

Townhall 2024

11-Mar-2024



Agenda

- Human Resources
 - New staff introduction
 - Staff Promotion
 - Best Employee Award
 - Replacement Leave vs Annual Leave
 - Paybun - Clock out after finish work
 - Update in Daily Attendance
 - Working hour during Ramadhan
- Admin
 - How to safe keep equipment (ALNOR, Data Logger, Duct Leakage Test)
- Compliance
 - Quality for Quality Objective 2023
- Purchasing & Store
 - Purchase Requisition – Safety Shoes

Human Resource





New Staff Introduction

New staff join Dec-23:

- *Ayu Shahirah : Executive - Engineering*

New staff join Jan-24:

- *Mohammad Zarul Haziq : Engineer – Design & Tender*



Staff Promotion – First Half FY2024

Congratulations to:

No.	Name	Previous Position	Current Position
1.	Nur Afiqah Binti Mohamad Asri	Coordinator - Engineering	Senior Executive – Engineering cum Admin
2.	Siti Nurashiqin Binti Ghazali	Executive – Account	Senior Executive – Account

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

Best Employee Award



Personal update:

- Join Lufter Sdn Bhd as Senior Executive – Purchasing on Jun-2023.
- His Manager (Angie Ong) comments:
 - His commitment to excellence is truly commendable, and it does not go unnoticed
 - Always proactive and able to navigate complex procurement processes
 - Willing to help team member when is needed



Best Employee Award



Personal update:

- Join Lufter Sdn Bhd as Validation & QA Executive on Feb-2021.
- Jan-2023 her position re-designated to Validation, QA & Document Control Executive. She taking care on company documentation including the ISO certificate
- Nov-2023 she has been promoted to Senior Executive – Compliance (CTD)
- Her Manager (Suhaimi) comments:
 - Diligent
 - The teamwork spirit
 - Work hard to complete the assignments.



Best Employee Award



Personal update:

- Join Lufter Sdn Bhd as Design Engineer on Oct-2021
- Before that, he was the internship student in Lufter. Due to his hardwork and capability, he has been offered to work in Lufter.
- His Manager (Ahmad Aslam) comments:
 - Consistently demonstrates a strong work ethic by arriving early and staying late to fulfill his responsibilities.
 - His enthusiasm for his work and adept multitasking abilities contribute to his reliability and make him a valuable team member.





Replacement Leave vs Annual Leave

- Staff who are working on Weekends and Public Holidays will entitle for Replacement Leave – to those staff who are not applicable for overtime (OT)
- It is advisable for staff to utilise exhaust their RPL first before AL – ***Approving Manager please ensure down line to apply RPL before using AL.***
- All staffs are encouraged to plan their leave to avoid taking leave at the same time (end of the year).



Update in Daily Attendance group

Gentle Reminder!!

- All staffs are required to update (clock-in) in the daily attendance group when starts work INCLUDING when you are on-leave.
- Emergency Leave (EL)
 - Staff need to update in the group once acknowledged by the Manager
- Time off (clinic, tyre puncture, etc) - **Employees are only allowed time-off for a maximum of 2 times in a month. Each time off more than 2 hours, staff need to apply for half-day leave**
 - Staff need to update in the group once acknowledged by the Manager
 - Staff need to update again in the group once reach office / site
- Medical Leave (MC)
 - Staff need to update again the group after getting the MC from the clinic

Note : All the above have to apply in Paybun and attach the supporting document(s)
Please note that applying time off in Paybun will not deduct your leaves, but it serves as a record for tracking purposes.



Paybun – Clock out after finish work

REMINDER!! Everyday all staffs must clock-out after FINISH work

Wrong Example



Date	Shift	F. In	L. Out	Total Hrs.
16/01	Workday	08:38		
17/01	Workday	08:55		
18/01	Workday	08:43	18:03	09:20
19/01	Workday	08:43		
20/01 Sat	Off Day			
21/01 Sun	Rest Day			
22/01	Workday	08:41		
23/01	Workday	08:46		
24/01	Workday	08:46		
25/01	Workday	08:54	18:48	09:54
26/01	Workday	08:54	18:15	09:21

Correct Example



Date	Shift	F. In	L. Out	Total Hrs.
22/01	Workday	09:03	18:01	08:58
23/01	Workday	08:58	18:26	09:28
24/01	Workday	09:00	18:51	09:51
25/01	Workday	08:55	18:08	09:13
26/01	Workday	08:59	18:38	09:39
27/01 Sat	Off Day			
28/01 Sun	Rest Day			
29/01	Workday	08:53	18:15	09:22
30/01	Workday	09:12	18:04	08:52



Working hour during Ramadhan for Muslim employees

- As usual, the Company revises working hours for Muslim employees during the fasting month of Ramadan which will start on **12-Mar-2024 (Tuesday)**.
- All Muslim employees who are **NOT working on any project sites**, and scheduled to work during **normal working hours from 9:00am to 6:00pm**, will have a **half hour lunch break and can leave workplace at 5:00pm**

Kindly refer below to other possible scenarios:

1. If site working hours changed by the client or main contractor to end work earlier than usual, site staff please follow accordingly.
2. If site working hours remain from 9:00am to 6:00pm, kindly follow the working time as usual.
3. A reminder that OT/Food Allowance is only applicable after 7:00pm. All OT/Food Allowance claims remain the same for ALL staff.

Admin





HOW TO SAFE KEEP EQUIPMENT.

- ALNOR
- Data Logger
- Duct Leakage Test



PROPER HANDLING AND STORAGE GUIDELINES FOR THE MULTIFUNCTION MICROMANOMETER- ALNOR

1. Handling

Micromanometers are sensitive instruments and should be handled with care to avoid damage. Avoid dropping or subjecting the device to sudden shocks or impacts.

2. Storage Conditions

Store in a protective case to shield it from dust and impact damage. Store it in a clean, dry place when not in use.

3. Cleaning

Regularly clean the probes and sensors to prevent inaccuracies in readings. Use a soft, dry cloth to wipe the exterior surfaces and avoid using harsh chemicals or solvents that could damage the device.

4. Battery Maintenance

Replace batteries as per the manufacturer's recommendations to avoid sudden power loss during critical measurements.

PROPER HANDLING AND STORAGE GUIDELINES FOR THE TEMPERATURE DATA LOGGER

1

Storage

When not in use, store the temperature data logger in a clean, dry place away from extreme temperatures, humidity, or other environmental factors. Use a protective case or packaging to prevent damage during storage or transportation.

2

Placement

Ensure it's stored within the recommended temperature range to maintain its accuracy and performance. Placed away from sources of heat, direct sunlight, drafts, or other factors that could affect temperature readings.

3

Power management

Check the battery level regularly and replace batteries as needed. Ensure that the data logger is powered on and recording data as required.

4

Handling

Handle the temperature data logger with care to avoid dropping or subjecting it to sudden shocks or impacts. Avoid exposing it to liquids or harsh chemicals that could damage the device.

PROPER HANDLING AND STORAGE GUIDELINES FOR THE DUCT LEAKAGE TESTER

Regular Maintenance

Adhere to the manufacturer's maintenance schedule to keep the instrument in optimal condition.

Proper Storage

Store the instrument in a clean, dry environment away from potential sources of damage or contamination.

Thorough Cleaning

Regularly clean the instrument to remove dust and debris that could affect its performance.

EXAMPLE OF BAD HANDLING EQUIPMENT



PRICE FOR ITEM REPLACEMENT- DATA LOGGER

NO	DESCRIPTION	UNIT PRICE	QTY	AMOUNT
1	Model : KT-220-O Part Number : 25234 Temperature datalogger with internal sensor (-40 +70 °C), 2-line display, IP65 protection housing with magnet fixing, 1 external input for temperature/hygrometry/current/voltage/impulse and water pressure probe. Memory capacity: 1,000,000 measuring points.	RM866.00	1 ea	RM866.00
1.1	Model : KTHA Part Number : 25247 Temperature/hygrometry interchangeable ambient probe (5 to 95 %RH and -20 to +70°C). Probe body made of ABS, length 65mm, with mini-Din connector and stainless steel filter for Class 220 KISTOCK.	RM605.00	1 ea	RM605.00
1.2	Model : ETM-CAL Part Number : ETM-CAL Local calibration for temp & RH datalogger Comes with calibration certificate Optional:	RM250.00	1 ea	RM250.00
2	Model : KIC3-N Part Number : 25244 Configuration and dataprocessing software (KILOG 2015). Supplied with CK-50 USB cable for KISTOCK (except KT-20 and Class 120)	RM828.00	1 ea	RM828.00
GRAND TOTAL:				RM2,549.00

1 NEW SET=RM2549.00
 PROBE=RM 605.00
 DATA LOGGER=RM866.00

NO	DESCRIPTION	UNIT PRICE	QTY	AMOUNT
1	Model : CPH Part Number : 13804 10-unit bag of airtight protection caps for STH humidity probe Ø13 mm.	RM82.00	2 ea	RM164.00
GRAND TOTAL:				RM164.00

1 PCS SILICON COVER
 =RM 8.20

PRICE FOR ITEM REPLACEMENT- ALNOR

CARRYING CASE

NO	DESCRIPTION	UNIT PRICE	LEAD TIME	QTY	AMOUNT
A	INSTRUMENTATION				
		<u>RM</u>	<u>WEEKS</u>		<u>RM</u>
1	Brand: TSI Model: Soft Carrying Case Part No.: 802601 Soft carrying case, wheeled with handle, for Balometer hood	2,600.00	6-8 weeks	1	2,600.00
Grand Total:					2,600.00



TSI Alnor 800873
Micromanometer
Unit

RM 8,318.64 + tax

ALNOR BATTERY HOLDER

No	Description	Price	Qty	Total
1	Battery Holder for four AA Batteries	RM93.00	1	RM93.00
SubTotal				RM93.00
Total				RM93.00



[TSI/Alnor 800220
Temperature and
Humidity Probe](#)

RM 1,829.16 + tax

PRICE FOR ITEM REPLACEMENT- DUCT LEAKAGE TESTER



Silicone Tube (Blue)
RM1,775.00



Bandclamp (Protex
27HGR070-115ZN)
RM350.00



Thermocouple
Probe_PANDA
RM825.00



Silicone Tube (Red)
RM1,775.00



Duct Adaptor Assembly, PANDA
RM990.00



[TSI Alnor PAN315 Duct Leak
Tester, 230 V](#)

RM 41,371.05 + tax

Compliance



Results for Quality Objective 2023

Category	Quality Objectives	Current Results	Meet/ Fail
The degree of customer satisfaction	Customer Satisfaction for Project Department To achieve over <u>80%</u> of customer satisfaction positive feedback.	84.40%	Meets target
	Customer Satisfaction for Engineering Department To achieve over <u>80%</u> of customer satisfaction positive feedback.	88.00%	
Performance and effectiveness of QMS	Internal Audit To achieve <u>no repeated NC</u> in the internal audit.	1 repeated NC	Fail
Performance of external providers	Vendor Performances To achieve over <u>70%</u> of vendor performance satisfaction level.	81.30%	Meets target
Conformity of services	Nonconformity Detected After Delivery To control <u>less than 2 warranty claims</u> on room parameter system per project during Defect Liability Period (DLP).	Achieved	Meets target
	Non-conforming work To achieve <u>less than 3 NC</u> from client and Quality Team during each project life cycle.	Achieved	Meets target
Implementation effectiveness of planning	On-time Project Handover To achieve more than <u>90%</u> on-time project handover	100%	Meets target

Internal & External Audit 2024

15-Jul-2024



04-Jun-2024 to 10-Jun-2024

Selected Internal Auditors: Angie
Suhaimi
Peng
Hana
Bella

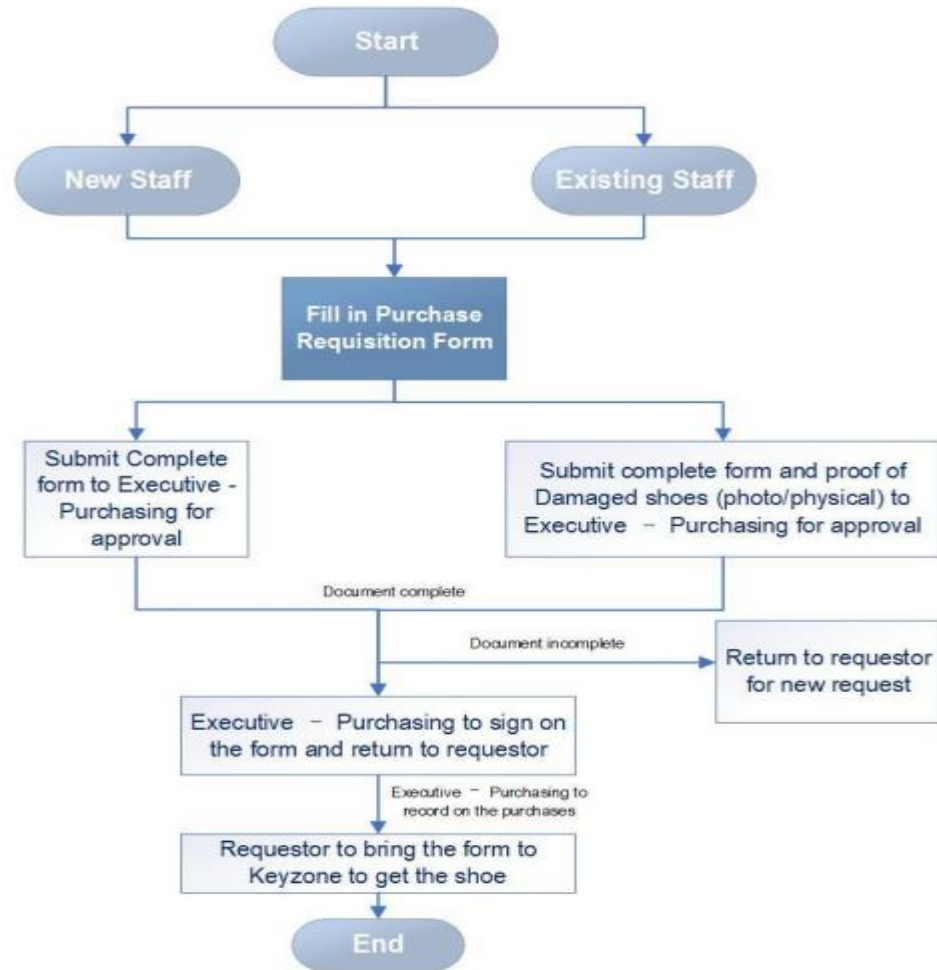
Afiqah
Eliana
Shiqin
Na'im
Bob

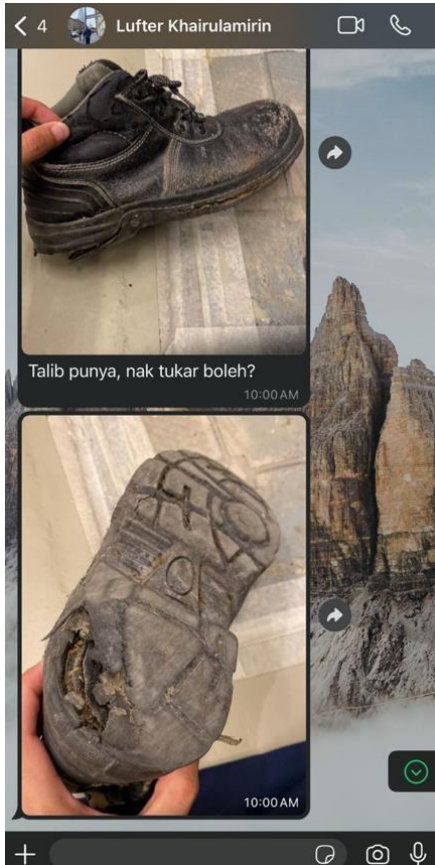
Haris
Izwan
Jane
Tan
Edwin

Purchasing Department



Purchase Requisition Of Safety Shoes






 • Passion With Perfection • Engineers With Dreams •

Hardware Purchase Request	Form No. Rev. No.	PUR-F-001 01	Effective Date Total Page(s)	20-Jul-2022 1 of 1
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HARDWARE PURCHASE REQUEST FORM

Requestor : _____ Date: _____

Item	Description	Quantity	Project/Job Name	Estimated Price (RM)

Requested by,

Approved by,

Name: _____
Date: _____

Name: _____
Date: _____

Notes:

1. This form must be approved by HOD and bring to Keyzone for purchase.
2. For employee's benefits such as safety shoes, reason of replacement must be informed to Human Resource to obtain approval. The brand and specifications will be determined by HR. 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.

Q & A Session



End of Presentation

