

TOWNHALL 2023

25-Aug-2023



Agenda

1. Welcome and Introduction (5 Minutes)
2. Company Updates (5 Minutes)
3. Departmental Updates (30 Minutes)
 - Human Resource Department
 - Compliance, Training & Development Department
 - Design & Tender Department
 - Purchasing & Store Department
 - Finance & Account Department – No Update
 - Engineering Department – No Update
 - Project & Construction Department – No Update
4. Other Updates (5 Minutes)
5. Q & A (15 Minutes)

Any Question? Scan the QR and Ask!

Participants can join at slido.com with #3951509
Or Scan the QR below



Note: We will attend to all the questions at the end of the session

Company Updates



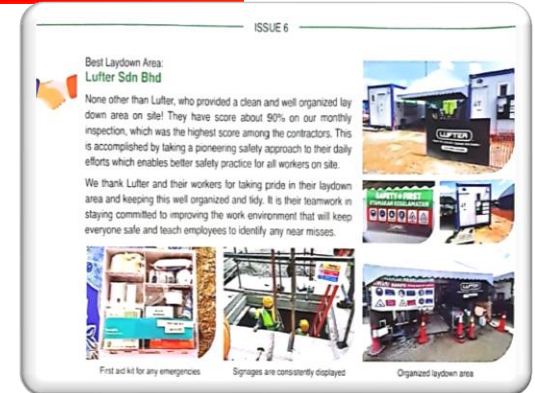
Achievements and Milestones



BEST RA VALIDATION



BEST EHS TRAINEE



BEST LAYDOWN AREA



BEST EHS TEAM COORDINATOR



BEST LEADERSHIP LINE WALK

LUFTER

• Passion With Perfection • Engineers With Dreams •

Company Activities

Company Trip : Genting Highland

Date : 29-Jul-2023



Company Activities

Company Trip : Genting Highland

Date : 29-Jul-2023

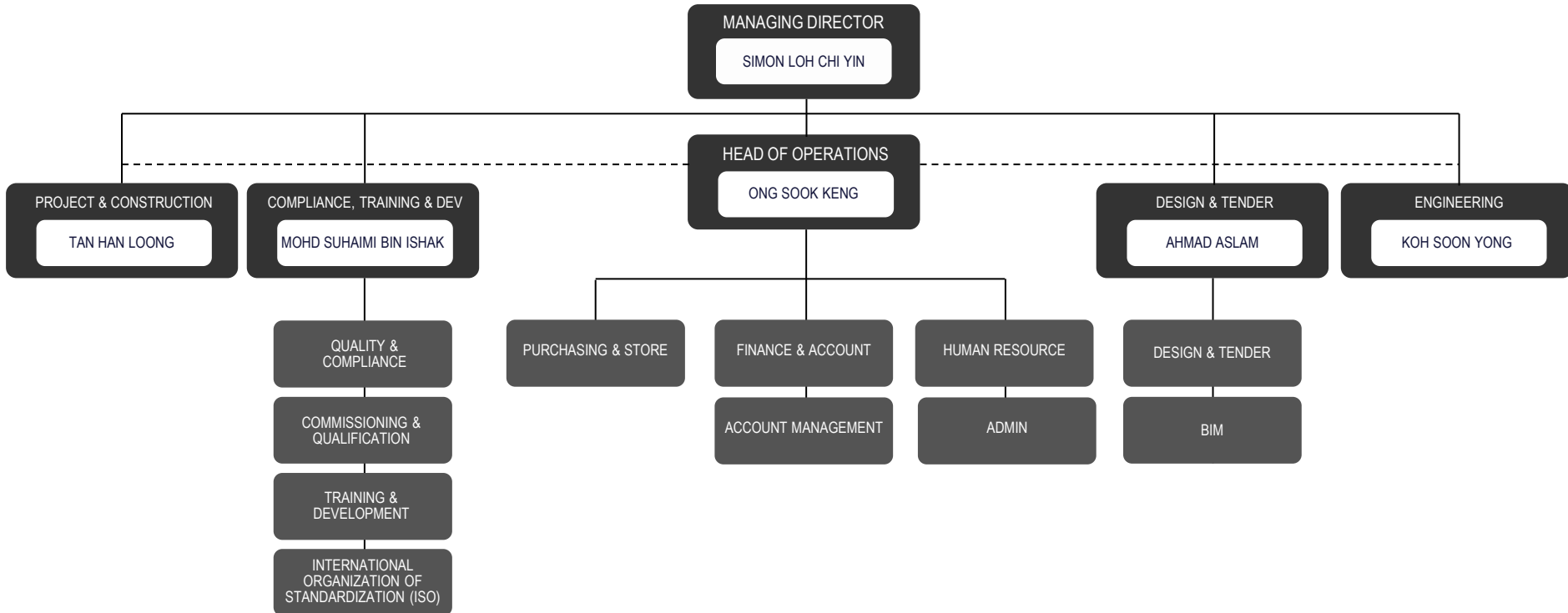


Achievements and Milestones

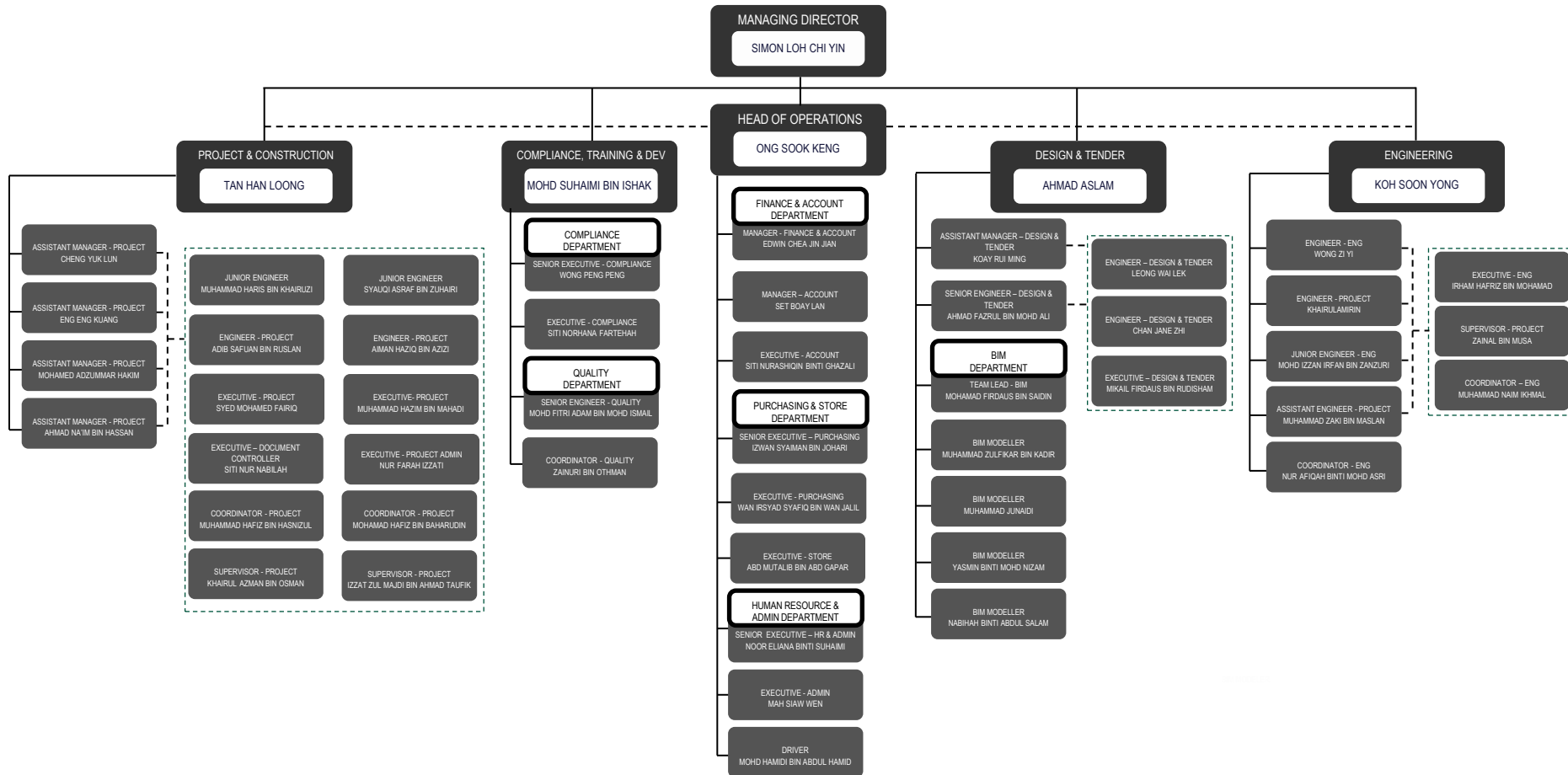
Refer to the External Audit which is has been conducted on 25-Jul-2023

No. of Non-conformance (NC)	No. of Area for Improvement
 A person's hand holding a small white card with the word "NO" written on it. The hand is palm facing forward, and the card is held in the center of the palm.	 A close-up of a hand with the word "NO" written in large, bold, black letters on the palm. The hand is palm facing forward.

Restructuring of Organizational Chart - Department



Restructuring of Organizational Chart - Position



Human Resource Department





New Staff Introduction

New staff join Feb'23:

- *Irham – Engineering Executive*
- *Farah – Project Assistant*

New staff join Apr'23:

- *Hazim – Project Executive (Dex01)*

New staff join May'23:

- *Angie Ong – Head of Operations*

New staff join Jun'23:

- *Izwan – Senior Purchasing Executive*
- *Junaidi – BIM Modeller*

New staff join July'23:

- *Edwin – Finance Manager*
- *Jane – Design Engineer*
- *Syafiq – Purchasing Executive*



Staff Promotion – First Half FY2023

Congratulations to:

No.	Name	Previous Position	Current Position
1.	Ahmad Aslam Bin Ahmad	Senior Project Engineer	Assistant Manager – BIM, Design, Quality & Validation
2.	Koh Soon Yong	Senior Engineer, PPM	Assistant Manager, Engineering
3.	Nur Syahila Binti Mohd Jamil	BIM Coordinator	Assistant BIM Manager
4.	Koay Rui Ming	Senior Design Engineer	Design, Assistant Manager
5.	Ahmad Fazrul Bin Mohd Ali	Project Engineer	Senior Design Engineer

The Management continuing to review staff performance for a career growth in LUFTER!!



Staff Promotion – Second Half FY2023

Congratulations to:

No.	Name	Previous Position	Current Position
1.	Mohd Suhaimi Bin Ishak	Senior Project Manager	Head of Department - Compliance, Training & Development (CTD)
2.	Tan Han Loong	Project Manager	Senior Manager - Project
3.	Wong Peng Peng	Validation, QA and Document Controller	Senior Executive - Compliance
4.	Mohamed Adzummar Hakim Bin Abdull Adziz	Senior Project Engineer	Assistant Manager – Project
5.	Muhammad Zaki Bin Maslan	Project Executive	Assistant Engineer
6.	Mohamad Firdaus Bin Saidin	BIM Modeller	Team Lead - BIM

The Management continuing to review staff performance for a career growth in LUFTER!!



Staff Redesignation – FY2023

Congratulations to:

No.	Name	Previous Position	Current Position
1.	Abd Talib Bin Abd Gapar	Project Coordinator	Store Executive
2.	Siti Nur Nabilah Binti Mohd Anuar	Project Executive cum Document Controller	Project Executive cum Admin Executive



Transfer Department

No.	Name	Previous Department	Current Department
1.	Mohd Fitri Adam Bin Mohd Ismail	Project – DEX01	Compliance, Training & Development
2.	Zainuri Bin Othman	Project – PLS03	Compliance, Training & Development
3.	Siti Norhana Fatehah Binti Zolkapali	Quality & Risk Management	Compliance, Training & Development



Long Service Award

Congratulations to:

No.	Name	Total Years of Service
1.	Set Boay Lan	15 Years 4 Months
2.	Mohd Suhaimi Bin Ishak	10 Years 1 Month



Paybun - Clock-In & Out

- Staff **MUST** clock-in & out Paybun **everyday** for record purposes even though you no claim for OT/Food Allowance

Correct Example

Date	Shift	F. In	L. Out
01/07 Sat	Off Day		
02/07 Sun	Rest Day		
03/07	Workday	08:18	18:16
04/07	Workday	08:32	18:13
05/07	Workday	08:56	18:12
06/07	Workday	08:45	18:49
07/07	Workday	09:00	18:29
08/07 Sat	Off Day		
09/07 Sun	Rest Day		
10/07	Workday	08:32	19:35
11/07	Workday	08:54	18:22
12/07	Workday	08:51	18:14
13/07	Workday	08:56	18:26

Last out
recorded in
Paybun

Wrong Example

Date	Shift	F. In	L. Out
01/07 Sat	Off Day		
02/07 Sun	Rest Day		
03/07	Workday	09:05	
04/07	Workday	09:20	
05/07	Workday	09:14	
06/07	Workday	09:03	
07/07	Workday	08:58	
08/07 Sat	Off Day		
09/07 Sun	Rest Day		
10/07	Workday	08:51	
11/07	Workday	08:49	
12/07	Workday	09:00	
13/07	Workday	08:58	

Last out NOT
recorded in
Paybun



Paybun - Clock-In & Out

▪ DO

- Clock-in at your work location (site/office)
- To ensure GPS detected the correct location
- Clock-out before you leave site/office
- Must stated the job / task completed in the remarks column for OT/Food Allowance claim

▪ 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/Food Allowance).

▪ REMINDER

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



Anti-Bribery And Anti-Corruption

What is Bribery and Corruption?

Bribery:

- Offering, giving, soliciting, or receiving of any item of value as a means of influencing the actions of an individual holding a public or legal duty.

Corruption:

- Dishonest or fraudulent conduct by those in power, typically involving in bribery.



Anti-Bribery And Anti-Corruption (cont.)

Examples of Bribery in the workplace:

1. Bribing a Senior member of staff to hire a certain candidate / family members.
2. Wanting to cover-up an employee or business mistake by offering gifts or money.
3. Bribing a member of staff of higher authority to gain a pay rise or extra company perks.
4. Paying procurement staff to get a Company decision and choose them as a vendor / supplier

What is the affect at the workplace?

Employees know that they are working for an unethical company, where bribery is tolerated and practiced, are more likely to be unmotivated and disinterested in their work. This negatively affects performance, output and overall staff morale. This can lead to high staff turnover.



Anti-Bribery And Anti-Corruption (cont.)

Examples of Corruption in the workplace:

1. Falsifying or misleading claims, financial report
2. Procurement fraud
3. Embezzlement
4. Money laundry

What is the affect at the workplace?

Corruption also erodes the trust in the Company. This situation can makes an employees feels unstable and/or no trust to works at the company for a long term. This also can lead to high turnover rate.





Sexual Harassment

Sexual Harassment is unwelcome conduct of a sexual nature which makes a person feel uncomfortable, offended, humiliated and/or intimidated.

Examples :

1. Physical conduct:

- Touching someone without their consent
- Physical assault, such as hitting, punching, or pushing.
- Stalking or following someone in a way that is threatening or intimidating

2. Verbal conduct:

- Making inappropriate jokes, remarks, teasing, or asking sexually related questions
- Gossiping about someone and spreading lies about them
- Making inappropriate sounds such as kissing sounds, whistling, or smacking lips
- Sending someone sexual emails, notes, or letters



Sexual Harassment (cont.)

3. Non-Verbal conduct:

- Looking a person up and down (elevator eyes)
- Following or stalking someone
- Making sexual gestures with the hands or through body movements
- Using facial expressions such as winking, throwing kisses, or licking lips

4. Visual conduct:

- Unwanted letters, telephone calls, or materials of a sexual nature
- Emails, text messages, lewd wallpapers or screen savers on computers, nude calendars
- Obscene or unwanted sexual looks or gestures



Compliance, Training & Development Department



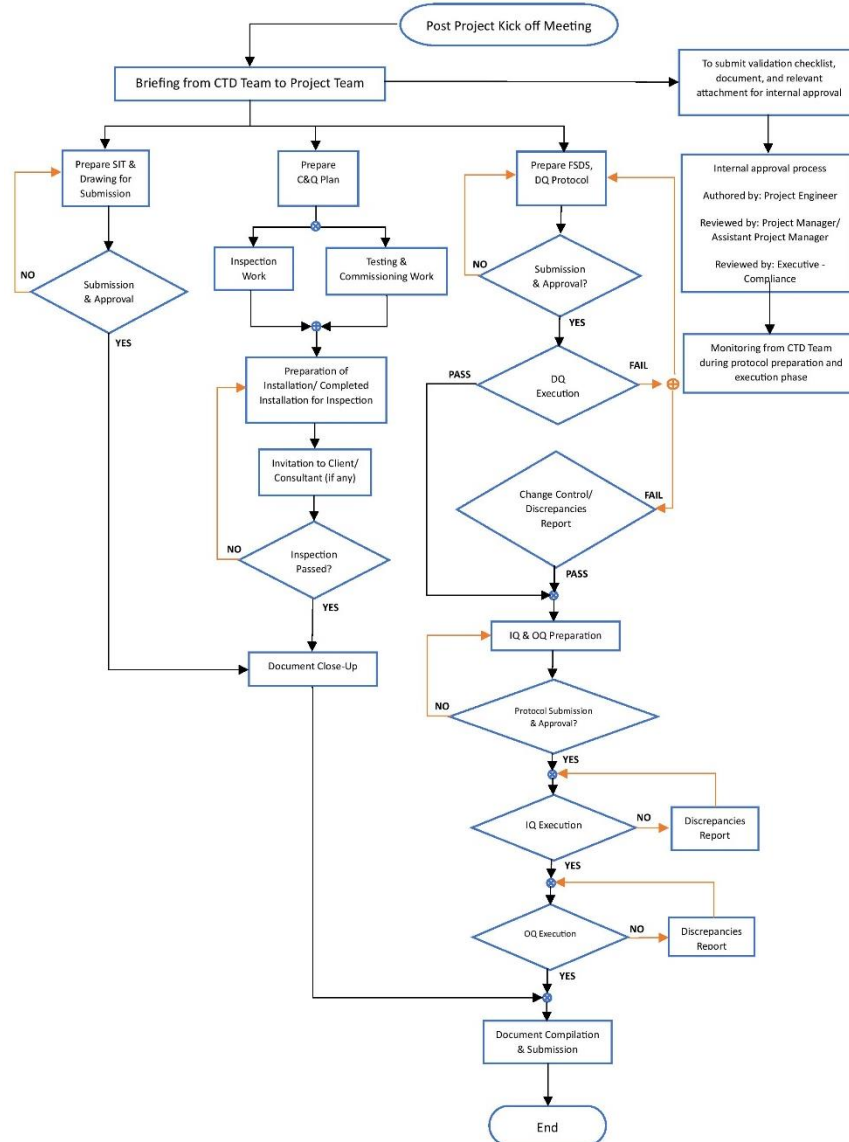
Objectives - Project Engineer to Prepare Validation and C&Q Plan

- In order to empower the implementation of a comprehensive Validation, Management has reviewed a **new direction** where the preparation and full implementation of the Validation and C&Q Plan will be managed by the **Project Team**.
- ❖ **C&Q Plan**
 - To train and expose Project Engineer (PE) on the **purpose** of having Commissioning and Qualification.
 - To provide guidance on how to **apply the system risk assessment** process that identifies the critical and non-critical component in a system.
- ❖ **Validation**
 - To train and expose Project Engineer (PE) on the **purpose** of having validation.
 - It is observed that coordination matters and document preparation can be coordinated more effectively and the capabilities of the Project Team will be more comprehensive.

Remarks

- **Executive - Compliance will guide and support PE** during the protocol preparation and execution phase.
- **Briefing** will be conducted to respective Project Team after Project Kick Off Meeting.

Process Flow for Preparing Validation and C&Q Document by Project Engineer



Drawing Transmittal List



• Passion With Perfection • Engineers With Dreams •

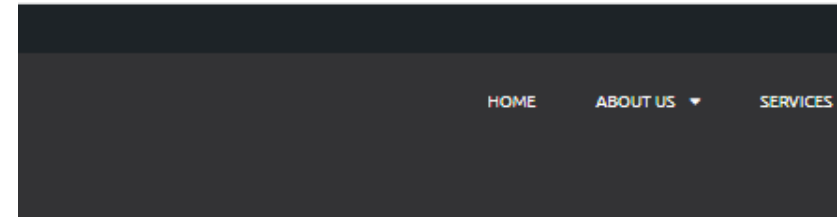
Drawing Transmittal List	Form No.	PRO-F-39	Effective Date	21-Aug-2023
	Rev. No.	01	Total Page(s)	1 of 2

DRAWING TRANSMITTAL LIST

Project Code:	
Drawing No.: <i>(Refer Drawing Master List)</i>	
Drawing Title: <i>(Refer Drawing Master List)</i>	
Issuance By: <i>(Project Engineer/Document Controller)</i>	

Issuance To / Receiver	Name	Revision	Revision	Revision	Revision	Revision	Revision	Revision
		Approval Date	Approval Date	Approval Date	Approval Date	Approval Date	Approval Date	Approval Date

No.	Receiver	Drawing Scale/Size	Revision	Internal Changes	Obsolete Status	Receiver Initial	Received Date



- [PRO-F-37 R00 Wall Installation Verification](#)
- [PRO-F-38 R00 Door Operation Verification](#)
- [PRO-F-39 R01 Drawing Transmittal List](#)
- [PRO-F-40 R00 Extra Low Voltage System Installation Verification](#)
- [PRO-F-41 R00 Chilled Water Pipe Installation Verification](#)

PRO-F-42 R00 G... ..



• Passion With Perfection • Engineers With Dreams •



Drawing Transmittal List	Form No.	PRO-F-39	Effective Date	21-Aug-2023
	Rev. No.	01	Total Page(s)	1 of 3

DRAWING TRANSMITTAL LIST

Project Code:	PGSK01
Drawing No.: <i>(Refer Drawing Master List)</i>	L/PGSK01/IMA7/DC/HVAC/06
Drawing Title: <i>(Refer Drawing Master List)</i>	Condensate Drain Pipe Layout
Issuance By: <i>(Project Footings Document Controller)</i>	Ahmad Na'im Bin Hassan

[illegible]

No.	Receiver	Drawing Scale/Size	Revision	Internal Changes	Obsolete Status	Receiver Initial	Received Date
1.	Project Engineer 1 - Aiman	1:100 (A3)	R00	-	Obsolete 12-Aug-2023	Aiman	12-Jul-2023
2.	Project Engineer 2 - Haris	1:100 (A3)	R00	-	Obsolete 12-Aug-2023	Haris	12-Jul-2023
3.	Project Coordinator - Hafiz	1:100 (A3)	R00	-	Obsolete 12-Aug-2023	Hafiz	12-Jul-2023
4.	Project Supervisor - Izzat	1:100 (A3)	R00	-	Obsolete 12-Aug-2023	Izzat	12-Jul-2023
5.	<u>Subcontract</u> 01 - WTY	1:100 (A3)	R00	-	Obsolete 13-Aug-2023	Ken	13-Jul-2023
6.	<u>Subcontract</u> 02 - NYW	1:100 (A3)	R00	-	Obsolete 13-Aug-2023	Vincent	13-Jul-2023
7.	<u>Subcontract</u> 03 - Meagrom	1:100 (A3)	R00	-	-	Alex	13-Jul-2023
8.	Project Engineer 1 - Aiman	1:50 (A1)	R01	-	Obsolete 12-Aug-2023	Aiman	12-Aug-2023



Drawing Transmittal List	Form No.	PRO-F-39	Effective Date	21-Aug-2023
	Rev. No.	01	Total Page(s)	2 of 3

[illegible]

Design & Tender Department



About LOI

What does a **LOI** means?

LOI is abbreviated for **List Of Information**. LOI contains detailed information of a project provided by the **Requestor**. The requestor, also know as **Person in Charge (PIC)** of the project, provides extensive information about the project in the LOI, which is then forwarded to the BIM department and the modeler to generate the necessary drawings.

How does a LOI works ?

The Requestor will send an email with the **LOI** and **Attachment List** form attached. Both the **Requestor** and the **BIM Lead** will fill out the form with the project information.

List of Information form

DETAIL OF INFORMATION

***PROJECT TITLE:**

CADANGAN UBAHSUAI SEBUAH PEJABAT SEDIA ADA 2 TINGKAT KEPADA MAKMAL MICROBIOLOGI DAN PONDOK PENGAWAL DI ATAS LOT 4196, JALAN INDUSTRI 1, SEKSYEN U19, 40160 SHAH ALAM, SELANGOR DARUL EHSAN.

***CLIENT'S NAME**

SAN SOON SENG FOOD INDUSTRIES SDN BHD

***CLIENT'S ADDRESS**

AL 308, LOT 590 & LOT 4196, JALAN INDUSTRI, U19, KAMPUNG BARU SUNGAI BULOH, 40160, SHAH ALAM, SELANGOR DARUL EHSAN.

***PROJECT REF. NO.**

L-Q23-174

***PROJECT PHASE**

DESIGN (CKAPS)

BIM SECTION

***CAD / REVIT MODEL**

CAD & REVIT

RECEIVED BY

***WALKTHROUGH VIDEO**

YES

LOI REF. NO.

***REQUEST DATE**

08-AUGUST-2023

DRAWN BY

***DEADLINE**

15-AUGUST-2023

CHECKED BY

***REQUEST BY**

AHMAD FAZRUL

REMARK

Attachment List form

ATTACHMENT LIST			
NO.	FILE NAME	DATE	YES / NO REMARK
1.	*MASTER DRAWING LIST	09-AUGUST-2023	√
2.	*DESIGN TABLE	09-AUGUST-2023	√
3.	OTHERS:	-	-
	i) GENERAL LAYOUT (CAD)	-	√
	ii) GENERAL LAYOUT (PDF)-ON SITE MEASUREMENT	-	√
	iii) DEMOLITION LAYOUT (CAD)	-	-
	iv) SECTION LAYOUT (PDF)	-	√
	v) DETAILS INSTALLATION (CAD)	-	√

Other Info / Comments

Info / Comments:

1. To double check and do adjustment the general layout compare to on-site measurement.
2. To re draw the section layout or convert to CAD file.
3. Briefing through MT will be held on 09-Aug-2023.

Or:

Info / Comments:

1. Please print A3 size and color for 3 sets.
2. No binding.

Ahmad Fazrul
Design Engineer



Sample LOI Email

Hi Firdaus,

Attached herewith LIO and Attachment List form for your further action.

DETAIL OF INFORMATION			
*PROJECT TITLE:			
CADANGAN USAHSJAI SEBUAH PEJABAT SEDIA ADA 2 TINGKAT KEPADA MAKMAL MICROBIOLOGI DAN PONDOK PENGAWAL DI ATAS LOT 4196, JALAN INDUSTRI 1, SEKSYEN U19, 40160 SHAH ALAM, SELANGOR DARUL EHSAN.			
*CLIENT'S NAME	SAN SOON SENG FOOD INDUSTRIES SDN BHD		
*CLIENT'S ADDRESS	AL 308, LOT 590 & LOT 4196, JALAN INDUSTRI, U19, KAMPUNG BARU SUNGAI BULOH, 40160, SHAH ALAM, SELANGOR DARUL EHSAN.		
*PROJECT REF. NO.	L-Q23-174		
*PROJECT PHASE	DESIGN (CKAPS)	BIM SECTION	
*CAD / REVIT MODEL	CAD & REVIT	RECEIVED BY	
*WALKTHROUGH VIDEO	YES	LOI REF. NO.	
*REQUEST DATE	08-AUGUST-2023	DRAWN BY	
*DEADLINE	15-AUGUST-2023	CHECKED BY	
*REQUEST BY	AHMAD FAZRUL	REMARK	

ATTACHMENT LIST			
NO.	FILE NAME	DATE	YES / NO REMARK
1.	*MASTER DRAWING LIST	09-AUGUST-2023	✓
2.	*DESIGN TABLE	09-AUGUST-2023	✓
3.	OTHERS:	-	-
i)	GENERAL LAYOUT (CAD)	-	✓
ii)	GENERAL LAYOUT (PDF)-ON SITE MEASUREMENT	-	✓
iii)	DEMOLITION LAYOUT (CAD)	-	-
iv)	SECTION LAYOUT (PDF)	-	✓
v)	DETAILS INSTALLATION (CAD)	-	✓

Info / Comments:

1. To double check and do adjustment the general layout compare to on-site measurement.
2. To redraw the section layout or convert to CAD file.
3. Briefing through MT will be held on 09-Aug-2023.

Thank you.

Ahmad Fazrul
Design Engineer

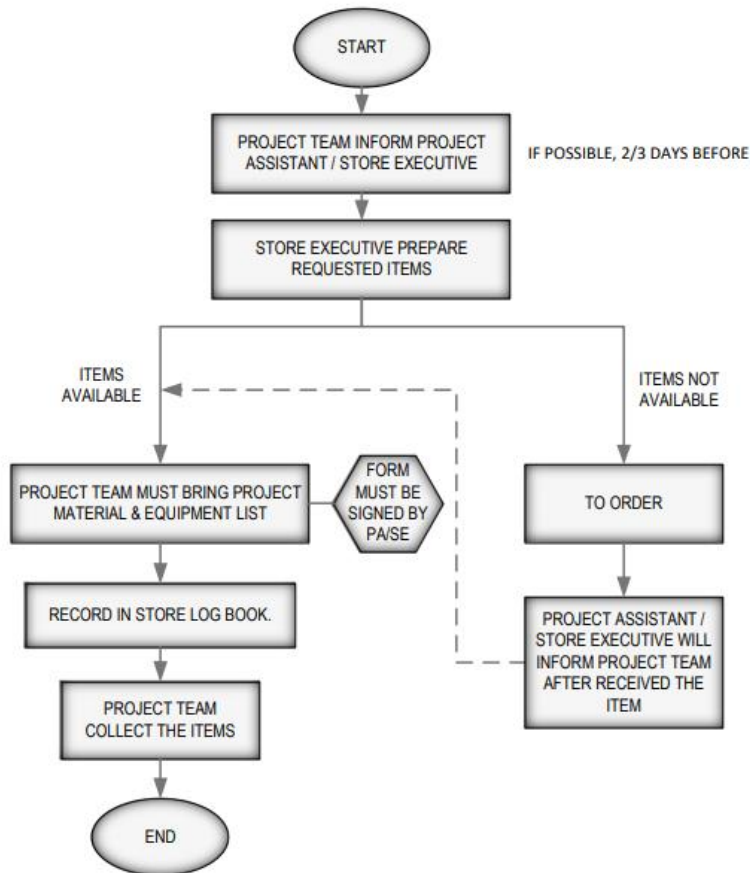


Purchasing & Store Department

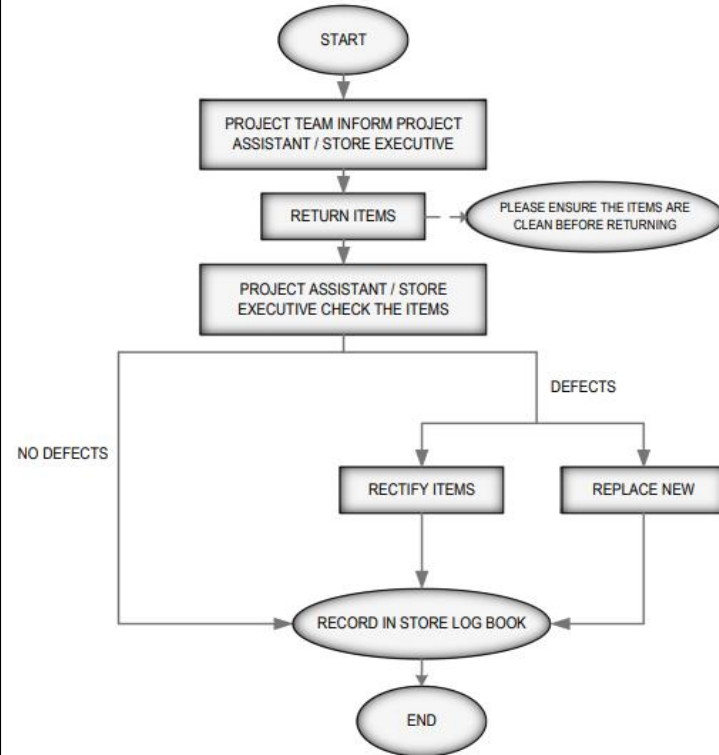


Process of Loaning & Returning Stock at Lufter 2

PROCESS OF BORROWING ITEMS FROM LUFTER 2



PROCESS OF RETURNING ITEMS TO LUFTER 2



PERSON IN CHARGE : FARAH (017-518 5315) & TALIB (012-602 8767)

In the event if items returned during weekend, kindly WhatsApp person in charge the material equipment list and photo of items. Thank you.

LUFTER

• Passion With Perfection • Engineers With Dreams •

Process of Loaning & Returning Stock at Lufter 2

LUFTER
• Passion With Perfection • Engineers With Dreams •

Project Material and Equipment List

Form No. PRO-F-12
Rev. No. 01
Effective Date
Total Page(s) 1 of 1

PROJECT MATERIAL AND EQUIPMENT LIST

Project Code:	Project PIC:	Qty. In	Received From	Received By & Date	Qty. Out	Send To	Project Start Date:	Verified By & Date	Balance Qty.	Location	Project Handover Date:	Received By & Date	Remarks
DEX01											15-Jul-2023		
1.	Foldable Table	11 nos											
2	Vacuum	2 nos											
3	Haircut	1 box											
4	Jump Suit	M-18 L-24 XL-18											
5	Spot Light	2 nos											
6	Exhaust Flexible Hose	6 nos											
7.	Digital Vernier Caliper	1 nos											
8	Lum Lifting	6 nos											
9.	Shackle Lifting	2 nos											

Returned by: *[Signature]*
MOHD FIRRI ADHM

PROJECT MATERIAL AND EQUIPMENT LIST

Dexom 01

- ① Fire Extinguisher - 10
- ② Elect Panel board - 2
- ③ Exhaust fan = 1
- ④ stand spot light = 2
- ⑤ plastic rapping = 8
- ⑥ Trolley = 1

①

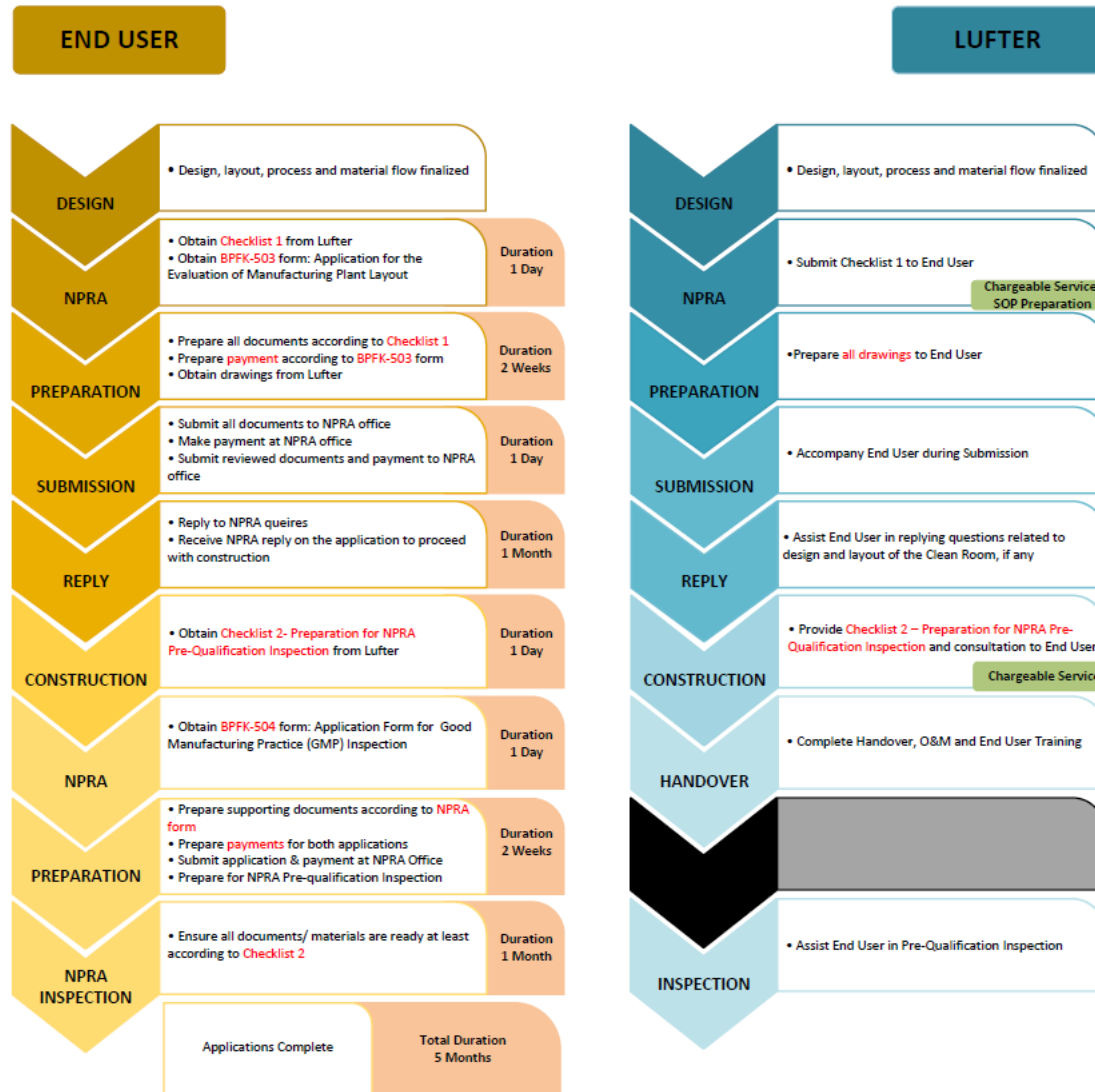
Sofea

- ① Vacuum cleaner - 1
- ② Table - 1
- ③ Fire Extinguisher - 1
- ④ Alnor - 1



Other Updates

CDR / TPN Clean Room Application Process



CDR / TPN Clean Room Application Process

"\\lufterserver\Lufter\PROJECTS &
JOBS\ADMIN\FLOWCHART\APPLICATION
PROCESS\Visio-CDR - PN Clean Rooms Application
Process.pdf"

Q & A Session



Q & A Session

Participants can join at slido.com with #3951509

Or Scan the QR below



End of Presentation

