



# INDUSTRIAL SECURITY DIRECTORATE RAS LAFFAN

## TOOL/EQUIPMENT/ MATERIAL LIST

*(To be completed in duplicate)*

This document is to be used by any person wishing to transport tools, equipment or materials through security controlled areas. It is to be used only for circumstances where the items listed will be both entering and leaving the secured area. It is not to be used for items only being delivered or collected. *(For example, it would be used by tradesmen such as mechanics, transporting tools into an area to perform a job of work and then transporting the same tools out of the area when the work has been completed.)*

This document is to be completed and presented for inspection by the security staff on duty at the security check point. Security staff will check the items against the document and return the pass to the driver. Once this document has been initially prepared, no subsequent amendments shall be made to it, or to the items to which it relates.

<b>NAME:</b>	<b>SERIAL NO:</b> (by RLC Security)
<b>COMPANY:</b>	<b>TEL NO:</b>
<b>Vehicle: Make/model</b>	<b>Vehicle – Registration #</b>

### VALIDITY PERIOD

ONE DAY     
  ONE MONTH     
  ANNUAL

<b>FROM DATE:</b>	<b>TO DATE:</b>
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No	QTY	ITEM DESCRIPTION	SERIAL NUMBER	No	QTY	ITEM DESCRIPTION	SERIAL NUMBER
1				7			
2				8			
3				9			
4				10			
5				11			
6				12			

\* I CERTIFY THAT THE ABOVE NAMED IS AUTHORISED TO CARRY THE ITEMS LISTED ON THIS DOCUMENT AND THAT THESE ITEMS ARE THE PROPERTY OF, OR ARE IN THE LAWFULL POSSESSION OF MY COMPANY.

<b>Requested by (Sign)</b>  * In respect of contractors	<b>Authorized Signatory - Name:</b>	<b>Date &amp; stamp</b>
<b>Endorsed by (Sign Client / Asset owner)</b>	<b>Authorized signatory - Name</b>	<b>Date &amp; stamp</b>
<b>Approved by (Sign - RLC Security)</b>	<b>Name and Reference Indicator</b>  ISL/.....	<b>Date and stamp</b>