**Festival Shutdown Safety Checklist**

Dear All,

In conjunction with the Chinese New Year Festival, our company is scheduled to stop

operations effective from 24 January 2020 until 27 January 2020 ( Total 4 days). To ensure safety during 4 days closure, all

sections are required to carry out checking on all electrical appliances, doors, water etc

before the last dismissal. Kindly refer attachment for the checklist. The completed

checklist is to be dropped inside the box in the guardhouse.



Thanks and best regards.

**PENFABRIC**

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Safety & Environment Section**

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