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**Project Quality Plan
(Quality System Administration)**

For

CADANGAN PEMBINAAN STESEN SUIS UTAMA 11KV SEMENTARA UNTUK TETUAN
..... SDN. BHD.

Customer Name:

Mass Rapid Transit Corporation Sdn. Bhd. (902884-V),
Tingkat 6, Menara I & P 1,
No. 46, Jalan Dungun, Bukit Damansara,
50490 KUALA LUMPUR, Wilayah Persekutuan, MALAYSIA.

Customer's Consultant:

XYZ Sdn. Bhd. (100000-V)
Block A, Level 17, Menara Mustapha Kamal, PJ Trade Centre,
No. 8, Jalan PJU 8/8A, Bandar Damansara Perdana,
47820 PETALING JAYA, Selangor Darul Ehsan, MALAYSIA.

Electrical Contractor:

ABC Sdn. Bhd. (830620-V)
12, Jalan,
47300, Selangor Darul Ehsan, MALAYSIA,

UNCONTROLLED COPY

Copy No: 1	Name	Appt.	OK	Signature	Date	Remarks
Prepared By:		PM	√			
Verified By:		IM	√			
Approved By:		MD	√			

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1. GENERAL

This Project Quality Plan (PQP), a quality assurance document, is prepared in accordance with ISO 9001:2015 Quality Management System Clause 8.5.1.

This project shall be implemented in accordance with the following documents:

- 1.1 Conditions of Contract & Project Specifications / Contract Document.
- 1.2 Operating Policies (QMS-01 to QMS-09).
- 1.3 Quality Policy (QMS-04 Annex E) – refer Annex A attached herewith.
- 1.4 Project Management Framework (QMS-05 Annex H).
- 1.5 Method Statements (PD-PRO-09).
- 1.6 Health, Safety & Environment Procedure (OCS-PRO-04).
- 1.7 Safety Policy – refer Annex B attached herewith.

Copies of the above ‘Controlled Documents (1.1 to 1.6)’ are kept in the Head Office (original) or ISO Website and ‘Uncontrolled Documents’ at the Site Office (photocopy). The Project Manager is responsible for keeping the documents in this PQP up-to-date and in good condition. He shall control the receipt and issue of the drawings and specifications involving this project.

2. PROJECT QUALITY OBJECTIVES

The quality objectives of the Project Department are as follows:

- 2.1 To prepare the Project Quality Plan (PQP) within Thirty (30) days from the official date of acceptance of an award.
- 2.2 To deliver projects to customers on schedule and within budget.

3. CONTRACT INFORMATION

The contract information for this project is as per Annex C.

4. PROJECT DESCRIPTION

This project consists of the construction of “Cadangan Pembinaan Stesen Suis Utama 11KV Sementara Untuk Tetuan Sdn. Bhd.”.

Under this contract, the Company shall undertake the electrical works which comprises of the following:

- 4.1 To supply and install of new 11KV Indoor Switchgear.
- 4.2 11KV power submain cabling.
- 4.3 Lighting & small power.
- 4.4 Earthing systems.
- 4.5 Fire Fighting System for 11KV switchgear room.

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5. PROJECT LOCATION

Location Address:, Petaling Jaya.

Detailed site location plan / map is available at Annex D.

6. CONTRACTUAL PARTIES PARTICULARS

The particulars of the contractual parties involved in this project are contained in Annex E.

7. ALLOCATION OF RESPONSIBILITIES

7.1 Project Team Organization Chart.

The structure of the project team is as shown in Annex F.

7.2 Project Team Duties & Responsibilities.

The duties & responsibilities of each project personnel are listed in Annex G.

8. PROJECT SCHEDULE / TIMELINES

The project schedule / timelines comprise of a master work schedule is as shown in Annex H.

9. OPERATING PROCEDURES AND METHOD STATEMENTS

The operating procedures and method statements to be carried out for this project are in accordance to procedures and statements as per Annex I.

10. INSPECTION, TESTING AND AUDITS

10.1 Inspection and Testing

The Inspection and Test Plan (I&TP) for this project is as given in Annex J. The Project Executive (PE), in consultation with the Project Manager (PM), shall compile all test reports and quality records as required in this I&TP.

10.2 Quality Management System Audit

An appointed Internal or External Quality Auditor shall audit the implementation of this Project Quality Plan as and when required.

Audit reports shall be distributed to the following person:

- (i) Managing Director (MD).
- (ii) Project Manager (PM).
- (iii) ISO Manager (IM).

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11. TESTING AND MEASURING EQUIPMENT

The equipment used for testing and measuring of electrical works in this project is as given in Annex K.

12. AMENDMENTS TO PROJECT QUALITY PLAN

Review of this Project Quality Plan shall be discussed periodically. It shall be re-issued when significant changes occurred.

13. DOCUMENTED RECORDS (FORMS) IN USE DURING OPERATION

The list of standard or non-standard forms which are obtained internally from the company's QMS or externally given by others (owner or main contractor) to be used in this project shall be listed in Annex L (Internal Forms) and Annex M (External Forms).

End

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ANNEX A

QUALITY POLICY

The Company is committed to provide quality M&E project services while continually improve our quality management system to satisfy customers' needs and strive to exceed their requirements by undertaking the following:

- * Integrate quality values into daily leadership and management.
- * Achieving and maintaining a quality management system in accordance to ISO 9001.
- * Continuously improving our services at all times.
- * Inculcating a quality culture throughout the organization.

..... name...
Managing Director
Hexatech
Date: 01 Aug 2017

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ANNEX B

SAFETY POLICY

It is the policy of the Company that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of the management of the Company to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of our Company and its operation. It is, therefore, a basic requirement that each Supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Every injury that occurs on the job, even a slight cut or strain, must be reported to management and / or the Responsible Safety Officer as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely.

SAFETY IS EVERYONE'S BUSINESS.

..... name
Managing Director
Hexatech
Date: 01 Aug 2017

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ANNEX C

CONTRACT INFORMATION

Project Title : Cadangan Membina Sebuah Stesen Suis Utama 11KV
Sementara Di, Daerah Petaling Jaya,
....., Selangor Darul Ehsan Untuk Tetuan
..... Sdn. Bhd.

Date of Possession : 15th September 20...

Date of Completion : 15th December 20...

Contract Period : 9 Weeks

Contract Sum : Refer to Accounts Department

Retention Sum : 5% of Contract Value (refer to Accounts Department)

Limit of Retention : 10% of Contract Value (refer to Accounts Department)

Performance Bond : 5% of Contract Value (refer to Accounts Department)

Liquidated & Ascertained Damages : RM5,000.00 per day

Other information : None

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ANNEX D

SITE LOCATION PLAN (MAP)

(Obtained from Contract Drawings or Google Map)

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ANNEX E

CONTRACTUAL PARTY PARTICULARS

A. CUSTOMER

Company Name : AAA Sdn. Bhd.
Address : 1, Persiaran Bandar Utama, Bandar Utama,
47800 Petaling Jaya, Selangor Darul Ehsan.
Telephone : 03-000 0000
Fax : 03-000 0000
Representative : Mr. Lim Ah Beng (H/p: 012-000 0000)

B. ENGINEER / CONSULTANT

Company Name : BBB Sdn. Bhd.
Address : 26th Floor, The Mall, Putra Place,
100, Jalan Putra, 50350 Kuala Lumpur.
Telephone : 03-2332 0000
Fax : 03-2332 0000
Representative : Ir. Mohd Ali bin Amir (H/p: 012-000 0000)

C. MAIN CONTRACTOR

Company Name : CCC Sdn. Bhd.
Address : 100, Jalan Singsing, Taman Perindustrian Soso,
10000 Kuala Lumpur.
Telephone : 03-2332 0000
Fax : 03-2332 0000
Representative : Mr. Susah Singh (H/p: 012-000 0000)

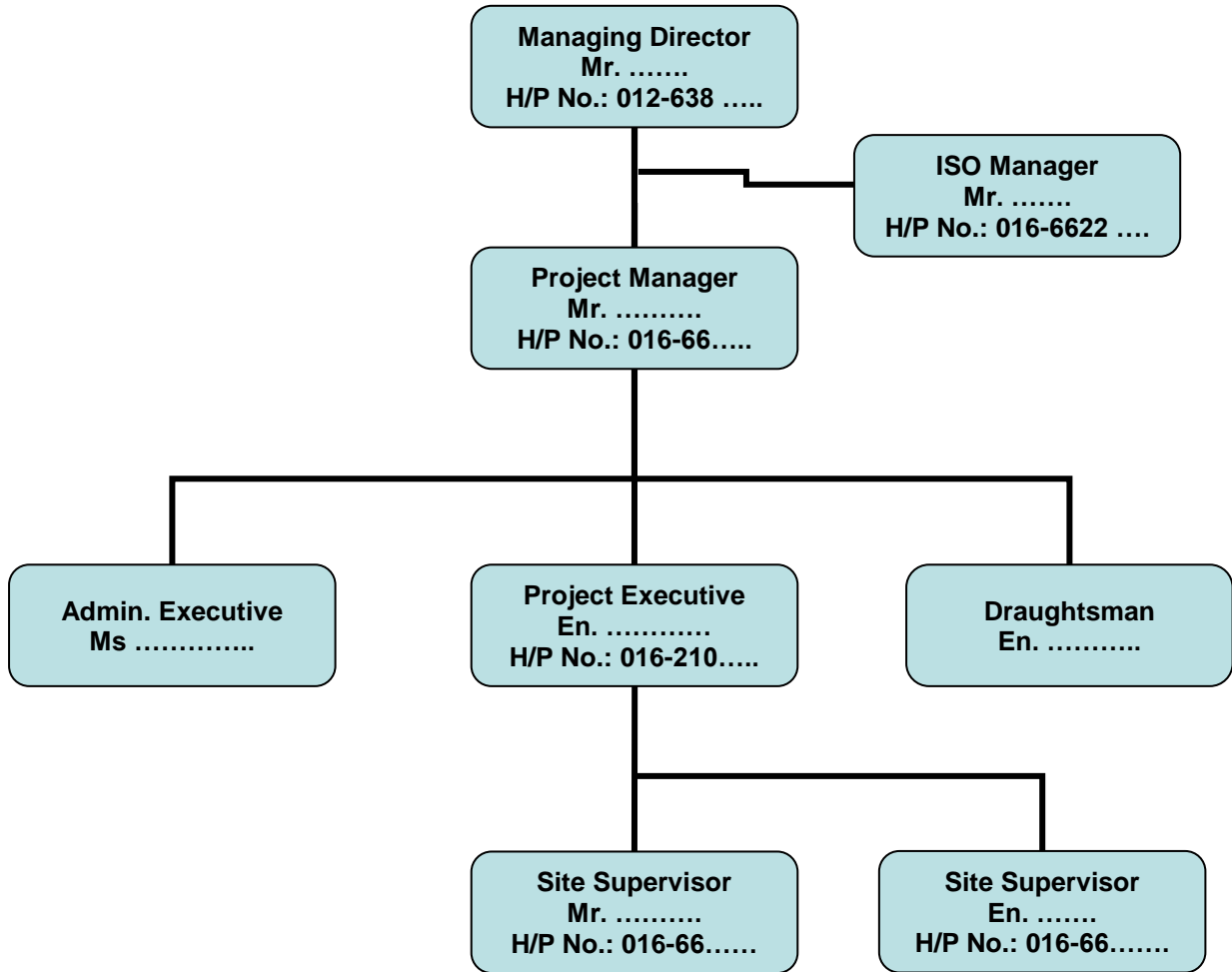
D. ELECTRICAL SUB-CONTRACTOR

Company Name : Hexatech Sdn. Bhd.
Address : No.....
47100
Selangor Darul Ehsan
Telephone : 03-748
Fax : 03-748
Representative : Mr. Eng Choon Leong (H/p: 012-000 0000)

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ANNEX F

PROJECT ORGANIZATION CHART



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ANNEX G

PROJECT TEAM RESPONSIBILITY

(Please refer to Job Descriptions Manual held at Administration Department)

- A. MANAGING DIRECTOR (MD)
(Mr.)
 - B. GENERAL MANAGER, CONTRACTS & PROJECT DEPARTMENT
(GM-CPD)
(Mr.)
 - C. PROJECT MANAGER (PM)
(Mr.)
 - D. PROJECT EXECUTIVE (PE)
(Mr.)
 - E. SITE SUPERVISOR (SS)
(Mr.)
 - F. DRAUGHTSMAN (DM)
(Mr.)
 - G. SITE ADMINISTRATION EXECUTIVE (AE)
(Ms
 - H. SAFETY OFFICER (SO)
(Mr.)
- Doc. Ref : JDM/BOD/MD
- Doc. Ref: JDM/BOD/GM-CPD
- Doc. Ref : JDM/PD/PM
- Doc. Ref : JDM/PD/PE
- Doc. Ref : JDM/PD/SS
- Doc. Ref : JDM/ENG/DM
- Doc. Ref : JDM/PD/AE
- Doc. Ref: JDM/PD/SO

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ANNEX H

PROJECT SCHEDULE / TIMELINES

Refer to Project Schedule / Timelines for this Project as per attached.

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ANNEX I

OPERATING PROCEDURES AND METHOD STATEMENTS

The operating procedures and method statements which provide detailed work instructions or working methodology to be employed for this project shall be obtained from the following manuals:

1. Engineering Procedures - Doc. Ref.: ENG-PRO
2. Project Implementation Procedures - Doc. Ref.: PD-PRO
3. Project Implementation Method Statements - Doc. Ref.: MS

Selected customized Project Implementation Method Statements for this project as mentioned below shall be as per the attached (if applicable):

- a. ACMV Method Statements (Doc. Ref.: MS-A001)
- b. Electrical Method Statements (Doc. Ref.: MS-E001)
- c. Maintenance Method Statements (Doc. Ref.: MS-M001)
- d. Fire Protection Method Statements (Doc. Ref.: MS-F001)

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ANNEX J

INSPECTION & TEST PLAN

As per attached document (Inspection and Test Plan) – IMP-REC-ITP

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ANNEX K

TESTING AND MEASURING EQUIPMENT

List of Testing and Measuring Equipment used in this project are:

1. 11KV Megger Tester
2. Multi Meter
3. Phase Rotation Meter
4. Earth Tester

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ANNEX L

STANDARD FORMS IN USE (INTERNAL)

Note: List of forms to be used at the project site which is obtained internally from the Company's Quality Management System documented information.

- | | |
|------------------------------|--------------------------|
| 1. Material Requisition Form | - Doc. Ref.: CPD-REC-MRF |
| 2. Transmittal Note | - Doc. Ref.: ENG-REC-TN |
| 3. Non-Conformance Report | - Doc. Ref.: QSA-REC-NCR |
| 4. Customer Complaints Form | - Doc. Ref.: QSA-REC-CCF |

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ANNEX M

STANDARD FORMS IN USE (EXTERNAL)

Note: List of forms to be used at the project site which are obtained externally from the owner of the project or main contractors.

1. Form - Doc. Ref.:
2. Form - Doc. Ref.:
3. Form - Doc. Ref.:
4. Form - Doc. Ref.: