to bring to your attention that the above mentioned training is scheduled to be held in beginning of July till September 2021. From our previous records, we have selected our front liners who were sent for this training in a total of 4 groups.

As we are all aware, the COVID-19 pandemic has caused many organizations to put matters on hold (including trainings). This training is carried out for 2 days for which the first day is the classroom theory training and the practical session is carried out on the second day.

I have checked with our regular training provider and also other training providers, conducting the theoretical training should not be an issue as it can be done online. However, the practical session cannot be carried out as usual as it will not be able to meet the COVID-19 SOP and guidelines. The training provider also confirmed that they will only be able to issue a certificate of attendance should we decide to conduct the theory training, however by just attending the theory session, this will not make the trained person to become a competent person.

Until we are able to find a solution for this matter, I would like to recommend that we put this training on hold and to ensure that all the previously trained first aiders are still familiar with their duties as First Aiders, SAS will share with some relevant information and online materials to keep them refreshed on first aid matters.

In view of this matter, I seek your kind approval to have this proposal approved.

Reference Number: OMZ.OMG.M18250.1047.A

Date: 31-05-21

Sincerely,

APPROVED NOT APPROVED



.....
Sukhbir Singh
HOD SAS



.....
Thomas Baake
CEO

Attachments: {none}
cc: {none}