



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

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