



INTEGRATED MANAGEMENT SYSTEM

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RECORD OF PERSONAL ISSUE OF TOOLS,
EQUIPMENT AND MEASURING INSTRUMENTS

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BANGLADESH POWER DEVELOPMENT BOARD

RECORD OF PERSONAL ISSUE OF TOOLS,
EQUIPMENT AND MEASURING INSTRUMENTS

Name of the organization.....

Name of Section.....

Name of Individual.....Designation.....

Serial No.	Description of Tools/Equip./Instruments	Issue/Receipt Vr. No. & Date	Qty Issued	Qty. Received	Signature of Store-Keeper	Signature of Individual	Remarks

Note: Each page of the register will be used for each individual separately

Prepared By		Approved By	
Reviewed By			