

# APPOINTMENT CHECKLIST V2026

Date: \_\_\_\_\_



No	Description	Pgs	Qty	Notes
1	<b>Company Profile</b> <input type="checkbox"/> SSM <input type="checkbox"/> MOF <input type="checkbox"/> CIDB <input type="checkbox"/> BUMI <input type="checkbox"/> Project List <input type="checkbox"/> Organization Chart			
2	<b>Project file, invitation, info etc</b> 1 <input type="checkbox"/> Letter Introduction/ Appointment <input type="checkbox"/> Itinerary/Timetable/Agenda  2 PROPOSALS (TITLE/OWNER/AUTHORITY/ARCHITECT/MC): 2.1 <input type="checkbox"/> Door Type + <input type="checkbox"/> Door Drawings + <input type="checkbox"/> Certs] + [ <input type="checkbox"/> Hardware Set + <input type="checkbox"/> Catalogue + <input type="checkbox"/> Certs] 2.2 <input type="checkbox"/> Master Layout Plan & Zone + <input type="checkbox"/> Master Hardware Schedule 2.3 <input type="checkbox"/> Sub Layout Plan & Sub Zone [Sub <input type="checkbox"/> Hardware Schedule: <input type="checkbox"/> Locks <input type="checkbox"/> Doors <input type="checkbox"/> Panels] 2.4 <input type="checkbox"/> Schedule of Works  3 <input type="checkbox"/> BQ <input type="checkbox"/> Costing & Tender Summary <input type="checkbox"/> Quotation & Terms <input type="checkbox"/> Approvals  4 <input type="checkbox"/> Site Banner (Painting) <input type="checkbox"/> Request For Inspection/Approval <input type="checkbox"/> Operation Manual  5 Account Docs: <input type="checkbox"/> Contract (P.O./L.A/etc) <input type="checkbox"/> Delivery Order <input type="checkbox"/> Invoice <input type="checkbox"/> Receipt <input type="checkbox"/> Statement Of Account			
3	<b>Check List Marketing Documents:</b> 1 <input type="checkbox"/> Laptop & Documents Bag <input type="checkbox"/> Paper Bag <input type="checkbox"/> Equipment Bag <input type="checkbox"/> Tool & Mock Up Bag 2 <input type="checkbox"/> Attendance List <input type="checkbox"/> Business Card 3 <input type="checkbox"/> Folder Safety2u <input type="checkbox"/> Company Profile <input type="checkbox"/> Company Flyers 4 <input type="checkbox"/> Flyers Safety2u Doors & Ballistic <input type="checkbox"/> Catalogue Safety2u Doors & Ballistic 5 <input type="checkbox"/> Flyers Armory <input type="checkbox"/> Catalogues Armory			
4	<b>Detention/Custodial/Prison Lockset:</b> 1 Security Lockset: <input type="checkbox"/> Awareness <input type="checkbox"/> Attachments 2 Security Lockset: <input type="checkbox"/> Catalogue <input type="checkbox"/> Operation Manual Full 3 Security Lockset: <input type="checkbox"/> Need Statement 4 Security Lockset: Mock Up <input type="checkbox"/> 1010 <input type="checkbox"/> 1080 <input type="checkbox"/> 1070 <input type="checkbox"/> 1030 <input type="checkbox"/> 10120 (EML) <input type="checkbox"/> Head & Foot <input type="checkbox"/> Test Pro <input type="checkbox"/> Toolbox 5 Others:			
5	<b>Security Grille:</b> 1 Security Grille: <input type="checkbox"/> Awareness + w/o monolithic 2 Security Grille: <input type="checkbox"/> Chart <input type="checkbox"/> Index Table <input type="checkbox"/> Catalogue (same as strong door) 3 Security Grille: <input type="checkbox"/> Method Statement Monolithic <input type="checkbox"/> Method Statement Non-Monolithic 4 Security Grille: Mock Up <input type="checkbox"/> Grille & Solid Door <input type="checkbox"/> Frame <input type="checkbox"/> Panel <input type="checkbox"/> Window <input type="checkbox"/> Anchor Bar			
6	<b>Strong Door:</b> 1 Ballistic Door: <input type="checkbox"/> Awareness 2 Ballistic Door: <input type="checkbox"/> Chart <input type="checkbox"/> Index Table <input type="checkbox"/> Catalogue (same as security grille) 3 Ballistic Door: <input type="checkbox"/> Stride Certifications NIJ = EN/EU@UN 4 Ballistic Door: Mock Up <input type="checkbox"/> 9mm <input type="checkbox"/> 762mm <input type="checkbox"/> 56mm			
7	<b>Maintenance:</b> 1 Maintenance: <input type="checkbox"/> Awareness + (with and without) <input type="checkbox"/> Newsletter 2 Maintenance: Sticker Safety2u <input type="checkbox"/> Label <input type="checkbox"/> Warranty <input type="checkbox"/> Maintenance A4			
8	<b>Security Glass:</b> 1 Security Glass: <input type="checkbox"/> Catalogue <input type="checkbox"/> Stride Certifications 3 Security Glass: <input type="checkbox"/> One Way Mirror <input type="checkbox"/> CPG Anti-Bandit <input type="checkbox"/> Bullet Proof <input type="checkbox"/> Blast Glass <input type="checkbox"/> Frame 4 Security Glass & Film: <input type="checkbox"/> Security Film <input type="checkbox"/> Demo Set <input type="checkbox"/> Security Glass Film Panel With Frame			
9	<b>Armory:</b> 1 Armory: Flyers <input type="checkbox"/> Clearing Chamber 2 Armory: Stride Certifications <input type="checkbox"/> 9mm Clearing Chamber 3 Armory: Mock Up <input type="checkbox"/> Ballistic Panels <input type="checkbox"/> Clearing Chamber <input type="checkbox"/> Weapon Rack / Cabinet			
10	<b>Equipment to Bring:</b> 1 <input type="checkbox"/> Thumb Drive <input type="checkbox"/> Plug <input type="checkbox"/> Projector <input type="checkbox"/> TV <input type="checkbox"/> Backdrop <input type="checkbox"/> Folding Table 2 <input type="checkbox"/> Uniform <input type="checkbox"/> Safety Shoes <input type="checkbox"/> Helmet <input type="checkbox"/> Vest			
11	<b>Appreciation &amp; Others:</b> 1 Thank You Letter / Certificate 2 Souvenir 3 Food & Beverage			