

**PART I – ADMINISTRATIVE DATA**

**For Dept/Location:** New DOA Office (Sierra)

**Staff Number:** 8010

**Date:** 17/2/22

**Name:** Mohammad Nizam Jaafar

**Designation:** Safety Manager

**PART II – EVALUATION STATEMENT**

**Statement:**

Safety evaluation has been carried out at new DOA office facilities at Level 3, Blok A, Bangunan Perdagangan Siera Ara Damansara, Jalan PJU 1A/5A, Ara Damansara, 47301 Petaling Jaya, Selangor, on **10 Feb 2022** to determined and justify the safety compliance as per industrial and company standard practices. In overall, the facilities have met the safety compliance, however a few safety requirement and recommendation have to comply to enhance safety in the facility as below:

REQUIREMENT	FINDINGS	CORRECTIVE ACTION	DATE COMPLETED
<b>FIRE PROTECTION</b>	Fire extinguisher has been in place however, the inspection date was overdue.	Send the fire extinguisher to service.	
	There are no smoke detectors was in place during the audit.	To install smoke detector at the fa	
<b>FIRST AID KIT</b>	There is no first aid kit was found during the audit.	To buy or purchase the suitable first aid kit for the facility.	
<b>MEANS OF ESCAPE DURING EMERGENCY</b>	There is no evacuation diagram and emergency contact number were in place during the audit.	To develop evacuation diagram and emergency contact number for the facility.	
<b>SECURITY</b>	There is no means of control of people for entering the facility.	To install thumb print access module at access door.	
	There is no CCTV were in place during the audit to enhance facility security.	To instal CCTV at respective areas in the facilities.	
<b>DESIGNATED SMOKOING AREA</b>	There is no proper place to extinguish cigarette butt (ash tray) at designated area.	To place a proper ash tray (fire resistant) type at the facility.	
<b>FOOD AND DRINKS CONSUMPTION</b>	There was found unauthorised pantry in the facility.	To install/place a proper water purifier at the facilities.	

**Persons contact during the Audit:**

- Ahmad Muzrim Mustazar
- Nur Farhana Othman

Please return this form to safety department when all the corrective action has been complete. After all the consideration, evaluation and overall condition GAM DOA facility will qualified for the operation with the condition all the corrective action are verified and closed.

