

HEXATECH	OPERATIONS CONTROL SERVICES	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
	<b>Annex K - Organizational Knowledge Monitoring Chart</b>	Revision No.: 0		Document Ref.: OCS-REC-OKMC

DEPARTMENT: Operations Control Services STATUS DATE: 02 Jan 2023

No.	Sustainability Method Used	Reason for Methodology Used	Targeted Personnel	Activities	Action By	Target Completion Date	Actual Activities Conducted	Actual Completion Date
1	Method Statements	To capture the Company's engineering and implementation process information in the form of method statements. It shall have a process that gives specific way to avoid problems, and are written down and should be easily understood for knowledge capture.	Engineering	To encourage at least one new Method Statement to be made for each year.	PM	31 Dec 2023	New record entitled 'Method Statement for Renovation Electrical Works' had been raised MS-023 Document Effective Date: 01 Aug 2023.	
2	Checklists	To capture method for retaining simple knowledge that comprised of a number of things to check before a project or task is completed.	Project & Maintenance	To encourage at least one new Checklist to be made for each year.	PM	31 Dec 2023	New record entitled 'Inspection Checklist for Emergency Lighting' had been raised PD-REC-ICFEL Document Effective Date: 01 Jul 2023.	
3	Specialized Training Packages	To record the Company's organization knowledge such as case studies of actual problematic incident related to Company's project implementation and service provision.	Project & Maintenance	To select at least one new incident (if any) to be recorded as a Case Study for each year for use in training sessions or to be tabulated for meeting discussions (if necessary).	PM	31 Dec 2023	No incident in 2023 that warrants a case study.	
4	On-the-job Training (OJT)	To conduct on cases whereby the knowledge are not able to be recorded by assigning a senior and experienced person to transfer the undocumented organizational knowledge to others.	All Departments	All department heads are to assign a senior and experienced person under their charge as the main OJT trainer.	All Department Head	31 Dec 2023	MD had assigned the OJT trainers.	
5	Knowledge Database	To post online in order to capture the knowledge or problems or successes that have occurred in a database for review purposes.	ISO Manager	QMS documented information are to be stored online and updated regularly for easy retrieval by authorized personnel.	IM	31 Dec 2023	ISO Website has all the QMS procedures and records outsourced to Sentrum Resources Sdn. Bhd. for upkeep and storage.	

Remarks:	Prepared by:	Approved by:	Recorded by:
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