

ASS. REC. BY:

REF: CS/UOI21001988/Avd3

Special Instruction:

SURVEYOR : ADRIAN

ASSIGNMENT (Office)

From (Person): KATIE LEE

of UOI

Date/Time: 10/02/2021@8.53AM

Estimated Cost:

Bill to:

OD/TP/WS/TP RES / OD RES / EVA / INV / MV / CS

To Inspect Vehicle No: SLR 7811T

Insured:

at Workshop m/s PREMIUM AUTO

Tel: 6388 2323

of 55 UBI ROAD 1

Policy No:

Claim No:

Sum Insured:

Excess: TBA

Make of Veh:
(Client's Record

D.O.A. 08/02/2021

CA / **REV** / REP. / REV 24 HRS

H.O.D. Endorsement:

Date/Time 10.16AM@10/02/21

Person Contacted: NADIA

Vehicle **IN** OUT

DateTime

Action/Instruction	(☒)	Estimate
1. Review the project plan and timeline.	☒	10
2. Identify the key stakeholders and their roles.	☒	10
3. Conduct a risk assessment and develop mitigation strategies.	☒	10
4. Develop a communication plan and schedule regular updates.	☒	10
5. Monitor progress and adjust the plan as needed.	☒	10
6. Prepare a final report and present the results to the stakeholders.	☒	10
7. Reflect on the project and identify lessons learned.	☒	10
8. Document the project outcomes and share them with the team.	☒	10
9. Celebrate the success of the project and thank the team.	☒	10
10. Archive the project files and close the project.	☒	10

SLR 7811T-X