Townhall 2022

30-Aug-2022

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Human Resource Department

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Agenda

- Medical leave (MC) taken
- Emergency Leave (EL) taken
- Attendance – Clock-In & Out in Paybun
- OT/Food allowance claim
- Daily duty in office
- Company Safety Shoes

Medical Leave (MC) Taken

- Staff to inform Manager **before** starts working hour
- Update WhatsApp group **Eg: Abu – Time off (Clinic)** ****after Manager's approval**
- Go to panel clinics, update Manager & HR after receive MC from the Doctor.
- Send MC slip to HR and inform the reason for the sickness for record purpose (sometimes is not stated in the MC slip) – No MC submitted (WhatsApp/Original) to HR will be treated as UNPAID LEAVE
- Update WhatsApp group **Eg: Abu – MC**
- Apply MC in Paybun (within 3 days) and attach the MC slip

Reminder : MC taken will be recorded and monitor from time to time

Company Panel Clinics

Staff Access

The documents available here are the latest, and approved for use. Documents such as SOP, MOS, Work Instructions and Guidelines are not approved for Distribution. Please approach Senior Management for Controlled Copy for Distribution.

Search...

Staff Resources

Resources | Training

Recent Announcements

MEMO

- L-HR-L-08-61 Revise Friday Prayer Lunch Break
- L-HR-L-08-60 Company Panel Clinics
- L-HR-L-08-56 SOP – COVID-19 Close Contact – Effective 01-Mar-2022
- L-HR-L-08-55 Lufter Internal Audit 2022 Schedule

Departments

Lufter | Beluften

Document List

- QA-L-01 R04 Document Master List

Formats

Project

Engineering

Emergency Leave (EL) Taken

- Staff to inform Manager & HR **before** starts working hour
- For EL, staff have to provide the supporting document as a proof
- Without supporting document, EL will be treated as Unpaid Leave
- Update WhatsApp group **Eg: Abu – EL** ****after Manager's approval**
- Apply EL in Paybun (within 3 days) and attach the supporting document

Reminder : EL taken will be recorded and monitor from time to time

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Attendance – Clock-In & Out in Paybun

▪ All staff **MUST** clock-in and clock-out daily attendance at work location - ON SITE / OFFICE (Correct Sample - Office)

03/08/2022 08:53 (In)	**Project Code:** Office **Submit OT:** **Address:** Oasis Square, 2, Jalan PJU 1A/7, Oasis Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia (3.11489640251412, 101.57391053806683) **Remarks/Reason:**
03/08/2022 18:04 (Out)	**Project Code:** **Submit OT:** **Address:** Oasis Square, 2, Jalan PJU 1A/7, Oasis Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia (3.11489640251412, 101.57391053806683) **Remarks/Reason:**
04/08/2022 08:33 (In)	**Project Code:** Office **Submit OT:** **Address:** Oasis Square, 2, Jalan PJU 1A/7, Oasis Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia (3.11489640251412, 101.57391053806683) **Remarks/Reason:**

Please ensure the address/location is **CORRECT** as per Project Code

Clock-out also MUST be at site/office. NOT AT HOME. Clock-out at home, OT submission will be not approved

Attendance – Clock-In & Out in Paybun

- All staff **MUST** clock-in and clock-out daily attendance at work location - ON SITE / OFFICE (Correct Sample – DPM01)

04/07/2022 09:06 (In)

Project Code: DPM01
Submit OT:
Address: Lot 2599, Jalan Seruling 59, Kawasan 3, Taman Klang Jaya, 41200 Klang, Selangor, Malaysia (3.0027051, 101.4534027)
Remarks/Reason:

04/07/2022 18:02 (Out)

Project Code:
Submit OT:
Address: Lot 2599, Jalan Seruling 59, Kawasan 3, Taman Klang Jaya, 41200 Klang, Selangor, Malaysia (3.0025077, 101.4533467)
Remarks/Reason:

05/07/2022 08:58 (In)

Project Code: DPM01
Submit OT:
Address: Lot 2599, Jalan Seruling 59, Kawasan 3, Taman Klang Jaya, 41200 Klang, Selangor, Malaysia (3.0024584, 101.4533766)
Remarks/Reason:

Please ensure the address/location is **CORRECT** as per Project Code

Clock-out also **MUST** be at site/office. NOT AT HOME

Attendance – Clock-In & Out in Paybun

- All staff MUST clock-in and clock-out daily attendance at wok location - ON SITE / OFFICE (Wrong Sample - Office)

01/08/2022 08:54 (In)

Project Code: Office
Submit OT:
Address: C-8, 28, Jalan PJU 1a/2, Pusat Perdagangan Dana 1, 47301 Petaling Jaya, Selangor, Malaysia (3.1129859, 101.5765003)
Remarks/Reason: Sjmc

01/08/2022 19:07 (Out)

Project Code:
Submit OT:
Address: 1673, Jalan PJU 1a/4a, 47301 Petaling Jaya, Selangor, Malaysia (3.1126817, 101.583259)
Remarks/Reason:

02/08/2022 09:49 (In)

Project Code: Office
Submit OT:
Address: 4, Jln PJU 1A/7, Taipan 2 Damansara, 47301 Petaling Jaya, Selangor, Malaysia (3.114859, 101.5739259)
Remarks/Reason: Fonterra

Clock-In & Out is **different** address/location

Attendance – Clock-In & Out in Paybun

- **DO**

- Clock-in at your work location (site/office)
- To ensure GPS detected the correct location
- Clock-out before you leave site/office

- **DON'T**

- NOT clock-in BEFORE you reach work location. Eg: On the way to work location. If late, inform Manager & HR.
- NOT clock-out when you at home (especially to those staff claim OT).

- **REMINDER**

- If staff not clock-in & out properly (Eg: not at site/office), system will not recognize your OT on that day

OT / Food Allowance Claim

- For the certain level and position, staff are eligible to claim OT / food allowance for working an extra hour

- Staff MUST get approval from the Manager before claim OT

- Manager have to know what kind of work/task needs you to stay back and claim OT/food allowance

Daily duty in office

- HR / Admin will assigned staff for open office, office SOP, Fumigation and Pantry

- Person in-charge assigned to open office have to ensure office MUST be open latest by 8.50am

- ***NOTE : Whoever needs to enter office earlier for meeting the next day, please arrange to take keys from the keyholder OR ask keyholder to come earlier the next day.***

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Company Safety Shoes

- Previously we use brand *"Picasaf"* (ankle height), for now onwards we will use brand "*Jogger-Bestboy*" (ankle height) from Keyzone.

- For staff require a replacement, MUST informed HR to obtain the approval.

- Purchase on own is only applicable for reasons such as working outstation, please check with HR on the amount to claim.

- The amount may change from time to time, equivalent to the brand and specifications of the safety shoes selected for employees at the time.

- Note : Please refer to the revised form Hardware Purchase Request (PUR-F-001) in website

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NO BOSS Culture

- Just call everyone in the company with his/her names
  NO “Boss” or “Mr’

Quality & Risk Management

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Agenda

- Updates on Quality Objective Results FY 2021-2022
- Updates on Form and Format
- Updates on New/Revised Forms and/or Guidelines
- Reminder

Update on Quality Objective Results FY 2021-2022

Category	Quality Objectives	Analysis Frequency	Analysis Responsibility	Current Results	Meet/ Fail
The degree of customer satisfaction	**Customer Satisfaction for Engineering Department** To achieve over <u>80%</u> of customer satisfaction positive feedback.	Every 6 months	**Quality Department**	86.73% - project 90.67% - engineering	Meets target
Performance and effectiveness of QMS	**Internal Audit** To achieve an overall of <u>less than 7 NC</u> in the internal audit	Yearly	**Quality Department**	5 NCs	Meets target
Performance of external providers	**Vendor Performances** To achieve over <u>70%</u> of vendor performance satisfaction level.	Yearly	**Purchasing**	79.32%	Meets target
Conformity of services	**Nonconformity Detected After Delivery** To control <u>less than 2 warranty</u> claims on room parameter system per project during project warranty period.	Every 6 months	**Project Department**	Achieved	Meets target
	Non-conforming work To achieve <u>less than 3 NC</u> from client and QA during the realization of each project.	Every month	**Project Department**	Achieved	Meets target
Implementation effectiveness of planning	**On-time Project Handover** To achieve more than <u>90%</u> on-time project handover	Every month	**Project Department**	100 %	Meets target

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Updates on Form and Format

- Whole document use **font** "Arial Narrow".
  - The usage of font "Cambria" and "Calibri" are obsolete.
- Main title **font size** is 16, section title is 12, body content is 11.
- All of the **table size** in Portrait orientation is 17.5 cm table width, 26.2 cm for landscape orientation with centered alignment, exception can be made for special cases like long wording or many columns.
- **Margins** for all documents should follow below standard:
  - 2.54 cm for top and bottom
  - 1.9 cm for left
  - 1.5 cm for right

Updates on Forms and Formats (Sample)

H: 1.40cm, W: 5.15cm

Column Width: 6.73cm 2.00cm 3.75cm 2.00cm 3.27cm

ALL Table Width (portrait): 17.5cm and Center
Arial Narrow, Font Size 9

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Form Name	Form No.	XXX-X-XX	Effective Date	DD-Mmm-YYYY
	Rev. No.	XX	Total Page(s)	1 of 2

DOCUMENT TITLE

Name:		**Asset No.:**	
Project Code:		**Location:**	
Date:		**Asset No:**	
		Signature:	

No	Description	Status		Remarks
		Received	Approved	
1.	Check all component name plate, model & spec. as per approved SIT.			
2.	Check location, elevation and orientation of heat recovery wheel correct according to approved shop drawing.			
3.	All access doors are not blocked from any obstacle and have adequate maintenance space.			

1.0 EXECUTIVE SUMMARY

Project BOLEH scope consists of installation of 3 new machines for compression and encapsulation line which are Fette 2020 and Fette 3090 and Zanasi 70C.

2.0 INTRODUCTION

2.1 Description

GSK has been operating for over 60 years in Malaysia having started its first operations back in October 1958. In last 6 decades, GSK Malaysia has grown substantially both in its infrastructure, business operations as well as talent base. Currently operating with over 1000 employees spread across its four business entities – Pharmaceuticals.

1) Non-Conformances	2) Re-Inspection
3) Comments	

Checked By (Lufter's Rep.):	Verified By (Client's Rep.):	Approved By (Client):
________Signature________	________Signature________	________Signature________
Name:	Name:	Name:
Designation:	Designation:	Designation:
Company:	Company:	Company:
Date:	Date:	Date:

H: 1.40cm, W: 5.15cm

Column Width: 6.25cm 1.91cm 3.39cm 2.61cm 2.23cm

ALL table Width (portrait): 17.5cm and Center
Arial Narrow, Font Size 9

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Guidelines Name	Doc. No.	XXX-GD-XX	Effective Date	DD-Mmm-YYYY
	Rev. No.	XX	Total Page(s)	1 of 2

GUIDELINES NAME

XXX-GD–XX

Revision No: XX

REVISION HISTORY

REV NO	DATE	DESCRIPTION	REVISED BY	APPROVED BY
XX	DD-Mmm-YYYY	New release	Wong Peng Peng	Simon Loh

APPROVAL

	DESIGNATION	SIGNATURE	DATE
Reviewed By:	QMR		DD-Mmm-YYYY
Approved By:	MD		DD-Mmm-YYYY

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Update of New/Revised Forms and/or Guideline

Revised:

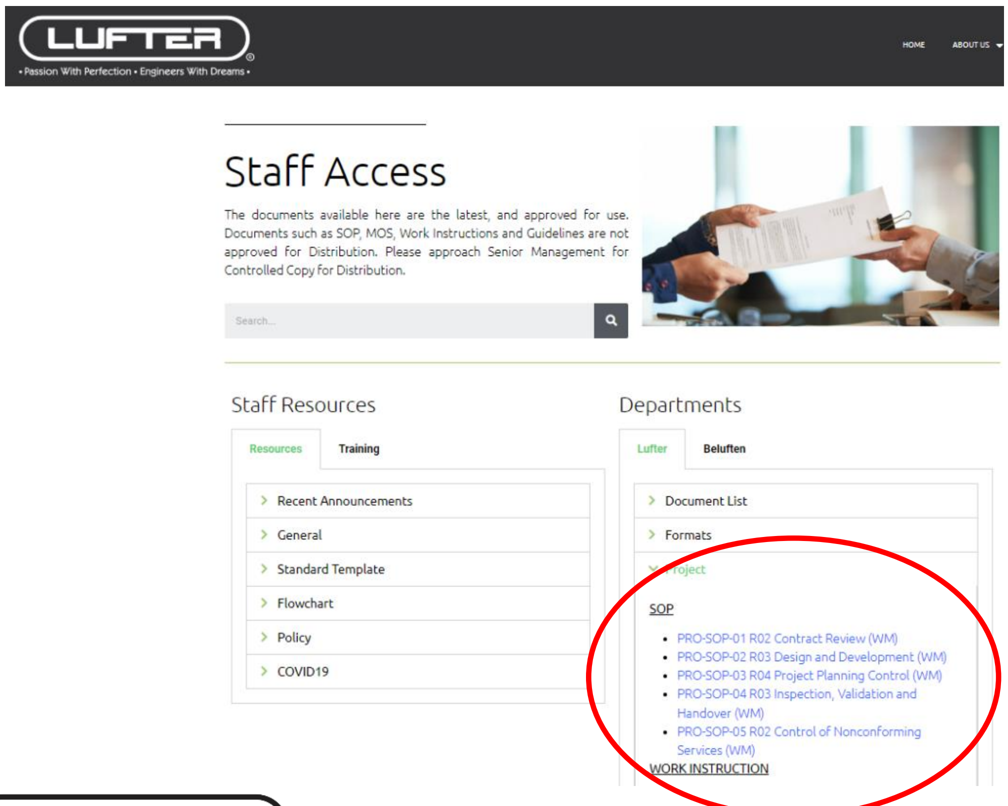
1. PRO-SOP-04 R04 Inspection, Validation and Handover
2. PRO-SOP-05 R03 Control of Nonconforming Services
3. QA-SOP-04 R03 Internal Audit (WM)
4. PRO-F-67 R01 Sample Identification Tag
5. PRO-F-12 R01 Project Material and Equipment List
6. QA-GD-01 R03 Codification of Documents

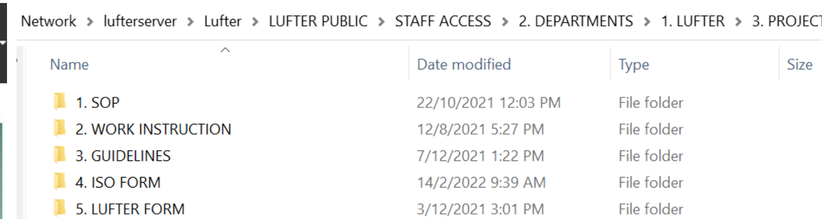
New

1. PRO-GD-03 R00 HVAC Air Balancing Guideline
2. PRO-GD-04 R00 Install Insulate Ducting System Guideline
3. PRO-GD-05 R00 Project, Design, Validation, Quality Kick Off Meeting Guideline
4. TMP-D-001 R00 Typical Detail – Ducting (240822)

Update of New/Revised Forms and/or Guideline

❖ Where to look for company own department SOP?





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Update of New/Revised Forms and/or Guideline

❖ **PRO-SOP-04 R04 Inspection, Validation and Handover** being revised

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Inspection, Validation and Handover	Doc. No.	PRO-SOP-04	Effective Date	14-Apr-2022
	Rev. No.	04	Total Page(s)	7 of 8

5.7 Attachment / Reference Documents

- PRO-F-06 Service Chit
- PRO-F-07 Checklist for Reviewing CPT report
- PRO-F-14 General Material Receiving Checklist
- PRO-F-15 Condensing Unit Installation Verification
- PRO-F-16 Copper Pipe Installation Verification
- PRO-F-17 Copper Pipe Pressure Test Report
- PRO-F-18 Air Handling Unit & Fan Coil Unit Installation Verification
- PRO-F-19 Differential Pressure Gauge Installation Verification

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Inspection, Validation and Handover	Doc. No.	PRO-SOP-04	Effective Date	14-Apr-2022
	Rev. No.	04	Total Page(s)	1 of 8

INSPECTION, VALIDATION AND HANDOVER

PRO-SOP-04

Revision No: 04

REVISION HISTORY

REV. NO.	DATE	DESCRIPTION	REVISED BY	APPROVED BY
00	01-Dec-2015	New release	Meng Wai	Simon Loh
01	15-Jan-2019	Change document code, Procedure review, Added role of Quality Assurance personnel	Pung Tzyy Ling	Simon Loh
02	31-Jul-2020	Removed ITP and replaced with C&Q Plan, Added Responsibilities, Handover, Warranty Activities, Post-mortem and Reference	Quah Sean I	Simon Loh
03	01-Sep-2021	Add ISO reference Clause 8.7	Peng Peng	Simon Loh
04	14-Apr-2022	Amend Clause 5.7 attachment/reference documents	Peng Peng	Simon Loh

APPROVAL

	DESIGNATION	SIGNATURE	DATE
Reviewed By:	QMR		13-Apr-2022
Approved By:	MD		14-Apr-2022

Update of New/Revised Forms and/or Guideline

❖ **PRO-SOP-05 Control of Nonconforming Services** being revised

5.0 PROCEDURE

5.1 Non-conformance Detected

a) Any non-conformities detected during audit and process output should be reported to direct manager and QA personnel. QA personnel and QMR shall decide whether the finding is considered a non-conformance to procedure, standard and requirements, and necessary to issue Non-conformance Corrective Action Report (QA-F-05).

b) If a detected non-conformity is at high risk of directly impact the project output, the Project Manager in-charge and QMR can put the project on-hold until the non-conformity is resolved. The responsible party is to call for a meeting with the management team to decide on the next course of action.

c) Rejected materials not conforming to requirements should be segregated from the common storage area and indicated clearly with labels to avoid mixing up. Rejected materials should be disposed of safely or returned to the supplier as soon as possible.

d) If any vendor, subcontractor or outsourced service provider violate project site policies, procedures or contract term, including but not limited to:
- Violation on Safety, Health and Environment Policy
- Site safety violation such as fall protection and hazard communication
- Damage to property, equipment, and environment
- Attendance issue
- Housekeeping
- Complaint issued by client
- Quality related findings by Quality team (internal or external),

the Project team can issue an NCAR to the vendor, subcontractor or outsourced service provider.

e) QA personnel shall inform Purchasing department on any NCAR raised to vendors. This shall be considered during yearly evaluation of approved vendor performance.

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Control of Nonconforming Services	Doc. No.	PRO-SOP-05	Effective Date	25-Aug-2022
	Rev. No.	03	Total Page(s)	1 of 4

CONTROL OF NONCONFORMING SERVICES

PRO-SOP-05

Revision No: 03

REVISION HISTORY

REV NO.	DATE	DESCRIPTION	REVISED BY	APPROVED BY
00	1 Dec 2015	New release	Meng Wai	Simon Loh
01	15 Jan 2019	Change document code, Procedure Review- detail roles and responsibilities	Pung Tzyy Ling	Simon Loh
02	15 Aug 2020	Add NCAR tracking list and close out time frame	Pung Tzyy Ling	Simon Loh
03	25 Aug 2022	Clarify NCAR criteria	Wong Peng Peng	Simon Loh

APPROVAL

	DESIGNATION	SIGNATURE	DATE
Reviewed By:	QMR		25-Aug-2022
Approved By:	MD		25-Aug-2022

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Update of New/Revised Forms and/or Guideline

- **PPM-SOP-01 Planned Preventive Maintenance** being revised

5.0 PROCEDURE

5.1 Project Handover

a) The project handover process shall be initiated by Project team according to Inspection, Validation and Handover procedure.

b) The Engineer is responsible to follow up with Project team one (1) month prior to project handover, obtain sufficient information about the facility required to perform troubleshooting, repair, parts replacement and maintenance.

c) The Project-PPM Handover Checklist shall be filled up completely by Engineer to ensure the information given by Project team is complete. He/she shall follow up with Project team diligently to complete the checklist.

d) Engineer shall attend the facility training session together with Customer and Project team. He or she shall perform Site Assessment as well. Any inconsistencies which differ from information submitted by Project team must be raised to relevant Project Engineer and/ or Manager for correction.

e) The need for compliance with specific requirements such as Customer's company policies and quality standards should be clarified.

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Planned Preventive Maintenance	Doc. No.	PPM-SOP-01	Effective Date	12-Jul-2022
	Rev. No.	01	Total Page(s)	1 of 14

PLANNED PREVENTIVE MAINTENANCE

PPM-SOP-01

Revision No: 01

REVISION HISTORY

REV NO.	DATE	DESCRIPTION	REVISED BY	APPROVED BY
00	10 Sep 2020	New release	Pung Tzyy Ling	Simon Loh
01	12-Jul-2022	Changed department name Change position names Add duration to completion of handover documents	Pung Tzyy Ling	Simon Loh

APPROVAL

	DESIGNATION	SIGNATURE	DATE
Reviewed By:	QMR		12-Jul-2022
Approved By:	MD		12-Jul-2022

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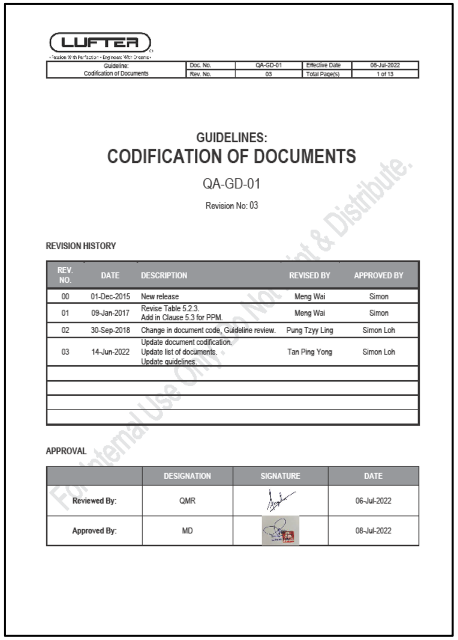
Update of New/Revised Forms and/or Guideline

❖ **QA-GD-01 R03 Codification of Documents** being revised



Guideline: Codification of Documents	Doc. No.	QA-GD-01	Effective Date	08-Jul-2022
	Rev. No.	03	Total Page(s)	1 of 13

GUIDELINES:
CODIFICATION OF DOCUMENTS

QA-GD-01

Revision No: 03

REVISION HISTORY

REV. NO.	DATE	DESCRIPTION	REVISED BY	APPROVED BY
00	01-Dec-2015	New release	Meng Wai	Simon
01	09-Jan-2017	Revise Table 5.2.3. Add in Clause 5.3 for PPM.	Meng Wai	Simon
02	30-Sep-2018	Change in document code, Guideline review.	Pung Tzyy Ling	Simon Loh
03	14-Jun-2022	Update document codification. Update list of documents. Update guidelines.	Tan Ping Yong	Simon Loh

APPROVAL

	DESIGNATION	SIGNATURE	DATE
Reviewed By:	QMR		06-Jul-2022
Approved By:	MD		08-Jul-2022

Reminder

❖ **Reminder on Equipment Tagging**

❖ **Sensors, HEPA, DPG, Passbox, Air Grilles**

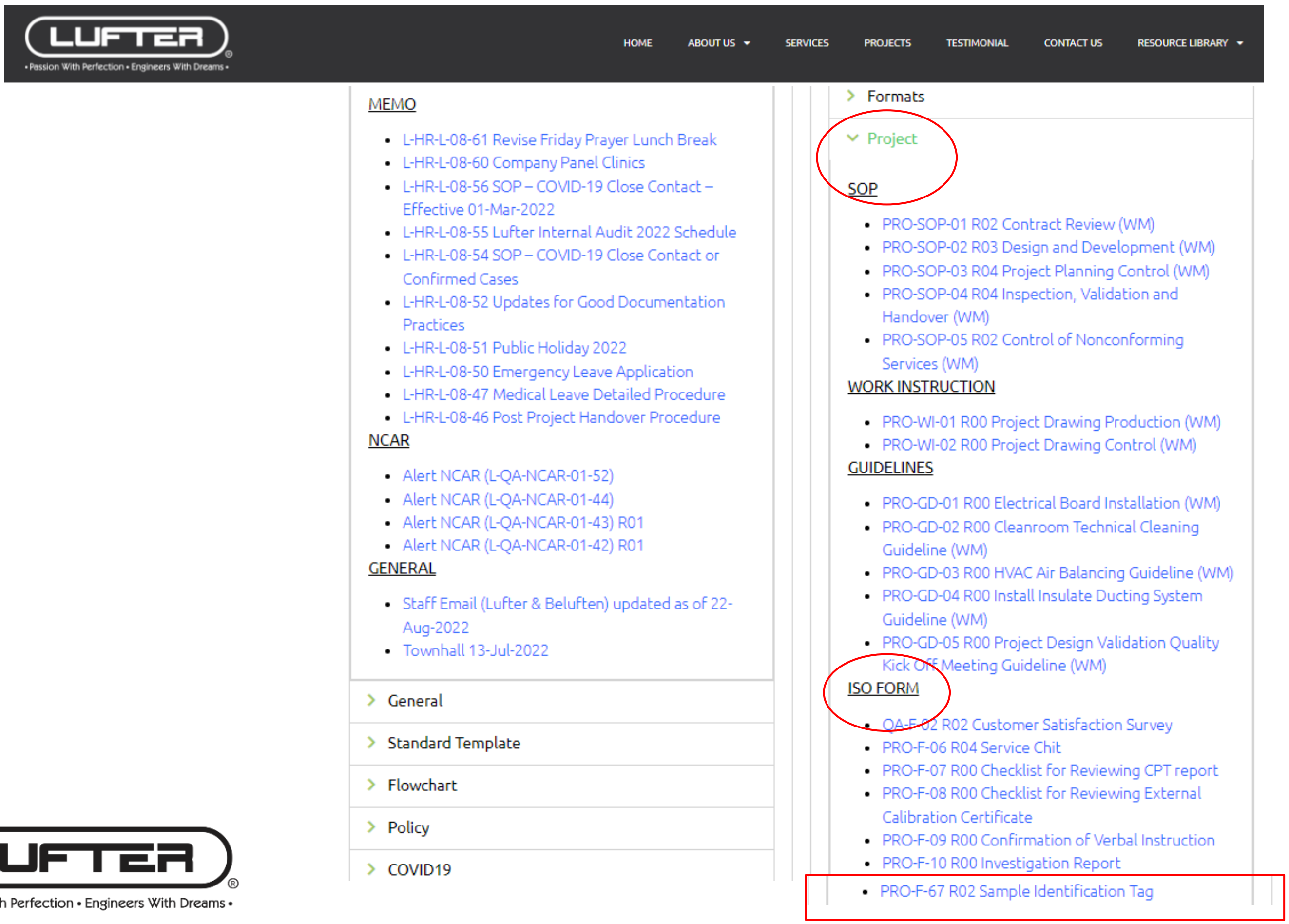
TRH-xx (Temp & RH sensor)	HL-xxx (High Low Pressure Switch)
THF-xx (Terminal HEPA Filter)	HT-xx (High Temp Cut off Switch)
FPG-xx (Filter Pressure Gauge)	HIC-xx (RH Indicating Controller)
SAG-AHUxx-xx (Supply Air Grille)	TIC-xx (Temp Indicating Controller)
RAG-AHUxx-xx (Return Air Grille)	DPG-xx (Differential Pressure Gauge)
APB-xx (Active Passbox)	CHF-xx (Chamber HEPA Filter)

Agenda

- Revised SIT Form
- Standard WhatsApp Group Project Progress Template
- Flowchart for BOQ / Quotation
- New Developed Project Guidelines for Reference:
  - Install & Insulate Ducting System
  - HVAC Air Balancing
- New Developed Typical Details Drawing
  - Standard Installation for Ductwork

Item 1: Revised SIT Form

❖ Where to look for revised SIT form?



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Item 1: Revised SIT Form

- New Template

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Sample Identification Tag	Form No.	PRO-F-67	Effective Date	24-Aug-2022
	Rev. No.	01	Total Page(s)	1 of 2

SAMPLE IDENTIFICATION TAG

Project:	
Subject:	**SIT No:**
Attention:	**Date Submitted:**
Company Name:	**Spec. of Drawing Ref:**
Prepared by (Project Engineer, PE): Name	**PE Signature:** **Date:**
Approved by (Project Manager, PM): Name	**PM Signature:** **Date:**
Manufacturer:	**Product Name:**
Supplier:	**Product Model or Serial No:**
Lead Time:	**Required Date:**
Tender Proposal Specification:	
Revised Spec. / Brand / Model / Type (if deviate from Tender Proposal):	
***Action:**	***Action By (Date):**

* To be filled by the Project Manager

Item 2: Standard WhatsApp Group Project Progress Template

Items to update in Lufter Project Group:

1. Site PIC
2. Site Diary
3. Progress Photos

General Project Group				
No	Task	Update Time	Frequency	Example
1	Site PIC	End of Work	Daily	Khairul Lufter 06-Aug-2022 **PLS03** Site pic : khairul / imran / deston
2	Site Diary	End of Work	Daily	
3	Progress Photos	End of Work	Daily	

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Item 2: Standard WhatsApp Group Project Progress Template

Items to update in Dedicated Project Group:

1. Total No. of Worker
2. Toolbox Meeting
3. Progress Photos
4. Site Diary

Dedicated Project Group				
No.	Task	Update Time	Frequency	Example
1	Update Total no of Worker	Start of work	Daily	Lufter Fazrul Total Worker 23/10/2021 Warisan - 23 Meggrom-6 Trimech - 5 Zincom- 5 11:27 am
2	Toolbox Meeting	Start of work (before 9.00 am)	Daily	
3	Progress Photos	During & After Work	Daily	
4	Site Diary	End of Work	Daily	Nuri Lufter 

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Item 2: Standard WhatsApp Group Project Progress Template

Items to update in Dedicated Project Group:

5. Subcon OT List

6. Site PIC

7. Weekly Progress Update

5	Subcon OT List (if applicable)	Before the end of working hours	Daily	 Lufter Zainal **Subcont OT list 27-OCT-2021** 1. Warisan : until 7pm 2. Zincom : until 9pm 3. Meggrom : until 7pm 4. Trimech : until 8pm 5. Green simex: until 4pm 6. NYW : until 6pm 7. MTS : until 5pm 3:01 pm
6	Site PIC	End of Work	Daily	 Nuri Lufter 05-Aug-2022 **PLS03** Site pic : Nuri / Khairul / Haziq / Fekhrul / Fazrul/ Nabilah / Faiz / Imran / Zul / Suhaimi / Ken / Aizat / Deston / Izzat 12:03 am
7	Work Progress Update	End of Work	Weekly	 Weekly Update - By Adam (HVAC, BMS, EMS) Date : 30-Dec-2021 Project Code : **DPM01** **Cumulative Manpower: 537** **Cumulative Man Hour: 4,445** **Cumulative LTI Hours:0** **LTIF to Date:0** (From 29-Nov-2021 to date) i. Level UG 1) BMS Wiring - Meggrom (**Due : 12-Nov-2021**) - Current Schedule : 100% - Current Actual : **100%** - Target Next Week : **100% (03-Jan-2022)** Delay/Note : a) BMS panel for UG installed ii. Level GF 1) Grille & Damper - Zincom (**Due : 23-Nov-2020**) - Current Schedule : 100% - Current Actual : **93%** - Target Next Week : **95% (03-Jan-2022)** Delay/Note : a) Delay due to plaster ceiling installation by Maincon. Done installation

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Item 2: Standard WhatsApp Group Project Progress Template

Weekly Progress Update

- All projects must use same template for weekly update in respective project group.
- Sample of template has been sent to Lufter Project Group for your perusal.

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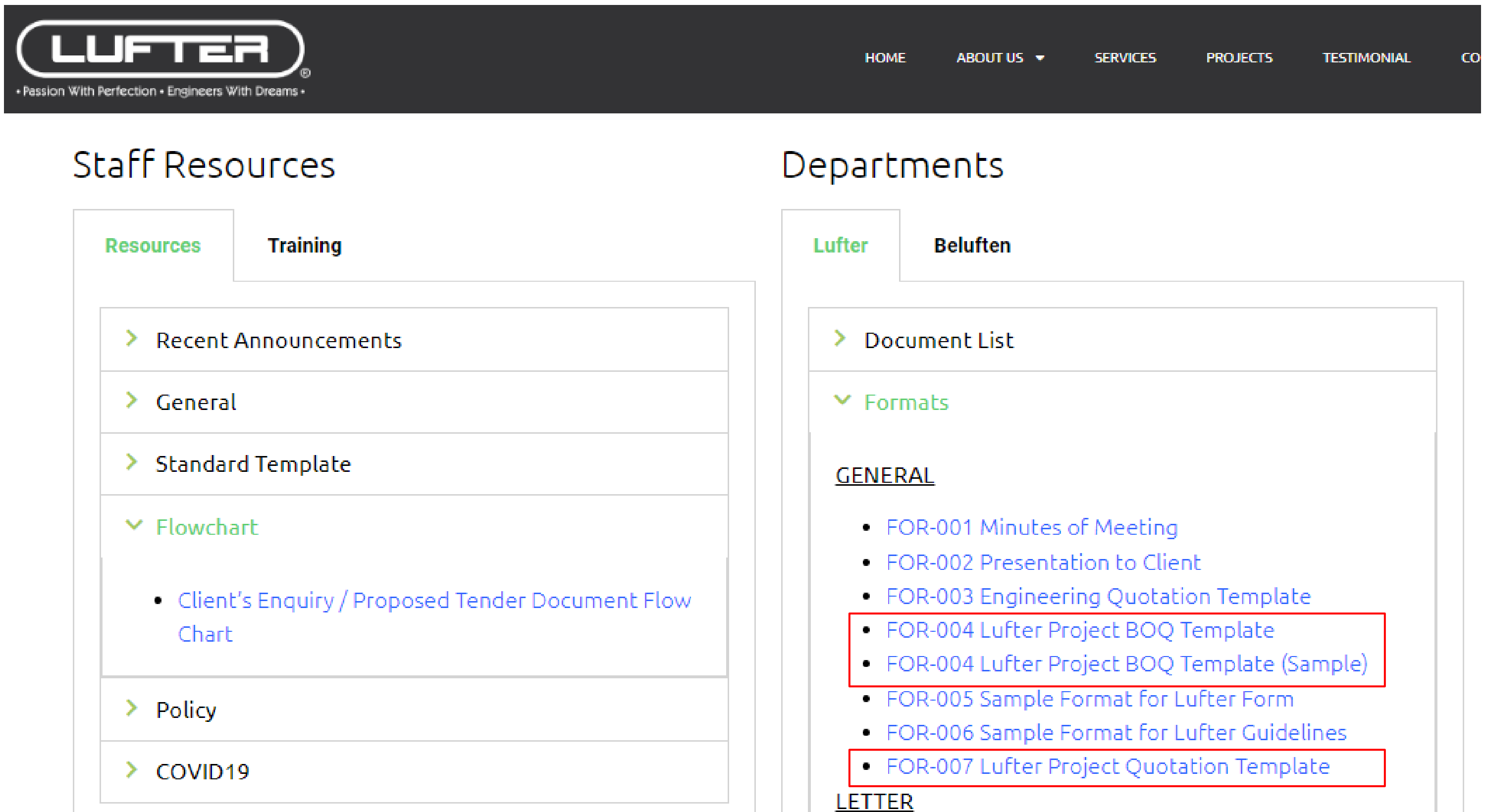
Item 3: Flowchart for BOQ / Quotation

Purpose:

- To summarize the process so all staff can understand which format, whether to use Quotation or BOQ template for different cost of projects.

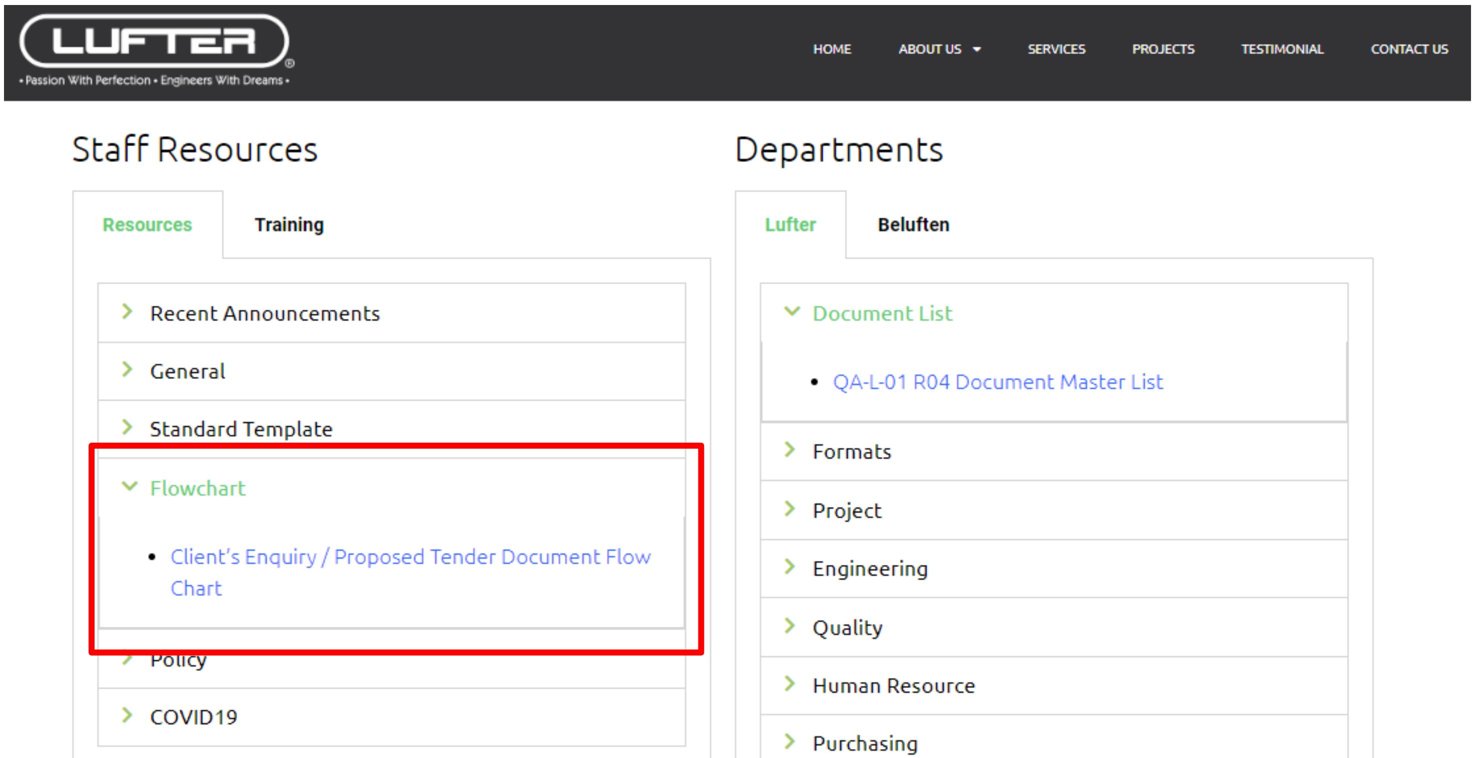
Item 3: Flowchart for BOQ / Quotation

❖ Where to look for BOQ & Quotation template?

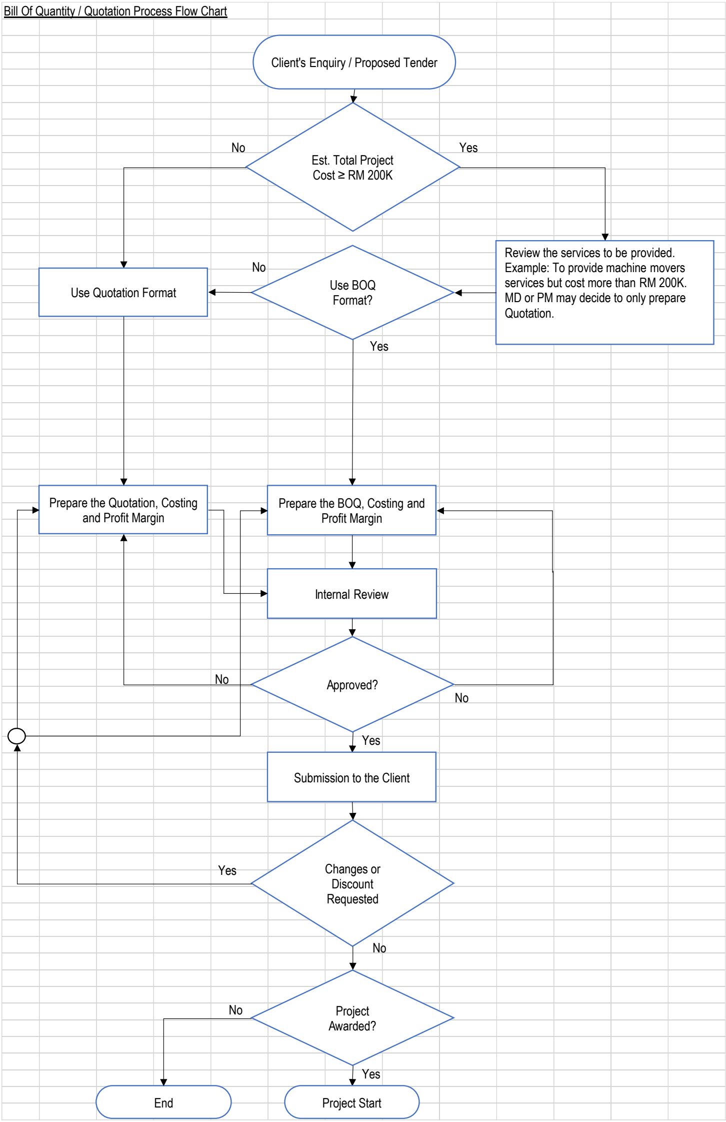


Item 3: Flowchart for BOQ / Quotation

❖ Where to look for BOQ / Quotation Flowchart?



Item 3: Flowchart for BOQ / Quotation



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Item 4: New Developed Project Guidelines

❖ Where to look for Project Guidelines?

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HOME | ABOUT US | SERVICES | PROJECTS | TESTIMONIAL | CONTACT US

Recent Announcements

MEMO

- L-HR-L-08-61 Revise Friday Prayer Lunch Break
- L-HR-L-08-60 Company Panel Clinics
- L-HR-L-08-56 SOP – COVID-19 Close Contact – Effective 01-Mar-2022
- L-HR-L-08-55 Lufter Internal Audit 2022 Schedule
- L-HR-L-08-54 SOP – COVID-19 Close Contact or Confirmed Cases
- L-HR-L-08-52 Updates for Good Documentation Practices
- L-HR-L-08-51 Public Holiday 2022
- L-HR-L-08-50 Emergency Leave Application
- L-HR-L-08-47 Medical Leave Detailed Procedure
- L-HR-L-08-46 Post Project Handover Procedure

NCAR

- Alert NCAR (L-QA-NCAR-01-52)
- Alert NCAR (L-QA-NCAR-01-44)
- Alert NCAR (L-QA-NCAR-01-43) R01
- Alert NCAR (L-QA-NCAR-01-42) R01

GENERAL

- Staff Email (Lufter & Beluften) updated as of 22-Aug-2022
- Townhall 13-Jul-2022

Document List

Formats

Project

SOP

- PRO-SOP-01 R02 Contract Review (WM)
- PRO-SOP-02 R03 Design and Development (WM)
- PRO-SOP-03 R04 Project Planning Control (WM)
- PRO-SOP-04 R04 Inspection, Validation and Handover (WM)
- PRO-SOP-05 R02 Control of Nonconforming Services (WM)

WORK INSTRUCTION

- PRO-WI-01 R00 Project Drawing Production (WM)
- PRO-WI-02 R00 Project Drawing Control (WM)

GUIDELINES

- PRO-GD-01 R00 Electrical Board Installation (WM)
- PRO-GD-02 R00 Cleanroom Technical Cleaning Guideline (WM)
- PRO-GD-03 R00 HVAC Air Balancing Guideline (WM)
- PRO-GD-04 R00 Install Insulate Ducting System Guideline (WM)
- PRO-GD-05 R00 Project Design Validation Quality Kick Off Meeting Guideline (WM)

Item 4: New Developed Project Guidelines

- HVAC Air Balancing

HVAC Air Balancing	Doc. No.	PRO-GD-21	Effective Date	24-Aug-2022
	Rev. No.	00	Total Page(s)	1 of 6

GUIDELINES:
HVAC AIR BALANCING

PRO-GD-21

Revision No: 00

REVISION HISTORY

REV NO	DATE	DESCRIPTION	REVISED BY	APPROVED BY
00		New release	Zarif	Simon

Item 4: New Developed Project Guidelines

❖ Install & Insulate Ducting System

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Install & Insulate Ducting System	Doc. No.	PRO-GD-07	Effective Date	24-Aug-2022
	Rev. No.	00	Total Page(s)	1 of 48

INSTALL & INSULATE DUCTING SYSTEM

PRO – GD – 07

Revision No: 00

REVISION HISTORY

REV NO	DATE	DESCRIPTION	REVISED BY	APPROVED BY
00		New release	Fahmi	Simon

Item 4: New Developed Project Guidelines

Ducts Storage at Site:

Image 1: Floor covered with plywood.

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Item 4: New Developed Project Guidelines

Ducting Insulation:

b. Insulation (Polyethylene foam)

   i. ONLY use sharp blade to cut the PE foam in order to get the clean edges.

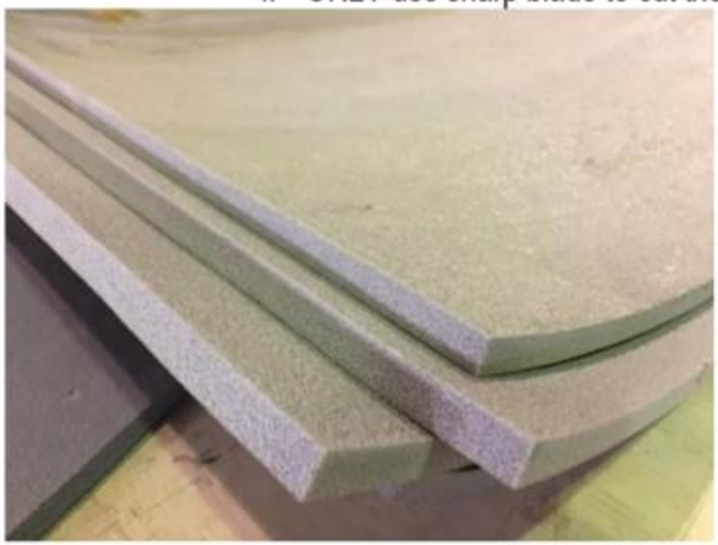

Image 17 & 18: Polyethylene (PE) foam.

Item 4: New Developed Project Guidelines

Ducting Insulation:

iii. Example of non-compliance insulation.

Image 21 & 22: Gap between edge of insulation and duct frame will lead to condensation.

Item 4: New Developed Project Guidelines

Ducting Insulation:

ii. Ensure no defect or wrong doing for insulation work such a holes, ripped insulation, excessive adhesive on insulation or unaligned cut of insulation.

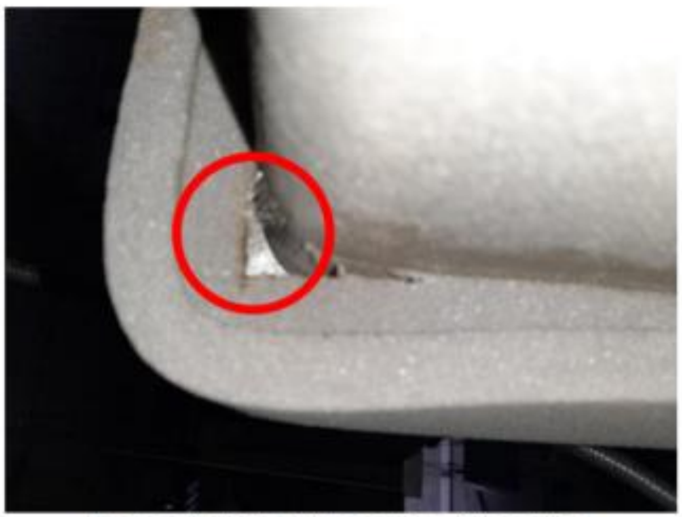

Image 71: Hole at the corder of insulation.

Image 72: Ripped at the edge of insulation.

Item 4: New Developed Project Guidelines

TDC Clips Installation:

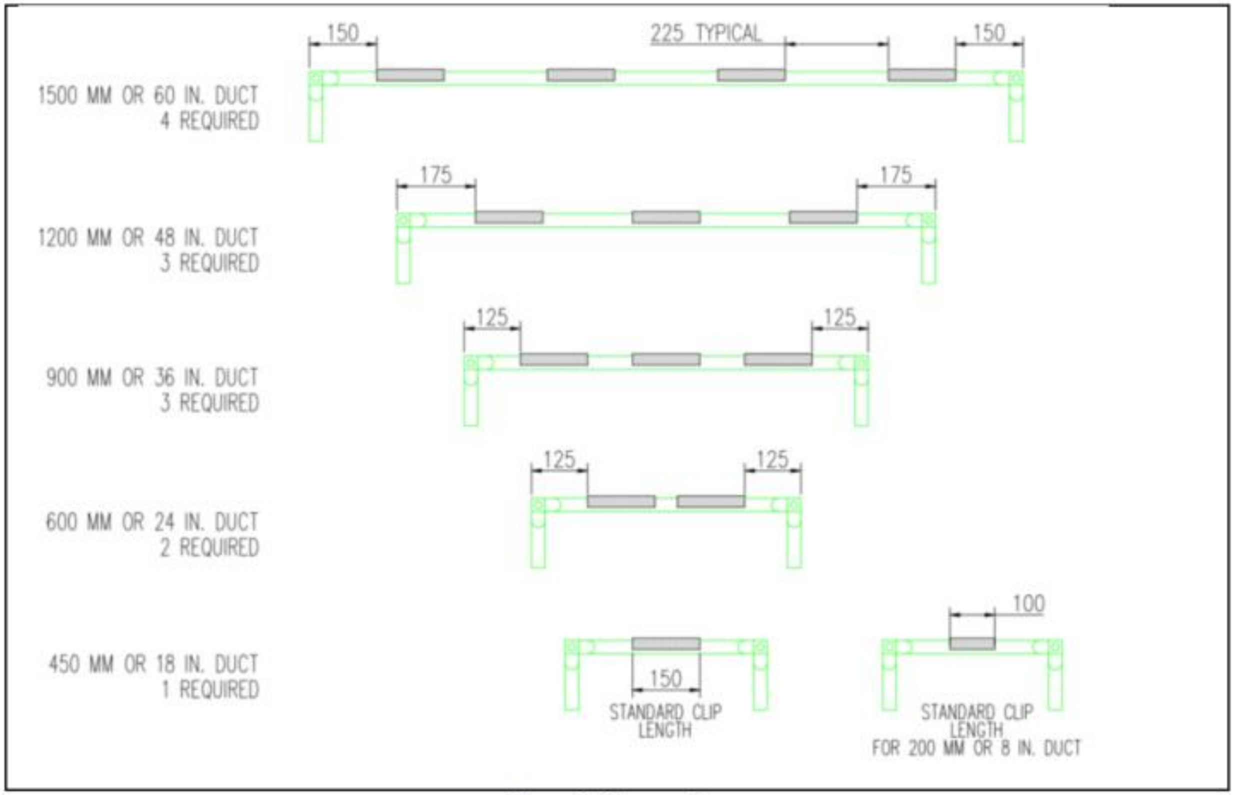

Figure 2: Clip spacing.

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Item 4: New Developed Project Guidelines

Duct Cleaning:

e. Duct Decontamination

   i. Clean the interior duct with Isopropyl Alcohol (IPA) (mix of 60% IPA and 40% water) before raising up to bracket level. Use the non-woven wiper for cleaning work. Use 100% IPA to ensure that no marker ink or any visible stain left on the duct surface.

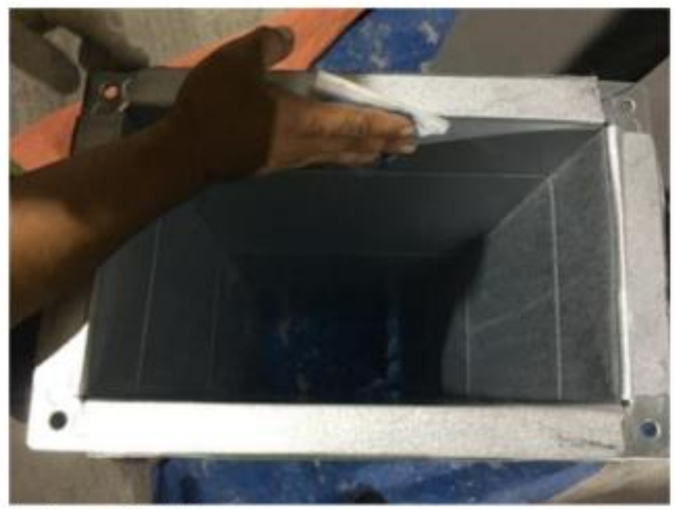

Image 36 & 37: Duct cleaning using IPA.

Item 4: New Developed Project Guidelines

Duct Cleaning:

Image 38: Inside of duct after cleaning.

Image 39: Marker ink on duct surface that need to be cleaned.

Item 4: New Developed Project Guidelines

Bracket & Support Installation:

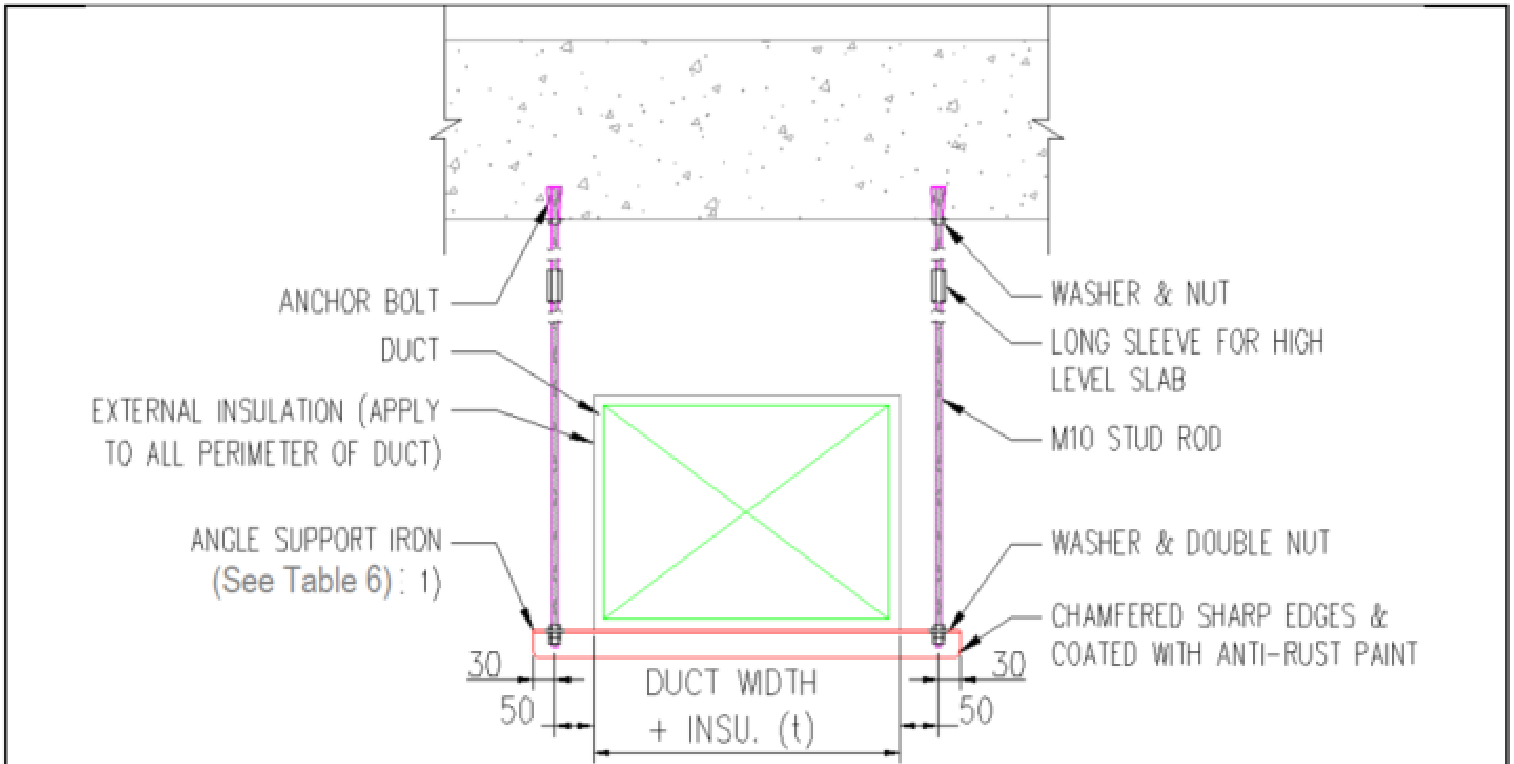

Figure 3: Typical suspension method.

Item 4: New Developed Project Guidelines

Ducting Installation:

iii. All ducting should be levelled and aligned.


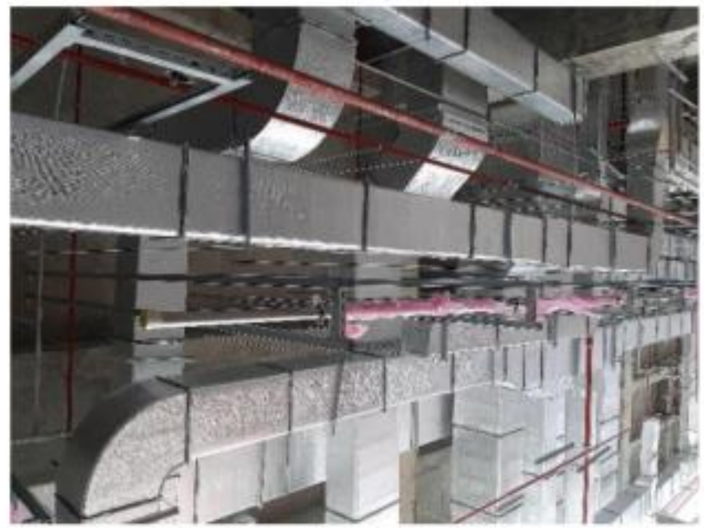

Image 52 & 53: Example of good duct alignment.

Item 4: New Developed Project Guidelines

Duct Labelling:

iii. For main duct at AHU Room or main duct at any highly visible area, label the duct as below direction:

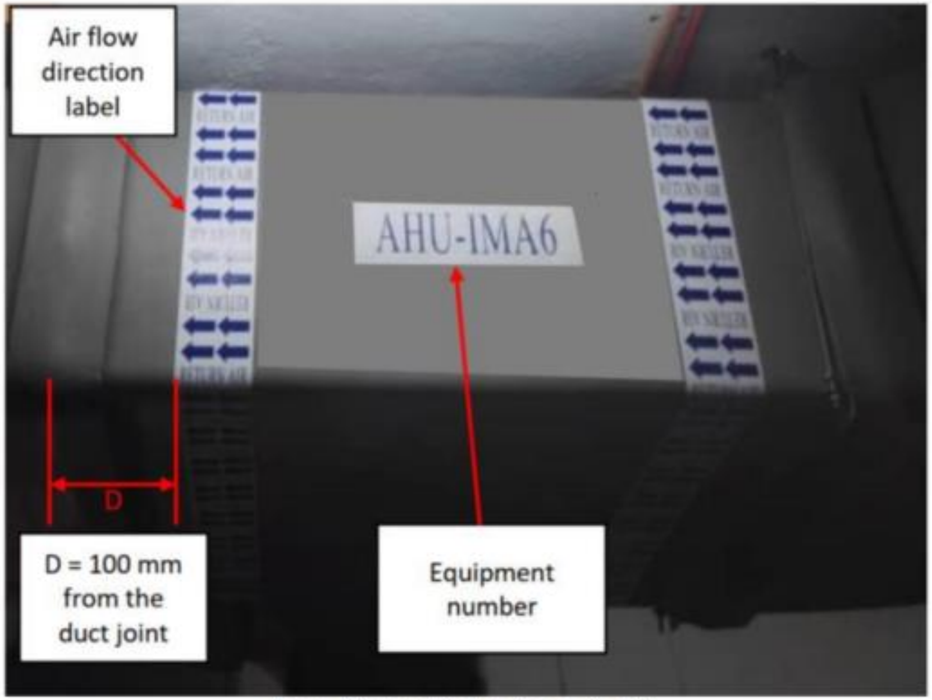

Image 78: Labelling on the main duct.

Item 5: New Developed Typical Details Drawing

❖ Where to look for Standard Installation for Ductwork Typical Details?

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HOME | ABOUT US | SERVICES | PROJECTS | TESTIMONIAL | CONT

- Recent Announcements
- General
- Standard Template

E-MAIL

- Incident Notification

DRAWING

- TMP-D-001 R00 Typical Detail – Ducting (240822)

- Flowchart
- Policy
- COVID19

- Document List
- Formats

GENERAL

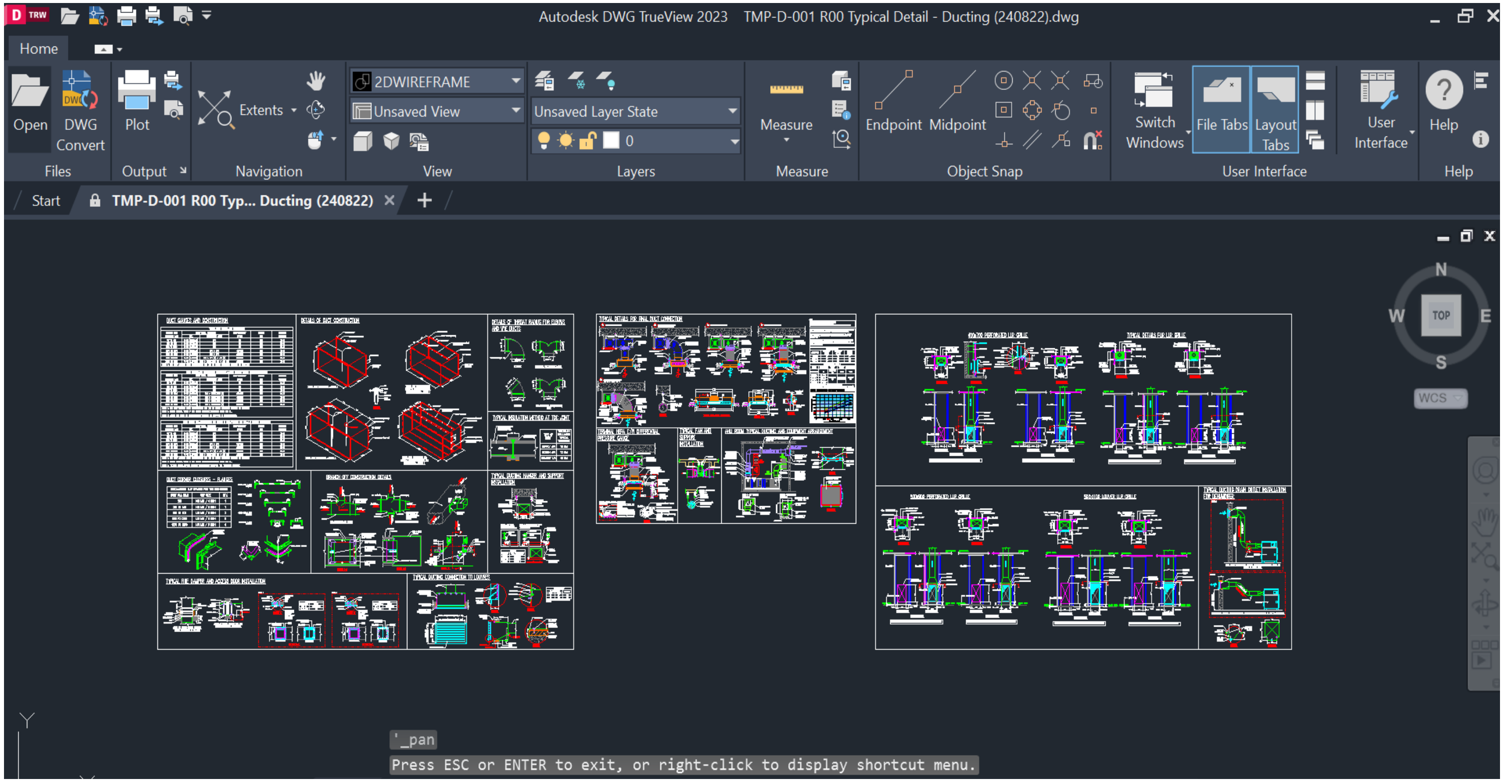
- FOR-001 Minutes of Meeting
- FOR-002 Presentation to Client
- FOR-003 Engineering Quotation Template
- FOR-004 Lufter Project BOQ Template
- FOR-004 Lufter Project BOQ Template (Sample)
- FOR-005 Sample Format for Lufter Form
- FOR-006 Sample Format for Lufter Guidelines
- FOR-007 Lufter Project Quotation Template

LETTER

- FOR-L-001 Lufter Letterhead
- FOR-L-002 Denying Liquidated Damage Letter
- FOR-L-003 Notice of Delays Letter
- FOR-L-004 Project Handover Letter Template

Item 5: New Developed Typical Details Drawing

❖ Standard Installation for Ductwork



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Purchasing Department

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Agenda

- Updates from Purchasing
  i. Delivery Order (DO)

Delivery Order (DO)

- Project / Engineering team have to comment on the DO whenever they receive items at site.
  i. If the items all checked :-
     Remarks – **All goods checked and correct**
  ii. If the items unable to check all
     Remarks – **Unable to check during delivery due to (what reason).**
     All goods will be check in details within 5 working days.

- The receiver must write name, date, sign & chop on the DO.

- Snap a photo or scan the verified DO and send to purchasing department **immediately** after item received.

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KRUGER

KRUVENT INDUSTRIES (M) SDN BHD (454270 X)

Lot 850, Jalan Subang 7, Taman Perindustrian Subang, 47500 Subang Jaya, Selangor.
Tel: (03) 8074 3399 Fax: (03) 8074 3388
Email: mktg@kruger.com.my Website: http://www.krugerfan.com
SST Reg. No: B16-1808-21021881

amca MEMBER

A member of Soler&Palau Ventilation Group

DELIVERY ORDER

CUSTOMER COPY

Sold To :
LUFTER SDN BHD
C-5-5, CAPITAL 3, OASIS SQUARE,
NO.2, JALAN PJU 1A/7A,
ARA DAMANSARA, 47301,
47301 PETALING JAYA,Selangor.MYS

Ship To :
Pharmaniaga lifescience sdn bhd lot7, Jln PPU 3,
Tmn Perindustrian Puchong Utama, 47100
Puchong,
MYS
Mr Ken 016-316 3270 / En Fazrul 012-785 9005

No. : DOR22080153
Date : 27/7/2022
Term : 60 DAYS
Page : 1 of 1
Your P.O. : L-PUR-PLS03-P-24-R00
Project : PHARMANIAGA PUCHONG

CODE	QTY	DESCRIPTION	UNIT PRICE	AMOUNT
WK-G6001690-05	1 UT	CFT 250 c/w BDB 250 C (CCW 90) - 1.1KW2P (IE1) EF-S1 2204283GY-25 PO NO.: L-PUR-PLS03-P-24-R00	[redacted]	

PLEASE CHOP, SIGN AND RETURN TO KRUVENT INDUSTRIES (M) SDN BHD

Goods received in good order & condition.

Name : ZAINAL Othman IC No: 770101-03-7031

Stamp/Signature : LUFTER SDN BHD Company No. 1161040-T

Date: 27 JULY 2022

Remarks : Item checked & correct √

FOR KRUVENT INDUSTRIES (M) SDN BHD

Authorised Signatory

KVS-F24 REV.04

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Project

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Agenda

- Service Chit
- Store Operation
  - i) Project Material Equipment Checklist
- Reference Number

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Service Chit

❖ Where can you get the Service Chit?

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<u>ISO FORM</u>

- QA-F-02 R02 Customer Satisfaction Survey
- PRO-F-06 R04 Service Chit
- PRO-F-07 R00 Checklist for Reviewing CPT report

Service Chit	Form No.	PRO-F-06	Effective Date	10-Jul-2019
	Rev. No.	04	Page No	1 of 1

SERVICE CHIT

PPM/Job no.		Date:	☐ Scheduled Maintenance	☐ Warranty
Document no.			☐ Balancing	☐ Contract
Client			☐ CPT/ On-site calibration	☐ Chargeable
Arrival time		Departure Time:	☐ Troubleshooting	**Project Code:**
Attended by			☐ Installation/ Repair	

(A) SERVICE SUMMARY

Equipment	Equipment ID	Service Rendered			Report No. & Submission Date
☐ AHU/FCU		☐ General Service	☐ Chemical Service	☐ Replace Filter	
		Please list down the filter replaced in section (B) below			
☐ Chiller		☐ General Service	☐ Chemical Service	☐ Water Treatment	
☐ Cooling Tower		☐ General Service	☐ Chemical Service	☐ Water Treatment	
☐ Condenser		☐ General Service	☐ Chemical Service		
☐ Pump		☐ General Service			
☐ Dehumidifier		☐ General Service			

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Store Operation

- Operation on **Mon, Wed and Fri only,** unless very urgent one can be consider
- Please **clean all the equipment/instruments** before return back to the store, won't accept unless cleaned.

Store Operation

❖ Update Project Material & Equipment List
❖ Bring every time take items from store/office store

- PRO-F-11 R00 Application For Inspection
- PRO-F-12 R01 Project Material Equipment List
- PRO-F-13 R00 Project Report – Sample of Final Report

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Project Material and Equipment List	Form No.	PRO-F-12	Effective Date	
	Rev. No.	01	Total Page(s)	1 of 1

PROJECT MATERIAL AND EQUIPMENT LIST

Project Code:		Project PIC:					Project Start Date:			Project Handover Date:	
No.	**Item Details**	**Qty. In**	**Received From**	**Received By & Date**	**Qty. Out**	**Send To**	**Verified By & Date**	**Balance Qty.**	**Location**	**Received By & Date**	**Remarks**
E.g. 1.	Duct Leak Test Machine	1	HOVID01	Hafiz *Hafiz* 05-Jul-2021	1	HUTAR01	Qayyim *Qayyim* 20-Jul-2021	0	VISIP01	Qayyim *Qayyim* 20-Jul-2021	
2.	IPA	4	Store	Hafiz *Hafiz* 16-Aug-2021	2	Zincom	Yong *Yong* 16-Aug-2021	2	VISIP01	Hafiz *Hafiz* 16-Aug-2021	
3.	Differential Pressure Gauge (2000-60 Pa)	5	Store	Khairul *Khairul* 10-Jul-2021	4	Installed at site	Hafiz *Hafiz* 20-Jul-2021	1	Store	Yati *Yati* 08-Aug-2021	
4.	IPA	2	VISIP01 (Refer no. 2)	Khairul *Khairul* 16-Aug-2021	1	Used at site	Khairul *Khairul* 16-Aug-2021	1	Store	Yati *Yati* 10-Sep-2021	

Reference Number

- Please make sure to check the reference number/running number with PA for whatever documents you are creating to **avoid overlapping.**

Ref No: LSB/0722/L-1006 08-JUL-2022

S.T Interior Design Sdn Bhd,
No 47, Jalan TPP 5/4
Taman Perindustrian Puchong,
47100 Puchong, Selangor Darul Ehsan,
Malaysia Tel: 03-8061 6236

Attention:

PROJECT : PROPOSED NOMINATED SUB-CONTRACT FOR MODULAR OPERATING THEATER WORKS FOR: CADANGAN TAMBAHAN DAN PERUBAHAN PADA BANGUNAN PERDAGANGAN SEDIADA (MENARA HSC) DI TINGKAT

i) BAWAH (EMERGENCY DEPARTMENT)
ii) TINGKAT 4 (TAGS & PATHOLOGY)
iii) TINGKAT 6 (WARD)
iv) TINGKAT 7 (OT COMPLEX, ICU/HDU & CSSD)
v) TINGKAT 8 (WARD & ORTHOPAEDIC CLINICS)

DI ATAS LOT 333, SEKSYEN 89A, JALAN AMPANG, 50450 KUALA LUMPUR

LOA. Ref. : STIDSB/LSB/1407/03/21

Reference Number

Ref No: LSB/0722/L-1006 10-JUL-2022

Exyte Malaysia Sdn Bhd
Level 20, Unit 1 (20.01),
No. 39, Jalan Sultan Ahmad shah,
10050 Penang,
Malaysia
Tel: 04- 370 4500
Attention:

PROJECT : F01- CLEANROOM SYSTEMS (DEXCOM MALAYSIA FACTORY 3) CONSTRUCT AND VALIDATE NEW INTERIOR FITOUT (IFO) OF A NEW CLEANROOM MEDICAL DEVICE PLANT COMPLIANCE TO EXYTE MALAYSIA SDN BHD AND CGMP REQUIREMENT FOR DEXCOM (M) SDN BHD, BATU KAWAN, PULAU PINANG.

RE: BACK CHARGE OF ELECTRICAL WORK DAMAGE

Overlapping Letter Reference Number for both HSC01 & DEX01

End of Presentation

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