

PART I – ADMINISTRATIVE DATA

Department/Base: WORKSHOP DEPARTMENT	Staff Number: 8235	Date: 12/12/ 2023
Name: MOHAMMAD FAKHQURSY BIN HANIZ		Designation: SENIOR TECHNICIAN

PART II – PPE ISSUANCE

New issue	√	Replacement		Damage		Missing/Lost		Other type of PPE
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Others

Please Specify: PPE REQUIRED URGENTLY DUE TO BATTERY LEAD ACID MAINTENANCE AND SERVICING.

PART III – TYPES OF PPE REQUESTED

Remark: Fill up where applicable.

NO	TYPES OF PPE	BRAND	PART CODE NO.	QUANTITY	SIZE
1	SAFETY GOGGLES	3M	3M 1623AF	04	N/A
2	PROTECTIVE GLOVES (FOR CHEMICAL HANDLING)	ANSELL	58005100	04	XL
3	RESPIRATOR MASKS	3M	3M 6000 SERIES	03	N/A
4	MASKS CARTRIDGE FOR GASES	3M	3M 6003	06	N/A

Note: Every application or purchased of PPE's should have an approval from the immediate departmental head and Safety Department.

PART IV – DEPARTMENTAL APPROVALS

SECTION A

DEPARMENTAL HEAD:

APPROVED
 REJECTED
 KIV


 Signature of HOD

Name/Stamp: HAMIDAH BINTI HAMA

Date: 12 DEC 2023

SECTION B

SAFETY DEPARTMENT:

APPROVED
 REJECTED
 KIV


 Signature of Safety Manager

Name/Stamp: WAN IZAHAN ZAMEREE B. ISHAK

Date: 13/12/2023

SECTION C

Acknowledgement by Human Resources (HR) Department:

Name/Stamp:

Date:

Remark: Please documented this form into staff personal file and attach a purchase receipt or any related document if any and where applicable for records and controls.

PART V – ACKNOWLEDGE PPE ITEM RECEIVED BY STAFF

Staff Signature:

Date: