

ERL MAINTENANCE SUPPORT SDN BHD

Co. Reg. No. 199901023674 (498574-T)



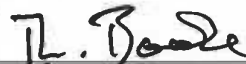
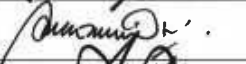



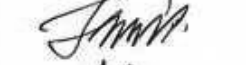
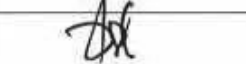

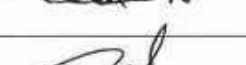
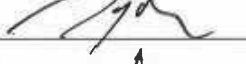


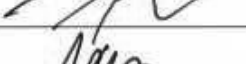
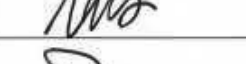
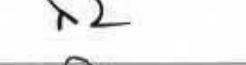
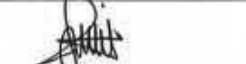
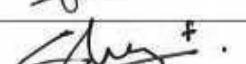
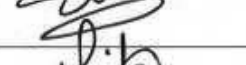

**FINANCE & ADMINISTRATION**

**UNIFORM/ PERSONAL PROTECTION EQUIPMENT (PPE)  
PROCEDURE**

Ref. No. G00.OMB.M10002.CD.1006.B

<i>Location</i> E-MAS Offices	<i>Reference</i> G00.OMB.M10002.CD.1006	<i>Rev.</i> B	<i>Date</i> 7 March 2022	<i>Page No.</i> Page 2 of 13	<i>Document Title</i> Uniform/ Personal Protection Equipment (PPE) Procedure
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**Release**

<b>Released:</b>	Thomas Baake	Chief Executive Officer	14/03/22	
<b>Checked:</b>	Suriani Farisa Md Isa	Human Resource	8.3.2022	
<b>Checked:</b>	Sukhbir Singh	Safety & Security	09/02/22	
<b>Checked:</b>	Gan Lee Hong	Procurement	08.03.22	
<b>Checked:</b>	Raefendy Ismail	Material Management	28.3.22	
<b>Checked:</b>	James Leonard Boudville	Operations	8.3.22	
<b>Checked:</b>	Norhandee Nordin	Drivers & Stations	08.03.2022	
<b>Checked:</b>	Omar Zakir Ibrahim	Operations - Control Centre	11.03.2022	
<b>Checked:</b>	Ham Mow Wai	Maintenance	9.3.22	
<b>Checked:</b>	Anthony Arokianathan Darama Rajan	Wayside	9.3.22	
<b>Checked:</b>	Jayarajah Savarimuthu	Rolling Stock & Engineering	9.3.22	
<b>Checked:</b>	Norazman Abu Hassan	Rolling Stock	14.3.22	
<b>Checked:</b>	Noel Devan Sawnthara Pandian	Systems	9 March 2022	
<b>Checked:</b>	Abdul Halim Baharom	Infrastructure	9/3/2022	
<b>Checked:</b>	Muhamad Dzulfaqar Yusoff	Project and Engineering	8/3/2022	
<b>Checked:</b>	Md Azim Abdullah	CEO Office	7/3/2022	
<b>Checked:</b>	Haryati Khalil	CEO Office	8/3/2022	
<b>Checked:</b>	Nauwalah Amat Mustakim	Finance & Administration	7/3/2022	
<b>Author:</b>	Azriatushaida Ahmad	Finance & Administration	07/03/22	
	<b>Name</b>	<b>Department</b>	<b>Date</b>	<b>Signature</b>

Amendments or additions to this procedure must be indicated with a vertical black line in the adjacent left margin.

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**Change Record and Configuration Control**

B	07.03.22	Minor update	Azriatushaida
A	29.09.21	Update overall procedure to reflect current process flow Change of department to Finance & Administration from Documentation & Administration This version supersede version G00.OMM.M10002.CD.1006.A	Azriatushaida
A	25.03.19	Update as per latest organization chart Update overall procedure to reflect current process This version supersede version G00.OMM.M10002.CD.0001.D	Azriatushaida
A	07.05.12	Revised as per latest organization chart dated 18 Jan 2012 Change of partner code to OMM Change from FAD – ADM to MMA – ADM This version supersede version G00.OMB.M10002.CD.0001.D	Azriatushaida
D	17.02.10	As per latest organization chart and uniform requirement	Nur Hayati
C	11.01.07	Update as per latest organization chart	Mazmiha
B	03.02.04	Complete Update	Jamie Kang
A	28.08.02	First update	Jamie Kang
<b>Revision</b>	<b>Date</b>	<b>Modification</b>	<b>Name</b>

<b>Planning Of Changes Reference For Revision: G00.OMB.M10002.CD.1006.B</b>					
<b>Issues To Consider</b>	<b>Checked</b> <i>(Please mark X)</i>				<b>Remarks</b>
1) Are there any negative impact?	YES		NO	x	
2) Will the integrity of QEMS be affected?	YES		NO	x	
3) Resources available?	YES	x	NO		
4) Allocation or relocation of responsibilities and authorities required?	YES		NO	x	

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## 1 Purpose

The purpose of this procedure is to establish a control over the issuance and usage of company uniforms and PPE.

Abbreviations used:

ADM	Finance & Administration – Administration
EDMS	Electronic Document Management System
E-MAS	ERL Maintenance Support Sdn. Bhd. Co. Reg. No. 199901023674 (498574-T)
ERLSB	Express Rail Link Sdn Bhd Co. Reg. No. 199601003493 (375839-H)
HOD	Head of Department
JSA	Job Safety Analysis
PPE	Personal Protection Equipment
PR	Purchase Requisition
URI	Uniform Request and Issuance Form
FTC	Fixed Term Contract
Other Department Codes	Refer to Documentation Manual (Ref. No. G00.OMM.M11160.BT.1007.*)
*	An asterisk (*) is used to refer to the latest version.

## 2 Scope, Distribution & Access

Uniform/ PPE Procedure outlines the process from the issuance to the return of the company uniform/ PPE. Conduct and care of the said items are also addressed.

The process of this procedure is depicted in the flow chart appended in Appendix A (Ref. No. G00.OMB.M10002.CC.1003.\*)

## 3 Distribution and Access

This procedure should be read by all E-MAS staffs and will therefore be distributed company-wide.

## 4 Uniform / PPE Requisitions

Request for uniform/ PPE must be filled in the URI Form (Ref. No. G00.OMB.M10002.JM.1003.\*) attached in Appendix B. Only first time PPE requisitions require the justifications and approval of the HOD before processing. Once HOD approval is obtained, the staff shall bring the signed form to ADM for collection of the items. Acknowledgement of receipt on the URI form is necessary once the items are issued. HOD signature is not required for replacements of uniforms and / or PPE items. Refer to Clause 9.

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Types of Uniforms

There are four (4) types of uniforms:

Type of Uniforms	Description
Corporate Uniform	<ul style="list-style-type: none"> <li>• Short-sleeve, collared shirts (long sleeve optional for ladies)</li> </ul>
Maintenance Uniform	<ul style="list-style-type: none"> <li>• Round neck t-shirt, collared t-shirt</li> <li>• Long pants</li> <li>• Jacket</li> </ul>
Operations Uniform	<ul style="list-style-type: none"> <li>• Short sleeve, collared shirts (long sleeve optional for ladies)</li> <li>• Long pants</li> <li>• Jacket</li> <li>• Corporate Uniform (OCC only)</li> </ul>
PPE	<ul style="list-style-type: none"> <li>• Safety helmet</li> <li>• Safety vest</li> <li>• Safety shoe (high/ low cut)</li> <li>• Raincoat (with pants)</li> <li>• Safety UV Sunglass</li> <li>• Safety Bump Cap</li> <li>• Overalls</li> <li>• Back support</li> <li>• Knee Guard</li> <li>• Safety Glasses</li> <li>• Face Shield</li> </ul> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;">                     The purchase will be made based upon request. No stock will be kept/maintained by FAD-ADM                 </div>

Maintenance t-shirt and PPE are issued as required and on a replacement basis. They are issued to new staff based on their allocation. It is also issued to existing staff when replacing torn, damaged or discolored uniform.

As for other uniforms, in general the replacement issuance shall be two (2) years once and according to the department’s allocation (Refer to clause 5.2 and 5.3) except for the OCC jacket the issuance shall be three (3) years once. The Company may review the replacement cycle as and when required. Any change to the replacement cycle will be at the Company’s discretion.

PPE is categorized as uniform for easy reference, however it serves as a safety necessity rather than clothing identification.

All uniforms are in standard sizes. They will only be tailor-made for those requiring smaller/ bigger sizes out of the standard measurements. The design is the same for both female and male employees and should be worn all times. Refer to clause 8 on Conduct of wearing company uniform.

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**4.1 Corporate Uniform**

Corporate shirts are issued to HOD, HOD selected staff and OCC staff for the purpose of extending corporate image when attending internal or external functions/ meetings on behalf of E-MAS. Issuance interval is two (2) piece every two (2) years. The Company may review the issuance interval as and when required. Any change to the issuance interval will be at the Company’s discretion. The design of the corporate shirt shall be approved by CEO

**4.2 Maintenance Uniform**

Office-based staff are not allocated with any maintenance uniform. This is with the exception of special cases where work duties may necessitate the use of the said uniform. However, office based staff under the department stated below are allocated with 3 collared shirts. Only the following departments are allocated to the maintenance uniform: -

- Maintenance
- Safety and Security
- Material Management

Their uniform allocation is as follows:

Maintenance Uniform	Per staff	First Issuance	RST	PNE	ELT	SIG	INF	SAS	MMT
Collared T-shirt	3	1	√	√	√	√	√	**√	√
Round Neck T-Shirt	2	2	√	√	√	√	√	N/a	√
Long Pants	3	2	√	√	√	√	√	√	√
Jacket	1	0	√	√	√	√	√	√	√

\*\*For SAS all Collared T-shirt (5 pcs per staff, 3 pcs for first issuance)

For fixed term contract (FTC):

- (a) First issuance : Three (3) pieces combination of Collared T- Shirt and Round Neck T-Shirt;
- (b) After 6 months : Two (2) pieces Collared T- Shirt

The balance of uniforms as per allocations will be release to the respective staff after 6 months (FTC) or upon confirmation in their respective positions for other relevant staff.

The Company may review the allocation as and when required. Any change to the allocation shall be at the Company’s discretion.

**4.3 Operations Uniform**

**4.3.1 Allocation for Operations staff are as follows:**

OPS Uniform	Per staff	After Confirmation	OTD	OTS	OSS	OCC	Shunter
Short Sleeve Shirt	3	3	√	√	√	N/a	1
Long Pants	3	3	√	√	√	N/a	1
Corporate Shirt	2	2	N/a	N/a	N/a	√	N/a
Jacket	1	1	√	√	√	√	√

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4.3.2 In addition to the allocation above, Operations department is allocated with Maintenance uniform as per below:

Maintenance Uniform	OPS Trainer	OTD Trainee	OPS Shunter	OPS OSS
Collared T-shirt	3	2	5	1
Long Pants	2	N/a	3	N/a

OPS OSS: one (1) piece collared T-Shirt (issuance once a year **ONLY**)

The Company may review the allocation as and when required. Any change to the allocation shall be at the Company's discretion.

## 5 Personal Protection Equipment

PPE is provided to the following departments as per Appendix C Allocation of Personal Protection Equipment (PPE) (Ref. No. G00.OMB.M10002.CD.1007.\*).

If there are new requirement for PPE that are not listed in this procedure, a JSA has to be conducted by SAS. Upon recommendation and new purchase is necessary, department user shall submit the PR form and a copy of JSA as supporting document.

For the new JSA, respective HoD to inform FAD-ADM via email on the new requirement with the details as per below:

- i) Estimated no of staff that require the PPE
- ii) Frequency of replacement
- iii) Estimated price per PPE
- iv) Proposed implementation date

## 6 Others

### 6.1 Industrial Trainees

Industrial trainees are not under E-MAS payroll. Thus, they are not eligible to have/wear E-MAS uniforms. However, exceptions are given to those who is assigned to Maintenance, MMT, or SAS Department. Industrial trainees attached to these departments are allowed to have/wear:

- (i) Three (3) pieces of Collared t-shirts
- (ii) One (1) pair of Safety Shoes
- (iii) Other PPE as assigned job scope and as required by safety regulations

The above uniforms/PPE will be issued to the Industrial Trainee if valid justification and approval is given by the relevant HOD in the URI form. The respective HOD also needs to ensure all uniform/PPE issued to be returned back to ADM once their attachment period ends.

### 6.2 Consultants/ Expatriates

Consultants/ expatriates who are attached to E-MAS for more than (6) months, may be allocated with five (5) Maintenance T-Shirts, in the t-shirt combination of the assigned department. No Maintenance Pants will be provided. However, PPE, will be issued to adhere to the safety regulations after justification and approval by the relevant HOD on the URI form, before issuance by ADM. Refer to Clause 4 on Uniform / PPE Requisitions.



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The Company may review the allocation as and when required. Any change to the allocation shall be at the Company's discretion.

### **6.3 Seconded/Project staff**

Seconded/Project staff are issued the same items as required for normal staff in the position that they are seconded/assigned to. In the event the staff require additional/special PPE other than listed in Clause 5, the PPE shall be provided by the host company. Refer to Clause 4 on Uniform / PPE Requisitions.

### **7 Laundry**

No laundry services allowance is provided to staff, with the exception of pool safety vests and raincoats, which will be replaced with temporary vests and raincoats by ADM whenever requested by the end user, if deemed necessary.

### **8 Conduct of Wearing Company Uniform**

All company uniforms stated in clause 5 must be properly worn at all times. Other company jackets or tracksuit is not permitted to be worn over company uniform. The maintenance and operations uniform are to be worn with safety shoes provided by the Company. This is applied to all staff including those stated in clause 6.

Conduct of wearing company uniforms is also addressed in Clause 7.32 of the Employee Handbook (Ref. No. G00.OMH.M11750.ZG.0001.\*):

### **9 Care for the Company Uniforms/ PPE Items**

Uniforms are company property as such, all staffs must diligently maintain their uniforms with care and ensure that it is clean and well ironed at all times when worn.

Company uniforms should only be worn in relation to the company's interests or whenever instructed by the management.

The design of company uniforms are selected and approved by the CEO, hence, no alterations to the design of any nature (minor or major) are allowed.

Should any wear and tear to any of the uniforms and PPE items, staff must bring the items in for inspection to determine whether the items should be sent for mending or replaced. If wear and tear is found due to usage during non-working hours, then restoration costs shall be borne by the staff.

### **10 Loss of Company Uniforms/ PPE**

Any staff that has lost their uniform/ PPE is required to inform their respective HOD immediately. The HOD shall notify via email to FAD HOD informing of such incident details.

FAD HOD with the respective HOD will determine if negligence is the cause of the loss, if so, any charges arising from replacements will be borne by the staff.

If the loss of the aforementioned item is genuine, the replacements are issued only upon approval by FAD HOD.

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**11 Return of Company Uniforms**

Disposal of company uniforms will be at the discretion of ADM. Uniforms that are still in good condition will be dry-cleaned and re-issued whilst uniform that are in poorer condition will be destroyed and disposed accordingly.

**12 Zero-Tolerance Against Bribery and Corruption (MACC Act 2019)**

ADM takes a zero-tolerance position against all forms of bribery and corruption within the department. This is in line with the Malaysian Anti-Corruption Commission Act 2009 (MACC Act 2009).

We are committed to act professionally in all our relationships and business dealings and will continue to stand by our values of honesty and moral responsibility.

Employees are prohibited from making an offer or pay anything of value or accepting any gratification for any improper purpose whether directly or indirectly to influence any act or decision. Employees are also prohibited from asking or soliciting gifts from external parties.

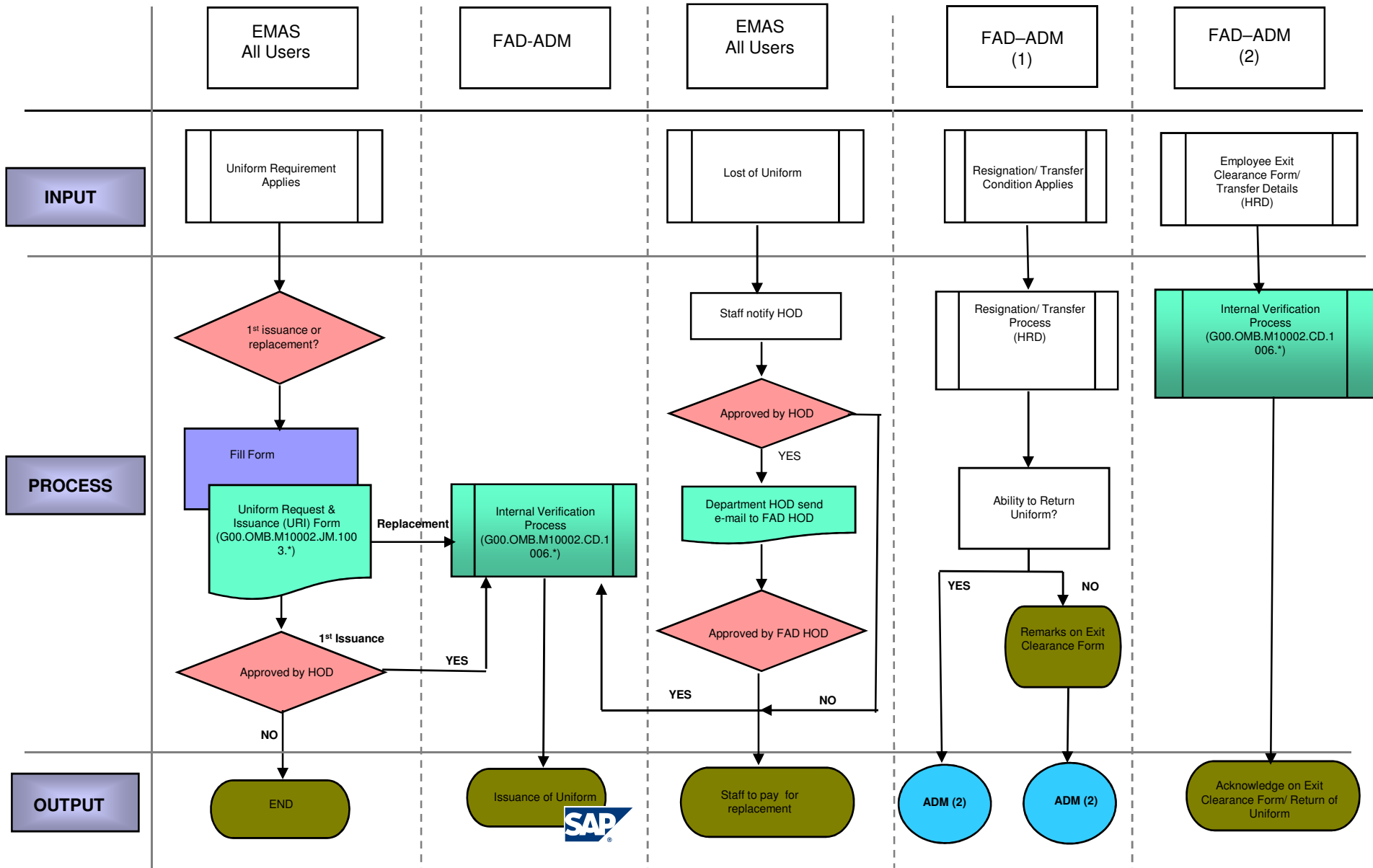
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**Appendices****Appendix A - Flow Chart of Uniform/ Personal Protection Equipment (PPE)**

(Ref. No. G00.OMB.M10002.CC.1003.\*)

# Flow Chart of Uniform/ Personal Protection Equipment (PPE)

Ref No. : G00.OMB.M10002.CC.1003.A



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**Appendix B - Uniform Request and Issuance (URI) Form**

(Ref. No. G00.OMB.M10002.JM.1003.\*)

## UNIFORM REQUEST AND ISSUANCE (URI) FORM

<b>Employee Particulars</b>					
Name	:	_____	Department	:	_____
Job Designation	:	_____	Contact No	:	_____
Employee No	:	_____	Date Joined	:	_____
First Issuance	<input type="checkbox"/>	Confirmation	<input type="checkbox"/>	Replacement	<input type="checkbox"/>
Uniform Request			Issuance		
Item	Quantity	Size	Quantity	Size	Remarks
<b>Corporate Uniform</b>					
<b>Operations Uniform</b>					
Short/ Long Sleeve shirt					
Long Pants					
Jacket					
<b>Maintenance Uniform</b>					
Long Pants					
Collared T-Shirt					
Round Neck T-shirt					
Jacket					
<b>PPE</b>					
Safety Shoes (high cut/ low cut)					
Safety Helmet					
Safety Vest					
Safety UV Sunglass					
Raincoat					
Safety Bump Cap					
Overalls					
Safety Glasses					
Face Shield					
Knee guard					
Requested by (Applicant)	Approval by (HOD)		Issued by (FAD - ADM)		Received by (Applicant)
Date	Date		Date		Date

Originals will be filed at FAD - ADM

For FAD-ADM Use			
Goods Issuance No:			
Initial		Date	

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**Appendix C - Allocation of Personal Protection Equipment**

(Ref. No. G00.OMB.M10002.CD.1007.\*)

**Allocation of Personal Protection Equipment (PPE)**

Department PPE	RSX				WSE										SAS		MMT		OPS																		
	RST		PNE		SYS										INF		SAS		MMT		OPS Chief		OTD		OTS		OSS		Shunter		Ops Trainer						
	Staff	Dept (Pool)	Staff	Dept (Pool)	Staff	Dept (Pool)	Staff	Dept (Pool)	Staff	Dept (Pool)	Staff	Dept (Pool)	Staff	Dept (Pool)	Staff	Dept (Pool)	Staff	Dept (Pool)	Staff	Dept (Pool)	Staff	Per train (Pool)	Staff	Dept (Pool)	Staff	Per Station (Pool)	Staff	Dept (Pool)	Staff	Dept (Pool)							
	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B							
Safety Helmet	-wn-	8	-wn-	-	-wn-	-	-wn-	-	-wn-	-	-wn-	-	-wn-	-	-wn-	-	2	-wn-	-	1	-wn-	-	-	1	-	1	-	2	-	2	-	-	Loan from ADM				
Safety Shoes (Low-cut)	-	-	-	-	-	-	-	-	-	-	-	-	-	2	1	-	2	1	-	2	1	-	1	1	-	2	1	-	2	1	-	1	1	-	1	-wn-	-
Safety Shoes (High-cut)	2	1	-	-	2	1	-	-	2	1	-	-	2	1	-	-	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Safety Vest	1	1	-	-	1	1	-	-	1	1	-	-	1	1	-	-	4	-	2	-wn-	-	1	-wn-	-	-	1	-	1	-	2	-	2	-	-	Loan from ADM		
Raincoat	-	4	-	-	-	-	-	-	-	-	-wn-	-	-wn-	-	-wn-	-	-	2	-	2	1	-wn-	-	-	1	-	1	-	2	-	2	-	-	-			
Safety Bump Caps	-wn-	-	-	-	-	-	-	-	-	-	-	1	-wn-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Safety UV Sunglasses	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-wn-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Overall	-	-	-	-	-	-	-	-	-	-	-	1	-wn-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Back Support	-wn-	-	-wn-	-	-wn-	-	-	-	-	-	-	-wn-	-	-wn-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Knee Guard	-wn-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Safety Glasses	-wn-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Face Shield	-wn-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

Remark A Per Employee B First Issuance -wn- When Necessary (Upon request from respective department HoD via URI form with proper justification at the remarks column )