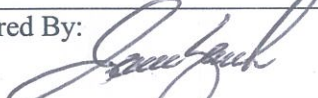



MAINTENANCE OF FIRE EXTINGUISHER

Interaction	Control/Activities	Records
<p>Start</p> <p>1. Inform Service provider for quotation to replace / service fire extinguisher</p>	<p>1. Admin staff to call service provider for quotation to replace / service the fire extinguishers 2 (two) months before the expiry date.</p> <p><u>Note:</u> Total of 14 fire extinguisher tanks throughout the building premise.</p>	
<p>2. Admin to prepare requisition for CEO's approval</p>	<p>2. Admin to prepare requisition for CEO's approval, followed by the PO for the record purposes.</p>	<ul style="list-style-type: none"> • Requisition & PO
<p>3. After Admin to acknowledge receive and record the service report</p>	<p>3. After Admin to acknowledge receive and record the service report and Bomba certification rendered by the service provider.</p>	<ul style="list-style-type: none"> • Service Report & Bomba certification
<p>4. Invoice to be verified by Admin and approved by CEO</p>	<p>4. Any invoice issued from service provider to be verified by the HOD then forwarded to Finance department for payment.</p>	<ul style="list-style-type: none"> • Invoice
<p>5. Admin to file a copy of the invoice</p>	<p>5. File the invoice for record.</p>	<ul style="list-style-type: none"> • Invoice
<p>6. BOMBA do inspection at random</p> <p>End</p>	<p>6. Jabatan Bomba dan Penyelamat Malaysia (BOMBA) will do inspection at random.</p>	

<p>Master Copy</p> <p>MASTER COPY</p> <p>Not valid without original Red Stamp</p>	<p>Distribution Copy</p> <p>Not valid without original Red Stamp</p>	Prepared By: 
		Verified By: 
		Approved By: 