TOWNHALL 2023

27-Oct-2023

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Agenda

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

Company Updates

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Office Relocation

Effective from 29-Sep-2023, part of the Lufter Team has relocate to Lufter 2

The departments involved in the relocation are:

- Engineering
- Compliance, Training & Development (CTD)
- Design & Tender
- BIM

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Human Resource Department

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New Staff Introduction

New staff join Sep-23:

- *Nabihah : BIM Modeller*
- *Ayuni : Executive – Project Admin*

New staff join Oct-23:

- *Yasmin : BIM Modeller*
- *Nabil : Executive – Engineering*
- *Zulfadhli : Engineer – Project*

Best Employee Award – Project Team

- Compliance, Training & Development Department (CTD) has a planning to build the spirit and morale for the project team

- CTD will nominate the “Best Employee” for project team every two (2) months

- The Management will review and approve the namelist as per comments from the Managers

Best Employee Award – Project

Personal update:

- Join Lufter Sdn Bhd as Executive – Project on Apr-2023 and base in Dexcom Project

- His current Manager (Tan Han Loong) comments:
  - Hardworking
  - Less discipline issue
  - Willing to learn and follow instruction

Best Employee Award – Project

Personal update:

- Join Lufter Sdn Bhd as Supervisor – Project on May-2019
- He involved in few projects since 2019 – GSK, Ain Medicare, Duopharma Bangi, Duopharma Klang, Pharmaniaga, Dexcom, GSK and currently with Good Science project.
- His current Manager (Ahmad Na'im) comments as below:
  - Can remind engineer method installation and engineer work planning
  - Can read work programme

Best Employee Award – Project

Personal update:

- Join Lufter Sdn Bhd as Executive – Project on Feb-2022 and has been promoted to Junior Engineer on Feb-23.

- He involved in few projects – KLSMC, Sophea Bangi and currently with Vista Ipoh project.

- His current Manager (Koh Soon Yong) comments as below :
  - Hard working
  - Self start and work independently,.
  - Commit any work given

Office Cleanliness

What is the meaning of **cleanliness at workplace**?

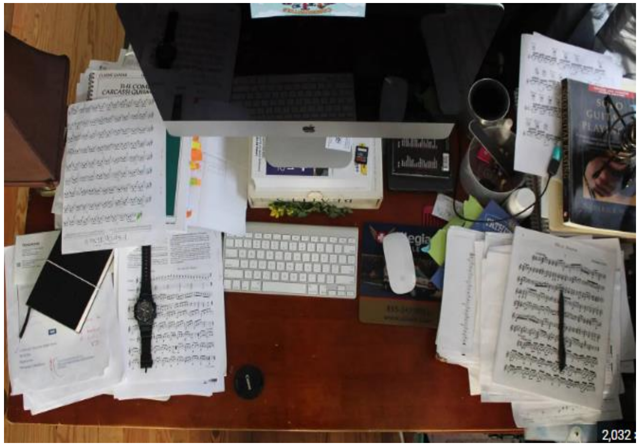
- Healthy and safe workplace
- Free from the injuries and illnesses at every corner in workplace area
- Neat and tidy
- Good fresh air

What is **importance of cleanliness at workplace?**

It can influence employee productivity, performance, and well-being. No one feels motivated in an unclean environment, making it essential to help keep staff morale and productivity levels high. It helps to keep staff safe, healthy, and efficient.

Office Cleanliness

Workstation – staff to do cleaning **everyday** before leave from office



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Office Cleanliness

Pantry – staff to ensure pantry is clean at all the time. No waste food left (at the sink and refrigerator)

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Office Cleanliness

Washroom – staff to ensure washroom always in hygiene conditions

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Paybun

Each OT claim are require a remarks. Eg: Put in detail tasks completed on the that day

Correct example

OT claim should be after 7pm (Monday – Friday)

Tasks stated clearly for all OT works

18/09	Workday	08:30	21:02	12:32	02:00	02:00		No		site monitoring. housekeeping and site mobilization.
19/09	Workday	08:37	22:59	14:22	02:00	02:00		No		standby drawing for PAC. review RCP HVAC drawing.
20/09	Workday	08:15	22:10	13:55	02:00	03:00		No		Print drawing AHU-03, AHU-05 for contractor.Prepare MOM
21/09	Workday	09:28	23:00	13:32	02:00	02:00		No		prepare Minutes of Meeting 01. Site housekeeping.
22/09	Workday	08:33						No	Irregular	
23/09 |Sat	Off Day	08:06	19:00	10:54	08:00	08:00		No		Print drawing GoodScience, Rev1. | Issue PO for KC HVAC. Internal duct leak test for AHU-04. Sit
24/09 |Sun	Rest Day	08:45	18:21	09:36	08:00	08:00		No		Site monitoring, Prepare MOM02. Inspect ducting installation for AHU 01. Prepare PO for scaffol
25/09	Workday	08:45						No	Irregular	
26/09	Workday	09:37	09:37	00:00	00:00	02:00		No		Send drawing to Client.
27/09	Workday	07:46	21:41	13:55	02:00	02:00		No		Update schematic drawing for AHU outdoor units with drafter | Amend review Minutes of Meeti

Paybun

Wrong example

No tasks stated for all OT works

09/09 |Sat	Off Day	09:06	13:41	04:35	04:00	04:00		No		
10/09 |Sun	Rest Day							No		
11/09	Workday	08:33	19:10	10:37				No		
12/09	Workday	08:26	18:13	09:47				No		
13/09	Workday	08:41						No	Irregular	
14/09	Workday	08:42	18:39	09:57				No		
15/09	Workday	08:48	18:37	09:49				No		
16/09 |Sat	Off Day							Yes		
17/09 |Sun	Rest Day	09:23	20:13	10:50	09:00	07:30		No		

Reminder : Manager have a right to **NOT** approve this OT

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Safety Helmet

Every 1st working day in the new month, all project staff need to share their safety helmet photo (4 sides) **in the Lufter Daily Attendance group during clock-in in the morning.**

1. Staff to ensure all stickers are follow Lufter standard
2. Staff to inform HR / Admin to order new sticker or to replace new helmet

Admin

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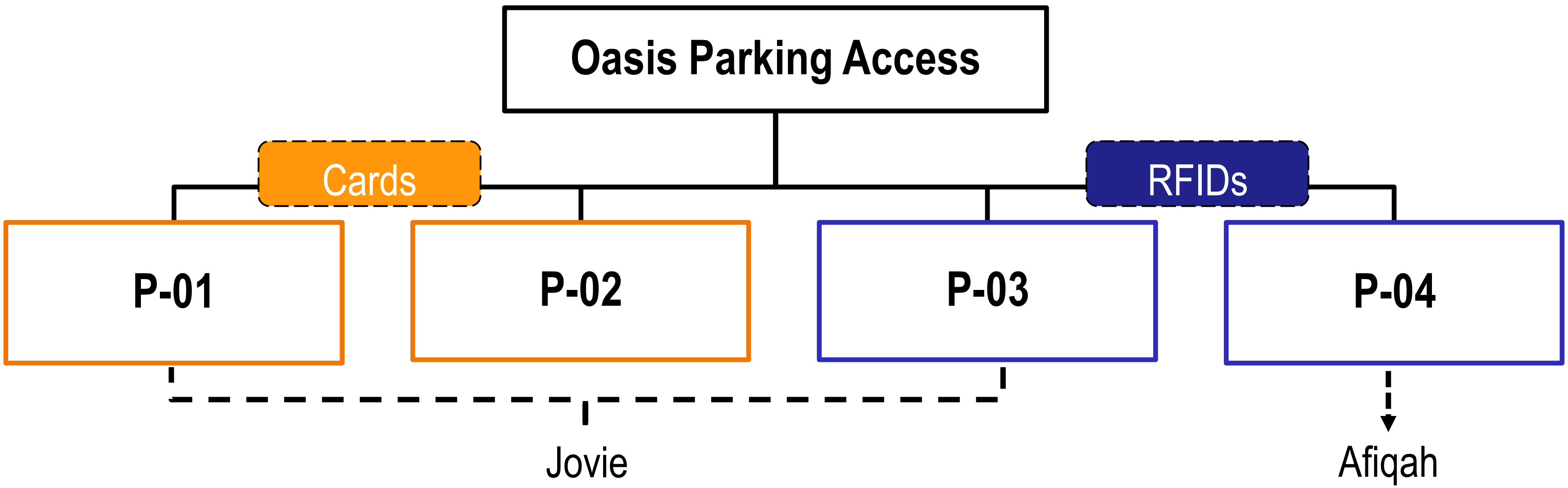
Oasis Parking Access Card & RFID – Office



Cards

- Similar to Touch 'n Go.
- Need to enter and exit.

RFIDs

- Can enter multiple times without exit.

Oasis Parking Access Card & RFID – Office

- Scan and fill in the form when borrowing and returning the parking access card/ RFID.
- If the card, cover/case or the RFID sticker are damaged, Admin should be notified immediately.
- If any damage occurs while under you care, you will be held accountable.
- Do not, under any circumstances, lend your possession of the parking access card to another individual.

SCAN ME

[OASIS CAR PARK ACCESS (google.com)]

Phone Directory – Lufter 2

DOOR PHONE (Ringing Line: 12)

1) Door phone ringing: Pick up the phone & answer look for who

(a) To open the door

- Key Phone : Press **Flash 551**
- Main Door : 'Door Exit'

(b) To open door w/o press door bell

- Key Phone : Press **Flash 551**
- Main Door : 'Door Exit'
- Single Line Phone : Press **Flash 551**

EXTENSION NUMBER

Mohd Suhaimi	(Head of Compliance Training & Development)	**: 10**
Ahmad Aslam	(Assistant Manager Design & Tender)	**: 11**
Engineering		**: 12**
Meeting Room 1- Rajesh		**: 13**

PHONE (Tel No. 03-7859 6220) (Incoming Ringing Line: 12)

1) Pick Up Others Extension / Incoming Call

(a) Key Phone: Only Extension Number Line 12.

2) Transfer Line

(a) From Key Phone **: Press Flash, follow by Extension Number**

(b) From Single Line Phone **: Press Flash, follow by Extension Number**

3) Call Out

(a) From Single Line Phone: **Press 9, dial number**

4) Call Lufter Office

(a) From Key and Single Line Phone: **Press 9, dial 03-7859 6218**

Key Line: Line 12 (Engineering)

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Compliance, Training & Development (CTD)

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Infographic with Microsoft PowerPoint Training (05 & 06-Oct-2023)

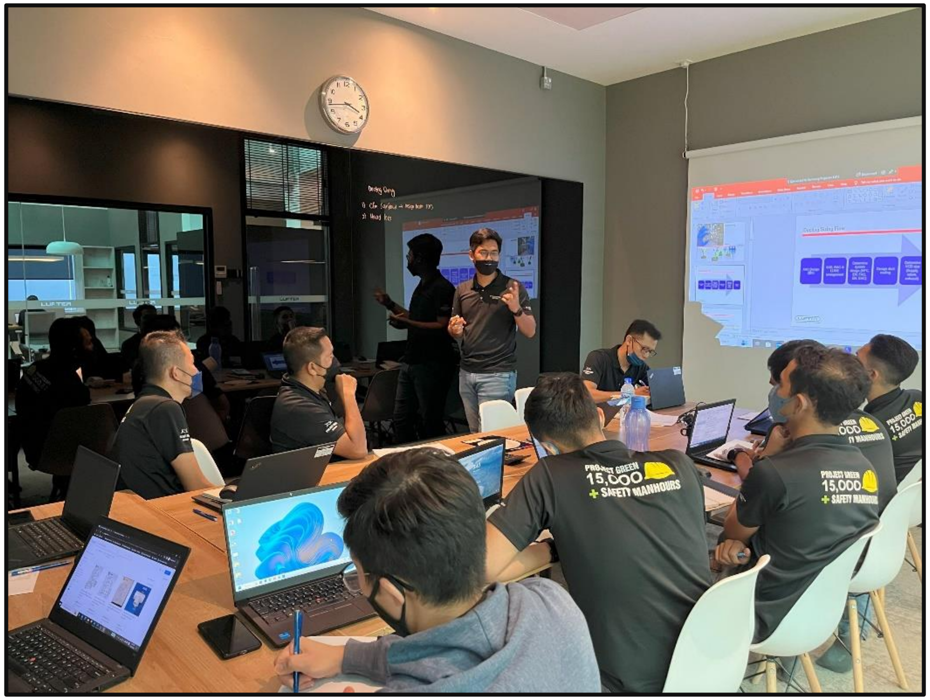
Training Content:

1) Quick Access Toolbar
2) Presentation Slide Layout
3) Shape Tool/ Format
4) Selection Pane Tab
5) Animation Tools
6) Video Tools
7) Remove Picture Background Tools
8) Photo Album
9) Transition Tools

Duct Sizing Training (13-Oct-2023)

Training Content:

1) AHU Design
2) AHU & Room Properties
3) Supply Air Properties
4) Fresh Air Properties
5) Return Air Properties
6) Exhaust Air Properties
7) Reflected Ceiling Plan Arrangement
8) Determine System Design
9) Design Ducting Routing
10) Determine VCD Size
11) Design Tools Duct Sizer
12) Construction Drawing Consideration



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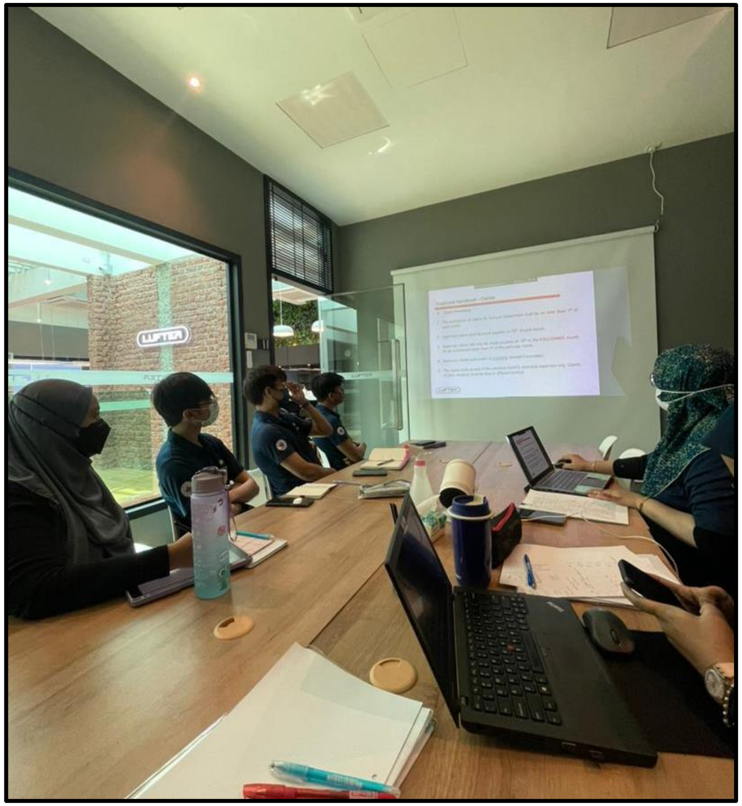
Module 1 Training – New Comer (17-Oct-2023)

Training Content:

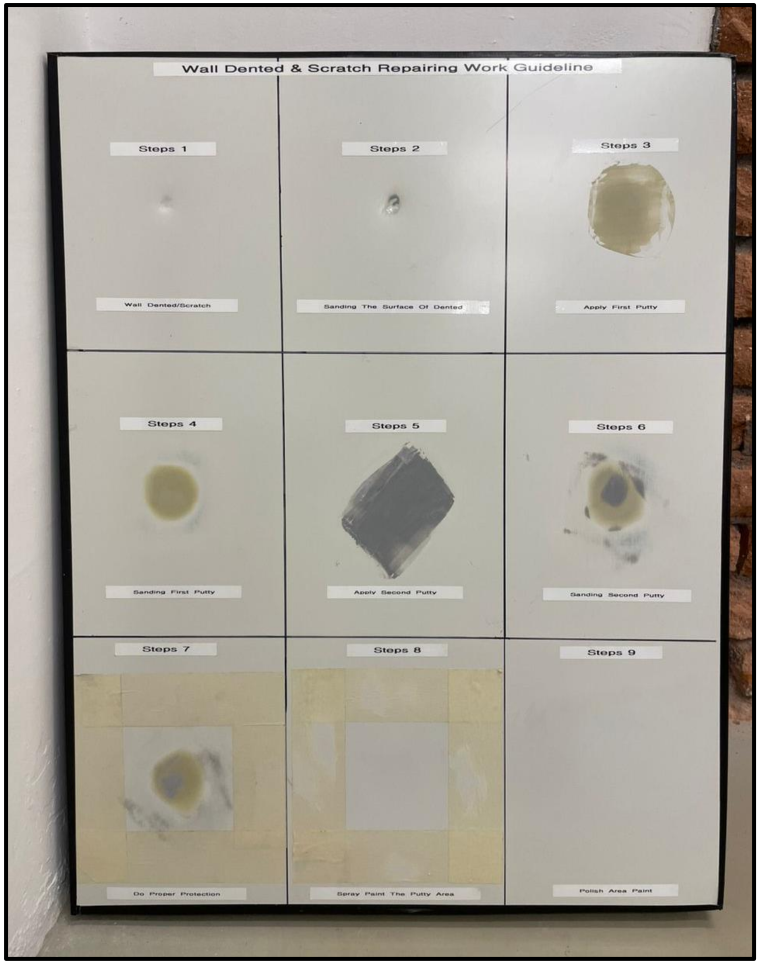
1) Training 01: Quality Management System & Quality Objectives
2) Training 02: Account Claim Procedure
3) Training 03: Purchasing Department Briefing
4) Training 04: Good Documentation Practices and Organization



Hands-on Training for Wall Dented & Scratches Repair (20,23 & 26-Oct-2023)

Training Content:

1) Identify dented area on the panel.
2) Sanding the surface of dented area by using sand paper (Grade 180).
3) Apply mixture of putty (Hitary 928) and hardener.
4) Sanding the surface of first putty.
5) Apply putty (Nexa Autocolor).
6) Sanding the surface of second putty using sand paper (Grade 1000).
7) Prepare proper protection around the putty area.
8) Spray paint on the putty area.
9) Polish the painted area.



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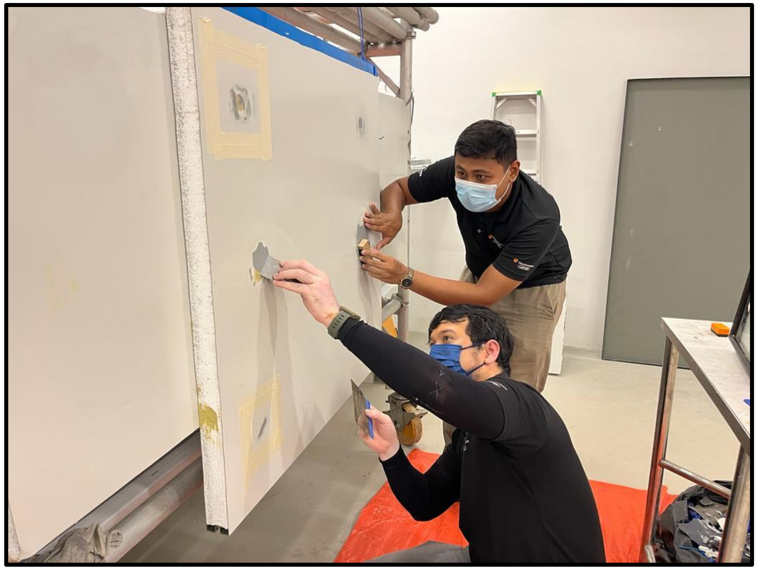
Hands-on Training for Wall Dented & Scratches Repair (20,23 & 26-Oct-2023)



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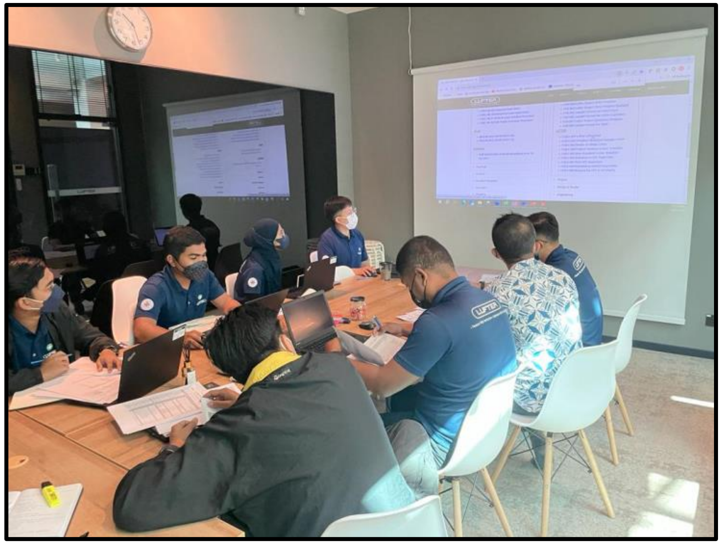
Hands-on Training for Wall Dented & Scratches Repair (20,23 & 26-Oct-2023)

Best Students of Hands-on Training for Wall Dented & Scratches Repair
(Hafiz Baharudin & Izzat)

Project Process Flow Training (24-Oct-2023)

Training Content:
1) Project Process Flow
2) Project Observation Flow
3) Shape Tool/ Format
4) Selection Pane Tab
5) Construction Ducting Drawing Consideration



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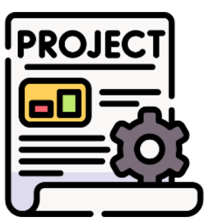
Revised SOP to be Activated

- **Maintenance and Calibration Process *(ADM-SOP-01-R05)***
- **Handling of Stock and Non Stock Item *(STO-SOP-01-R03)***

- **Training Management *(HR-SOP-01-R06)***



- **Design and Development *(PRO-SOP-02-R04)***
- **Inspection, Validation and Handover *(PRO-SOP-04-R06)***
- **Control of Nonconforming Services *(PRO-SOP-05-R04)***

- **Planned Preventive Maintenance *(PPM-SOP-01-R03)***

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Revised SOP to be Activated

- **Vendor Management *(PUR-SOP-01-R05)***
- **Purchasing Control *(PUR-SOP-02-R04)***

- **Customer Satisfaction *(QA-SOP-03-R04)***
- **Internal Audit *(QA-SOP-04-R05)***
- **Analysis of Data *(QA-SOP-05-R06)***
- **Corrective Action *(QA-SOP-07-R04)***
- **Compliance, Training and Development *(CTD-SOP-01-R01)***

- **Contract Review *(DT-SOP-01 R04)***

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On-Going Guideline to be Activated

- Project Kick-Off Meeting Guideline
- Site Safety Guideline
- Project Preparation & Site Readiness Guideline
- Cleanroom Panel Installation Guideline
- Lead Shield & Cleanroom Panel Installation Guideline NEW
- HV, LV, ELV Electrical & Wiring Installation Guideline NEW

On-Going Forms to be Activated

❖ Sample for Project Progress Report and Project Final Report

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Project Report	Form No.	PRO-F-13	Effective Date	
	Rev. No.	00	Total Page(s)	Page 1 of 23

PROJECT REPORT

Project Code:	SJMC02
Client:	RSD HOSPITALS SDN BHD
Facility:	Hotlab
Report No:	L-SJMC02-HTL-PR-13-R00
Report Date:	22-Feb-2023
Project Start Date:	02-Aug-2022
Project Completion Date:	22-Feb-2023
Number of Days Worked On-Site	162 DAYS
Report Prepared By:	LEONG WAI LEK
Remarks:	Final Report

DESIGN, CONSTRUCT, COMMISSION & VALIDATE (DCCV) OF A NEW HEATING, VENTILATION & AIR CONDITIONING (HVAC) AND INTERIOR FIT-OUT (IFO) SYSTEM COMPLIANCE TO PHARMACEUTICAL IN-CO OPERATION (PIC/S) AND CGMP STANDARDS FOR NEW HOTLAB AT SUBANG JAYA MEDICAL CENTRE, SELANGOR DARUL EHSAN.

RAMSAY SIME DARBY HEALTH CARE
Subang Jaya Medical Centre
SUBANG JAYA MEDICAL CENTRE
JALAN SS 12/1A
47500 SUBANG JAYA,
SELANGOR, MALAYSIA.

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LUFTER SDN BHD
C-5-05, (5th FLOOR), CAPITAL 3, OASIS SQUARE
NO. 2, JALAN PJU 1A/7A, ARA DAMANSARA,
47301 PETALING JAYA,
SELANGOR DARUL EHSAN.

Progress Report

Table of Contents

Final Report

Table of Contents

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On-Going Forms to be Activated

- Project Preparation and Site Readiness Checklist
- Dilapidation Report
- Marking Checklist
- Damper Installation Verification
- Ducting System Installation Verification
- Internal Punch List

On-Going Forms to be Activated

❖ Marking Checklist

No.	Description	Acceptability			
		Lufter's Rep.		Client's Rep.	
		OK	Not OK	OK	Not OK
A.	**Site Preparation for Wall Installation**				
1.	To check floor levelness in the acceptance tolerance.				
2.	Status of repairing work (if applicable)				

❖ Damper Installation Verification

No.	Description	Acceptability			
		Lufter's Rep.		Client's Rep.	
		OK	Not OK	OK	Not OK
1.	Check type and spec according to approved SIT.				
2.	Check location and arrangement as per approved shop drawing. (Please attach signed off drawing after inspection)				
3.	Check installation method is correct.				
4.	Check for physical condition (e.g. defects on casing, blades, spindles, seats and free movement of blades).				
5.	Check the operation functionality of all dampers can be fully open and close and the position is according to knob/handle turning indication. The opening should be smooth and not stuck.				
6.	Check that all volume control dampers are in fully open position.				
7.	Check that all motorized volume control dampers operation functionality in good condition. (if applicable)				

On-Going Forms to be Activated

❖ Dilapidation Report

4. **Criteria for Inspection**
   a. Existing condition and defects at the facility entrance.
   b. Existing condition and defects of loading material access.
   c. Existing condition and defects in the lift or at the staircase to be used.
   d. Existing condition and defects in Mechanical & Electrical (M&E) room (e.g.: AHU room, chiller room or switchboard room)
   e. Existing condition and defects of M&E system. (e.g.: AHU, switchboard, lighting, chiller, lift if necessary)
   f. Existing condition and defects of utilities and services.
   g. Existing condition and defects of civil and structure and its finishing.
   h. Reporting for any potential hazards and danger.

❖ Marking Checklist

No.	Description	Acceptability			
		Lufter's Rep.		Client's Rep.	
		OK	Not OK	OK	Not OK
A.	**Site Preparation for Wall Installation**				
1.	To check floor levelness in the acceptance tolerance.				
2.	Status of repairing work (if applicable)				

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On-Going Forms to be Activated

❖ Ducting System Installation Verification

B.	During Installation					
1.	All joints are smooth. Gaskets between duct joints are compressed neatly at all duct connection. No gasket is exposed on the inside surface.					
2.	Check for proper flange joints especially at the branch collar section to the main duct. Apply all sealant at all corner piece and mounted tightly of each duct section. Check that the TDC clips are strongly holding the flange joints and the bolts are tighten.					
3.	Ensure that no duct flange is installed near the slab beam area if the duct is to achieve the maximum height level.					
4.	The inner core of duct collars is sealed tightly to the main rigid ducts with sealant at all joints.					
5.	Check that the ductwork is levelled and aligned by referring to a fixed reference point to the edge of the duct as per drawings.					**Refer page 4 to filled up**

❖ Internal Punch List

- To be produced after physical installation completed.
- Before final inspection with customer.

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Internal Punch List	Form No.	PRO-F-010	Date	
	Rev. No.	00	Total Page(s)	Page 1 of 3

INTERNAL PUNCH LIST

Project/Job Code:	
System Description	

Punchlist Urgency Level	
Urgency Level	**Description**
High	A "High" urgency punch item defined as any condition that would prevent execution of commissioning testing, in its entirety including items that affect the ability to safely operate the system, or access the area.
Medium	A "Medium" urgency punch item is defined as something that needs to be completed as part of the project scope, does not affect the ability to safely operate the system or access the area, does not have any impact on performing commissioning testing but must be completed prior to the completion of the commissioning report and its approval
Low	A "Low" urgency punch item that needs to be completed as part of the project scope but does not have any impact on subsequent commissioning work.

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Obsolete Form

- ❖ **Quality Site Inspection (QA-F-07) Form being obsolete, replaced by Project Observation by CTD team**

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Quality Site Inspection	Form No.	QA-F-07 R01	Checklist No.	L-QA-QS-01
	Page No.	1 of 3	Report Date	15-Sep-2019

OBSOLETE

QUALITY SITE INSPECTION

This Quality Site Inspection was developed and maintained by LUFTER SDN BHD as record of conformity that the proper procedure, quality and standards of the work done according to specified requirement.

Project Code:	UPHA0	**Visit Date:**	14-Sep-2019
Project Title:	DCCV of New H... & IFO System for New Liquid Plant	**Visit No.:**	2nd Visit
Project PIC:	Suhaimi, Aslam & Hazw...		

No.	Item	Findings	Comments	Type of Findings / Repeated Findings	Status

Project & Construction Department

Module 2 Training 04 - Project Files and Related Documents

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PROJECT FILES (SERVER)

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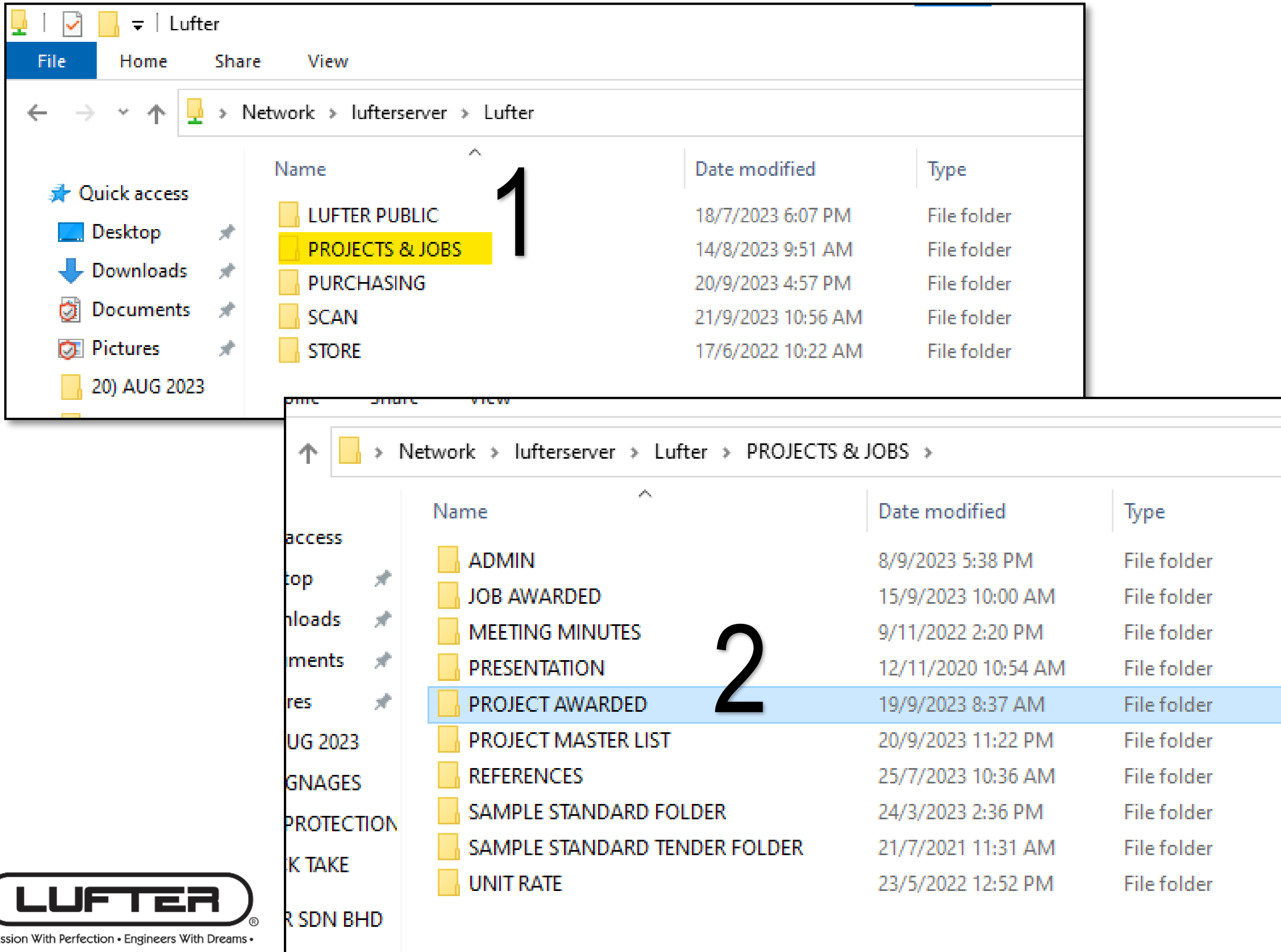
Network > lufterserver > Lufter > PROJECTS & JOBS >

Name	Date modified	Type
ADMIN	8/9/2023 5:38 PM	File folder
JOB AWARDED	15/9/2023 10:00 AM	File folder
MEETING MINUTES	9/11/2022 2:20 PM	File folder
PRESENTATION	12/11/2020 10:54 AM	File folder
PROJECT AWARDED	19/9/2023 8:37 AM	File folder
PROJECT MASTER LIST	20/9/2023 11:22 PM	File folder
REFERENCES	25/7/2023 10:36 AM	File folder
SAMPLE STANDARD FOLDER	24/3/2023 2:36 PM	File folder
SAMPLE STANDARD TENDER FOLDER	21/7/2021 11:31 AM	File folder
UNIT RATE	23/5/2022 12:52 PM	File folder

Project Files (Project Awarded)



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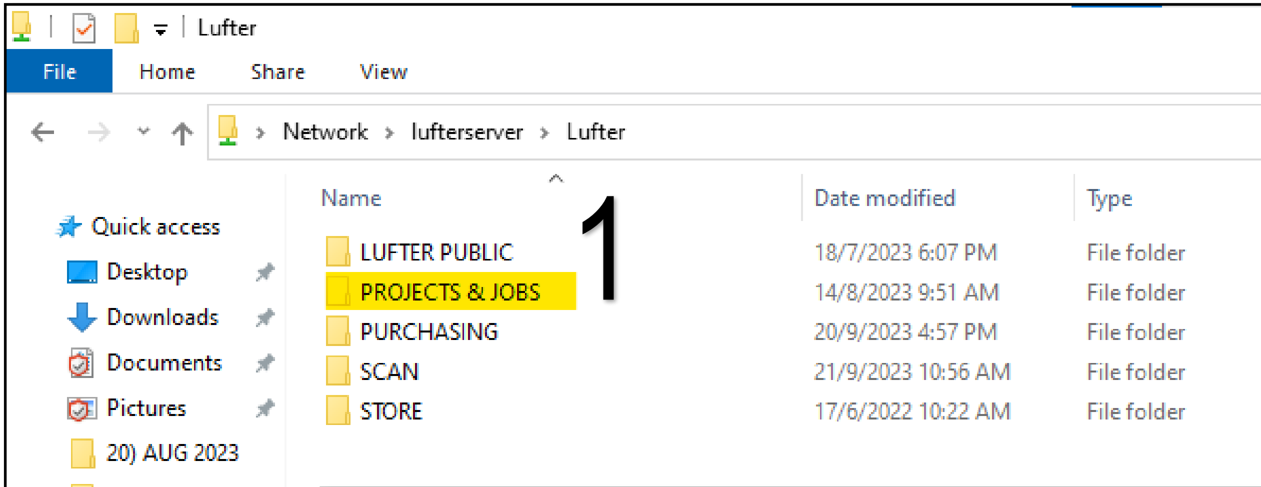
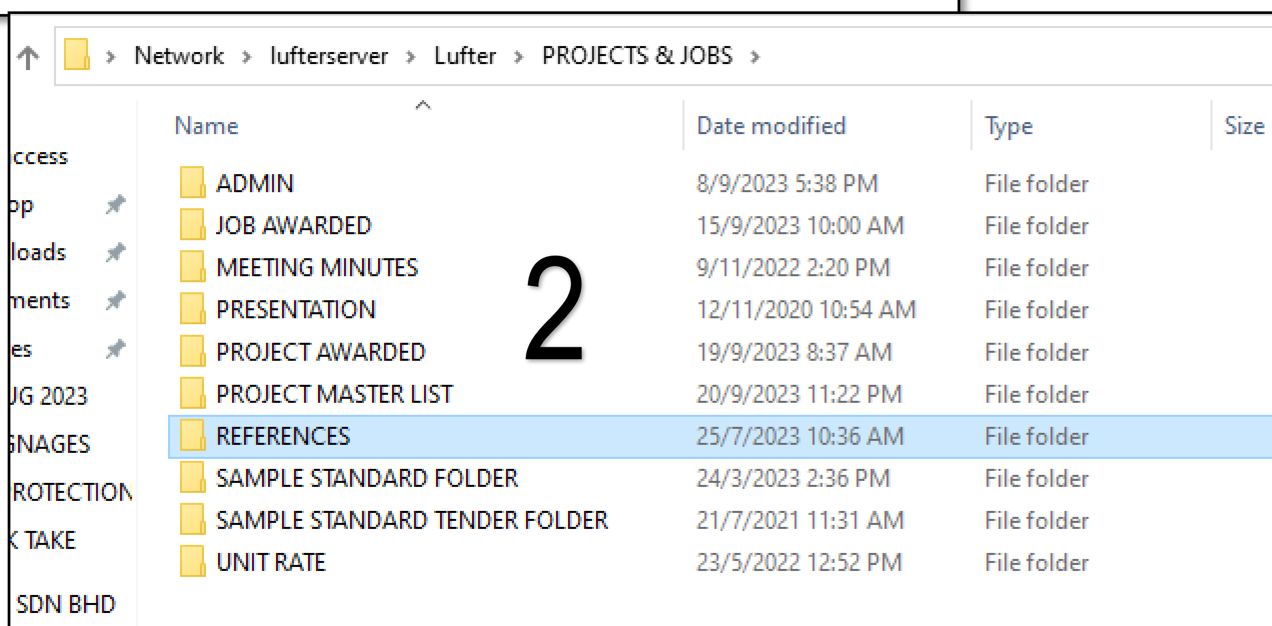
Project Files (References – Tender)





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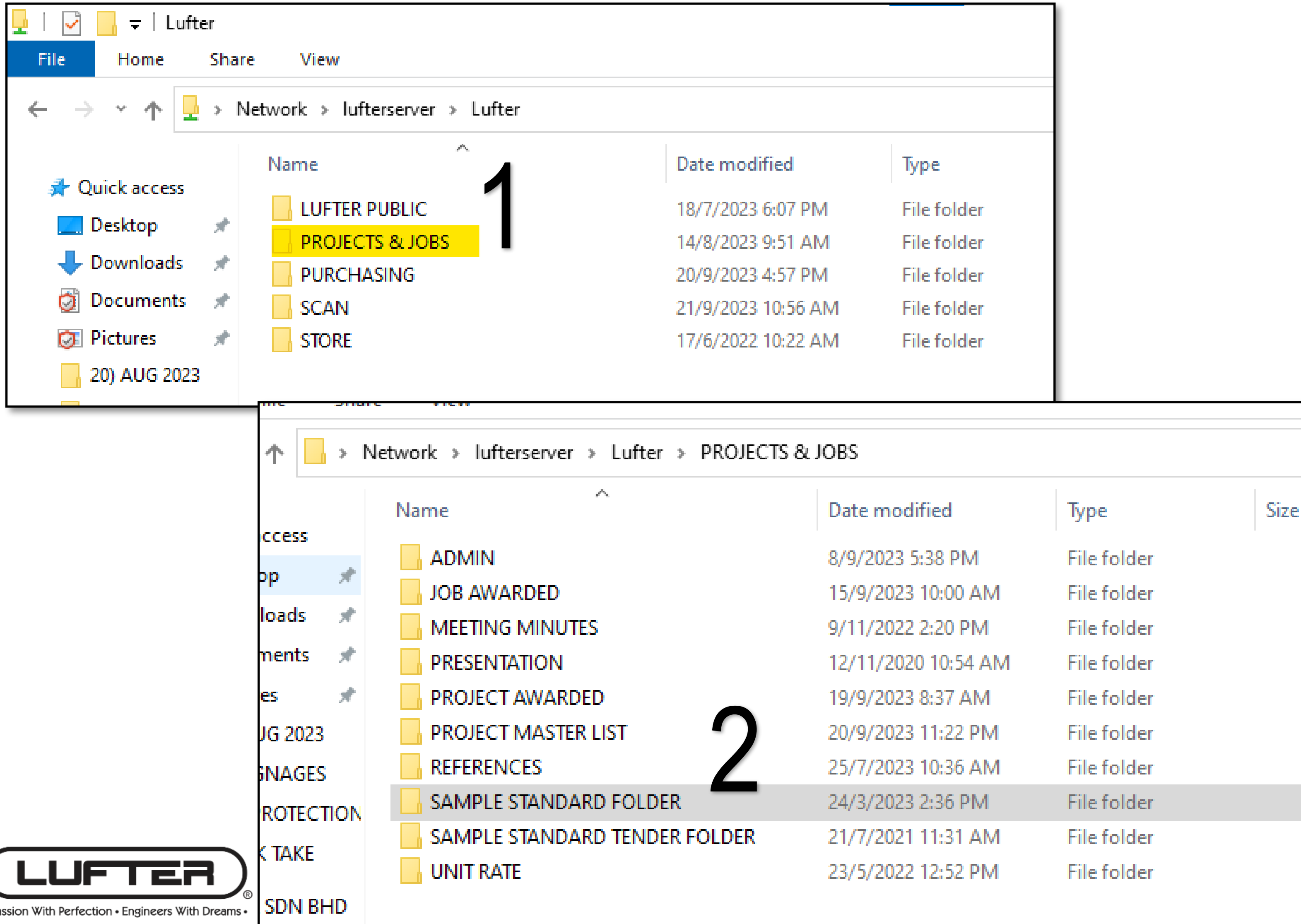
Sample Standard Folder



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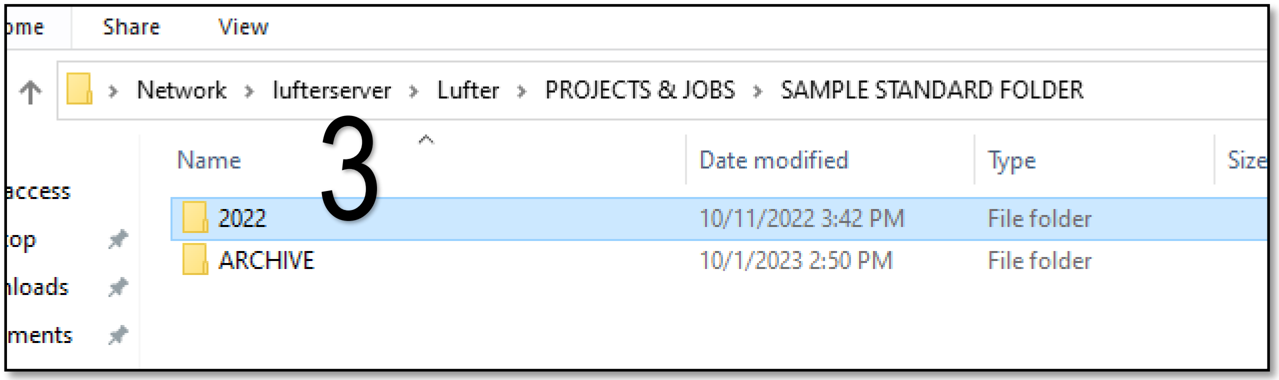
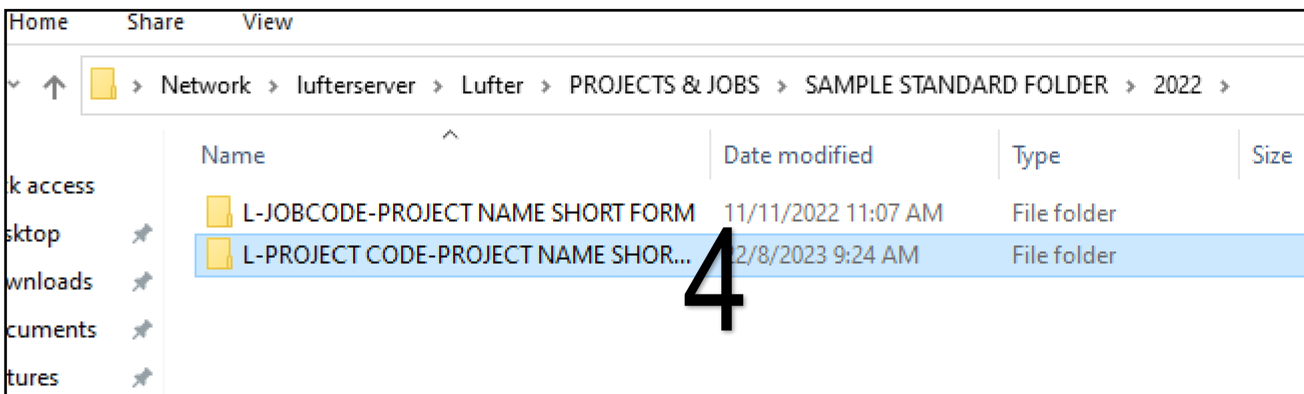
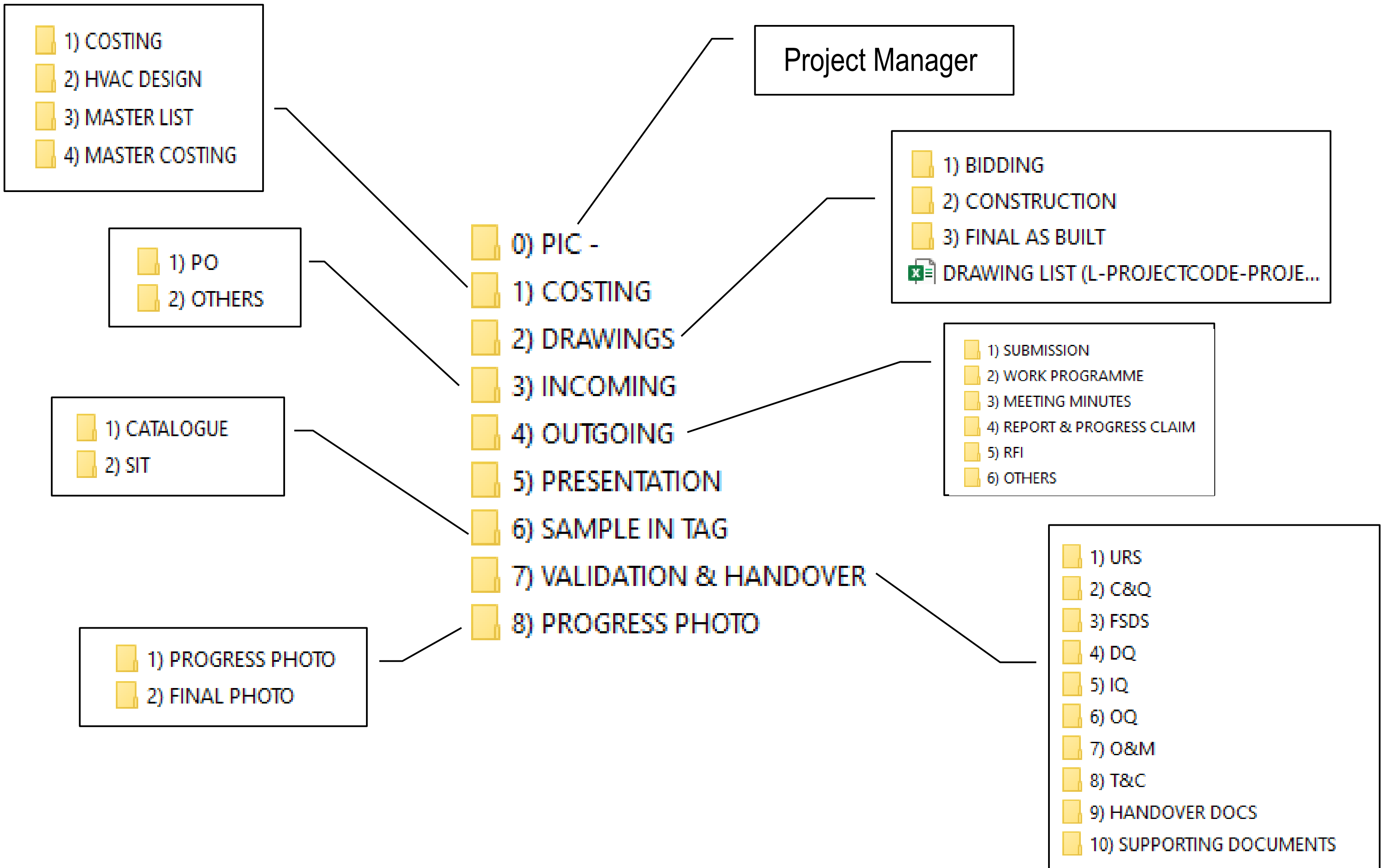
Sample Standard Folder (Con't)



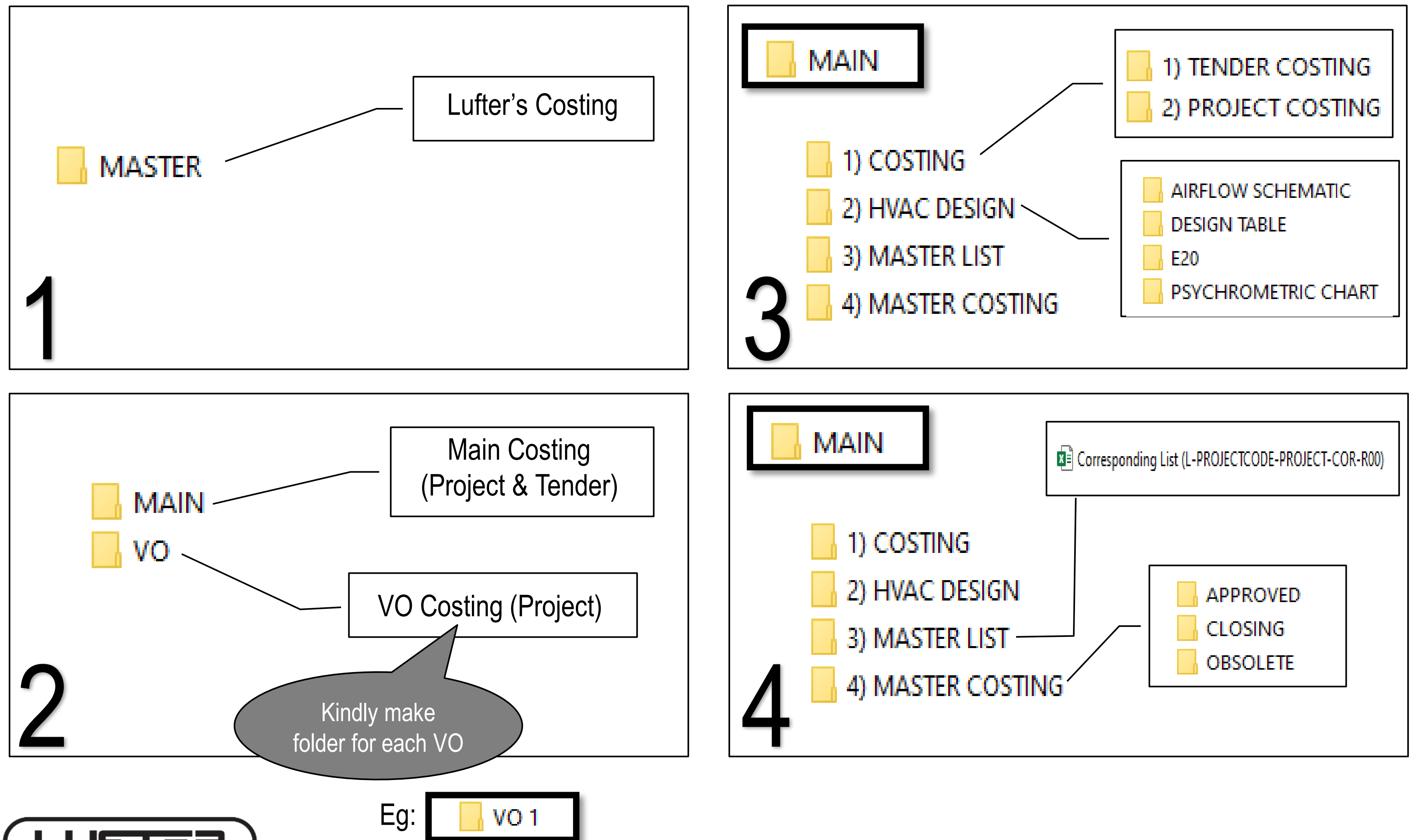


Sample Standard Folder (Con't)



0) PIC -
1) COSTING
2) DRAWINGS
3) INCOMING
4) OUTGOING
5) PRESENTATION
6) SAMPLE IN TAG
7) VALIDATION & HANDOVER
8) PROGRESS PHOTO

Standard Folder – Costing (Master) 1) COSTING



0) PIC -

1) COSTING

2) DRAWINGS

3) INCOMING

4) OUTGOING

5) PRESENTATION

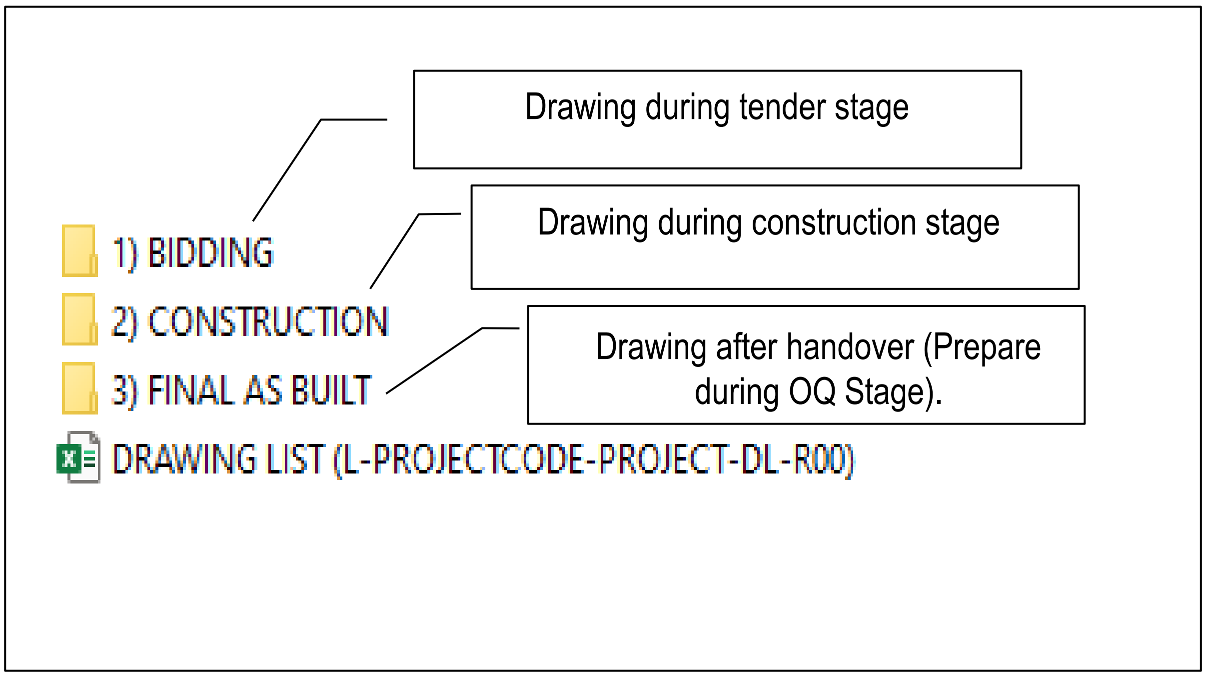
6) SAMPLE IN TAG

7) VALIDATION & HANDOVER

8) PROGRESS PHOTO

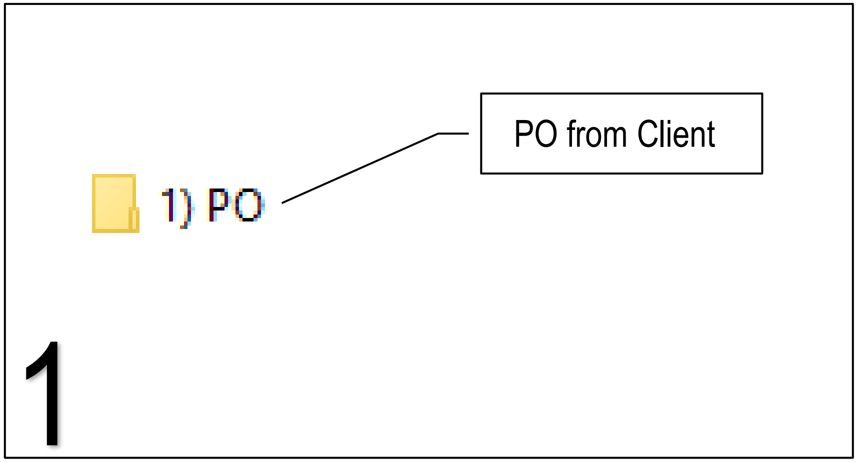
Standard Folder – Drawings

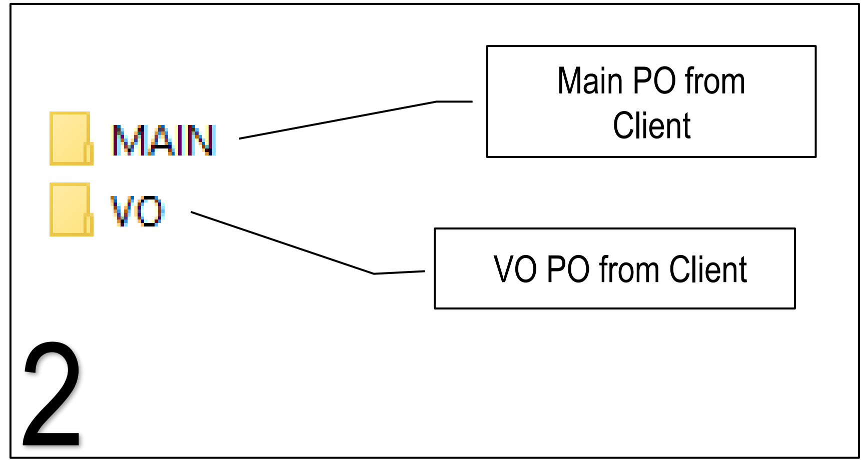
2) DRAWINGS



0) PIC -
1) COSTING
2) DRAWINGS
3) INCOMING
4) OUTGOING
5) PRESENTATION
6) SAMPLE IN TAG
7) VALIDATION & HANDOVER
8) PROGRESS PHOTO

Standard Folder – Incoming (PO) 3) INCOMING





Standard Folder – Incoming (Others) 3) INCOMING

1

2) OTHERS

Any file coming from others (Client/Architect/etc)

2

1) CLIENT
2) ARCHITECT
3) CONSULTANT
4) TENDER STAGE
5) OTHERS

Files received during tender stage

Files received from others (Eg: Bomba/etc)

0) PIC -
1) COSTING
2) DRAWINGS
3) INCOMING
4) OUTGOING
5) PRESENTATION
6) SAMPLE IN TAG
7) VALIDATION & HANDOVER
8) PROGRESS PHOTO

Standard Folder – Outgoing (Submission)

4) OUTGOING

1) SUBMISSION

All submission files to client

1

DO INVOICE

MOS

ORGANIZATION CHART

SUBMISSION FORM

TENDER PROPOSAL

Invoices & DO submit to client

2

DO INVOICE

MAIN

Invoices & DO for Main Contract

VO

Invoices & DO for VO

3

DO INVOICE

MOS

Method of Statement for Client

ORGANIZATION CHART

Project Organization Chart

SUBMISSION FORM

TENDER PROPOSAL

4

Standard Folder – Outgoing (Submission)

4) OUTGOING

5

- DO INVOICE
- MOS
- ORGANIZATION CHART
- SUBMISSION FORM
- TENDER PROPOSAL

Transmittal

7

- DO INVOICE
- MOS
- ORGANIZATION CHART
- SUBMISSION FORM
- TENDER PROPOSAL

Any files submitted during tender stage

6

SUBMISSION FORM

- ACKNOWLEDGED
- TRANSMITTAL

Acknowledged Transmittal (Signed by Client)

Not signed yet

Standard Folder – Outgoing (Work Programme) 4) OUTGOING

2) WORK PROGRAMME

Kindly make folder for every revision

Eg: R00

1

Standard Folder – Outgoing (Meeting Minutes)

4) OUTGOING

All meeting minutes must keep in this folder

3) MEETING MINUTES

1

Standard Folder – Outgoing (Report & Progress Claim) 4) OUTGOING

1

4) REPORT & PROGRESS CLAIM

All project report & claim report must keep in this folder

2

1) PROGRESS CLAIM REPORT

Report for progress claim (Main & VO)

2) PROGRESS REPORT

Project Progress Report

3) FINAL REPORT

Final Report

3

1) PROGRESS CLAIM REPORT

1) PROGRESS CLAIM

All progress claim report

2) FINAL CLAIM

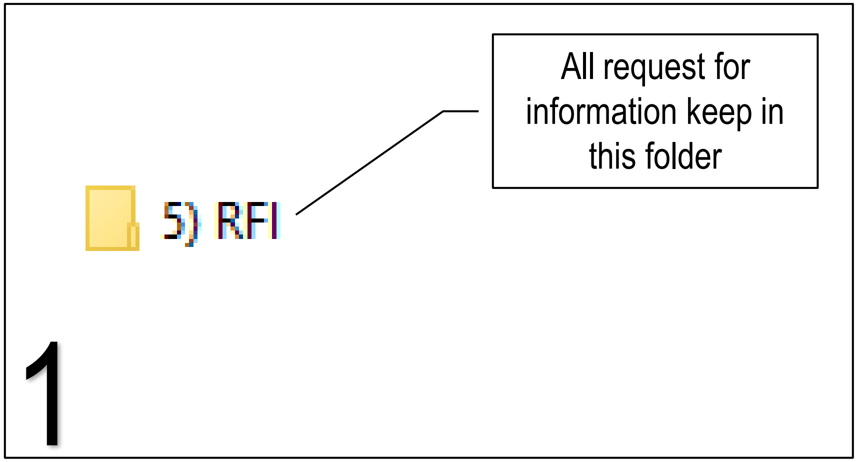
Final claim report only

3) VO CLAIM

Report for VO Claim only

Standard Folder – Outgoing (RFI)

4) OUTGOING



Standard Folder – Outgoing (Others)

4) OUTGOING

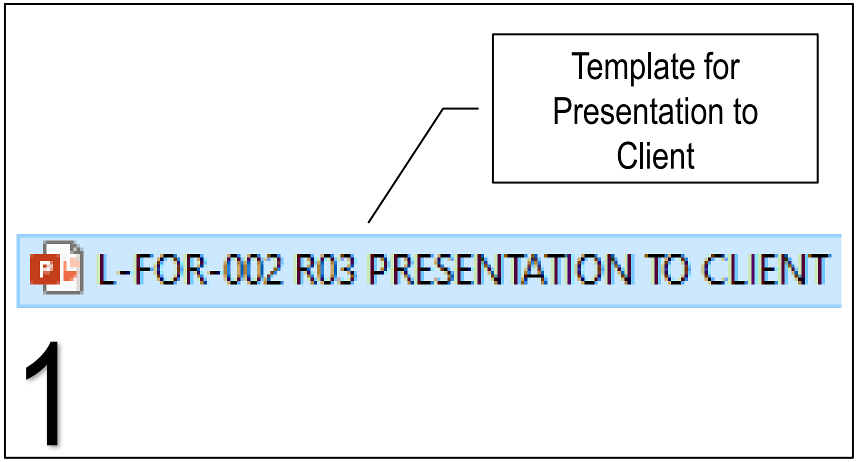
6) OTHERS

All miscellaneous files. (Eg: Insurance, House Rental Agreement, Email, Letter)

1

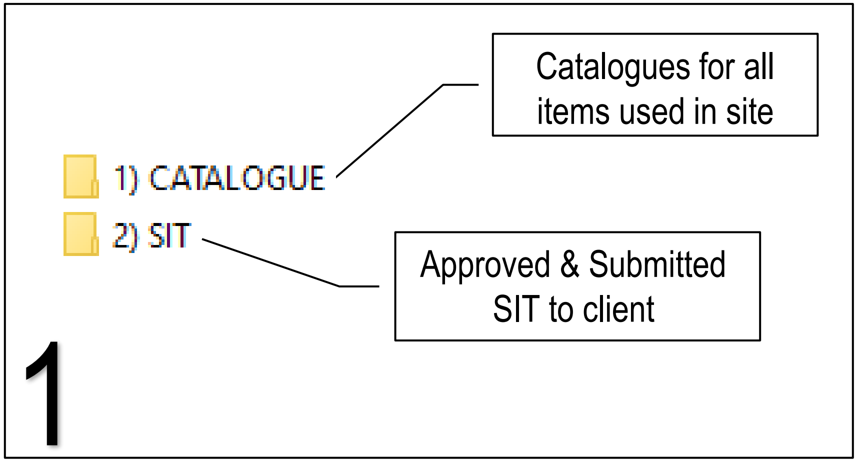
- 0) PIC -
- 1) COSTING
- 2) DRAWINGS
- 3) INCOMING
- 4) OUTGOING
- 5) PRESENTATION
- 6) SAMPLE IN TAG
- 7) VALIDATION & HANDOVER
- 8) PROGRESS PHOTO

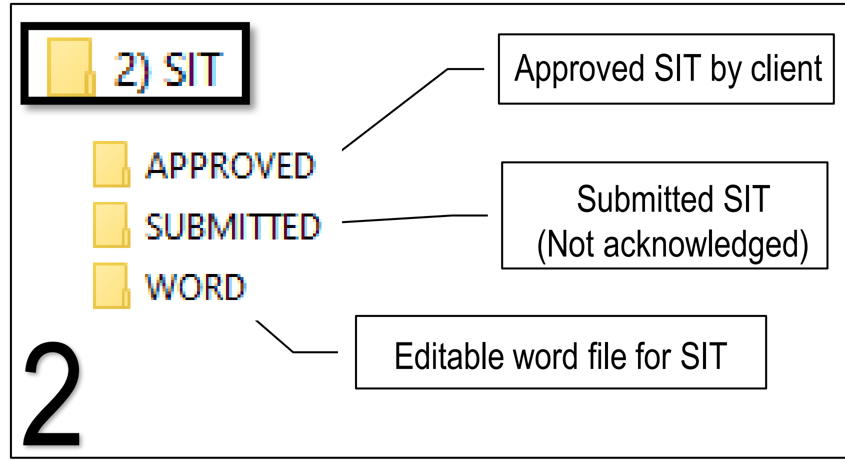
Standard Folder – Presentation 5) PRESENTATION



- 0) PIC -
- 1) COSTING
- 2) DRAWINGS
- 3) INCOMING
- 4) OUTGOING
- 5) PRESENTATION
- 6) SAMPLE IN TAG
- 7) VALIDATION & HANDOVER
- 8) PROGRESS PHOTO

Standard Folder – Sample in Tag 6) SAMPLE IN TAG





0) PIC -

1) COSTING

2) DRAWINGS

3) INCOMING

4) OUTGOING

5) PRESENTATION

6) SAMPLE IN TAG

7) VALIDATION & HANDOVER

8) PROGRESS PHOTO

Standard Folder – Validation & Handover

7) VALIDATION & HANDOVER

1

- 1) URS — User Requirement Specification
- 2) C&Q — Commissioning & Qualification
- 3) FSDS — Functional Specification Design Specification

2

- 4) DQ — Design Qualification
- 5) IQ — Installation Qualification
- 6) OQ — Operation Qualification

3

- 7) O&M — Operational & Maintenance
- 8) T&C — Testing & Commissioning

4

- 9) HANDOVER DOCS — All file after handover
- 10) SUPPORTING DOCUMENTS — Other supporting file for Validation & Handover

Standard Folder – Validation & Handover 7) VALIDATION & HANDOVER

9) HANDOVER DOCS

- CLIENT SATISFACTION SURVEY
- HANDOVER KEYS
- HANDOVER LETTER

5

10) SUPPORTING DOCUMENTS

- INTERNAL KICK OFF MEETING
- PROJECT POST MORTEM

6

0) PIC -
1) COSTING
2) DRAWINGS
3) INCOMING
4) OUTGOING
5) PRESENTATION
6) SAMPLE IN TAG
7) VALIDATION & HANDOVER
8) PROGRESS PHOTO

Standard Folder – Progress Photo

8) PROGRESS PHOTO

All photos during construction

1) PROGRESS PHOTO

2) FINAL PHOTO

Only for final photo (After Handover)

1

05-Sep-2023

06-Sep-2023

07-Sep-2023

11-Sep-2023

12-Sep-2023

In every 'month' folder, kindly make another folder for each date

3

Eg:

1) DECEMBER 2021

2) FEBRUARY 2022

3) MARCH 2022

4) APRIL 2022

5) MAY 2022

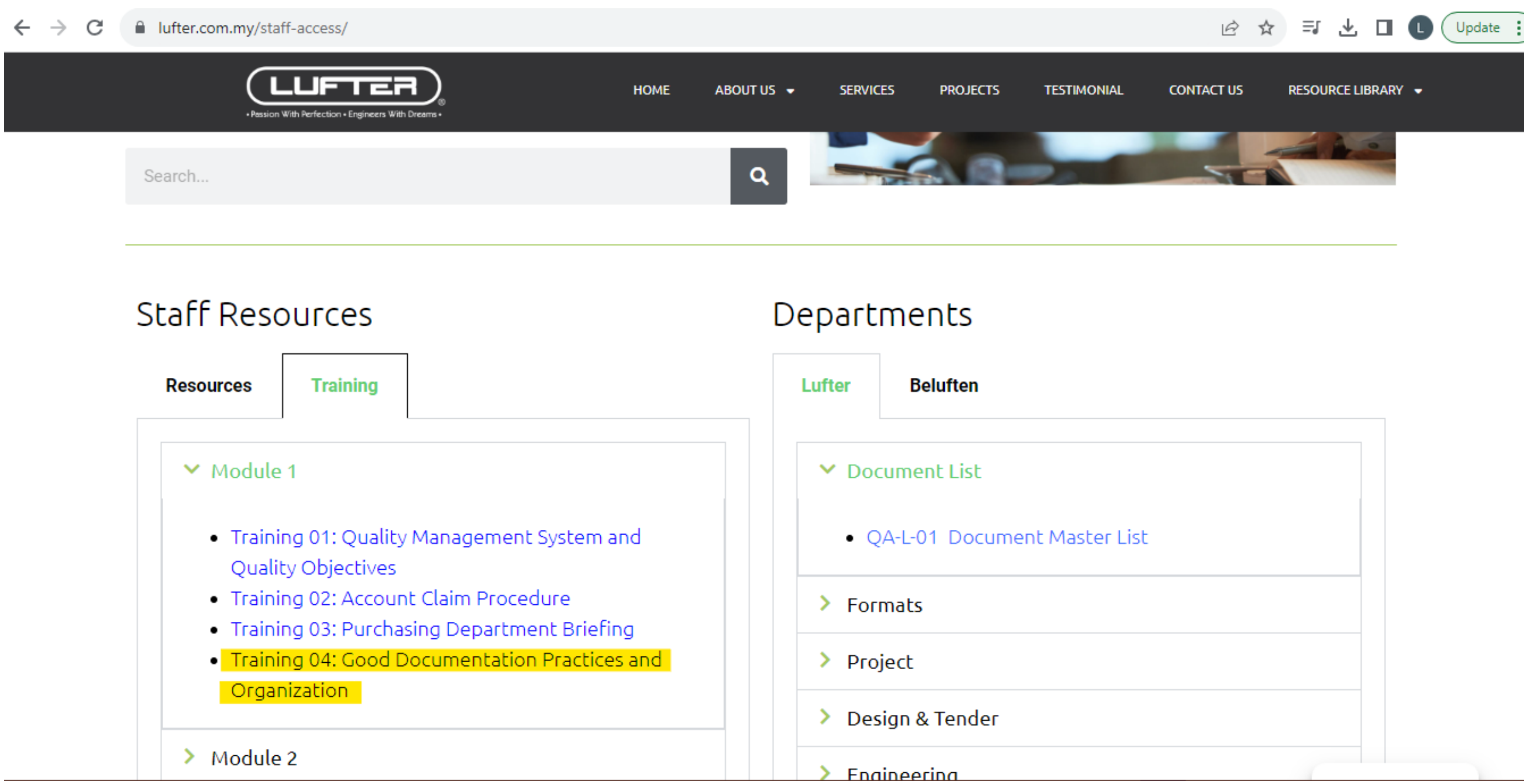
Kindly make folder for each month

2

Document Codification

As for coding for every files, kindly refer to :

- **Module 1 Training 04 – Good Documentation Practices and Organization**



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CLICK HERE

PROJECT FILES (HARDCOPY)

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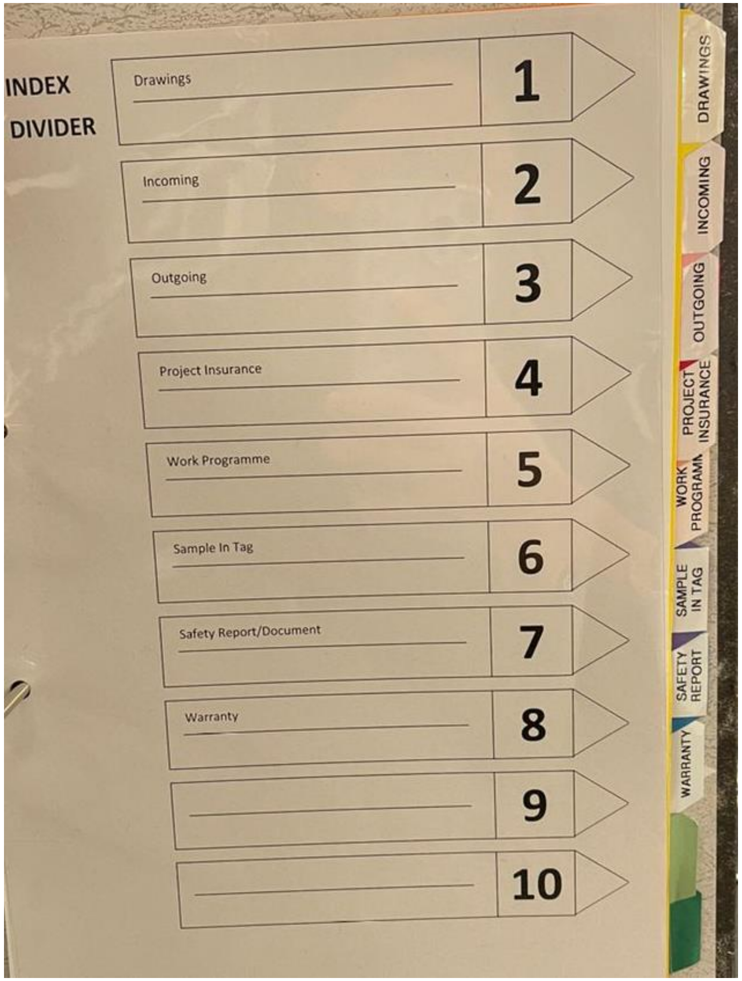
Project Awarded Files

Index for Project Awarded files (*office*):

- **Drawings**
- **Incoming**
- **Outgoing**
- **Project Insurance**
- **Work Programme**
- **Sample in Tag**
- **Safety Report / Document**
- **Warranty**



Project Awarded Files

Index for Project Awarded files (*site*):

- **Quotation / BOQ**
- **Testing Form**
- **Approved Drawing**
- **Work Programme**
- **MOS**
- **Organization Chart**
- **Worker Name List**
- **Purchase Order**
- **Checklist**
- **Site Diary**

Project Awarded Files

Index for Validation Files:

- **User Requirement Specification (URS)**
- **Commissioning & Qualification (C&Q)**
- **Functional Specification Design Specification (FSDS)**
- **Design Qualification (DQ)**
- **Installation Qualification (IQ)**
- **Operational Qualification (OQ)**
- **Operation and Maintenance Manual (O&M)**
- **Testing & Commissioning Report (T&C)**

WHERE CAN I GET UPDATED FORMS AND DOCUMENTS

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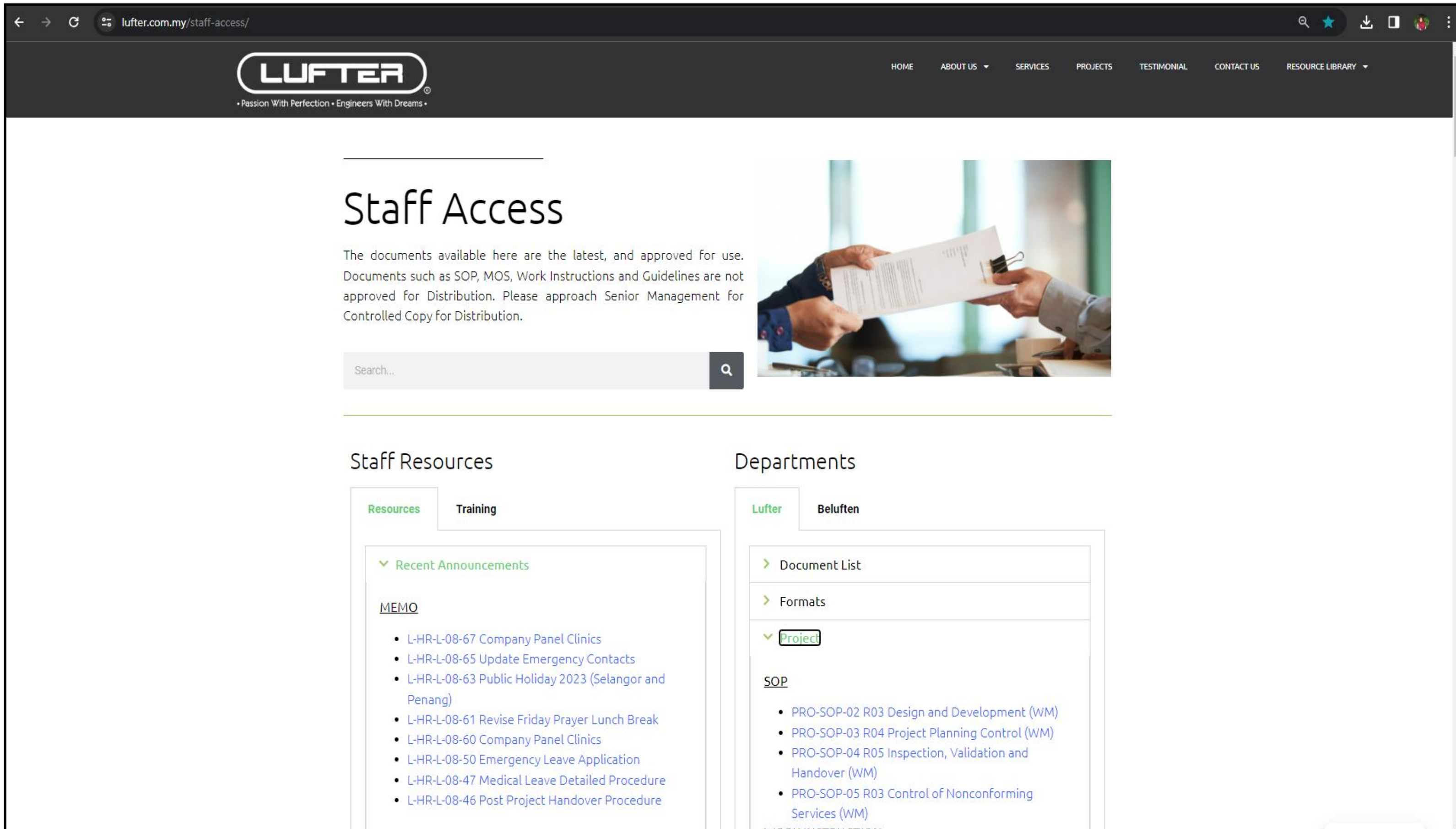
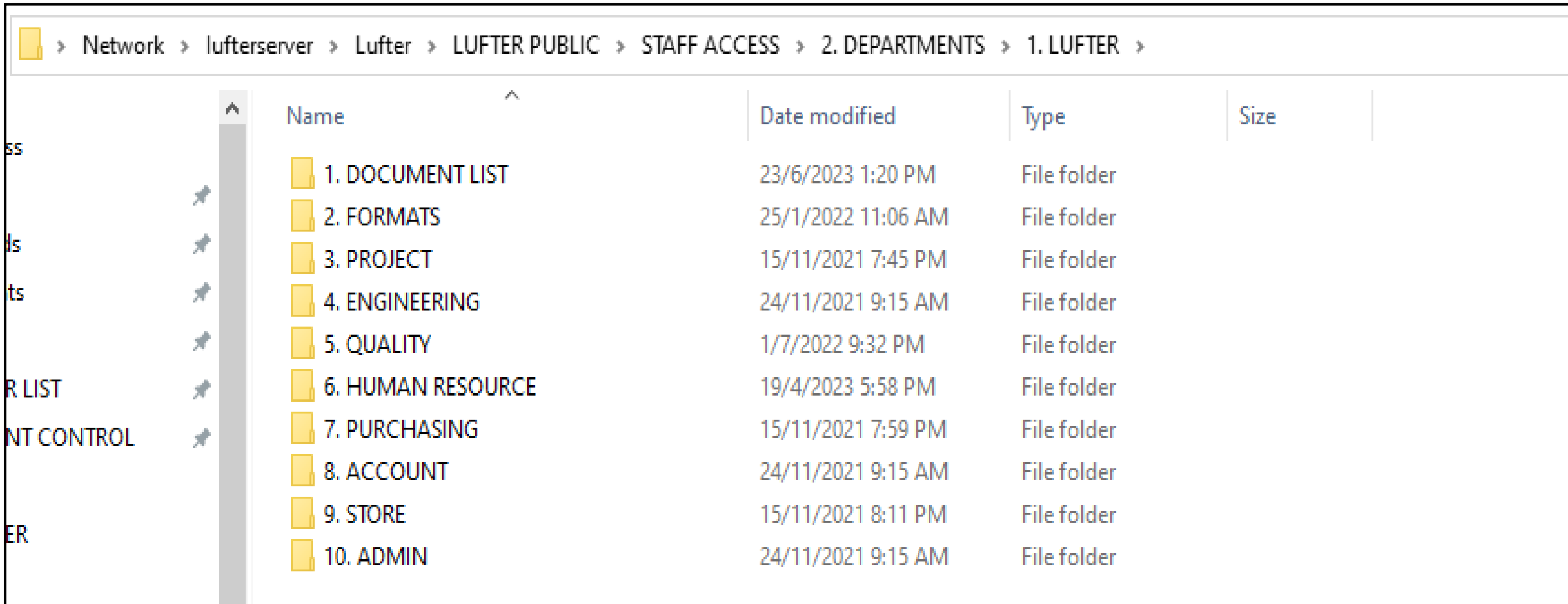
Updated Forms/Documents

1. Lufter's Website



Updated Forms/Documents

2. Lufter's Server



Network › lufterserver › Lufter › LUFTER PUBLIC › STAFF ACCESS › 2. DEPARTMENTS › 1. LUFTER ›

Name	Date modified	Type	Size
1. DOCUMENT LIST	23/6/2023 1:20 PM	File folder	
2. FORMATS	25/1/2022 11:06 AM	File folder	
3. PROJECT	15/11/2021 7:45 PM	File folder	
4. ENGINEERING	24/11/2021 9:15 AM	File folder	
5. QUALITY	1/7/2022 9:32 PM	File folder	
6. HUMAN RESOURCE	19/4/2023 5:58 PM	File folder	
7. PURCHASING	15/11/2021 7:59 PM	File folder	
8. ACCOUNT	24/11/2021 9:15 AM	File folder	
9. STORE	15/11/2021 8:11 PM	File folder	
10. ADMIN	24/11/2021 9:15 AM	File folder	

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Other Updates

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Q & A Session

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End of Presentation

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