

Records Storage Facilities Inspection

Storage Location:

GAM HQ

Year:

2022

Area of Inspection	Satis/ Unsatis	MARCH			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.	SATIS	Inspection performed by:	NUR YASMIN FATHIAH NORYAZID	Date of Inspection:	29/3/2022
Record storage cabinet/shelves/compactor able to be secured and locked properly.	UNSATIS				
No leaking at the storage facilities	UNSATIS	Remarks:	SAFER CARD RAISED		
No pest's infestation at the storage facilities	SATIS				
Fire extinguisher available and serviceable	SATIS	Safer Card No.: (in case of findings)	① GAM-CAMO/SC/22/0018 ② GAM-CAMO/SC/22/0019		
Area of Inspection	Satis/ Unsatis	APRIL			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: (in case of findings)			
Area of Inspection	Satis/ Unsatis	MAY			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: (in case of findings)			


Records Storage Facilities Inspection

Storage Location:

CAMO PGU

Year:

2022

Area of Inspection	Satis/ Unsatis	MARCH		
Record storage cabinet/shelves/compactor in good condition and no obvious damage.	SATIS	Inspection performed by:	 NUR HANIS BINTI RAHIMUDDIN	Date of Inspection: 29/03/2022
Record storage cabinet/shelves/compactor able to be secured and locked properly.	SATIS			
No leaking at the storage facilities	SATIS	Remarks:	Pest infestation treatment is still ongoing on locker E and F.	
No pest's infestation at the storage facilities	UNSATIS			
Fire extinguisher available and serviceable	SATIS	Safer Card No.: (in case of findings)	GAM - CAMO / SC / 22 / 0006	
Area of Inspection	Satis/ Unsatis	APRIL		
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:
Record storage cabinet/shelves/compactor able to be secured and locked properly.				
No leaking at the storage facilities		Remarks:		
No pest's infestation at the storage facilities				
Fire extinguisher available and serviceable		Safer Card No.: (in case of findings)		
Area of Inspection	Satis/ Unsatis	MAY		
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:
Record storage cabinet/shelves/compactor able to be secured and locked properly.				
No leaking at the storage facilities		Remarks:		
No pest's infestation at the storage facilities				
Fire extinguisher available and serviceable		Safer Card No.: (in case of findings)		