

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> ☐ Thank You Letter ☐ Warranty Cert ☐ Stickers ☐ Operation Manual ☐ Pictures ☐ 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 @ SUB DOC TITLE	YearMonthDate Project Name Product Document Type Company Name Version 20240120 IPD Klang Utara Southern Steel Quotation Nepturis V2		
PRODUCT (LABEL BY STICKER): SS FA SGR SGL SD CC			
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:

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	Compet
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 ☐ Warranty ☐ Sticker ☐ Mock-up Handover				
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 ☐ SS (Aug) Distributor 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				

Ref :
 Date:

SUBJECT:	THANK YOU FOR YOUR BUSINESS & IMPORTANT PROJECT HANDOVER INFORMATION
PROJECT:	

Dear Sir(s),
 Wish you the best of health.

Regards to your Purchase Order (P.O) number _____

On behalf of the entire team, would like to extend our sincere gratitude to your esteemed organization for choosing us for your recent project. It was a pleasure working with you, and we are delighted with what we have accomplished together.

To ensure a smooth process moving forward and for your easy reference, we have compiled the key details of your account and project deliverables below:

No	Description	Reference Number	Page (Attachment)
1	Account Statement	☐ N/A. ☐ Ref No:	1
2	Delivery Order	☐ N/A. ☐ Ref No:	2
3	Warranty Information:		
3.1	Warranty Certificate	Valid only after the sticker is affixed	3
3.2	Warranty Sticker	Compulsory for the warranty stated in Item 3.1 to take effect	4
4	Hardware & Key Schedule	☐ N/A. ☐ Ref No:	5
5	Drawings	☐ N/A. ☐ Ref No:	6

For further information on your may contact the undersigned or our Team Leader, Mr Aidil at emirbinaengineering@gmail.com or +60 10-799 3862.

Once again, thank you for the opportunity to serve you. We are committed to your satisfaction and truly value the trust you have placed in us. We look forward to the possibility of supporting your future needs and continuing our successful business relationship.

Should you have any questions, please do not hesitate to contact us.

Best regards,

.....
ALISCA VELINYUN ANAK MACORON
 ACCOUNT LEADER
 Mobile: +60 10 – 775 3862
 Email : account@emirbina.com.my
 Cc : Project File



EMIR BINA SDN BHD (EBSB)

WARRANTY CERTIFICATION (CLAUSE)

PROJECT NAME:

CONTRACT REFERENCE NUMBER:

1. WARRANTY PERIOD

EBSB warrants that the goods supplied will be free from defects in material and workmanship for a period of twelve (12) months.

Start Date: _____
(The date the product is registered with or reported to EBSB by the buyer.)

End Date: _____
(Twelve (12) months from the Start Date.)



2. This limited warranty is valid ONLY upon the fulfillment of the following conditions:

- Affixing the Warranty Sticker:** The buyer is required to affix the warranty sticker (refer to the attached sticker provided by EBSB) in a clearly visible area at the front entrance of each block. For this project, there will be _____ blocks (refer to the hardware schedule). This sticker serves as the primary reference for project numbers and job details. Failure to affix the warranty sticker as required will void this warranty entirely. No service calls or claims will be entertained without a valid, affixed sticker visible on or near the product.
- Cleared Payment:** The warranty shall only become enforceable upon EBSB's receipt of full and cleared payment for the goods supplied. If payment is outstanding or not cleared, this warranty is null and void until the payment is settled in full.

3. WARRANTY COVERAGE

For Supply & Delivery only, the warranty covers solely manufacturing defects of the supplied goods. During the warranty period, inspection of the goods will be conducted jointly with the buyer. For installation with door and frame, the warranty can be extended (terms and condition apply).

4. EXCLUSIONS (WARRANTY DOES NOT COVER)

This warranty does not apply to defects arising from:

- Misuse, abuse, or improper installation/maintenance by the buyer or third parties.
- Incorporation of components not manufactured by EBSB.
- External forces (Acts of God, natural disasters, fires, floods, wars).
- Normal wear and tear.
- Tampering or alteration of the product after shipment.

5. CLAIMS PROCEDURE

- All claims must be submitted in writing.
- Failure to meet this deadline will result in the claim being barred.
- The claim and the defective goods must be physically received by EBSB within thirty (30) days after the warranty period expires.

6. REMEDIES & LIABILITY

Freight/Cost: The buyer bears the cost of shipping/freight to return defective goods to EBSB.

7. DISCLAIMER OF OTHER WARRANTIES

EXCEPT FOR THE WARRANTY ABOVE, EBSB MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, including but not limited to merchantability, fitness for a particular purpose, or compliance with any law or specification.

8. LIMITATION OF DAMAGES

EBSB shall not be liable for any special, indirect, incidental, or consequential damages (including loss of profits, labour costs, or other collateral costs) arising from the use or performance of the products.

Name

Designation

Date:

Signatory:



PENYELENGGARAAN PINTU & KUNCI LOKAP

HUBUNGI KAMI:

+6019 335 7862



Safety2u
www.Safety2u.com.my

Your Trusted Contractor & Security Partner
Consultant, Contractor, Engineering, Electrical, Steel Works, Supplies



No. P.O:



+6019 335 7862

Mula : D___/M___/Y___

Tamat : D___/M___/Y___

TEMPOH JAMINAN AKAN TERBATAL SEKIRANYA PELEKAT INI DITANGGALKAN

EMIR BINA SDN. BHD. (1050178-M)

403, A, Blok 1, Laman Seri Business Park,
Persiaran Sukan, Seksyen 13,
40100 Shah Alam,
Selangor Darul Ehsan, Malaysia.

GL : +6019.335.7862
T : +603.5524.4467
F : +603.5524.4468

E : emirbinagroup@gmail.com
W : www.emirbina.com.my



@safety2u