**Festival Shutdown Safety Checklist**

Dear All,

In conjunction with the Chinese New Year festival, our company is scheduled to shutdown effective from 4 Feb 2019 - 7 Feb 2019.

To ensure the safety during these 4 days closure, all section are required to carry out checking on all electrical appliances, doors, and water etc

before the last dismissal. Please refer attachment checklist for your action.The completed checklist is compulsory to drop inside the festival shutdown box

at guardhouse(refer pic).





Thanks and best regards.

**PENFABRIC**

**Padmaraj Murugaya
Safety & Environment Section**

**Administration Department
Penfabric Mill 4 Sdn. Bhd**