

NO.	INFRASTRUCTURE DESCRIPTION	CHECK TO BE CONDUCTED	MONTH / YEAR .....					● Planned		✓ Actual					FAULTS (IF ANY)
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
<b>1</b>	<b>Office Equipment</b>				●			●				●		●	
1.1	Desktop Computer (Accounts Executive)	Quarterly Service													
1.2	Desktop Computer (Purchasing Executive)	Quarterly Service													
1.3	Laptop (Contracts Manager)	Quarterly Service													
1.4	Laptop (ISO Manager)	Quarterly Service													
1.5	Laptop (Managing Director)	Quarterly Service													
1.6		Quarterly Service													
1.7		Quarterly Service													
1.8		Quarterly Service													
1.9		Quarterly Service													
1.10		Quarterly Service													
			●	●	●	●	●	●	●	●	●	●	●	●	●
1.11	Photostate Machine	Monthly													
1.12		Monthly													
1.13		Monthly													
1.14		Monthly													
1.15		Monthly													
<b>2</b>	<b>Telephone, Fire System &amp; Air-Conditioning System</b>														
2.1	Fire System - ensure all the fire extinguisher up to date.	Yearly								●					
2.2	Air Conditioning - ensure all the air conditioning system in good condition.	Monthly	●	●	●	●	●	●	●	●	●	●	●	●	●
2.3	Telephone Line - ensure all the telephone lines in good condition.	Monthly													
Instruction: Report to MD immediately if detect there is any equipment and system malfunction.		Checker Name & Signature													
		Date													

Remarks:	Prepared by:	Verified by:	Approved by:	Recorded by:
	Signature:	Signature:	Signature:	Signature:
	Name:	Name:	Name:	Name:
	Appointment: AE	Appointment: ISO Manager	Appointment: MD	Appointment: QSAE
	Date:	Date:	Date:	Date: