

# HURAIAN PINDAAN DOKUMEN ISO UPM

## BAHAGIAN A: Huraian Pindaan Dokumen ISO

(Diisi oleh Pemohon/Pemilik Proses dan sila abaikan ruangan No. CPD kerana akan dilengkapkan oleh TPKD PP)

| No. CPD  | Pemilik Proses                            | Huraian Pindaan Dokumen *   |   | Tambah (T) / Pemotongan (P) |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
|--|---|---|---|-----------------------------|----------------------------------|--|------------------------------------|-------------------------------------|--------------------------------------|--|----------------|------------------------------|--------------------|------------------------------|-----------------|-----------------|-------------------------------|---------------------|---------------------------|-----------------------|--------------------|-----------------------|------------------------------|---|-------------------------------|-----------------------|-------------------------------|-----------------------------|----------------|--|--|-----------------------------------|---------------------------------------|--|---|-------------------------------------|-----------------|----------------------------------|--|------------------------------------|-------------------------------------|--------------------------------------|--|----------------|------------------------------|--------------------|------------------------------|-----------------|-----------------|-------------------------------|---------------------|---------------------------|-----------------------|--------------------|-----------------------|------------------------------|---|-------------------------------|-----------------------|-------------------------------|-----------------------------|----------------|--|--|-----------------------------------|---------------------------------------|--|----------|
|  |   | Asal  | Pindaan   |                             |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
| OPR (KOLEJ): 6/2017                                | KOLEJ                                     | Nama Dokumen: BORANG ADUAN KEROSAKAN PENGINAPAN PELAJAR<br>Kod Dokumen: OPR/KOLEJ/BR01/PEN004<br>No. Isu: 02, No. Semakan: 07, Tarikh Kuatkuasa: 12/12/2014   | Nama Dokumen: BORANG ADUAN KEROSAKAN PENGINAPAN PELAJAR<br>Kod Dokumen: OPR/KOLEJ/BR01/PEN004<br>No. Isu: 02, No. Semakan: 08, Tarikh Kuatkuasa: 08/12/2017 | <b>T</b>                    |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
|  |   | <div style="text-align: center;"> <p><b>OPERASI PERKHIDMATAN SOKONGAN</b><br/>KOLEJ-KOLEJ<br/>Kod Dokumen: OPR/KOLEJ/BR01/PEN004</p> <p><b>BORANG ADUAN KEROSAKAN PENGINAPAN PELAJAR</b><br/><i>Student Accommodation Complaint Form For Damaged</i></p> </div> <p>No. Aduan (Kegunaan Pejabat) / Complaint number (office use)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Nama pengadu/<br/>Name of Complainer</td> <td style="width: 20%;">Tarikh/<br/>Date</td> <td style="width: 20%;">Masa Aduan/<br/>Time of Complaint</td> <td style="width: 30%;"></td> </tr> <tr> <td>No. Bilik/ Blok<br/>Room No./ Block</td> <td>No.Staf/Matrik<br/>Staff/ Matric No.</td> <td>No. telefon Bimbit/<br/>Handphone No.</td> <td></td> </tr> </table> <p><b>Nota Peringatan (Reminder notes):</b></p> <ol style="list-style-type: none"> <li>Tindakan terhadap aduan yang boleh dilakukan oleh pihak kolej tanpa kelulusan Pejabat Pembangunan dan Pengurusan Aset (PPPA) akan dilaksanakan seawal-lewatnya dalam masa 2 hari bekerja dan jika kerja-kerja pembaikan yang besar akan diambil tindakan dalam masa 5 hari bekerja bergantung kepada kelulusan PPPA, UPM kecuali kerja-kerja darurat. <i>Action will be taken for any repair work that does not need the approval of the Development and Asset Management Office within 2 working days and action against any major repair will be taken within 5 working days (subject to approval by the Development and Asset Management Office) except for emergency cases.</i></li> <li>Sekiranya tiada maklum balas diterima, kerja-kerja pembaikan kerosakan yang boleh dilakukan oleh kolej dianggap telah dilaksanakan dengan memuaskan. <i>If no feedback is receive after repair work is completed, it is assumed that all repair work has been carried out satisfactorily.</i></li> </ol> <p><b>A. KEROSAKAN AWAM (Tandakan ✓ yang berkenaan) / A. PUBLIC DAMAGE (Tick ✓ accordingly)</b><br/>DI ISI OLEH PENGADU/ to be filled in by complainer</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>A01 Katil/ Bed</td> <td>A05 Papan Lembut/ Soft Board</td> <td>A09 Paip Air/ Pipe</td> </tr> <tr> <td>A02 Almari Pakaian/ Wardrobe</td> <td>A06 Pintu/ Door</td> <td>A10 Sinki/ Sink</td> </tr> <tr> <td>A03 Meja Belajar/ Study Table</td> <td>A07 Tingkap/ Window</td> <td>A11 Kerusi Belajar/ Chair</td> </tr> <tr> <td>A04 Langsir/ Curtains</td> <td>A08 Tandas/ Toilet</td> <td>A12 Lain-lain/ Others</td> </tr> </table> <p>Lokasi/ Location:<br/>Jenis &amp; Ulasan Kerosakan/ Type and Description of Damage: (Sila isikan dengan ringkas dan tepat/ Please be brief and precise)</p> <p><b>B. KEROSAKAN ELEKTRIK (Tandakan ✓ yang berkenaan) / B. 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ISU : 02<br/>TARIKH KUATKUASA : 12/12/2014</p> | Nama pengadu/<br>Name of Complainer   | Tarikh/<br>Date             | Masa Aduan/<br>Time of Complaint |  | No. Bilik/ Blok<br>Room No./ Block | No.Staf/Matrik<br>Staff/ Matric No. | No. telefon Bimbit/<br>Handphone No. |  | A01 Katil/ Bed | A05 Papan Lembut/ Soft Board | A09 Paip Air/ Pipe | A02 Almari Pakaian/ Wardrobe | A06 Pintu/ Door | A10 Sinki/ Sink | A03 Meja Belajar/ Study Table | A07 Tingkap/ Window | A11 Kerusi Belajar/ Chair | A04 Langsir/ Curtains | A08 Tandas/ Toilet | A12 Lain-lain/ Others | B01 Suis Lampu/ Light Switch | B04 Lampu Tandas/ Bilik Air/ Toilet Light | B07 Lampu Jalan/ Street Light | B10 Lain-Lain/ Others | B02 Lampu Belajar/ Study Lamp | B05 Soket 3 Pin/ 3 Pin Plug | B08 Kipas/ Fan |  | B03 Lampu Bilik/ Room Light/ Ruang Tamu/ Hall Lamp | B06 Lampu Koridor/ Corridor Light | B09 Alat Hawa Dingin/ Air Conditioner |  | <div style="text-align: center;"> <p><b>OPERASI PERKHIDMATAN SOKONGAN</b><br/>KOLEJ-KOLEJ<br/>Kod Dokumen: OPR/KOLEJ/BR01/PEN004</p> <p><b>BORANG ADUAN KEROSAKAN PENGINAPAN PELAJAR</b><br/><i>Student Accommodation Complaint Form For Damaged</i></p> </div> <p>No. Aduan (Kegunaan Pejabat) / Complaint number (office use)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Nama pengadu/<br/>Name of Complainer</td> <td style="width: 20%;">Tarikh/<br/>Date</td> <td style="width: 20%;">Masa Aduan/<br/>Time of Complaint</td> <td style="width: 30%;"></td> </tr> <tr> <td>No. Bilik/ Blok<br/>Room No./ Block</td> <td>No.Staf/Matrik<br/>Staff/ Matric No.</td> <td>No. telefon Bimbit/<br/>Handphone No.</td> <td></td> </tr> </table> <p><b>Nota Peringatan (Reminder notes):</b></p> <ol style="list-style-type: none"> <li>Tindakan terhadap aduan yang boleh dilakukan oleh pihak kolej tanpa kelulusan Pejabat Pembangunan dan Pengurusan Aset (PPPA) akan dilaksanakan seawal-lewatnya dalam masa 2 hari bekerja dan jika kerja-kerja pembaikan yang besar akan diambil tindakan dalam masa 5 hari bekerja bergantung kepada kelulusan PPPA, UPM kecuali kerja-kerja darurat. <i>Action will be taken for any repair work that does not need the approval of the Development and Asset Management Office within 2 working days and action against any major repair will be taken within 5 working days (subject to approval by the Development and Asset Management Office) except for emergency cases.</i></li> <li>Sekiranya tiada maklum balas diterima, kerja-kerja pembaikan kerosakan yang boleh dilakukan oleh kolej dianggap telah dilaksanakan dengan memuaskan. <i>If no feedback is receive after repair work is completed, it is assumed that all repair work has been carried out satisfactorily.</i></li> </ol> <p><b>A. 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ISU : 03<br/>TARIKH KUATKUASA : 08/12/2017</p> | Nama pengadu/<br>Name of Complainer | Tarikh/<br>Date | Masa Aduan/<br>Time of Complaint |  | No. Bilik/ Blok<br>Room No./ Block | No.Staf/Matrik<br>Staff/ Matric No. | No. telefon Bimbit/<br>Handphone No. |  | A01 Katil/ Bed | A05 Papan Lembut/ Soft Board | A09 Paip Air/ Pipe | A02 Almari Pakaian/ Wardrobe | A06 Pintu/ Door | A10 Sinki/ Sink | A03 Meja Belajar/ Study Table | A07 Tingkap/ Window | A11 Kerusi Belajar/ Chair | A04 Langsir/ Curtains | A08 Tandas/ Toilet | A12 Lain-lain/ Others | B01 Suis Lampu/ Light Switch | B04 Lampu Tandas/ Bilik Air/ Toilet Light | B07 Lampu Jalan/ Street Light | B10 Lain-Lain/ Others | B02 Lampu Belajar/ Study Lamp | B05 Soket 3 Pin/ 3 Pin Plug | B08 Kipas/ Fan |  | B03 Lampu Bilik/ Room Light/ Ruang Tamu/ Hall Lamp | B06 Lampu Koridor/ Corridor Light | B09 Alat Hawa Dingin/ Air Conditioner |  | <b>T</b> |
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| A01 Katil/ Bed                                     | A05 Papan Lembut/ Soft Board              | A09 Paip Air/ Pipe  |   |                             |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
| A02 Almari Pakaian/ Wardrobe                       | A06 Pintu/ Door                           | A10 Sinki/ Sink   |   |                             |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
| A03 Meja Belajar/ Study Table                      | A07 Tingkap/ Window                       | A11 Kerusi Belajar/ Chair   |   |                             |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
| A04 Langsir/ Curtains                              | A08 Tandas/ Toilet                        | A12 Lain-lain/ Others   |   |                             |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
| B01 Suis Lampu/ Light Switch                       | B04 Lampu Tandas/ Bilik Air/ Toilet Light | B07 Lampu Jalan/ Street Light   | B10 Lain-Lain/ Others   |                             |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
| B02 Lampu Belajar/ Study Lamp                      | B05 Soket 3 Pin/ 3 Pin Plug               | B08 Kipas/ Fan  |   |                             |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
| B03 Lampu Bilik/ Room Light/ Ruang Tamu/ Hall Lamp | B06 Lampu Koridor/ Corridor Light         | B09 Alat Hawa Dingin/ Air Conditioner   |   |                             |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
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| A01 Katil/ Bed                                     | A05 Papan Lembut/ Soft Board              | A09 Paip Air/ Pipe  |   |                             |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
| A02 Almari Pakaian/ Wardrobe                       | A06 Pintu/ Door                           | A10 Sinki/ Sink   |   |                             |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
| A03 Meja Belajar/ Study Table                      | A07 Tingkap/ Window                       | A11 Kerusi Belajar/ Chair   |   |                             |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
| A04 Langsir/ Curtains                              | A08 Tandas/ Toilet                        | A12 Lain-lain/ Others   |   |                             |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
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| B02 Lampu Belajar/ Study Lamp                      | B05 Soket 3 Pin/ 3 Pin Plug               | B08 Kipas/ Fan  |   |                             |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |
| B03 Lampu Bilik/ Room Light/ Ruang Tamu/ Hall Lamp | B06 Lampu Koridor/ Corridor Light         | B09 Alat Hawa Dingin/ Air Conditioner   |   |                             |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |   |                                     |                 |                                  |  |                                    |                                     |                                      |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                              |   |                               |                       |                               |                             |                |  |  |                                   |                                       |  |          |

| No. CPD                           | Pemilik Proses            | Huraian Pindaan Dokumen *   |                           |                                   |                           | Tambahan (T) / Pemotongan (P)     |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
|-----------------------------------|---------------------------|---|---------------------------|-----------------------------------|---------------------------|-----------------------------------|---------------------------|-----------------------------------|---------------------------|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----------------------------------|---------------------------|-----------------------------------|---------------------------|-----------------------------------|---------------------------|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|--|--|-----|--|-----|--|--|--|--|--|-----------------------------------|---------------------------|-----------------------------------|---------------------------|-----------------------------------|---------------------------|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----------------------------------|---------------------------|-----------------------------------|---------------------------|-----------------------------------|---------------------------|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|--|--|-----|--|-----|--|--|--|--|
|                                   |                           | Asal  |                           | Pindaan                           |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
|                                   |                           | <p style="text-align: center;"><b>C. KEGUNAAN PEJABAT (OFFICE USE)</b></p> <p>Nama Petugas/ Staf Name: _____</p> <p>Tarikh dan Masa Aduan Diterima/ Date and Time of Complaint Receive: _____</p> <p>Jenis kerosakan/ Type of Damage :</p> <p><b>A.Kerosakan Awam/ Public Damage</b></p> <table border="1"> <thead> <tr> <th>Kod jenis kerosakan / Damage code</th> <th>Masa diambil / Time taken</th> <th>Kod jenis kerosakan / Damage code</th> <th>Masa diambil / Time taken</th> <th>Kod jenis kerosakan / Damage code</th> <th>Masa diambil / Time taken</th> </tr> </thead> <tbody> <tr><td>A01</td><td></td><td>A05</td><td></td><td>A09</td><td></td></tr> <tr><td>A02</td><td></td><td>A06</td><td></td><td>A10</td><td></td></tr> <tr><td>A03</td><td></td><td>A07</td><td></td><td>A11</td><td></td></tr> <tr><td>A04</td><td></td><td>A08</td><td></td><td>A12</td><td></td></tr> </tbody> </table> <p><b>B.Kerosakan Elektrik/ Electrical Damage</b></p> <table border="1"> <thead> <tr> <th>Kod jenis kerosakan / Damage code</th> <th>Masa diambil / Time taken</th> <th>Kod jenis kerosakan / Damage code</th> <th>Masa diambil / Time taken</th> <th>Kod jenis kerosakan / Damage code</th> <th>Masa diambil / Time taken</th> </tr> </thead> <tbody> <tr><td>B01</td><td></td><td>B05</td><td></td><td>B09</td><td></td></tr> <tr><td>B02</td><td></td><td>B06</td><td></td><td>B10</td><td></td></tr> <tr><td>B03</td><td></td><td>B07</td><td></td><td></td><td></td></tr> <tr><td>B04</td><td></td><td>B08</td><td></td><td></td><td></td></tr> </tbody> </table> <p>Boleh dibaiki/ Can be fixed <input type="checkbox"/> Peralatan yang dibaiki/ Fixed tool _____</p> <p>Boleh diganti/ Can be replaced <input type="checkbox"/> Peralatan yang diganti/ Replace tool _____</p> <p>Jika tidak, sila nyatakan sebab/ If not, please state : _____</p> <p style="text-align: center;"><b>D. Dilengkapkan selepas pembaikan dilaksanakan/ To be complete after work had been done</b></p> <p><input type="checkbox"/> Saya mengesahkan tindakan mengenai aduan telah dilaksanakan/ I verify that action had been taken.</p> <p><input type="checkbox"/> Saya mengesahkan tindakan mengenai aduan tidak dapat dilaksanakan kerana ia memerlukan khidmat dan kepakaran Pejabat Pembangunan dan Pengurusan Aset (PPPA)/ Kontraktor/ Pembekal/ I verify that action to the complaint can't be taken because it need service and expertise of Development and Asset Management Office/ Contractor/ Supplier</p> <p>Tandatangan &amp; Cap Pengurus / Penolong Pengurus<br/>Manager/Assistant Manager Signature &amp; Official Stamp : _____</p> <p>Tarikh/ Date : _____</p> <p>NO. SEMAKAN : 07</p> <p>NO. ISU : 02</p> <p>TARIKH KUATKUASA : 12/12/2014</p> |                           | Kod jenis kerosakan / Damage code | Masa diambil / Time taken | Kod jenis kerosakan / Damage code | Masa diambil / Time taken | Kod jenis kerosakan / Damage code | Masa diambil / Time taken | A01 |  | A05 |  | A09 |  | A02 |  | A06 |  | A10 |  | A03 |  | A07 |  | A11 |  | A04 |  | A08 |  | A12 |  | Kod jenis kerosakan / Damage code | Masa diambil / Time taken | Kod jenis kerosakan / Damage code | Masa diambil / Time taken | Kod jenis kerosakan / Damage code | Masa diambil / Time taken | B01 |  | B05 |  | B09 |  | B02 |  | B06 |  | B10 |  | B03 |  | B07 |  |  |  | B04 |  | B08 |  |  |  | <p style="text-align: center;"><b>C. 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ISU : 02</p> <p>TARIKH KUATKUASA : 08/12/2017</p> |  | Kod jenis kerosakan / Damage code | Masa diambil / Time taken | Kod jenis kerosakan / Damage code | Masa diambil / Time taken | Kod jenis kerosakan / Damage code | Masa diambil / Time taken | A01 |  | A05 |  | A09 |  | A02 |  | A06 |  | A10 |  | A03 |  | A07 |  | A11 |  | A04 |  | A08 |  | A12 |  | Kod jenis kerosakan / Damage code | Masa diambil / Time taken | Kod jenis kerosakan / Damage code | Masa diambil / Time taken | Kod jenis kerosakan / Damage code | Masa diambil / Time taken | B01 |  | B05 |  | B09 |  | B02 |  | B06 |  | B10 |  | B03 |  | B07 |  |  |  | B04 |  | B08 |  |  |  |  |
| Kod jenis kerosakan / Damage code | Masa diambil / Time taken | Kod jenis kerosakan / Damage code   | Masa diambil / Time taken | Kod jenis kerosakan / Damage code | Masa diambil / Time taken |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| A01                               |                           | A05   |                           | A09                               |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| A02                               |                           | A06   |                           | A10                               |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| A03                               |                           | A07   |                           | A11                               |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| A04                               |                           | A08   |                           | A12                               |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| Kod jenis kerosakan / Damage code | Masa diambil / Time taken | Kod jenis kerosakan / Damage code   | Masa diambil / Time taken | Kod jenis kerosakan / Damage code | Masa diambil / Time taken |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| B01                               |                           | B05   |                           | B09                               |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| B02                               |                           | B06   |                           | B10                               |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| B03                               |                           | B07   |                           |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| B04                               |                           | B08   |                           |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| Kod jenis kerosakan / Damage code | Masa diambil / Time taken | Kod jenis kerosakan / Damage code   | Masa diambil / Time taken | Kod jenis kerosakan / Damage code | Masa diambil / Time taken |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| A01                               |                           | A05   |                           | A09                               |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| A02                               |                           | A06   |                           | A10                               |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| A03                               |                           | A07   |                           | A11                               |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| A04                               |                           | A08   |                           | A12                               |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| Kod jenis kerosakan / Damage code | Masa diambil / Time taken | Kod jenis kerosakan / Damage code   | Masa diambil / Time taken | Kod jenis kerosakan / Damage code | Masa diambil / Time taken |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| B01                               |                           | B05   |                           | B09                               |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| B02                               |                           | B06   |                           | B10                               |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| B03                               |                           | B07   |                           |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |
| B04                               |                           | B08   |                           |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |                                   |                           |                                   |                           |                                   |                           |     |  |     |  |     |  |     |  |     |  |     |  |     |  |     |  |  |  |     |  |     |  |  |  |  |

| No. CPD   | Pemilik Proses                                  | Huraian Pindaan Dokumen *   |   | Tambahan (T) / Pemotongan (P) |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
|---|---|---|---|-------------------------------|----------------------------------|--|------------------------------------|------------------------------------|--|--|----------------|------------------------------|--------------------|------------------------------|-----------------|-----------------|-------------------------------|---------------------|---------------------------|-----------------------|--------------------|-----------------------|---------------------------------|---|----------------------------------|--------------------------|----------------------------------|--------------------------------|----------------|--|---|--------------------------------------|--|--|--|-------------------------------------|-----------------|----------------------------------|--|------------------------------------|------------------------------------|--|--|----------------|------------------------------|--------------------|------------------------------|-----------------|-----------------|-------------------------------|---------------------|---------------------------|-----------------------|--------------------|-----------------------|---------------------------------|---|----------------------------------|--------------------------|----------------------------------|--------------------------------|----------------|--|---|--------------------------------------|--|--|--|--------|--|---|--|---------------|-------|
|   |   | Asal  | Pindaan   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| OPR (KOLEJ):<br>6/2017                                      | KOLEJ   | Nama Dokumen: BORANG ADUAN KOLEJ 12, 14, 15 DAN 16<br>Kod Dokumen: OPR/KOLEJ/BRO1/BOT<br>No. Isu: 02, No. Semakan: 07, Tarikh Kuatkuasa: 12/12/2014   | Nama Dokumen: BORANG ADUAN KOLEJ 12, 14, 15 DAN 16<br>Kod Dokumen: OPR/KOLEJ/BRO1/BOT<br>No. Isu: 02, No. Semakan: 08, Tarikh Kuatkuasa: 08/12/2017 | T & P                         |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
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| A01 Katil/ Bed  | A05 Papan lembut/ Soft Board                    | A09 Paip Air/ Pipe  |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| A02 Almari Pakaian/ Wardrobe                                | A06 Pintu/ Door                                 | A10 Sinki/ Sink   |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| A03 Meja Belajar/ Study Table                               | A07 Tingkap/ Window                             | A11 Kerusi Belajar/ Chair   |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| A04 Langsir/ Curtains                                       | A08 Tandas/ Toilet                              | A12 Lain-lain/ Others   |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| B01 Suis Lampu/<br>Light Switch                             | B04 Lampu Tandas/<br>Bilik Air/<br>Toilet Light | B07 Lampu Jalan/<br>Street Light  | B10 Lain-Lain/<br>Others  |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| B02 Lampu Belajar/<br>Study Lamp                            | B05 Soket 3 Pin/<br>3 Pin Plug                  | B08 Kipas/ Fan  |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| B03 Lampu Bilik/<br>Room Light/<br>Ruang Tamu/<br>Hall Lamp | B06 Lampu Koridor/<br>Corridor Light            | B09 Alat Hawa Dingin/<br>Air Conditioner  |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| Nama pengadu/<br>Name of complainer                         | Tarikh/<br>Date                                 | Masa Aduan/<br>Time of complaint  |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| No Bilik/Blok<br>Room number/Block                          | No.Staf/Matrik<br>Staff/ Matric no              | Nombor telefon<br>Bimbit/ Handphone number  |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| A01 Katil/ Bed  | A05 Papan lembut/ Soft Board                    | A09 Paip Air/ Pipe  |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| A02 Almari Pakaian/ Wardrobe                                | A06 Pintu/ Door                                 | A10 Sinki/ Sink   |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| A03 Meja Belajar/ Study Table                               | A07 Tingkap/ Window                             | A11 Kerusi Belajar/ Chair   |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| A04 Langsir/ Curtains                                       | A08 Tandas/ Toilet                              | A12 Lain-lain/ Others   |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| B01 Suis Lampu/<br>Light Switch                             | B04 Lampu Tandas/<br>Bilik Air/<br>Toilet Light | B07 Lampu Jalan/<br>Street Light  | B10 Lain-Lain/<br>Others  |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| B02 Lampu Belajar/<br>Study Lamp                            | B05 Soket 3 Pin/<br>3 Pin Plug                  | B08 Kipas/ Fan  |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
| B03 Lampu Bilik/<br>Room Light/<br>Ruang Tamu/<br>Hall Lamp | B06 Lampu Koridor/<br>Corridor Light            | B09 Alat Hawa Dingin/<br>Air Conditioner  |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
|   | TARIKH  |   |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
|   | MASA <span style="float: right;">AM/PM</span>   |   |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |
|   | NAMA STAF/T.T                                   |   |   |                               |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |                                     |                 |                                  |  |                                    |                                    |  |  |                |                              |                    |                              |                 |                 |                               |                     |                           |                       |                    |                       |                                 |   |                                  |                          |                                  |                                |                |  |   |                                      |  |  |  |        |  |   |  |               |       |

| No. CPD | Pemilik Proses | Huraian Pindaan Dokumen *   |  | Tambahan (T) / Pemotongan (P) |
|---------|----------------|---|--|-------------------------------|
|         |                | Asal  | Pindaan  |                               |
|         |                | <p>ADUAN-ADUAN LAIN/ (Selain aduan kerosakan)<br/><i>OTHER COMPLAINTS/ (other than complaints about damage)</i></p> <hr/> <hr/> <hr/> <p>ULASAN PENGETUA/ PENGURUS/ PENOLONG PENGURUS<br/><i>(College Master/ Manager/ Assistant Manager Comment)</i></p> <hr/> <hr/> <hr/> <p>Tandatangan &amp; Cap : _____ Tarikh : _____<br/><i>signature-and-official-stamp Date</i></p> <p>TINDAKAN YANG DIAMBIL (Diisi oleh pihak PJS Sdn. Bhd. bagi aduan kerosakan)<br/><i>ACTION THAT HAD BEEN TAKEN (to be filled in by PJS Sdn. Bhd. for complaints about any damage)</i></p> <p>Tarikh &amp; masa tindakan diambil : _____<br/><i>Date and time action taken</i><br/>Nama Petugas : _____<br/><i>Staff name</i><br/>Ulasan/ Cadangan : _____<br/><i>Comment/ Suggestion</i></p> <hr/> <p>NO. SEMAKAN : <u>07</u><br/>NO. ISU : 02<br/>TARIKH KUATKUASA : <u>12/12/2014</u> <span style="float: right;">1/2</span></p> | <p>ADUAN-ADUAN LAIN/ (Selain aduan kerosakan)<br/><i>OTHER COMPLAINTS/ (other than complaints about damage)</i></p> <hr/> <hr/> <hr/> <p>ULASAN PENGETUA/ PENGURUS/ PENOLONG PENGURUS <b>KOLEJ</b><br/><i>(Principal/ Manager/ Asst. Manager College Comment)</i></p> <hr/> <hr/> <hr/> <p>Cap &amp; Tandatangan Pengtua/Pengurus/ Pen. Pengurus Kolej<br/><i>(Principal/ Manager/ Asst. Manager College Stamp &amp; Signature)</i> : _____<br/>Tarikh/ Date : _____</p> <p>TINDAKAN YANG DIAMBIL (Diisi oleh pihak PJS Sdn. Bhd. bagi aduan kerosakan)<br/><i>ACTION THAT HAD BEEN TAKEN (to be filled in by PJS Sdn. Bhd. for complaints about any damage)</i></p> <p>Tarikh &amp; masa tindakan diambil : _____<br/><i>Date and time action taken</i><br/>Nama Petugas : _____<br/><i>Staff name</i><br/>Ulasan/ Cadangan : _____<br/><i>Comment/ Suggestion</i></p> <hr/> <p>NO. SEMAKAN : <u>08</u><br/>NO. ISU : 02<br/>TARIKH KUATKUASA : <u>08/12/2017</u> <span style="float: right;">1 dpr. 2</span></p> |                               |

| No. CPD                | Pemilik Proses | Huraian Pindaan Dokumen *  |   | Tambahan (T) / Pemetongan (P) |
|------------------------|----------------|--|---|-------------------------------|
|                        |                | Asal   | Pindaan   |                               |
| OPR (KOLEJ):<br>6/2017 | KOLEJ          | Nama Dokumen: BORANG PERTUKARAN KOLEJ<br>Kod Dokumen: OPR/KOLEJ/BRO2/PEN003<br>No. Isu: 02, No. Semakan: 04, Tarikh Kuatkuasa: 12/12/2014  | Nama Dokumen: BORANG PERTUKARAN KOLEJ<br>Kod Dokumen: OPR/KOLEJ/BRO2/PEN003<br>No. Isu: 03, No. Semakan: 05 Tarikh Kuatkuasa: 08/12/2017  | T & P                         |
|                        |                | <p>Kolej Semasa: ..... No Bilik: ..... Kolej Yang Dimohon: .....</p> <p>Current College Room No. College Applied For</p> <p><b>A. BUTIR-BUTIR DIRI (PERSONAL INFORMATION)</b></p> <p>Nama/ Name : ..... No. Matrik/ Matric No.: .....</p> <p>Program/ Programme: ..... No. Kad Pengenalan/ Passport/ I.C No./ Passport No.: .....</p> <p>Jantina/ Gender : ..... Taraf Perkahwinan/ Marital Status: ..... Agama/ Religion: .....</p> <p>Alamat Tetap/ Permanent Address : .....</p> <p style="text-align: center;"><b>KELULUSAN KOLEJ SEMASA/ APPROVAL FROM RECENT COLLEGE</b><br/>Permohonan Lulus/ Tidak Lulus/ Application Approved/ Not Approved</p> <p>Ulasan/ Comments : .....</p> <p>Tarikh/ Date : ..... <b>Tandatangan Pengetua/PPK/PPK &amp; Cap/ Principal/PPK/PPK Signature and Stamp</b></p> <hr/> <p style="text-align: center;"><b>ULASAN KOLEJ YANG DIMOHON/ COMMENTS FROM COLLEGE APPLIED</b></p> <p>Permohonan Lulus/ Tidak Lulus/ Application Approved/ Not Approved<br/>Ulasan Pengetua Kolej (jika ada) Principal comment (if applicable)</p> <p>.....</p> <p>.....</p> <p>Tandatangan Pengetua dan Cap ..... Tarikh/ Date</p> <p>Principal Signature and Stamp</p> <hr/> <p style="text-align: center;"><b>UNTUK KEGUNAAN PEJABAT</b><br/><b>PENGESAHAN PEMULANGAN KUNCI BILIK (kecuali Kolej Serumpun)</b></p> <p>Kunci bilik telah dipulangkan pada: .....</p> <p>.....</p> <p>Tandatangan PYB dan Cap ..... Tarikh</p> <p>NO. SEMAKAN : 04<br/>NO. ISU : 02<br/>TARIKH KUATKUASA : 12/12/2014 1/2</p> | <p>Kolej Semasa: ..... No Bilik/Blok: ..... Kolej Yang Dimohon: .....</p> <p>Current College Room No./Block. College Applied For</p> <p><b>A. BUTIR-BUTIR DIRI (PERSONAL INFORMATION)</b></p> <p>Nama/ Name : ..... No. Matrik/ Matric No.: .....</p> <p>Program/ Programme : ..... No. Kad Pengenalan/ Passport/ I.C No./ Passport No.: .....</p> <p>Jantina/ Gender : ..... Taraf Perkahwinan/ Marital Status : ..... Agama/ Religion: .....</p> <p>Alamat Tetap/ Permanent Address : .....</p> <p style="text-align: center;"><b>KELULUSAN KOLEJ SEMASA/ APPROVAL FROM RECENT COLLEGE</b><br/>Permohonan Lulus/ Tidak Lulus/ Application Approved/ Not Approved</p> <p>Tarikh/ Date : .....</p> <p style="text-align: center;"><b>KELULUSAN KOLEJ YANG DIMOHON/ APPROVAL FROM COLLEGE APPLIED</b></p> <p>Permohonan Lulus/ Tidak Lulus/ Application Approved/ Not Approved</p> <p>.....</p> <p>.....</p> <p>Cap &amp; Tandatangan Pengetua/Pengurus/Pen. Pengurus Kolej<br/>(Principal/ Manager/ Asst. Manager College Stamp &amp; Signature) ..... Tarikh/ Date</p> <hr/> <p style="text-align: center;"><b>UNTUK KEGUNAAN PEJABAT</b><br/><b>PENGESAHAN KEMASKINI SMP:</b></p> <p>Tarikh kemaskini SMP: .....</p> <p>.....</p> <p>Tandatangan PYB dan Cap ..... Tarikh</p> <p>NO. SEMAKAN : 05<br/>NO. ISU : 02<br/>TARIKH KUATKUASA : 08/12/2017 1 dpp. 2</p> | T & P                         |

| No. CPD                | Pemilik Proses | Huraian Pindaan Dokumen *  |  | Tambahan (T) / Pemotongan (P) |
|------------------------|----------------|--|--|-------------------------------|
|                        |                | Asal   | Pindaan  |                               |
| OPR (KOLEJ):<br>6/2017 | KOLEJ          | Nama Dokumen: BORANG RAYUAN TINGGAL DI KOLEJ<br>Kod Dokumen: OPR/KOLEJ/BRO3/PEN003<br>No. Isu: 02, No. Semakan: 01, Tarikh Kuatkuasa: 30/04/2013   | Nama Dokumen: BORANG RAYUAN TINGGAL DI KOLEJ<br>Kod Dokumen: OPR/KOLEJ/BRO3/PEN003<br>No. Isu: 02, No. Semakan: 02, Tarikh Kuatkuasa: 08/12/2017   | T                             |
|                        |                | <p>Nama/ Name : .....</p> <p>No. K.P/ Pasport/ I.C/ Passport No. : ..... No. Matrik/ Matric No.: .....</p> <p>Program/ Programme : .....</p> <p>Semester Semasa/ Current Semester : ..... Blok/ Block: ..... No. Bilik/ Room No.: .....</p> <p>No. Telefon Bimbit/ Handphone No. : ..... Bangsa/ Race: ..... Agama/ Religion: .....</p> <p>Alamat Tetap/ Permanent Address : .....</p> <p>No. Telefon Rumah/ House Phone No. : ..... CGPA: .....</p> <p>Tajaan/ Pinjaman/ Sponsorship/ Loan : .....</p> <p>Nyatakan Alasan Rayuan/ Please state reason of appeal : .....</p> <p>.....</p> <p><b>AKUAN PELAJAR/STUDENT DECLARATION</b></p> <p><i>Jika permohonan rayuan saya diluluskan, saya berjanji akan lebih melibatkan diri dalam aktiviti dan menjaga nama baik kolej serta universiti sepanjang menginap di kolej ini. If my appeal is approved, I promise that I will be more active in college activities and maintain the good reputation of the college and university.</i></p> <p>.....</p> <p><b>Tandatangan Pelajar/ Student's Signature</b> ..... <b>Tarikh/ Date</b> .....</p> <p><b>Kelulusan Pengetua/ Pengurus/ Pen. Pengurus/ Principal/ Manager/ Asst. Manager Approval):</b></p> <p><input type="checkbox"/> Berjaya/ Successful <input type="checkbox"/> Tidak Berjaya/ Not Successful</p> <p>Ulasan/ (Comments) : .....</p> <p>.....</p> <p>.....</p> <p><b>Tandatangan &amp; Cap Pengetua/ Pengurus/ Pen. Pengurus</b> ..... <b>Tarikh/ Date</b> .....</p> <p><i>(Principal/ Manager/ Asst. Manager Signature &amp; Stamp)</i></p> <p>NO. SEMAKAN : <del>01</del></p> <p>NO. ISU : 02</p> <p>TARIKH KUATKUASA : <del>30/04/2013</del> 1/4</p> | <p>Nama/ Name : .....</p> <p>No. K.P/ Pasport/ I.C/ Passport No. : ..... No. Matrik/ Matric No.: .....</p> <p>Program/ Programme : .....</p> <p>Semester Semasa/ Current Semester : ..... Blok/ Block: ..... No. Bilik/ Room No.: .....</p> <p>No. Telefon Bimbit/ Handphone No. : ..... Bangsa/ Race: ..... Agama/ Religion: .....</p> <p>Alamat Tetap/ Permanent Address : .....</p> <p>No. Telefon Rumah/ House Phone No. : ..... CGPA: .....</p> <p>Tajaan/ Pinjaman/ Sponsorship/ Loan : .....</p> <p>Nyatakan Alasan Rayuan/ Please state reason of appeal : .....</p> <p>.....</p> <p><b>AKUAN PELAJAR/STUDENT DECLARATION</b></p> <p><i>Jika permohonan rayuan saya diluluskan, saya berjanji akan lebih melibatkan diri dalam aktiviti dan menjaga nama baik kolej serta universiti sepanjang menginap di kolej ini. If my appeal is approved, I promise that I will be more active in college activities and maintain the good reputation of the college and university.</i></p> <p>.....</p> <p><b>Tandatangan Pelajar/ Student's Signature</b> ..... <b>Tarikh/ Date</b> .....</p> <p><b>Kelulusan Pengetua/ Pengurus/ Pen. Pengurus Kolej/ Principal/ Manager/ Asst. Manager College Approval):</b></p> <p><input type="checkbox"/> Berjaya/ Successful <input type="checkbox"/> Tidak Berjaya/ Not Successful</p> <p>Ulasan/ (Comments) (Jika ada) : .....</p> <p>.....</p> <p>.....</p> <p><b>Cap &amp; Tandatangan Pengetua Kolej</b> ..... <b>Tarikh/ Date</b> .....</p> <p><i>(Principal College Stamp &amp; Signature)</i></p> <p>NO. SEMAKAN : 02</p> <p>NO. ISU : 02</p> <p>TARIKH KUATKUASA : 08/12/2017 1 drn 1</p> | T                             |

| No. CPD                | Pemilik Proses        | Huraian Pindaan Dokumen *  |  | Tambah (T) / Pemotongan (P) |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
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|                        |                       | Asal   | Pindaan  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| OPR (KOLEJ):<br>6/2017 | KOLEJ                 | Nama Dokumen: BORANG SEMAKAN INVENTORI BILIK PENGINAPAN PELAJAR<br>Kod Dokumen: OPR/KOLEJ/BRO2/PEN001<br>No. Isu:02, No. Semakan: 03, Tarikh Kkuatkuasa: 12/12/2014  | Nama Dokumen: BORANG SEMAKAN INVENTORI BILIK PENGINAPAN PELAJAR<br>Kod Dokumen: OPR/KOLEJ/BRO2/PEN001<br>No. Isu: 02, No. Semakan: 04, Tarikh Kkuatkuasa: 08/12/2017 | T & P                       |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
|                        |                       | <p>KOLEJ: _____ ARAS &amp; BLOK: _____</p> <p>Tandakan ✓ = keadaan baik X = rosak</p> <table border="1"> <thead> <tr> <th rowspan="2">BIL</th> <th rowspan="2">NO BILIK</th> <th colspan="14">SENARAI INVENTORI</th> <th rowspan="2">CATATAN/TINDAKAN</th> </tr> <tr> <th>TOMBOL</th> <th>PINTU</th> <th>CERMIN</th> <th>TINGKAP</th> <th>LAMPU BELAJAR</th> <th>LAMPU SILING</th> <th>KIPAS SILING</th> <th>KATIL</th> <th>TILAM</th> <th>ALMARI PAKAIAN</th> <th>LANGSIR</th> <th>KERUSI BELAJAR</th> <th>MEJA BELAJAR</th> <th>PAPAN LEMBUR</th> <th>LAIN-LAIN</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table><br><table border="1"> <thead> <tr> <th colspan="2">PEMERIKSAAN</th> <th colspan="2">PENGESEHAN</th> </tr> <tr> <th>TARIKH</th> <th>TANDATANGAN &amp; CAP PYB</th> <th>TARIKH</th> <th>TANDATANGAN &amp; CAP PK/PPK</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Nota: PK/PPK : Penurus/Kolej/ Penolong Penurus/Kolej<br/>PYB : Pegawai Yang Bertanggungjawab</p> <p>NO. SEMAKAN : 03<br/>NO. SEMAKAN : <u>03</u><br/>NO. ISU : 02<br/>TARIKH KUATKUASA : <u>12/12/2014</u></p> | BIL  | NO BILIK                    | SENARAI INVENTORI |               |              |              |       |       |                |         |                |              |              |                   |   |           | CATATAN/TINDAKAN | TOMBOL | PINTU | CERMIN | TINGKAP | LAMPU BELAJAR | LAMPU SILING | KIPAS SILING | KATIL | TILAM | ALMARI PAKAIAN | LANGSIR | KERUSI BELAJAR | MEJA BELAJAR | PAPAN LEMBUR | LAIN-LAIN | 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 4. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 5. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 6. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 7. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 8. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 9. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | PEMERIKSAAN |  | PENGESEHAN |  | TARIKH | TANDATANGAN & CAP PYB | TARIKH | TANDATANGAN & CAP PK/PPK |  |  |  |  | <p>KOLEJ: _____ ARAS &amp; BLOK: _____</p> <p>Tandakan ✓ = keadaan baik X = rosak</p> <table border="1"> <thead> <tr> <th rowspan="2">BIL</th> <th rowspan="2">NO BILIK</th> <th colspan="14">SENARAI INVENTORI</th> <th rowspan="2">CATATAN KEROSAKAN</th> <th rowspan="2">PENGESEHAN SEMULA/ PENGANTIAN/ PEMBAIKAN KEROSAKAN OLEH PYB</th> </tr> <tr> <th>TOMBOL</th> <th>PINTU</th> <th>CERMIN</th> <th>TINGKAP</th> <th>LAMPU BELAJAR</th> <th>LAMPU SILING</th> <th>KIPAS SILING</th> <th>KATIL</th> <th>TILAM</th> <th>ALMARI PAKAIAN</th> <th>LANGSIR</th> <th>KERUSI BELAJAR</th> <th>MEJA BELAJAR</th> <th>PAPAN LEMBUR</th> <th>LAIN-LAIN</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table><br><table border="1"> <thead> <tr> <th colspan="2">PEMERIKSAAN</th> <th colspan="2">PENGESEHAN</th> </tr> <tr> <th>TARIKH</th> <th>TANDATANGAN &amp; CAP PYB</th> <th>TARIKH</th> <th>TANDATANGAN &amp; CAP PK/PPK</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Nota: PK/PPK : Penurus/Kolej/ Penolong Penurus/Kolej<br/>PYB : Pegawai Yang Bertanggungjawab</p> <p>NO. SEMAKAN : <u>04</u><br/>NO. ISU : 02<br/>TARIKH KUATKUASA : <u>08/12/2017</u></p> | BIL | NO BILIK | SENARAI INVENTORI |  |  |  |  |  |  |  |  |  |  |  |  |  | CATATAN KEROSAKAN | PENGESEHAN SEMULA/ PENGANTIAN/ PEMBAIKAN KEROSAKAN OLEH PYB | TOMBOL | PINTU | CERMIN | TINGKAP | LAMPU BELAJAR | LAMPU SILING | KIPAS SILING | KATIL | TILAM | ALMARI PAKAIAN | LANGSIR | KERUSI BELAJAR | MEJA BELAJAR | PAPAN LEMBUR | LAIN-LAIN | 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 4. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 5. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 6. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 7. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 8. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 9. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | PEMERIKSAAN |  | PENGESEHAN |  | TARIKH | TANDATANGAN & CAP PYB | TARIKH | TANDATANGAN & CAP PK/PPK |  |  |  |  | T & P |
| BIL                    | NO BILIK              | SENARAI INVENTORI  |  |                             |                   |               |              |              |       |       |                |         |                |              |              | CATATAN/TINDAKAN  |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
|                        |                       | TOMBOL   | PINTU  | CERMIN                      | TINGKAP           | LAMPU BELAJAR | LAMPU SILING | KIPAS SILING | KATIL | TILAM | ALMARI PAKAIAN | LANGSIR | KERUSI BELAJAR | MEJA BELAJAR | PAPAN LEMBUR |                   | LAIN-LAIN   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 1.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 2.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 3.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 4.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 5.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 6.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 7.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 8.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 9.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 10.                    |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| PEMERIKSAAN            |                       | PENGESEHAN   |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| TARIKH                 | TANDATANGAN & CAP PYB | TARIKH   | TANDATANGAN & CAP PK/PPK   |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
|                        |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| BIL                    | NO BILIK              | SENARAI INVENTORI  |  |                             |                   |               |              |              |       |       |                |         |                |              |              | CATATAN KEROSAKAN | PENGESEHAN SEMULA/ PENGANTIAN/ PEMBAIKAN KEROSAKAN OLEH PYB |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
|                        |                       | TOMBOL   | PINTU  | CERMIN                      | TINGKAP           | LAMPU BELAJAR | LAMPU SILING | KIPAS SILING | KATIL | TILAM | ALMARI PAKAIAN | LANGSIR | KERUSI BELAJAR | MEJA BELAJAR | PAPAN LEMBUR |                   |   | LAIN-LAIN |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 1.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 2.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 3.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 4.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 5.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 6.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 7.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 8.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 9.                     |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| 10.                    |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| PEMERIKSAAN            |                       | PENGESEHAN   |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
| TARIKH                 | TANDATANGAN & CAP PYB | TARIKH   | TANDATANGAN & CAP PK/PPK   |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |
|                        |                       |  |  |                             |                   |               |              |              |       |       |                |         |                |              |              |                   |   |           |                  |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |   |     |          |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |   |        |       |        |         |               |              |              |       |       |                |         |                |              |              |           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |  |            |  |        |                       |        |                          |  |  |  |  |       |

| No. CPD                   | Pemilik Proses | Huraian Pindaan Dokumen *   |   | Tambah (T) /<br>Pemotongan (P) |
|---------------------------|----------------|---|---|--------------------------------|
|                           |                | Asal  | Pindaan   |                                |
| OPR<br>(KOLEJ):<br>6/2017 | KOLEJ          | Nama Dokumen: BORANG TINGGAL DI LUAR KAMPUS<br>Kod Dokumen: OPR/KOLEJ/BR04/PEN003<br>No. Isu: 03, No. Semakan: 06, Tarikh Kuatkuasa: 19/11/2015 | Nama Dokumen: BORANG TINGGAL DI LUAR KAMPUS<br>Kod Dokumen: OPR/KOLEJ/BR04/PEN003<br>No. Isu: 03, No. Semakan: 07, Tarikh Kuatkuasa: 08/12/2017 | T & P                          |



| No. CPD | Pemilik Proses | Huraian Pindaan Dokumen *   |  | Tambahan (T) / Pemotongan (P) |
|---------|----------------|---|--|-------------------------------|
|         |                | Asal  | Pindaan  |                               |
|         |                | <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">LEKATKAN GAMBAR BERSAIZ PASPORT<br/>(Please attach a passport size photo)</div> <p><b>A. MAKLUMAT DIRI PELAJAR/ STUDENT PERSONAL INFORMATION</b></p> <p>1. Nama/ Name : .....</p> <p>2. No. Matrik/ Matric No.: ..... 3. No. KP/ Pasport/ I.C No./ Passport No.: .....</p> <p>4. No. Bilik &amp; Blok/ Room No. &amp; Block : .....</p> <p>5. No. Telefon Bimbit/ Handphone No.: ..... 6. Jantina/ Gender: Lelaki/ Perempuan/ Male/ Female</p> <p>7. Program Pengajian/ Programme : .....</p> <p>8. Fakulti/ Faculty : .....</p> <p>9. Semester Semasa : ..... Sesi Semasa : .....<br/>Current Semester Current Session</p> <p>10. Nama Ibu/ Bapa/ Penjaga : .....<br/>Father/ Mother/ Guardian's Name</p> <p>11. Alamat Ibu/ Bapa/ Penjaga : .....<br/>Father/ Mother/ Guardian's Address</p> <p>12. No telefon Ibu/ Bapa/ Penjaga : .....<br/>Father/ Mother/ Guardian's Phone No.</p> <p>14. Penaja/ Biasiswa/ Pinjaman : .....<br/>Sponsorship/ Scholarship/ Loan</p> <p>15. Sebab-sebab hendak tinggal di luar kampus/ Reasons for staying out campus:<br/>.....<br/>.....</p> <p><b>B. ALAMAT KEDIAMAN YANG AKAN DIDUDUKI/ NEW RESIDENTIAL ADDRESS</b><br/>.....<br/>.....</p> <p><b>C. BUTIR KELUARGA (DIISI OLEH PEMOHON YANG SUDAH BERKAHWIN)/<br/>FAMILY INFORMATION (TO BE FILLED BY MARRIED APPLICANT)</b></p> <p>1. Nama Suami/ Isteri/ Name of Spouse: .....</p> <p>2. No. Sijil Pendaftaran Perkahwinan/ Marriage Registration Certificate No.: .....<br/>(Sila sertakan salinan surat Pendaftaran Perkahwinan/ Please attach copy of Marriage Registration Certificate)</p> | <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">LEKATKAN GAMBAR BERSAIZ PASPORT<br/>(Please attach a passport size photo)</div> <p><b>A. MAKLUMAT DIRI PELAJAR/ STUDENT PERSONAL INFORMATION</b></p> <p>1. Nama/ Name : .....</p> <p>2. No. Matrik/ Matric No.: ..... 3. No. KP/ Pasport/ I.C No./ Passport No.: .....</p> <p>4. No. Bilik &amp; Blok/ Room No. &amp; Block : .....</p> <p>5. No. Telefon Bimbit/ Handphone No.: ..... 6. Jantina/ Gender: Lelaki/ Perempuan/ Male/ Female</p> <p>7. Program Pengajian/ Programme : .....</p> <p>8. Fakulti/ Faculty : .....</p> <p>9. Semester Semasa : ..... Sesi Semasa : .....<br/>Current Semester Current Session</p> <p>10. Nama Ibu/ Bapa/ Penjaga : .....<br/>Father/ Mother/ Guardian's Name</p> <p>11. Alamat Ibu/ Bapa/ Penjaga : .....<br/>Father/ Mother/ Guardian's Address</p> <p>12. No telefon Ibu/ Bapa/ Penjaga : .....<br/>Father/ Mother/ Guardian's Phone No.</p> <p>14. Penaja/ Biasiswa/ Pinjaman : .....<br/>Sponsorship/ Scholarship/ Loan</p> <p>15. Sebab-sebab hendak tinggal di luar kampus/ Reasons for staying out campus:<br/>.....<br/>.....</p> <p><b>B. AKUAN/ DECLARATION:</b></p> <p>Semua maklumat diatas adalah benar dan saya memahami tindakan tatatertib boleh diambil sekiranya maklumat yang diberi adalah palsu. All the information given is true and I fully understand disciplinary action can be taken if information given is false.</p> <p>.....</p> <p>(Tandatangan Pelajar/ Student's Signature) (Tarikh/ Date)</p> | T & P                         |

| No. CPD | Pemilik Proses | Huraian Pindaan Dokumen *   |  | Tambahan (T) / Pemetongan (P) |
|---------|----------------|---|--|-------------------------------|
|         |                | Asal  | Pindaan  |                               |
|         |                | <p><b>D. PERSETUJUAN/ AGREEMENT:</b></p> <p>— Jika permohonan ini diluluskan, saya bersetuju dengan perkara-perkara berikut:<br/> <i>— If my application is approved, I agree with what is stated below:</i></p> <p>1— Bersetuju membenarkan pihak UNIVERSITI PUTRA MALAYSIA membuat pemeriksaan di rumah kediaman saya<br/> <i>— jika perlu. Agree to allow UNIVERSITI PUTRA MALAYSIA authority to inspect my residence if necessary.</i></p> <p>2— Bersetuju mengekalkan keahlian kolej sekarang. <i>Agree to maintain my collegiate membership.</i></p> <p><b>E. AKUAN/ DECLARATION:</b></p> <p>1— Saya telah menyerahkan kunci bilik serta segala perabot yang dipinjam dan telah meniadakan hutang atau bayaran denda (jika ada) semasa tinggal di kolej ini. <i>I have returned the room key with all the equipment I borrowed and paid my debts or fine (if any) during my stay in this college.</i></p> <p>2— Saya akan mematuhi segala peraturan-peraturan yang dikenakan kepada saya mengikut Akta Universiti dan Kolej Universiti 1971, Perlembagaan Universiti Putra Malaysia (P.U.A.106) dan sedia menghadiri kuliah seperti yang dijadualkan. <i>I will obey all the rules and regulations stated in the University and College University Act 1971, Constitution of University Putra Malaysia (P.U.A.106) and ready to attend lectures as scheduled.</i></p> <p>3— Bahwasanya saya seperti nama, kod pengenalan dan alamat di atas, mengaku bahawa keterangan yang saya berikan dalam borang permohonan ini adalah benar. <i>I, name, I.C No. and address as above, hereby declare that all the information given in this form are all true.</i></p> <p>.....<br/> (Tandatangan Pelajar/ Student's Signature) (Tarikh/ Date)</p> <hr/> <p style="text-align: center;">UNTUK KEGUNAAN PEJABAT SAHAJA<br/> DILULUS/TIDAK DILULUSKAN</p> <p style="text-align: center;">Tandatangan Pengetua/ Pengurus/ Pen. Pengurus dan Cap<br/> Tarikh:</p> <hr/> <p style="text-align: center;">PENGESAHAN KEMASKINI SMP:</p> <p>Tarikh kemaskini SMP: .....</p> <p>Tandatangan PYB dan Cap: .....</p> <p>NO. SEMAKAN : 06<br/> NO. ISU : 02<br/> TARIKH KUATKUASA : 19/11/2015 1/2</p> | <hr/> <p style="text-align: center;">UNTUK KEGUNAAN PEJABAT SAHAJA<br/> DILULUS/TIDAK DILULUSKAN</p> <hr/> <p style="text-align: center;">Cap &amp; Tandatangan Pengetua/Pengurus/Pen. Pengurus Kolej<br/> (Principal/ Manager/ Asst. Manager College Stamp &amp; Signature)<br/> Tarikh:</p> <hr/> <p style="text-align: center;">PENGESAHAN KEMASKINI SMP:</p> <p>Tarikh kemaskini SMP: .....</p> <p>Tandatangan PYB dan Cap: .....</p> <p>NO. SEMAKAN : 07<br/> NO. ISU : 02<br/> TARIKH KUATKUASA : 08/12/2017 1 drn 2</p> |                               |

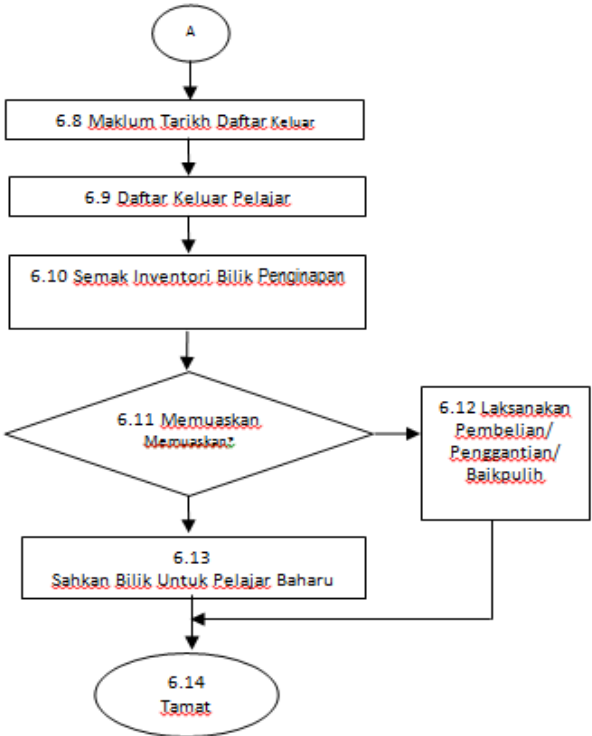
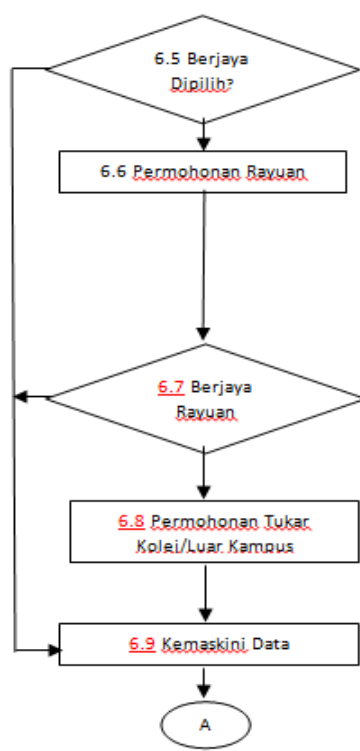
| No. CPD             | Pemilik Proses  | Huraian Pindaan Dokumen *   |        |        |                      |  |                      |           |        | Tambahan (T) / Pemetongan (P) |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
|---------------------|---|---|--------|--------|----------------------|--|----------------------|-----------|--------|-------------------------------|---------------------|----------------------|---------|----|---|--------|--|--|--|--|--|----|---|--------|--|--|--|--|--|----|---|-----------------|--|--|--|--|--|----|-------------------------------------|----------------|--|--|--|--|--|----|---|---------|--|--|--|--|--|----|--|---------|--|--|--|--|--|----|--|---------|--|--|--|--|--|----|----------------------------|------------------|--|--|--|--|--|--|--|--|--|-----|---------|-----------|--------|--------|----------------------|--------------------|----------------------|---------|----|---|--------|--|--|--|--|--|--|----|---|--------|--|--|--|--|--|--|----|---|-----------------|--|--|--|--|--|--|----|-------------------------------------|----------------|--|--|--|--|--|--|----|---|---------|--|--|--|--|--|--|----|--|---------|--|--|--|--|--|--|----|--|---------|--|--|--|--|--|--|----|----------------------------|------------------|--|--|--|--|--|--|-------|
|                     |   | Asal  |        |        |                      | Pindaan  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| OPR (KOLEJ): 6/2017 | KOLEJ   | Nama Dokumen: BORANG PEMANTAUAN KERJA-KERJA PERKHIDMATAN PEMBERSIHAN LANDSKAP DAN SEKITAR KAWASAN BERPUSAT DI KOLEJ 12, 14, 15 DAN 16<br>Kod Dokumen: OPR/KOLEJ/BRO3/BOT<br>No. Isu: 02, No. Semakan: 01, Tarikh Kuatkuasa: 09/05/2012  |        |        |                      | Nama Dokumen: BORANG PEMANTAUAN KERJA-KERJA PERKHIDMATAN PEMBERSIHAN LANDSKAP DAN SEKITAR KAWASAN BERPUSAT DI KOLEJ 12, 14, 15 DAN 16<br>Kod Dokumen: OPR/KOLEJ/BRO3/BOT<br>No. Isu: 02, No. Semakan: 02, Tarikh Kuatkuasa: 08/12/2017 |                      |           |        | T & P                         |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
|                     |   | <table border="1"> <thead> <tr> <th>BIL</th> <th>PERKARA</th> <th>KEKERAPAN</th> <th>TARIKH</th> <th>LOKASI</th> <th>DISEDIAKAN OLEH PVB</th> <th>DISAHKAN OLEH PK/PPK</th> <th>CATATAN</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Menyapu dan membersihkan sampah sarap di kawasan seni taman dan sekeliling kawasan ke tempat pembuangan sampah.</td> <td>Harian</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>Menyapu daun-daun kering yang gugur, membersihkan jalanraya, laluan pejalan kaki, kawasan meletak kenderaan dan sebagainya.</td> <td>Harian</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>Menviram pokok bunga di kawasan seni taman.</td> <td>3 kali seminggu</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>Memotong rumput di sekitar kawasan.</td> <td>2 kali sebulan</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td>Membersih longkang di sekeliling kawasan.</td> <td>Bulanan</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6.</td> <td>Mengembur dan meletak baja di pokok bunga.</td> <td>Bulanan</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7.</td> <td>Memelihara dan memotong dahan-dahan pokok.</td> <td>Bulanan</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8.</td> <td>Menanam pokok bunga baharu</td> <td>Sekiranya perlu.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>NO. SEMAKAN : 01<br/>NO. ISU : 02<br/>TARIKH KUATKUASA : 09/05/2012</p> |        |        |                      | BIL  | PERKARA              | KEKERAPAN | TARIKH | LOKASI                        | DISEDIAKAN OLEH PVB | DISAHKAN OLEH PK/PPK | CATATAN | 1. | Menyapu dan membersihkan sampah sarap di kawasan seni taman dan sekeliling kawasan ke tempat pembuangan sampah. | Harian |  |  |  |  |  | 2. | Menyapu daun-daun kering yang gugur, membersihkan jalanraya, laluan pejalan kaki, kawasan meletak kenderaan dan sebagainya. | Harian |  |  |  |  |  | 3. | Menviram pokok bunga di kawasan seni taman. | 3 kali seminggu |  |  |  |  |  | 4. | Memotong rumput di sekitar kawasan. | 2 kali sebulan |  |  |  |  |  | 5. | Membersih longkang di sekeliling kawasan. | Bulanan |  |  |  |  |  | 6. | Mengembur dan meletak baja di pokok bunga. | Bulanan |  |  |  |  |  | 7. | Memelihara dan memotong dahan-dahan pokok. | Bulanan |  |  |  |  |  | 8. | Menanam pokok bunga baharu | Sekiranya perlu. |  |  |  |  |  | <table border="1"> <thead> <tr> <th>BIL</th> <th>PERKARA</th> <th>KEKERAPAN</th> <th>TARIKH</th> <th>LOKASI</th> <th>PENGESAHAN OLEH PISD</th> <th>TARIKH STAE PANTAU</th> <th>DISAHKAN OLEH PK/PPK</th> <th>CATATAN</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Menyapu dan membersihkan sampah sarap di kawasan seni taman dan sekeliling kawasan ke tempat pembuangan sampah.</td> <td>Harian</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>Menyapu daun-daun kering yang gugur, membersihkan jalanraya, laluan pejalan kaki, kawasan meletak kenderaan dan sebagainya.</td> <td>Harian</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>Menviram pokok bunga di kawasan seni taman.</td> <td>3 kali seminggu</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>Memotong rumput di sekitar kawasan.</td> <td>2 kali sebulan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td>Membersih longkang di sekeliling kawasan.</td> <td>Bulanan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6.</td> <td>Mengembur dan meletak baja di pokok bunga.</td> <td>Bulanan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7.</td> <td>Memelihara dan memotong dahan-dahan pokok.</td> <td>Bulanan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8.</td> <td>Menanam pokok bunga baharu</td> <td>Sekiranya perlu.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>NO. SEMAKAN : 02<br/>NO. ISU : 02<br/>TARIKH KUATKUASA : 08/12/2017</p> |  |  |  | BIL | PERKARA | KEKERAPAN | TARIKH | LOKASI | PENGESAHAN OLEH PISD | TARIKH STAE PANTAU | DISAHKAN OLEH PK/PPK | CATATAN | 1. | Menyapu dan membersihkan sampah sarap di kawasan seni taman dan sekeliling kawasan ke tempat pembuangan sampah. | Harian |  |  |  |  |  |  | 2. | Menyapu daun-daun kering yang gugur, membersihkan jalanraya, laluan pejalan kaki, kawasan meletak kenderaan dan sebagainya. | Harian |  |  |  |  |  |  | 3. | Menviram pokok bunga di kawasan seni taman. | 3 kali seminggu |  |  |  |  |  |  | 4. | Memotong rumput di sekitar kawasan. | 2 kali sebulan |  |  |  |  |  |  | 5. | Membersih longkang di sekeliling kawasan. | Bulanan |  |  |  |  |  |  | 6. | Mengembur dan meletak baja di pokok bunga. | Bulanan |  |  |  |  |  |  | 7. | Memelihara dan memotong dahan-dahan pokok. | Bulanan |  |  |  |  |  |  | 8. | Menanam pokok bunga baharu | Sekiranya perlu. |  |  |  |  |  |  | T & P |
| BIL                 | PERKARA   | KEKERAPAN   | TARIKH | LOKASI | DISEDIAKAN OLEH PVB  | DISAHKAN OLEH PK/PPK   | CATATAN              |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 1.                  | Menyapu dan membersihkan sampah sarap di kawasan seni taman dan sekeliling kawasan ke tempat pembuangan sampah.             | Harian  |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 2.                  | Menyapu daun-daun kering yang gugur, membersihkan jalanraya, laluan pejalan kaki, kawasan meletak kenderaan dan sebagainya. | Harian  |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 3.                  | Menviram pokok bunga di kawasan seni taman.   | 3 kali seminggu   |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 4.                  | Memotong rumput di sekitar kawasan.   | 2 kali sebulan  |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 5.                  | Membersih longkang di sekeliling kawasan.   | Bulanan   |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 6.                  | Mengembur dan meletak baja di pokok bunga.  | Bulanan   |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 7.                  | Memelihara dan memotong dahan-dahan pokok.  | Bulanan   |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 8.                  | Menanam pokok bunga baharu  | Sekiranya perlu.  |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| BIL                 | PERKARA   | KEKERAPAN   | TARIKH | LOKASI | PENGESAHAN OLEH PISD | TARIKH STAE PANTAU   | DISAHKAN OLEH PK/PPK | CATATAN   |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 1.                  | Menyapu dan membersihkan sampah sarap di kawasan seni taman dan sekeliling kawasan ke tempat pembuangan sampah.             | Harian  |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 2.                  | Menyapu daun-daun kering yang gugur, membersihkan jalanraya, laluan pejalan kaki, kawasan meletak kenderaan dan sebagainya. | Harian  |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 3.                  | Menviram pokok bunga di kawasan seni taman.   | 3 kali seminggu   |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 4.                  | Memotong rumput di sekitar kawasan.   | 2 kali sebulan  |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 5.                  | Membersih longkang di sekeliling kawasan.   | Bulanan   |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 6.                  | Mengembur dan meletak baja di pokok bunga.  | Bulanan   |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 7.                  | Memelihara dan memotong dahan-dahan pokok.  | Bulanan   |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |
| 8.                  | Menanam pokok bunga baharu  | Sekiranya perlu.  |        |        |                      |  |                      |           |        |                               |                     |                      |         |    |   |        |  |  |  |  |  |    |   |        |  |  |  |  |  |    |   |                 |  |  |  |  |  |    |                                     |                |  |  |  |  |  |    |   |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |  |         |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |   |        |  |  |  |  |  |  |    |   |        |  |  |  |  |  |  |    |   |                 |  |  |  |  |  |  |    |                                     |                |  |  |  |  |  |  |    |   |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |  |         |  |  |  |  |  |  |    |                            |                  |  |  |  |  |  |  |       |

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| No. CPD             | Pemilik Proses                           | Huraian Pindaan Dokumen *  |        |         |                     |  |                      |                    |                      | Tambah (T) / Pemotongan (P) |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|                     |  | Asal   |        |         |                     | Pindaan  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OPR (KOLEJ): 6/2017 | KOLEJ                                    | Nama Dokumen: BORANG PEMANTAUAN SERAHURUS KERJA-KERJA PENYELENGGARAAN DAN NAIK TARAF BERPUSAT DI KOLEJ 12, 14, 15 DAN 16 (BULANAN)<br>Kod Dokumen: OPR/KOLEJ/BR05/BOT<br>No. Isu:02, No. Semakan:01, Tarikh Kkuatkuasa: 09/05/2012   |        |         |                     | Nama Dokumen: BORANG PEMANTAUAN SERAHURUS KERJA-KERJA PENYELENGGARAAN DAN NAIK TARAF BERPUSAT DI KOLEJ 12, 14, 15 DAN 16 (BULANAN)<br>Kod Dokumen: OPR/KOLEJ/BR05/BOT<br>No. Isu: 02, No. Semakan: 02, Tarikh Kkuatkuasa: 08/12/2017 |                      |                    |                      | T & P                       |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                     |  | <table border="1"> <thead> <tr> <th>BIL</th> <th>PERKARA</th> <th>KEKERAPAN</th> <th>TARIKH</th> <th>LOKASI</th> <th>DISEPAKAI OLEH PVB</th> <th>DISAHKAN OLEH PK/PPK</th> <th>CATATAN</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Mengecat (touch up)</td> <td>3 bulan</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>Semburan serangga</td> <td>6 bulan</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>Semburan nyamuk</td> <td>6 bulan</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>Mekanikal/ sistem elektrik</td> <td rowspan="6">2 bulan</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>a. Salur paip</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>b. Sistem pendawaian/ elektrik</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>c. Paip Air</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>d. Sistem perparitan</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>e. Sistem saluran air keluar</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>f. Sistem paip utama dalam kawasan kolej</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>NO. SEMAKAN : 01<br/>NO. ISU : 02<br/>TARIKH KUATKUASA : 09/05/2012</p> | BIL    | PERKARA | KEKERAPAN           | TARIKH   | LOKASI               | DISEPAKAI OLEH PVB | DISAHKAN OLEH PK/PPK | CATATAN                     | 1. | Mengecat (touch up) | 3 bulan |  |  |  |  |  | 2. | Semburan serangga | 6 bulan |  |  |  |  |  | 3. | Semburan nyamuk | 6 bulan |  |  |  |  |  | 4. | Mekanikal/ sistem elektrik | 2 bulan |  |  |  |  |  |  | a. Salur paip |  |  |  |  |  |  | b. Sistem pendawaian/ elektrik |  |  |  |  |  |  | c. Paip Air |  |  |  |  |  |  | d. Sistem perparitan |  |  |  |  |  |  | e. Sistem saluran air keluar |  |  |  |  |  |  | f. Sistem paip utama dalam kawasan kolej |  |  |  |  |  | <table border="1"> <thead> <tr> <th>BIL</th> <th>PERKARA</th> <th>KEKERAPAN</th> <th>TARIKH</th> <th>LOKASI</th> <th>PENGSAHAN OLEH PJSO</th> <th>TARIKH STAF PANTAU</th> <th>DISAHKAN OLEH PK/PPK</th> <th>CATATAN</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Mengecat (touch up)</td> <td>3 bulan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>Semburan serangga</td> <td>6 bulan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>Semburan nyamuk</td> <td>6 bulan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>Mekanikal/ sistem elektrik</td> <td rowspan="6">2 bulan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>a. Salur paip</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>b. Sistem pendawaian/ elektrik</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>c. Paip Air</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>d. Sistem perparitan</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>e. Sistem saluran air keluar</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>f. Sistem paip utama dalam kawasan kolej</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>NO. SEMAKAN : 02<br/>NO. ISU : 02<br/>TARIKH KUATKUASA : 08/12/2017</p> | BIL | PERKARA | KEKERAPAN | TARIKH | LOKASI | PENGSAHAN OLEH PJSO | TARIKH STAF PANTAU | DISAHKAN OLEH PK/PPK | CATATAN | 1. | Mengecat (touch up) | 3 bulan |  |  |  |  |  |  | 2. | Semburan serangga | 6 bulan |  |  |  |  |  |  | 3. | Semburan nyamuk | 6 bulan |  |  |  |  |  |  | 4. | Mekanikal/ sistem elektrik | 2 bulan |  |  |  |  |  |  |  | a. Salur paip |  |  |  |  |  |  | b. Sistem pendawaian/ elektrik |  |  |  |  |  |  | c. Paip Air |  |  |  |  |  |  | d. Sistem perparitan |  |  |  |  |  |  | e. Sistem saluran air keluar |  |  |  |  |  |  | f. Sistem paip utama dalam kawasan kolej |  |  |  |  |  |  |
| BIL                 | PERKARA                                  | KEKERAPAN  | TARIKH | LOKASI  | DISEPAKAI OLEH PVB  | DISAHKAN OLEH PK/PPK   | CATATAN              |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.                  | Mengecat (touch up)                      | 3 bulan  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.                  | Semburan serangga                        | 6 bulan  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.                  | Semburan nyamuk                          | 6 bulan  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.                  | Mekanikal/ sistem elektrik               | 2 bulan  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                     | a. Salur paip                            |  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                     | b. Sistem pendawaian/ elektrik           |  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                     | c. Paip Air                              |  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                     | d. Sistem perparitan                     |  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                     | e. Sistem saluran air keluar             |  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                     | f. Sistem paip utama dalam kawasan kolej |  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
| BIL                 | PERKARA                                  | KEKERAPAN  | TARIKH | LOKASI  | PENGSAHAN OLEH PJSO | TARIKH STAF PANTAU   | DISAHKAN OLEH PK/PPK | CATATAN            |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.                  | Mengecat (touch up)                      | 3 bulan  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.                  | Semburan serangga                        | 6 bulan  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.                  | Semburan nyamuk                          | 6 bulan  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.                  | Mekanikal/ sistem elektrik               | 2 bulan  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                     | a. Salur paip                            |  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                     | b. Sistem pendawaian/ elektrik           |  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                     | c. Paip Air                              |  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                     | d. Sistem perparitan                     |  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                     | e. Sistem saluran air keluar             |  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                     | f. Sistem paip utama dalam kawasan kolej |  |        |         |                     |  |                      |                    |                      |                             |    |                     |         |  |  |  |  |  |    |                   |         |  |  |  |  |  |    |                 |         |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |   |     |         |           |        |        |                     |                    |                      |         |    |                     |         |  |  |  |  |  |  |    |                   |         |  |  |  |  |  |  |    |                 |         |  |  |  |  |  |  |    |                            |         |  |  |  |  |  |  |  |               |  |  |  |  |  |  |                                |  |  |  |  |  |  |             |  |  |  |  |  |  |                      |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |

| No. CPD             | Pemilik Proses           | Huraian Pindaan Dokumen *  |        |        |                         |   |                      |           | Tambah (T) / Pemotongan (P) |        |                         |         |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |   |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |       |
|---------------------|--------------------------|--|--------|--------|-------------------------|---|----------------------|-----------|-----------------------------|--------|-------------------------|---------|----|--------------------------|---------|--|--|--|--|----|--------------------------|---------|--|--|--|--|----|--------------------------|---------|--|--|--|--|---|--|--|--|-----|---------|-----------|--------|--------|----------------------|--------------------|----------------------|---------|----|--------------------------|---------|--|--|--|--|--|--|----|--------------------------|---------|--|--|--|--|--|--|----|--------------------------|---------|--|--|--|--|--|--|-------|
|                     |                          | Asal   |        |        |                         | Pindaan   |                      |           |                             |        |                         |         |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |   |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |       |
| OPR (KOLEJ): 6/2017 | KOLEJ                    | Nama Dokumen: BORANG PEMANTAUAN SERAHURUS KERJA-KERJA PENYELENGGARAAN DAN NAIK TARAF BERPUSAT DI KOLEJ 12, 14, 15 DAN 16 (TAHUNAN)<br>Kod Dokumen: OPR/KOLEJ/BRO6/BOT<br>No. Isu: 02, No. Semakan: 01, Tarikh Kuatkuasa: 09/05/2012  |        |        |                         | Nama Dokumen: BORANG PEMANTAUAN SERAHURUS KERJA-KERJA PENYELENGGARAAN DAN NAIK TARAF BERPUSAT DI KOLEJ 12, 14, 15 DAN 16 (TAHUNAN)<br>Kod Dokumen: OPR/KOLEJ/BRO6/BOT<br>No. Isu: 02, No. Semakan: 02, Tarikh Kuatkuasa: 08/12/2017 |                      |           |                             | T & P  |                         |         |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |   |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |       |
|                     |                          | <table border="1"> <thead> <tr> <th>BIL</th> <th>PERKARA</th> <th>KEKERAPAN</th> <th>TARIKH</th> <th>LOKASI</th> <th>DISESAHKAN OLEH PPK/PPK</th> <th>CATATAN</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Mengecat semula bangunan</td> <td>5 tahun</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>Mengganti perabot baharu</td> <td>8 tahun</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>Mengganti langsir baharu</td> <td>8 tahun</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>NO. SEMAKAN : 01<br/>NO. ISU : 02<br/>TARIKH KUATKUASA : 09/05/2012</p> |        |        |                         | BIL   | PERKARA              | KEKERAPAN | TARIKH                      | LOKASI | DISESAHKAN OLEH PPK/PPK | CATATAN | 1. | Mengecat semula bangunan | 5 tahun |  |  |  |  | 2. | Mengganti perabot baharu | 8 tahun |  |  |  |  | 3. | Mengganti langsir baharu | 8 tahun |  |  |  |  | <table border="1"> <thead> <tr> <th>BIL</th> <th>PERKARA</th> <th>KEKERAPAN</th> <th>TARIKH</th> <th>LOKASI</th> <th>PENGESAHAN OLEH PISO</th> <th>TARIKH STAF PANTAU</th> <th>DISAHKAN OLEH PK/PPK</th> <th>CATATAN</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Mengecat semula bangunan</td> <td>5 tahun</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>Mengganti perabot baharu</td> <td>8 tahun</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>Mengganti langsir baharu</td> <td>8 tahun</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>NO. SEMAKAN : 02<br/>NO. ISU : 02<br/>TARIKH KUATKUASA : 08/12/2017</p> |  |  |  | BIL | PERKARA | KEKERAPAN | TARIKH | LOKASI | PENGESAHAN OLEH PISO | TARIKH STAF PANTAU | DISAHKAN OLEH PK/PPK | CATATAN | 1. | Mengecat semula bangunan | 5 tahun |  |  |  |  |  |  | 2. | Mengganti perabot baharu | 8 tahun |  |  |  |  |  |  | 3. | Mengganti langsir baharu | 8 tahun |  |  |  |  |  |  | T & P |
| BIL                 | PERKARA                  | KEKERAPAN  | TARIKH | LOKASI | DISESAHKAN OLEH PPK/PPK | CATATAN   |                      |           |                             |        |                         |         |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |   |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |       |
| 1.                  | Mengecat semula bangunan | 5 tahun  |        |        |                         |   |                      |           |                             |        |                         |         |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |   |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |       |
| 2.                  | Mengganti perabot baharu | 8 tahun  |        |        |                         |   |                      |           |                             |        |                         |         |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |   |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |       |
| 3.                  | Mengganti langsir baharu | 8 tahun  |        |        |                         |   |                      |           |                             |        |                         |         |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |   |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |       |
| BIL                 | PERKARA                  | KEKERAPAN  | TARIKH | LOKASI | PENGESAHAN OLEH PISO    | TARIKH STAF PANTAU  | DISAHKAN OLEH PK/PPK | CATATAN   |                             |        |                         |         |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |   |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |       |
| 1.                  | Mengecat semula bangunan | 5 tahun  |        |        |                         |   |                      |           |                             |        |                         |         |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |   |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |       |
| 2.                  | Mengganti perabot baharu | 8 tahun  |        |        |                         |   |                      |           |                             |        |                         |         |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |   |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |       |
| 3.                  | Mengganti langsir baharu | 8 tahun  |        |        |                         |   |                      |           |                             |        |                         |         |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |    |                          |         |  |  |  |  |   |  |  |  |     |         |           |        |        |                      |                    |                      |         |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |    |                          |         |  |  |  |  |  |  |       |

| No. CPD             | Pemilik Proses | Huraian Pindaan Dokumen *   |  | Tambah (T) / Pemotongan (P) |
|---------------------|----------------|---|--|-----------------------------|
|                     |                | Asal  | Pindaan  |                             |
| OPR (KOLEJ): 7/2017 | KOLEJ          | Nama Dokumen: PROSEDUR PENEMPATAN PELAJAR LAMA<br>Kod Dokumen: UPM/OPR/KOLEJ/P003<br>No. Isu: 02, No. Semakan: 10, Tarikh Kkuatkuasa: 18/08/2017  | Nama Dokumen: PROSEDUR PENEMPATAN PELAJAR LAMA<br>Kod Dokumen: UPM/OPR/KOLEJ/P003<br>No. Isu:03 , No. Semakan: 00 , Tarikh Kkuatkuasa: 08/12/2017  | T                           |
|                     |                | <p>6.0 <b>PENEMPATAN PELAJAR LAMA</b></p> <pre> graph TD     6.1([6.1 Mula]) --&gt; 6.2[6.2 Kenalpasti Kapasiti Kolej]     6.2 --&gt; 6.3[6.3 Permohonan Tinggal di Kolej]     6.3 --&gt; 6.4[6.4 Pemilihan Pelajar Lama]     6.4 --&gt; 6.5{6.5 Berjaya Dipilih?}     6.5 -- No --&gt; 6.3     6.5 -- Yes --&gt; 6.6[6.6 Permohonan Bayaran]     6.6 --&gt; 6.7[6.7 Kemaskini Data]     6.7 --&gt; A((A)) </pre> | <p>6.0 <b>PENEMPATAN PELAJAR LAMA</b></p> <pre> graph TD     6.1([6.1 Mula]) --&gt; 6.2[6.2 Kenalpasti Kapasiti Kolej]     6.2 --&gt; 6.3[6.3 Permohonan Tinggal di Kolej]     6.3 --&gt; 6.4[6.4 Pemilihan Pelajar Lama]     6.4 --&gt; End(( )) </pre> | T                           |

| No. CPD | Pemilik Proses | Huraian Pindaan Dokumen *  |  | Tambah (T) / Pemotongan (P) |
|---------|----------------|--|--|-----------------------------|
|         |                | Asal   | Pindaan  |                             |
|         |                |  <pre> graph TD     A((A)) --&gt; B[6.8 Maklum Tarikh Daftar Keluar]     B --&gt; C[6.9 Daftar Keluar Pelajar]     C --&gt; D[6.10 Semak Inventori Bilik Penginapan]     D --&gt; E{6.11 Memuaskan/Memuaskan}     E --&gt; F[6.12 Laksanakan Pembelian/Penggantian/Baikpulih]     F --&gt; G[6.13 Sahkan Bilik Untuk Pelajar Baharu]     E --&gt; G     G --&gt; H((6.14 Tamat)) </pre> |  <pre> graph TD     A((A)) --&gt; B{6.5 Berjaya Dipilih?}     B --&gt; C[6.6 Permohonan Bayuan]     C --&gt; D{6.7 Berjaya Bayuan}     D --&gt; E[6.8 Permohonan Tukar Kolei/Luar Kampus]     E --&gt; F[6.9 Kemaskini Data]     F --&gt; G((A)) </pre> |                             |

| No. CPD | Pemilik Proses | Huraian Pindaan Dokumen * |   | Tambah (T) / Pemotongan (P) |
|---------|----------------|---------------------------|---|-----------------------------|
|         |                | Asal                      | Pindaan   |                             |
|         |                |                           | <pre> graph TD     A([A]) --&gt; B[6.10 Maklum Tarikh Daftar Keluar]     B --&gt; C[6.11 Daftar Keluar Pelajar]     C --&gt; D[6.12 Semak Inventori Bilik Penginapan]     D --&gt; E{6.13 Memuaskan?}     E --&gt; F[6.14 Laksanakan Pembelian/Penggantian/Bakup]     E --&gt; G[6.15 Sahkan Bilik Untuk Pelajar Baharu]     F --&gt; G     G --&gt; H([6.16 Tamat]) </pre> |                             |



| No. CPD | Pemilik Proses | Huraian Pindaan Dokumen *      |  |   |                                 | Tambah (T) / Pemotongan (P)  |   |
|---------|----------------|--------------------------------|--|---|---------------------------------|--|---|
|         |                | Asal                           |  | Pindaan   |                                 |  |   |
|         |                | <b>6.0 PROSES TERPERINCI</b>   |  | <b>6.0 PROSES TERPERINCI</b>  |                                 |  |   |
|         |                | Tanggung jawab                 | Perincian  | Rekod/ Dokumen Rujukan  | Tanggung jawab                  | Perincian  | Rekod/ Dokumen Rujukan  |
|         |                | PK/PPK                         | 6.2 (a) Laksanakan semakan kapasiti semasa bilik pelajar berdasarkan Statistik Penempatan Pelajar di Kolej.<br>(b) Terima jumlah pelajar baharu daripada BHEP mengikut Jantina untuk sesi akan datang.   | Statistik Penempatan Pelajar Baharu   | PK/PPK                          | 6.2 (a) Laksanakan semakan kapasiti semasa bilik pelajar berdasarkan Statistik Penempatan Pelajar di Kolej.<br>(b) Terima jumlah pelajar baharu daripada BHEP mengikut Jantina untuk sesi akan datang.   | Statistik Penempatan Pelajar Baharu   |
|         |                | PK/PPK PT(P/O)                 | 6.3 (a) Keluarkan pekeliling permohonan tinggal di kolej pelajar lama pada semester kedua melalui Papan Kenyataan dan Media Sosial.<br>(b) Terima Borang Permohonan Penginapan Tinggal di Kolej (OPR/KOLEJ/BR01/PEN003) beserta Buku Rekod Aktiviti Mahasiswa berdasarkan <i>Timeline</i> SPK Kolej  | Borang Permohonan Penginapan Tinggal di Kolej (OPR/KOLEJ/BR01/PEN003)   | PK/PPK PT(P/O)                  | 6.3 (a) Keluarkan pekeliling permohonan tinggal di kolej pelajar lama pada semester kedua melalui Papan Kenyataan dan Media Sosial.<br>(b) Terima Borang Permohonan Penginapan Tinggal di Kolej (OPR/KOLEJ/BR01/PEN003) beserta Buku Rekod Aktiviti Mahasiswa berdasarkan <i>Timeline</i> SPK Kolej  | Borang Permohonan Penginapan Tinggal di Kolej (OPR/KOLEJ/BR01/PEN003)   |
|         |                | Pengetua /FELO/PE N. FELO/MT M | 6.4 (a) Laksanakan proses pemilihan pelajar lama mengikut kaedah yang bersesuaian.<br>(b) Pamerkan senarai nama keseluruhan pelajar yang berjaya dipilih mengikut jantina sebelum cuti akhir semester melalui Papan Kenyataan dan Media Sosial.  |   | Pengetua a/FELO/P EN. FELO/MT M | 6.4 (a) Laksanakan proses pemilihan pelajar lama mengikut kaedah yang bersesuaian.<br>(b) Pamerkan senarai nama keseluruhan pelajar yang berjaya dipilih mengikut jantina sebelum cuti akhir semester melalui Papan Kenyataan dan Media Sosial.  |   |
|         |                | Pengetua /PK/PPK               | 6.5 Berjaya di pilih?<br><br>(a) Jika Ya, ikut langkah 6.7<br>(b) Jika Tidak, ikut langkah 6.6   |   | Pengetua a/PK/PP K              | 6.5 Berjaya dipilih?<br><br>(a) Jika Ya, ikut langkah 6.9<br>(b) Jika Tidak, ikut langkah 6.6  |   |
|         |                | PK/PPK PT(P/O)                 | 6.6 (a) Keluarkan pekeliling permohonan rayuan tinggal di kolej pada semester kedua melalui Papan Kenyataan dan Media Sosial.<br>(b) Pelajar yang memohon rayuan dikehendaki mengisi Borang Rayuan Tinggal Di Kolej (OPR/KOLEJ/BR03/PEN003) pada semester kedua.<br>(c) Laksanakan proses pemilihan pelajar lama mengikut kaedah yang bersesuaian.<br>(d) Pamerkan senarai nama pelajar rayuan yang berjaya mengikut jantina sebelum cuti akhir semester melalui Papan Kenyataan dan Media Sosial. | Borang Rayuan Tinggal Di Kolej (OPR/KOLEJ/BR03/PEN003)  | PK/PPK PT(P/O)                  | 6.6 (a) Keluarkan pekeliling permohonan rayuan tinggal di kolej pada semester kedua melalui Papan Kenyataan dan Media Sosial.<br>(b) Pelajar yang memohon rayuan dikehendaki mengisi Borang Rayuan Tinggal Di Kolej (OPR/KOLEJ/BR03/PEN003) pada semester kedua.<br>(c) Laksanakan proses pemilihan pelajar lama mengikut kaedah yang bersesuaian.<br>(d) Pamerkan senarai nama pelajar rayuan yang berjaya mengikut jantina sebelum cuti akhir semester melalui Papan Kenyataan dan Media Sosial. | Borang Rayuan Tinggal Di Kolej (OPR/KOLEJ/BR03/PEN003)  |
|         |                | PK/PPK PT(P/O)                 | 6.7 Kemaskini status penempatan pelajar dalam SMP  |   |                                 |  |   |
|         |                | PT(P/O)                        | 6.8 Keluarkan pekeliling cuti akhir semester kepada pelajar melalui Papan Kenyataan dan Media Sosial.  |   |                                 |  |   |
|         |                | PYB                            | 6.9 Pastikan pelajar melengkapkan Borang Terima dan Serah Kunci semasa proses pemulangan kunci.  | Borang Terima dan Serah Kunci   |                                 |  |   |
|         |                | PYB                            | 6.10 Laksanakan semakan Inventori di bilik pelajar pada cuti akhir semester sahaja.  |   |                                 |  |   |
|         |                | PK/PPK                         | 6.11 Memuaskan?<br>(a) Jika Ya, ikut langkah 6.13<br>(b) Jika Tidak, ikut langkah 6.12   |   |                                 |  |   |
|         |                | PK/PPK                         | 6.12 Laksanakan proses pembelian/penggantian/baikpulih mengikut keperluan semasa dan keutamaan dengan merujuk:<br>(a) Borang Semakan Inventori Bilik Penginapan Pelajar (OPR/KOLEJ/BR02/PEN002) atau Borang Semakan Inventori Bilik Penginapan Pelajar (UPM/KK/BOT/BR01) serta,<br>(b) Borang Aduan Kerosakan Penginapan Pelajar (OPR/KOLEJ/BR01/PEN004) atau Borang Aduan Kolej 12, 14, 15 dan 16 (OPR/KOLEJ/BR01/BOT) (merujuk Garis Panduan Pengendalian Aduan Kerosakan Penginapan             | Borang Aduan Kerosakan Penginapan Pelajar (OPR/KOLEJ/BR01/PEN004) atau Borang Aduan Kolej 12, 14, 15 dan 16 (OPR/KOLEJ/BR |                                 |  |   |
|         |                |                                |  |   | Pengetua a/PK/ PPK              | 6.7 <u>Berjaya Rayuan?</u><br><br>(a) Jika Ya, ikut langkah 6.9<br>(b) Jika Tidak, ikut langkah 6.8  |   |
|         |                |                                |  |   | PT(P/O)                         | 6.8 <u>Sekiranya tidak berjaya pelajar perlu mengisi Borang Tinggal Di Luar Kampus (OPR/KOLEJ/BR04/PEN003) dengan merujuk Garis Panduan Luar Kampus (OPR/KOLEJ/GP01/PEN003) atau Borang Pertukaran Kolej (OPR/KOLEJ/BR02/PEN003) dengan merujuk Garis Panduan Pertukaran Kolej (OPR/KOLEJ/GP03/PEN003).</u>  | <u>Borang Tinggal Di Luar Kampus (OPR/KOLEJ/BR04/PEN003)/ Borang Pertukaran Kolej (OPR/KOLEJ/BR02/PEN003)</u> |
|         |                |                                |  |   | PK/PPK                          | 6.9 Kemaskini status penempatan pelajar dalam SMP  |   |

T

| No. CPD | Pemilik Proses | Huraian Pindaan Dokumen *  |  |   |   |                  |      | Tambahan (T) / Pemotongan (P)  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
|---------|----------------|--|--|---|---|------------------|------|--|--|---------|---------------------|---------------------|---------------------------|------------------|----|----|---|--|------------|----|------------|----|----|-------------|--|------------|----|------------|----|----|-------------|--|------------|----|------------|--|--|
|         |                | Asal   |  |   | Pindaan   |                  |      |  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
|         |                |  |  | Pelajar (OPR/KOLEJ/GP01/PENP004).   | 01/BOT)   |                  |      |  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
|         |                | PK/PPK   | 6.13   | Sahkan bilik sedia digunakan untuk pelajar baharu dengan membuat pengesahan pada Borang Semakan Inventori Bilik Penginapan Pelajar (OPR/KOLEJ/BR02/PEN002) atau Borang Semakan Inventori Bilik Penginapan Pelajar (UPM/KK/BOT/BR01) | Borang Semakan Inventori Bilik Penginapan Pelajar (OPR/KOLEJ/BR02/PEN002) atau Borang Semakan Inventori Bilik Penginapan Pelajar (UPM/KK/BO T/BR01) | PT(P/O)          |      |  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
|         |                |  |  |   |   | PT(P/O)          | 6.10 | Keluarkan pekeliling cuti akhir semester kepada pelajar melalui Papan Kenyataan dan Media Sosial.  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
|         |                |  |  |   |   | PYB              | 6.11 | Pastikan pelajar melengkapkan Borang Terima dan Serah Kunci semasa proses pemulangan kunci.  | Borang Terima dan Serah Kunci  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
|         |                |  |  |   |   | PYB              | 6.12 | Laksanakan semakan Inventori di bilik pelajar pada cuti akhir semester sahaja.   |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
|         |                |  |  |   |   | PK/PPK           | 6.13 | Memuaskan?<br>(a) Jika Ya, ikut langkah 6.13<br>(b) Jika Tidak, ikut langkah 6.12  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
|         |                |  |  |   |   | PK/PPK           | 6.14 | Laksanakan proses pembelian/penggantian/baikpulih mengikut keperluan semasa dan keutamaan dengan merujuk:<br>(a) Borang Semakan Inventori Bilik Penginapan Pelajar (OPR/KOLEJ/BR02/PEN002) atau Borang Semakan Inventori Bilik Penginapan Pelajar (UPM/KK/BOT/BR01) serta,<br>(b) Borang Aduan Kerosakan Penginapan Pelajar (OPR/KOLEJ/BR01/PEN004) atau Borang Aduan Kolej 12, 14, 15 dan 16 (OPR/KOLEJ/BR01/BOT) (merujuk Garis Panduan Pengendalian Aduan Kerosakan Penginapan Pelajar (OPR/KOLEJ/GP01/PENP004)). | Borang Aduan Kerosakan Penginapan Pelajar (OPR/KOLEJ/BR01/PEN004) atau Borang Aduan Kolej 12, 14, 15 dan 16 (OPR/KOLEJ/BR01/BOT)                   |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
|         |                |  |  |   |   | PK/PPK           | 6.15 | Sahkan bilik sedia digunakan untuk pelajar baharu dengan membuat pengesahan pada Borang Semakan Inventori Bilik Penginapan Pelajar (OPR/KOLEJ/BR02/PEN002) atau Borang Semakan Inventori Bilik Penginapan Pelajar (UPM/KK/BOT/BR01)  | Borang Semakan Inventori Bilik Penginapan Pelajar (OPR/KOLEJ/BR02/PEN002) atau Borang Semakan Inventori Bilik Penginapan Pelajar (UPM/KK/BOT/BR01) |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
|         |                | <b>8.0 SEJARAH SEMAKAN</b>   |  |   |   |                  |      |  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
|         |                | <table border="1"> <thead> <tr> <th>No. Isu</th> <th>No. Semakan</th> <th>No. CPD</th> <th>Kelulusan Mesyuarat</th> <th>Disedia dan disemak</th> <th>Dilulus/Diluluskan semula</th> <th>Tarikh Kuatkuasa</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>00</td> <td>-</td> <td>Keluaran Pertama untuk satu persijilan</td> <td>TNC (HEPA)</td> <td>WP</td> <td>03/01/2011</td> </tr> <tr> <td>02</td> <td>01</td> <td>OPR: 3/2011</td> <td>Jawatankuasa Pengurusan ISO Kolej Kali ke-32</td> <td>TNC (HEPA)</td> <td>WP</td> <td>25/05/2011</td> </tr> </tbody> </table>   |  |   |   |                  |      | No. Isu  | No. Semakan  | No. CPD | Kelulusan Mesyuarat | Disedia dan disemak | Dilulus/Diluluskan semula | Tarikh Kuatkuasa | 02 | 00 | - | Keluaran Pertama untuk satu persijilan | TNC (HEPA) | WP | 03/01/2011 | 02 | 01 | OPR: 3/2011 | Jawatankuasa Pengurusan ISO Kolej Kali ke-32 | TNC (HEPA) | WP | 25/05/2011 |    |    |             |  |            |    |            |  |  |
| No. Isu | No. Semakan    | No. CPD  | Kelulusan Mesyuarat                          | Disedia dan disemak   | Dilulus/Diluluskan semula   | Tarikh Kuatkuasa |      |  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
| 02      | 00             | -  | Keluaran Pertama untuk satu persijilan       | TNC (HEPA)  | WP  | 03/01/2011       |      |  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
| 02      | 01             | OPR: 3/2011  | Jawatankuasa Pengurusan ISO Kolej Kali ke-32 | TNC (HEPA)  | WP  | 25/05/2011       |      |  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
|         |                | <b>8.0 SEJARAH SEMAKAN</b>   |  |   |   |                  |      |  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
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| No. Isu | No. Semakan    | No. CPD  | Kelulusan Mesyuarat                          | Disedia dan disemak   | Dilulus/Diluluskan semula   | Tarikh Kuatkuasa |      |  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
| 02      | 00             | -  | Keluaran Pertama untuk satu persijilan       | TNC (HEPA)  | WP  | 03/01/2011       |      |  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
| 02      | 01             | OPR: 3/2011  | Jawatankuasa Pengurusan ISO Kolej Kali ke-32 | TNC (HEPA)  | WP  | 25/05/2011       |      |  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |
| 02      | 02             | OPR: 4/2011  | Jawatankuasa Pengurusan ISO Kolej Kali ke-34 | TNC (HEPA)  | WP  | 22/08/2011       |      |  |  |         |                     |                     |                           |                  |    |    |   |  |            |    |            |    |    |             |  |            |    |            |    |    |             |  |            |    |            |  |  |

| No. CPD | Pemilik Proses | Huraian Pindaan Dokumen * |    |                   |  |            |        |            |           |           |                          |  |                |               |                   | Tambahkan (T) / Pemotongan (P) |
|---------|----------------|---------------------------|----|-------------------|--|------------|--------|------------|-----------|-----------|--------------------------|--|----------------|---------------|-------------------|--------------------------------|
|         |                | Asal                      |    |                   |  |            |        |            | Pindaan   |           |                          |  |                |               |                   |                                |
|         |                | 02                        | 02 | OPR : 4/2011      | Jawatankuasa Pengurusan ISO Kolej Kali ke-34                           | TNC (HEPA) | WP     | 22/08/2011 | 02        | 03        | OPR : 5/2011             | Jawatankuasa Pengurusan ISO Kolej Kali ke-35                           | TNC (HEPA)     | WP            | 18/11/2011        |                                |
|         |                | 02                        | 03 | OPR : 5/2011      | Jawatankuasa Pengurusan ISO Kolej Kali ke-35                           | TNC (HEPA) | WP     | 18/11/2011 | 02        | 04        | OPR: KOLEJ 1/2012        | Jawatankuasa Pengurusan ISO Kolej Kali ke-38                           | TNC (HEPA)     | WP            | 30/01/2012        |                                |
|         |                | 02                        | 04 | OPR: KOLEJ 1/2012 | Jawatankuasa Pengurusan ISO Kolej Kali ke-38                           | TNC (HEPA) | WP     | 30/01/2012 | 02        | 05        | OPR: KOLEJ 2/2012        | Mesyuarat Khas Jawatankuasa Pengurusan ISO Kolej (27.04.2012)          | TNC (HEPA)     | WP            | 09/05/2012        |                                |
|         |                | 02                        | 05 | OPR: KOLEJ 2/2012 | Mesyuarat Khas Jawatankuasa Pengurusan ISO Kolej (27.04.2012)          | TNC (HEPA) | WP     | 09/05/2012 | 02        | 06        | OPR: KOLEJ 3/2012        | Mesyuarat Khas Jawatankuasa Pengurusan ISO Kolej (3.8.2012)            | TNC (HEPA)     | WP            | 14/08/2012        |                                |
|         |                | 02                        | 06 | OPR: KOLEJ 3/2012 | Mesyuarat Khas Jawatankuasa Pengurusan ISO Kolej (3.8.2012)            | TNC (HEPA) | WP     | 14/08/2012 | 02        | 07        | OPR: KOLEJ 1/2013        | Mesyuarat Pengurusan ISO Kolej kali ke-41 (18.4.2013)                  | TNC (HEPA)     | WP            | 30/04/2013        |                                |
|         |                | 02                        | 07 | OPR: KOLEJ 1/2013 | Mesyuarat Pengurusan ISO Kolej kali ke-41 (18.4.2013)                  | TNC (HEPA) | WP     | 30/04/2013 | 02        | 08        | OPR: KOLEJ 2/2014        | Mesyuarat Khas Jawatankuasa Pengurusan ISO Kolej (11.11.2014)          | TNC (HEPA)     | WP            | 12/12/2014        |                                |
|         |                | 02                        | 08 | OPR: KOLEJ 2/2014 | Mesyuarat Khas Jawatankuasa Pengurusan ISO Kolej (11.11.2014)          | TNC (HEPA) | WP     | 12/12/2014 | 02        | 09        | OPR: KOLEJ 1/2015        | Mesyuarat Pengurusan ISO Kolej Kali Ke-48 (Sukuan Ketiga) (15.10.2015) | TNC (HEPA)     | WP            | 19/11/2015        |                                |
|         |                | 02                        | 09 | OPR: KOLEJ 1/2015 | Mesyuarat Pengurusan ISO Kolej Kali Ke-48 (Sukuan Ketiga) (15.10.2015) | TNC (HEPA) | WP     | 19/11/2015 | 02        | 10        | OPR: KOLEJ 4/2017        | Mesyuarat Khas Pengurusan ISO Kolej ( 3 Ogos 2017)                     | TPKD PP        | TWP PP        | 18/08/2017        |                                |
|         |                | 02                        | 10 | OPR: KOLEJ 4/2017 | Mesyuarat Khas Pengurusan ISO Kolej ( 3 Ogos 2017)                     | TPKD PP    | TWP PP | 18/08/2017 | <u>03</u> | <u>00</u> | <u>OPR: KOLEJ 7/2017</u> | <u>Mesyuarat Pengurusan ISO Kolej Kali ke-53</u>                       | <u>TPKD PP</u> | <u>TWP PP</u> | <u>08/12/2017</u> |                                |

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## **BAHAGIAN B: Kelulusan CADANGAN PINDAAN DOKUMEN ISO**

(Diisi oleh PKD / TPKD mengikut skop dokumen ISO)

|                                     |                                 |                           |
|-------------------------------------|---------------------------------|---------------------------|
| <b>Peneraju Proses:</b>             | <u>KOLEJ KEDIAMAN</u>           |                           |
| <b>Kelulusan Mesyuarat:</b>         | <u>MESYUARAT PENGURUSAN ISO</u> | <b>Kali ke-</b> <u>53</u> |
| <b>Tarikh Mesyuarat:</b>            | <u>13/10/17</u>                 |                           |
| <b>Cadangan Tarikh Kuatkuasa *:</b> | <u>08/12/2017</u>               |                           |

Nota \*:

- Tarikh Kuatkuasa merujuk kepada tarikh yang ditetapkan dan sila berhubung dengan PKD sekiranya perlukan tarikh kuatkuasa lain
- Masukkan Huraian Pindaan Dokumen yang dilampirkan oleh pencadang bersama Borang Cadangan Pindaan/Tambahan Dokumen.