

FILE PARTITION

(GLUE THIS DOCUMENT ON THE FRONT COVER)

DATE(Yymmdd):	
PROJECT NAME/REF NO	
PRODUCT NAME	☐ Master Contract ☐ SS/FA/RR ☐ GR ☐ GL ☐ SD ☐ ARMORY ☐ Others

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

TEMPLATES: FILING & LABELLING

EMAIL TITLE	Project Title (Intention) Product Company Name IPD Klang Utara Invitation to Quote Grille MA Mechanical		
	<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			
IPD HR ACCOUNT PROJECT ADMIN	COMPANY NAME: EMIR BINA SDN BHD SECSS SDN BHD FERHZAN FERHANZ ENTERPRISE		YEAR START (sequence to add by hand 1/2)
PROJECT	PROJECT NAME		
	EMIR BINA SDN BHD		
	IPD KLANG UTARA		2021 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)

Database Info

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

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)

Database Info

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

Company:
Name:
Designation:
Tel & Fax: T: F:

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 V20260804

Date: _____



No	Description	Pgs	Qty	Notes
1	Company Profile ☐ SSM ☐ MOF ☐ CIDB ☐ BUMI ☐ Project List ☐ Organization Chart ☐ ☐ ☐ ☐ ☐ ☐			
2	PROJECT FILE (WIP-WORK IN PROGRESS), INVITATION, INFO ETC 1 ☐ Letter Introduction/ Appointment ☐ Itinerary/Timetable/Agenda ☐ TRANSMITTAL FORM 2 PROPOSALS (TITLE/OWNER/AUTHORITY/ARCHITECT/MC): 2.1 [☐ Door Type + ☐ Door Drawings + ☐ Certs] + [☐ Hardware Set + ☐ Catalogue + ☐ Certs] 2.2 ☐ Master Layout Plan & Zone + ☐ Master Hardware Schedule 2.3 ☐ Sub Layout Plan & Sub Zone [Sub ☐ Hardware Schedule: ☐ Locks ☐ Doors ☐ Panels] 2.4 ☐ Schedule of Works 3 ☐ BQ ☐ Costing & T. Summary competitors' budget) ☐ Quotation & Terms ☐ Approvals 4 ☐ Site Banner (Painting) ☐ Operation Manual 5 Account Docs: ☐ Contract (P.O/L.A/etc) ☐ Delivery Order ☐ Invoice ☐ Request for Inspection/Approval ☐ Cert ☐ Receipt ☐ Statement of Account			
3	CHECK LIST MARKETING DOCUMENTS: 1 ☐ Laptop & Documents Bag ☐ Paper Bag ☐ Equipment Bag ☐ Tool & Mock Up Bag 2 ☐ Attendance List ☐ Business Card 3 ☐ Folder Safety2u ☐ Company Profile ☐ Company Flyers 4 ☐ Flyers Safety2u Doors & Ballistic ☐ Catalogue Safety2u Doors & Ballistic 5 ☐ Flyers Armory ☐ Catalogues Armory 6. ☐ Travelling Form ☐ Petty Cash EQUIPMENTS TO BRING: 1 ☐ Thumb Drive ☐ Plug ☐ Projector ☐ TV ☐ Backdrop ☐ Folding Table 2 ☐ Toolbox ☐ Uniform ☐ Safety Shoes ☐ Helmet ☐ Vest			
4	Detention/Custodial/Prison Lockset: 1 ☐ SS (Jan) Distributor ☐ SS Keyline Termination 2 Safety2u DPC Locks: Lockset: ☐ Awareness ☐ Attachments 3 Safety2u DPC Locks: ☐ Catalogue ☐ Operation Manual Full 4 Safety2u DPC Locks: ☐ Need Statement 5 Safety2u DPC Locks: Mock Up ☐ 1010 ☐ 1080 ☐ 1070 ☐ 1030 ☐ 10120 (EML) ☐ Head & Foot ☐ Test Pro 6 Others:			
5	Safety2u Security Grille: 1 Safety2u Grille: ☐ Awareness + w/o monolithic 2 Safety2u Grille: ☐ Chart ☐ Index Table ☐ Catalogue (same as strong door) 3 Safety2u Grille: ☐ Method Statement Monolithic ☐ Method Statement Non-Monolithic 4 Safety2u Grille: Mock Up ☐ Grille & Solid Door ☐ Frame ☐ Panel ☐ Window ☐ Anchor Bar			
6	Safety2u Armor Ballistic Door: 1 Safety2u Door: ☐ Awareness 2 Safety2u Door: ☐ Chart ☐ Index Table ☐ Catalogue (same as security grille) 3 Safety2u Door: ☐ Stride Certifications NIJ = EN/EU@UN 4 Safety2u Door: Mock Up ☐ 9mm ☐ 7.62mm ☐ 5.56mm			
7	Maintenance: 1 Maintenance: ☐ Awareness + (with and without) ☐ Newsletter 2 Maintenance: Sticker Safety2u ☐ Label ☐ Warranty ☐ Maintenance A4			
8	Safety2u Glass & Film: 1 Safety2u Glass & Film: ☐ Catalogue ☐ Stride Certifications 2 Safety2u Glass & Film: ☐ One Way Mirror ☐ CPG Anti-Bandit ☐ Bullet Proof ☐ Blast Glass ☐ Frame 3 Safety2u Glass & Film: ☐ Security Film ☐ Demo Set ☐ Security Glass Film Panel With Frame			
9	Safety2u Armory: 1 Safety2u Armory: Flyers ☐ Clearing Chamber 2 Safety2u Armory: Stride Certifications ☐ 7.62mm Clearing Chamber 3 Safety2u Armory: Mock Up ☐ Ballistic Panels ☐ Clearing Chamber ☐ Weapon Rack / Cabinet			
10	Appreciation & Others: 1 Thank You Letter / Certificate 2 Souvenir 3 Food & Beverage			