

## ROYAL MALAYSIA POLICE AIR WING (RMPAW) BUKU REKOD KELUAR MASUK P.O.L

| NO DESCRIPTION | QUANTITY    | DATE                 | NAME                      | ISSUANCE                       |  | RETURN  |      | BALANCE | PENYELIA |
|----------------|-------------|----------------------|---------------------------|--------------------------------|--|---------|------|---------|----------|
|                |             |                      |                           | INITIAL                        | TIME   | INITIAL | TIME |         | POL      |
|                |             |                      |                           |                                |  |         |      |         |          |
|                |             |                      |                           |                                |  |         |      |         |          |
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|                |             |                      |                           |                                |  |         |      |         |          |
|                |             |                      |                           |                                |  |         |      |         |          |
|                | DESCRIPTION | DESCRIPTION QUANTITY | DESCRIPTION QUANTITY DATE | DESCRIPTION QUANTITY DATE NAME | DESCRIPTION QUANTITY DATE NAME ISSU/ INITIAL  INITIAL  INITIAL |         |      |         |          |

## INSTRUCTION FOR COMPLETING P.O.L CHECKLIST (RMPAWED/AMO/POL-207A) :-

| ITEM         |           | INSTRUCTIONS  |  |  |  |  |
|--------------|-----------|---|--|--|--|--|
| NO           |           | Fill in the running number for item to record                   |  |  |  |  |
| DESCRIPTION  |           | Fill in the name of item to be recorded                         |  |  |  |  |
| QUANTITY     |           | Fill in the quantity of item                                    |  |  |  |  |
| DATE         |           | Fill in the date issued in storing                              |  |  |  |  |
| NAME         |           | Fill in the personnel received the item                         |  |  |  |  |
| INITIAL      |           | Initial by personnel whom received the item                     |  |  |  |  |
| RETURN       | NAME      | On Return Box put the name whom return the item after used with |  |  |  |  |
|              | DATE/TIME | entering the name & date/ time                                  |  |  |  |  |
| BALANCE      |           | Record the balance of item in after used                        |  |  |  |  |
| PENYELIA POL |           | Initial by penyelia POL who received the returned item          |  |  |  |  |