

	The Cruze Emergency Evacuation Head Count Checklist	Issue No.: 1	Document Effective Date: 01 Mar 2025	Page 1 of 2
		Revision No.: 0		Document Ref: OCS-REC-TCHCC

Company Name: MCC Technique Sdn. Bhd.
 The Cruze Level: Lot 10 2nd Floor
 Name of Floor Warden: JOEL ONG YI LUNG
 Appointment: HR and Admin Executive
 Contact No: 010-2881688
 Date of emergency event: 5 Mar 2025

Note: All The Cruze occupants (i.e. company directors and employees) had been assigned to meet/gather during an emergency event at the designated evacuation assembly point and the Floor Warden shall conduct a head count accordingly (as below).

No.	Employee Name	Handphone No.	Appointment	Head Count Checklist (Please tick if present)	Reason for being Absent
1	Joel Ong Yi Lung	010-2881688	HRAE		
2	SIA CHEAG HAO (Jimmy)	012-2844838	DIRECTOR		
3	NURUL ATIKAH BT ZULKIFLI	013-4446321	ADMIN EXEC		
4	TAN WENG HOU	016-3705542	SRE. HRA		
5	NADZIRAH BINTI ARAHIM	011-36611404	HRAE		
6	LEE SUAT YEN	012-5988237	HR MANAGER		
7	GOH PEI LING	011-10859805	HRAE		
8	LIM MAY CHIN	014-9367685	ACC EXEC		
9	TAN JEN YI	012-2254686	ACC EXEC		
10	KOK MAY KWAN	010-2453123	SR ACC EXEC		
11	HU FUI KOON	012-6953013	SR ACC EXEC		

Prepared by (Floor Warden): Signature: Name: Joel Ong Appointment: HR Exe. Date: 5 Mei 2025	Verified by: Signature: Name: Philip Yong Appointment: Exe. Director Date: 5 Mei 2025	Recorded by: Signature: Name: Nurul Atikah Appointment: SAE Date: 5 Mei 2025
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