

# FILE PARTITION

(GLUE THIS DOCUMENT ON THE FRONT COVER)

|               |                                                                                                                                                                                                                                   |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DATE(Yymmdd): |                                                                                                                                                                                                                                   |
| PROJECT NAME  |                                                                                                                                                                                                                                   |
| PRODUCT NAME  | <input type="checkbox"/> Master Contract<br><input type="checkbox"/> SS/FA/RR <input type="checkbox"/> GR <input type="checkbox"/> GL <input type="checkbox"/> SD <input type="checkbox"/> ARMORY <input type="checkbox"/> Others |

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Front Cover                                    | Master Process Flow (Checklist, Percentage Stage)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A. PARTITION FOR PROJECT INFO</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| General Info On Projects & Clients             | 1. Work In Progress (WIP) & Patch Memo<br>2. Project Signboard & Site Map<br>3. Business Card & Attendance List<br>4. Contact Flow & Organization Chart<br>5. Project & Progress Pictures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>B. PARTITION FOR CONTRACT &amp; ACCOUNT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 70% to 100% (Process Flow)                     | 1. <input type="checkbox"/> BQ <input type="checkbox"/> Costing & T. Summary <input type="checkbox"/> Quotation & Terms<br><input type="checkbox"/> Project Cash Flow<br><u>2. Approvals:</u> <input type="checkbox"/> Hardware (Key) Set/Schedule, <input type="checkbox"/> SOW,<br><input type="checkbox"/> Drawings<br>3. <input type="checkbox"/> Site Banner (Painting)<br><u>4. Account Docs:</u><br><input type="checkbox"/> Contract <input type="checkbox"/> Delivery Order <input type="checkbox"/> Invoice / Receipt <input type="checkbox"/> Request For Inspection / Verify <input type="checkbox"/> Certs <input type="checkbox"/> Statement of Account<br><u>5. Handover:</u> <input type="checkbox"/> Operation Manual <input type="checkbox"/> Warranty <input type="checkbox"/> Close Account |
| <b>C. PARTITION FOR CHRONOLOGY</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5% to 60% (Process Flow)                       | Arrangement Base on Chronology / Date (latest at the top)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>D. PARTITION FOR TENDERERS</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Tenderers                                      | Separate Lost Tenderers (Contractors) For Reference Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| TEMPLATES: FILING & LABELLING                                        |                                                                                                                                                                             |  |                                             |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------|
| EMAIL TITLE                                                          | Project Title (Intention) Product Company Name<br><b>IPD Klang Utara Invitation to Quote Grille MA Mechanical</b><br><i>*Intention: Quotation, Invitation To Quote, etc</i> |  |                                             |
| SOFT COPY @                                                          | YearMonthDate Project Name Product Document Type Company Name Version                                                                                                       |  |                                             |
| SUB DOC TITLE                                                        | 20240120 IPD Klang Utara Southern Steel Quotation Nepturis V2                                                                                                               |  |                                             |
| PRODUCT (LABEL BY STICKER): SS   FA   SGR   SGL   SD   CC            |                                                                                                                                                                             |  |                                             |
| <div>HR</div> <div>ACCOUNT</div> <div>PROJECT</div> <div>ADMIN</div> | COMPANY NAME:<br>EMIR BINA SDN BHD   SECSS SDN BHD   FERHZAN FERHANZ ENTERPRISE                                                                                             |  | YEAR START<br>(sequence to add by hand 1/2) |
| PROJECT                                                              | PROJECT NAME<br>EMIR BINA SDN BHD<br><b>IPD KLANG UTARA</b>                                                                                                                 |  | 2021<br>1/2                                 |

# EMIR BINA SDN BHD 20250725. WORK IN PROGRESS (WIP)

PROJECT NAME:  
Specify / Tender / Direct Nego / Design & Build / Others:

Product:

Project Value:Overall RM:Contract RM:

PIC Name:

Start & End

HOME quotation p.order d.o & invoice payment

S  
(strength)

W  
(weakness)

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NOTE:

Registraion Required:

Sales Person:  
Department:  
Date:

Owner/End User:

Developer:

Main Contractor:

Main Sub Con.

Civil & Structure:

Consultant:

Architect:

Interior Design:

Qty. Surveyer:

Authority:

M & E Dept:

Others

O  
(opportunities)

T  
(treats)

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NOTE:

Registraion Required:

| Operation & Sales    |             |                   |
|----------------------|-------------|-------------------|
| Business Development | Procurement | Account & Finance |
| 5% - 20%             | 40% - 60%   | 70% - 100%        |

EMIR BINA SDN BHD 20250725. WORK IN PROGRESS (WIP)

[illegible]

|               |  |
|---------------|--|
| Sales Person: |  |
| Department:   |  |
| Date:         |  |

|                      |             |                   |
|----------------------|-------------|-------------------|
| Operation & Sales    |             |                   |
| Business Development | Procurement | Account & Finance |
| 5% - 20%             | 40% - 60%   | 70% - 100%        |

# APPOINTMENT CHECKLIST V20260602

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

| No | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Pgs | Qty | Notes |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-------|
| 1  | <b>Company Profile</b><br><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 (WIP-WORK IN PROGRESS), INVITATION, INFO ETC</b><br>1 <input type="checkbox"/> Letter Introduction/ Appointment <input type="checkbox"/> Itinerary/Timetable/Agenda <input type="checkbox"/> TRANSMITTAL FORM<br><br>2 PROPOSALS (TITLE/OWNER/AUTHORITY/ARCHITECT/MC):<br>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]<br>2.2 <input type="checkbox"/> Master Layout Plan & Zone + <input type="checkbox"/> Master Hardware Schedule<br>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]<br>2.4 <input type="checkbox"/> Schedule of Works<br><br>3 <input type="checkbox"/> BQ <input type="checkbox"/> Costing & T. Summary (competitors budget) <input type="checkbox"/> Quotation & Terms <input type="checkbox"/> Approvals<br><br>4 <input type="checkbox"/> Site Banner (Painting) <input type="checkbox"/> Operation Manual<br><br><b>5 Account Docs:</b> <input type="checkbox"/> Contract (P.O/L.A/etc) <input type="checkbox"/> Delivery Order <input type="checkbox"/> Invoice <input type="checkbox"/> Request For Inspection/Approval<br><input type="checkbox"/> Cert <input type="checkbox"/> Receipt <input type="checkbox"/> Statement Of Account |     |     |       |
| 3  | <b>CHECK LIST MARKETING DOCUMENTS:</b><br>1 <input type="checkbox"/> Laptop & Documents Bag <input type="checkbox"/> Paper Bag <input type="checkbox"/> Equipment Bag <input type="checkbox"/> Tool & Mock Up Bag<br>2 <input type="checkbox"/> Attendance List <input type="checkbox"/> Business Card<br>3 <input type="checkbox"/> Folder Safety2u <input type="checkbox"/> Company Profile <input type="checkbox"/> Company Flyers<br>4 <input type="checkbox"/> Flyers Safety2u Doors & Ballistic <input type="checkbox"/> Catalogue Safety2u Doors & Ballistic<br>5 <input type="checkbox"/> Flyers Armory <input type="checkbox"/> Catalogues Armory<br>6. <input type="checkbox"/> Travelling Form <input type="checkbox"/> Petty Cash<br><br><b>EQUIPMENTS TO BRING:</b><br>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<br>2 <input type="checkbox"/> Toolbox <input type="checkbox"/> Uniform <input type="checkbox"/> Safety Shoes <input type="checkbox"/> Helmet <input type="checkbox"/> Vest                                                                                                                                                                                                                                                                                                                                                        |     |     |       |
| 4  | <b>Detention/Custodial/Prison Lockset:</b><br>1 Security Lockset: <input type="checkbox"/> Awareness <input type="checkbox"/> Attachments<br>2 Security Lockset: <input type="checkbox"/> Catalogue <input type="checkbox"/> Operation Manual Full<br>3 Security Lockset: <input type="checkbox"/> Need Statement<br>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<br>5 Others:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |     |       |
| 5  | <b>Security Grille:</b><br>1 Security Grille: <input type="checkbox"/> Awareness + w/o monolithic<br>2 Security Grille: <input type="checkbox"/> Chart <input type="checkbox"/> Index Table <input type="checkbox"/> Catalogue (same as strong door)<br>3 Security Grille: <input type="checkbox"/> Method Statement Monolithic <input type="checkbox"/> Method Statement Non-Monolithic<br>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><br>1 Ballistic Door: <input type="checkbox"/> Awareness<br>2 Ballistic Door: <input type="checkbox"/> Chart <input type="checkbox"/> Index Table <input type="checkbox"/> Catalogue (same as security grille)<br>3 Ballistic Door: <input type="checkbox"/> Stride Certifications NIJ = EN/EU@UN<br>4 Ballistic Door: Mock Up <input type="checkbox"/> 9mm <input type="checkbox"/> 7.62mm <input type="checkbox"/> 5.56mm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |     |       |
| 7  | <b>Maintenance:</b><br>1 Maintenance: <input type="checkbox"/> Awareness + (with and without) <input type="checkbox"/> Newsletter<br>2 Maintenance: Sticker Safety2u <input type="checkbox"/> Label <input type="checkbox"/> Warranty <input type="checkbox"/> Maintenance A4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |     |       |
| 8  | <b>Security Glass:</b><br>1 Security Glass: <input type="checkbox"/> Catalogue <input type="checkbox"/> Stride Certifications<br>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<br>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><br>1 Armory: Flyers <input type="checkbox"/> Clearing Chamber<br>2 Armory: Stride Certifications <input type="checkbox"/> 7.62mm Clearing Chamber<br>3 Armory: Mock Up <input type="checkbox"/> Ballistic Panels <input type="checkbox"/> Clearing Chamber <input type="checkbox"/> Weapon Rack / Cabinet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |     |       |
| 10 | <b>Appreciation &amp; Others:</b><br>1 Thank You Letter / Certificate<br>2 Souvenir<br>3 Food & Beverage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |     |       |