

ASIA FILM EQUIPMENT SDN. BHD.

GUIDELINES & STANDARD OPERATING PROCEDURE (SOP) FOR VISITORS, CUSTOMERS, CLIENTS, PRODUCTION & TECHNICAL CREW, AFE STAFF & TECHNICIANS



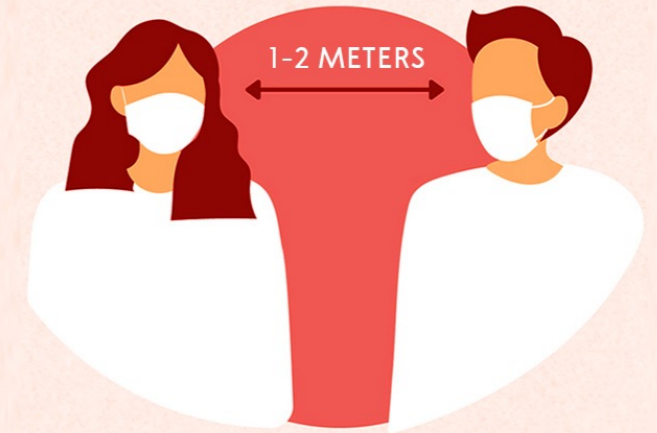
**WEAR
FACE MASK**



**WASH HANDS
FREQUENTLY**



**SANITISE &
DISINFECT**



**SOCIAL
DISTANCE (1-2m)**

MANDATORY REQUIREMENTS PRIOR TO ENTRY

1. A HEALTH DECLARATION FORM IS TO BE FILLED OUT & SUBMITTED PRIOR TO ENTRY.
2. TEMPERATURES WILL BE TAKEN. ANYONE RECORDING TEMPERATURES HIGHER THAN 38°C WILL NOT BE PERMITTED ENTRY.
3. ANYONE DISPLAYING MILD OR SEVERE SYMPTOMS OF COVID-19 INCLUDING BUT NOT LIMITED TO FEVER, DRY COUGH, SORE THROAT, TIREDNESS AND NASAL CONGESTION WILL NOT BE PERMITTED ENTRY.
4. ALL PERSONS ENTERING THE PREMISES ARE REQUIRED TO WEAR FACE MASKS, SANITISE THEIR HANDS BEFORE ENTRY AS WELL AS REGULARLY THROUGHOUT THE VISIT AND MAINTAIN A SOCIAL DISTANCE OF 1-2 METERS.
5. SMOKING WITHIN OUR PREMISES ARE NOT ALLOWED.

IMPORTANT NOTE TO VISITORS

1. ALL VISITORS WILL NEED TO MAKE AN APPOINTMENT PRIOR TO VISITING OUR FACILITY. PLEASE ENSURE A SPECIFIC TIME AND DATE OF VISIT HAVE BEEN CONFIRMED.
2. ALL VISITS ARE SUBJECT TO APPROVAL BY OUR MANAGEMENT.
3. APPOINTMENTS CAN BE MADE VIA PHONE CALL, WHATSAPP AND E-MAIL.
CONTACT MR YUEN TAN @ 012 373 0702 / YUEN@ASIAFILMEQUIPMENT.COM
4. DROP-INS WILL BE DENIED ENTRY AT THE DISCRETION OF OUR MANAGEMENT.

CUSTOMERS/CLIENTS/PRODUCTION

- 1. WHERE POSSIBLE, MEETINGS WITH OUR MANAGEMENT SHOULD BE HELD VIA PHONE CALL OR VIDEO CONFERENCE.**
- 2. PRODUCTION MEETINGS WILL NOT BE ALLOWED AT OUR FACILITY.**
- 3. PRODUCERS KINDLY KEEP OUR MANAGEMENT INFORMED ON ANY CHANGES IN PLANS REGARDING RENTAL SERVICES OF OUR EQUIPMENT.**

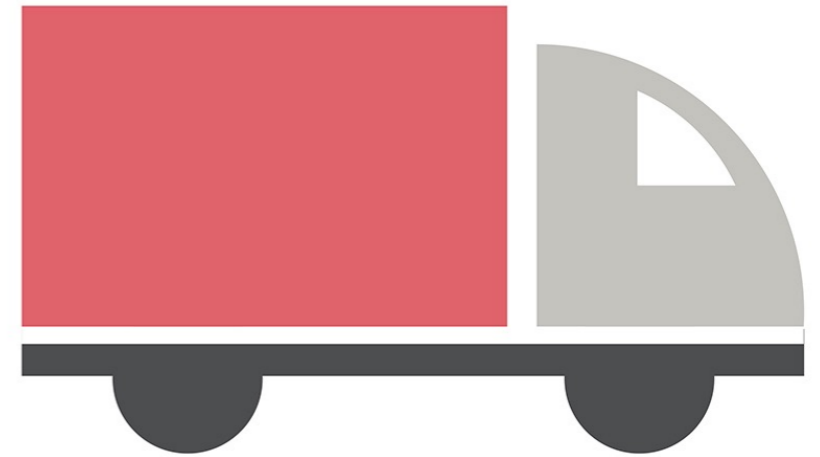
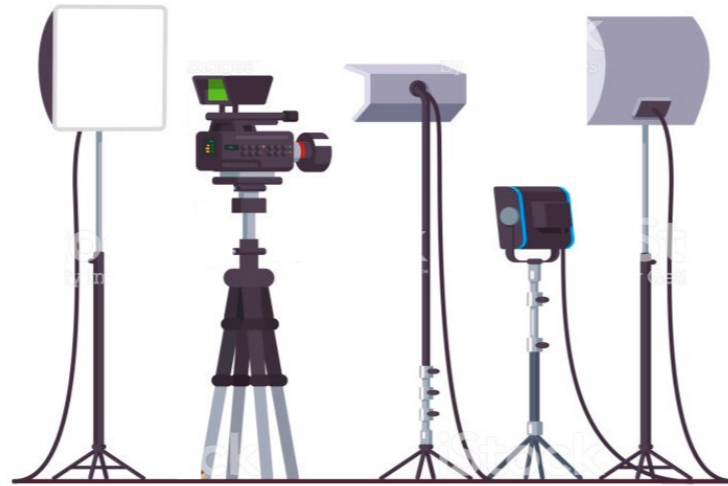
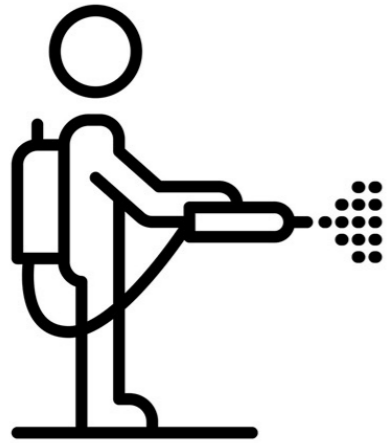
CREW MEMBERS COMING FOR PREP

1. CAMERA, LIGHTING AND GRIP CREW MEMBERS COMING FOR PREP AT OUR FACILITY WILL BE SCHEDULED TO ARRIVE AT STAGGERED TIMINGS TO AVOID OVERCROWDING. ONLY A LIMITED NUMBER OF CREW MEMBERS WILL BE ALLOWED TO PREP AT OUR FACILITY. THIS SHOULD BE DISCUSSED AHEAD OF TIME BETWEEN PRODUCTION AND OUR MANAGEMENT.
2. CREW MEMBERS ARE REMINDED NOT TO HANDLE, TOUCH OR USE ANY EQUIPMENT AND TOOLS WITHOUT PERMISSION FROM OUR TECHNICIANS.
3. CERTAIN EXPENSIVE EQUIPMENT WILL REQUIRE PROFESSIONAL DISINFECTION. IF IN DOUBT, PLEASE ENQUIRE WITH OUR TECHNICIANS.
4. PLEASE ENSURE GOOD PERSONAL HYGIENE AND MAINTAIN A SOCIAL DISTANCE OF 1-2 METERS AT ALL TIMES.

AFE STAFF MEMBERS & TECHNICIANS

- 1. ALL STAFF MEMBERS ARE TO OBSERVE GOOD PERSONAL HYGIENE AND A SOCIAL DISTANCE OF 1-2 METERS AT ALL TIMES.**
- 2. PLEASE REGULARLY SANITISE YOUR OWN WORK STATIONS & ALL COMMON AREAS BEFORE AND AFTER USING.**
- 3. PLEASE REFRAIN FROM SHARING TOOLS. USE OF PERSONAL TOOLS AND REGULAR DISINFECTION IS RECOMMENDED.**
- 4. USE HAND SANITISER AND WASH HANDS FREQUENTLY.**
- 5. IMPLEMENTATION OF STAGGERED WORKING HOURS WILL REQUIRE ALL STAFF MEMBERS TO INCREASE THEIR WORK EFFICIENCY. ALL JOBS, DUTIES AND SANITISATION PROCEDURES ARE TO BE COMPLETED BY THE END OF YOUR SHIFT.**
- 6. PLEASE TREAT YOUR CO-WORKERS WITH RESPECT AND KINDNESS. IT IS IMPORTANT THAT WE SUPPORT EACH OTHER DURING THIS DIFFICULT TIME.**

SANITISATION & DISINFECTION TO BE CARRIED OUT BEFORE TRUCK LOADING & VICE VERSA



MANDATORY PROTOCOL REGARDING EQUIPMENT HANDLING

SANITISATION AND DISINFECTION SERVICES ARE TO BE CARRIED OUT BY AFE TECHNICIANS BEFORE LOADING EQUIPMENT TO TRUCKS AND IN THE PRESENCE OF PRODUCTION AND TECHNICAL CREW.

THE SAME PROCEDURE WILL APPLY TO RETURNING EQUIPMENT.

FURTHER SANITISATION PROCEDURES (IF ANY) SHOULD BE CARRIED OUT DURING EQUIPMENT SERVICING.



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