

Townhall 2024

21-Oct-2024



Agenda

- Human Resources
 - New Staff Introduction
 - Staff Promotion
 - Best Employee Award
 - Lunch Time Rotation (Office & Lufter 2)
 - Group Hospital & Surgical Insurance
 - Panel Hospital
 - PERKESO (SOCESO) Update

- Project & Construction
 - Lufter's Property
 - Mold for Coving Painting – Corner Post
 - Documents – Revised & Created

- Q&A Session

Human Resource Department





New Staff Introduction

New staff join July-24:

- *Kaylee : Assistant Manager - Project (PDEX02)*
- *Fadzli : Engineer - Engineering*





New Staff Introduction

New staff join Aug-24:

- *Deyna : Manager – Project (PDEX02)*
- *Najwan : Executive – Project (PDEX02)*
- *Nina : Executive – Account*





New Staff Introduction

New staff join Sep-24

- *Amar : EHS Specialist (PDEX02)*
- *Dino : BIM Coordinator (PDEX02)*
- *Ain : Executive – Document Controller (PDEX02)*





New Staff Introduction

New staff join Oct-24:

- *Baqillani : Project Planner (PDEX02)*
- *Yvonne : Manager - Procurement*





Staff Promotion – Second Half FY2024

Congratulations to:

No.	Name	Previous Position	Current Position
1.	Koay Rui Ming	Assistant Manager – Design & Tender	Manager – Design & Tender
2.	Koh Soon Yong	Assistant Manager – Engineering	Manager – Engineering
3.	Leong Wai Lek	Engineer – Design	Senior Engineer – Design
4.	Khairulamirin	Engineer – Engineering	Senior Engineer – Engineering
5.	Syauqi Asraf	Junior Engineer	Engineer - Project

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



Best Employee Award



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, Good Science and currently with San Soon Seng project.

His current Manager (Cheng Yuk Lun) comments as below:

- Improvement on document and prepare on inspection report
- Manage to control quality of IFO work
- Willing to learn from mistake and avoid mistake happen.



Best Employee Award



Personal update:

Join Lufter Sdn Bhd as Executive – Project on Feb-2022. On Feb-2023 as Junior Engineer and effective Aug-2024 as Engineer – Project.

He involved in few projects since 2022 – Duopharma Klang & Dexcom

His current Manager (Tan) comments as below:

- Syauqi consistently demonstrates an exceptional work ethic, going above and beyond to meet deadlines and deliver high-quality results, he also exhibits a proactive mindset, always looking ahead and anticipating potential challenges before they arise. His ability to stay focused and committed, even when faced with challenges, sets him apart. Syauqi approaches tasks with diligence and perseverance. His consistent hard work is evident not only in the volume of tasks he completes but also in the accuracy and thoughtfulness he applies to each one.
- Lastly he takes initiative to address tasks without waiting for direction and seeks out ways to improve processes, which has led to greater efficiency within the team. Syauqi proactive attitude not only improves his own performance but also positively impacts the team, fostering a culture of continuous improvement.



Best Employee Award



Personal update:

Join Lufter Sdn Bhd as Engineer – Project on Dec-2021

He involved in few projects since 2021 – HSC, GSK, Dexcom, Vista

His current Manager (Koh) comments as below:

- Well organised individual, orderly and efficient in project and project tender, multi task and committed any works given

Lunch Time Rotation (Office & Lufter 2)

- As you all know, for office staff base (Office & Lufter 2) required a lunch time rotation (HR, Admin, DC, Accounts, Purchasing, CTD, BIM)
 -  1 team = 12.00 p.m to 1.00 p.m 
 - 1 team = 1.00 p.m to 2.00 p.m
- For rotation team, if you have a meeting / discussion during your lunch time, please inform to the other team. So they can go out for lunch first to avoid both team go on the same time.
- For other Departments (not in rotation basis) will be follow Company official lunch time 1.00 p.m. to 2.00 p.m.

Group Hospital & Surgical Insurance

- Staff insurance Group H&S has been registered under MSIG
- Due to unforeseen circumstances, we will withhold the insurance with Lonpac until further notice (as per previous Memo L-HR-L-08-80; dated 10-May-2024)
- HR will keep everyone posted shall there be any changes to the insurance company

Panel Hospital – Kuala Lumpur

NO	MEDICAL PROVIDER	LOCATION	TEL. NO.
	KUALA LUMPUR		
1	COLUMBIA ASIA HOSPITAL - BUKIT JALIL	KUALA LUMPUR	03-8657 9888
2	COLUMBIA ASIA HOSPITAL - CHERAS	KUALA LUMPUR	03-9086 9999
3	COLUMBIA ASIA HOSPITAL - SETAPAK	KUALA LUMPUR	03-4145 9999
4	DAMAI SERVICE HOSPITAL (HQ) SDN. BHD.	KUALA LUMPUR	03-4043 4900
5	GLENEAGLES KUALA LUMPUR	KUALA LUMPUR	03-4141 3000
6	HOSPITAL PAKAR DAMANSARA 2	KUALA LUMPUR	03-7717 3000
7	HOSPITAL PUSRAWI SDN. BHD.	KUALA LUMPUR	03-2687 5000
8	INSTITUT JANTUNG NEGARA	KUALA LUMPUR	03-2617 8200
9	INTERNATIONAL SPECIALIST EYE CENTRE - ISEC	KUALA LUMPUR	03-2284 8989
10	KL EYE SPECIALIST CENTRE	KUALA LUMPUR	03-6250 0077
11	KMI TAMAN DESA MEDICAL CENTR	KUALA LUMPUR	03-7982 6500
12	KPJ AMPANG PUTERI SPECIALIST HOSPITAL	KUALA LUMPUR	03-4270 2500
13	KPJ SENTOSA KL SPECIALIST HOSPITAL	KUALA LUMPUR	03-4043 7166
14	KPJ TAWAKKAL KL SPECIALIST HOSPITAL	KUALA LUMPUR	03-4026 7777
15	PANTAI HOSPITAL AMPANG	KUALA LUMPUR	03-4289 2828
16	PANTAI HOSPITAL CHERAS	KUALA LUMPUR	03-9145 2888
17	PANTAI HOSPITAL KUALA LUMPUR	KUALA LUMPUR	03-2296 0888
18	PARK CITY MEDICAL CENTRE	KUALA LUMPUR	03-5639 1212
19	SUNWAY MEDICAL CENTRE VELOCITY	KUALA LUMPUR	03-9772 9191
20	TUNG SHIN HOSPITAL	KUALA LUMPUR	03-2037 2288
21	UKM SPECIALIST CENTRE	KUALA LUMPUR	03-9174 9222
22	UM SPECIALIST CENTRE SDN BHD	KUALA LUMPUR	03-7841 4000

Panel Hospital - Selangor

NO	MEDICAL PROVIDER	LOCATION	TEL. NO.
	SELANGOR		
23	ALPHA SPECIALIST CENTRE	SELANGOR	03-6141 8533
24	ARA DAMANSARA MEDICAL CENTRE	SELANGOR	03-5639 1212
25	ASSUNTA HOSPITAL	SELANGOR	03-7872 3000
26	AVISENA SPECIALIST HOSPITAL	SELANGOR	03-5515 1888
27	BUKIT TINGGI MEDICAL CENTRE	SELANGOR	03-3884 3884
28	COLUMBIA ASIA HOSPITAL - BUKIT RIMAU	SELANGOR	03-5125 9999
29	COLUMBIA ASIA HOSPITAL - KLANG	SELANGOR	03-3346 7999
30	COLUMBIA ASIA HOSPITAL - PETALING JAYA	SELANGOR	03-7949 9999
31	COLUMBIA ASIA HOSPITAL - PUCHONG	SELANGOR	03-8064 8688
32	KAJANG PLAZA MEDICAL CENTRE	SELANGOR	03-8739 8979
33	KMI KELANA JAYA MEDICAL CENTRE SDN BHD	SELANGOR	03-7805 2111
34	KPJ DAMANSARA SPECIALIST HOSPITAL	SELANGOR	03-7718 1000
35	KPJ KAJANG SPECIALIST HOSPITAL	SELANGOR	03-8769 2999
36	KPJ KLANG SPECIALIST HOSPITAL	SELANGOR	03-3377 7888
37	KPJ PUSAT PAKAR MATA CENTRE FOR SIGHT	SELANGOR	03-7880 0822
38	KPJ RAWANG SPECIALIST HOSPITAL	SELANGOR	03-6099 8999
39	KPJ SELANGOR SPECIALIST HOSPITAL	SELANGOR	03-5543 1111
40	KPMC PUCHONG MEDICAL CENTRE	SELANGOR	03-8062 4073
41	PANTAI HOSPITAL KLANG	SELANGOR	03-3258 5500
42	PUTRA MEDICAL CENTRE (SG BULOH)	SELANGOR	03-6156 4735
43	SUNGAI LONG SPECIALIST HOSPITAL	SELANGOR	03-9010 3788
44	SALAM SHAH ALAM SPECIALIST HOSPITAL	SELANGOR	03-5543 4000

Panel Hospital - Selangor

NO	MEDICAL PROVIDER	LOCATION	TEL. NO.
45	SENTOSA SPECIALIST HOSPITAL	SELANGOR	03-5162 8814
46	SRI KOTA SPECIALIST MEDICAL CENTRE	SELANGOR	03-3375 7799
47	SUBANG JAYA MEDICAL CENTRE	SELANGOR	03-5639 1212
48	SUNWAY MEDICAL CENTRE	SELANGOR	03-7491 9191
49	SUNWAY SPECIALIST CENTRE DAMANSARA	SELANGOR	03-6411 9191
50	THE TUN HUSSEIN ONN NATIONAL EYE HOSPITAL	SELANGOR	03-7718 1488
51	TOP VISION EYE SPECIALIST CENTRE (SETIA ALAM) SDN. BHD.	SELANGOR	03-3343 9911
52	UITM PRIVATE SPECIALIST CENTRE	SELANGOR	03-6144 1690

Panel Hospital - Johor

NO	MEDICAL PROVIDER	LOCATION	TEL. NO.
	JOHOR		
53	COLUMBIA ASIA HOSPITAL - ISKANDAR PUTERI	JOHOR	07-233 9999
54	COLUMBIA ASIA HOSPITAL - TEBRAU	JOHOR	07-272 9999
55	GLENEAGLES HOSPITAL MEDINI	JOHOR	07-560 1000
56	HOSPITAL PENAWAR SDN BHD	JOHOR	07-252 1800
57	KEMPAS MEDICAL CENTRE	JOHOR	07-236 8999
58	KPJ BANDAR DATO' ONN SPECIALIST HOSPITAL	JOHOR	07-301 1000
59	KPJ BANDAR MAHARANI SPECIALIST HOSPITAL	JOHOR	06-956 4500
60	KPJ BATU PAHAT SPECIALIST HOSPITAL	JOHOR	07-459 1000
61	KPJ KLUANG SPECIALIST HOSPITAL	JOHOR	07-771 8999
62	KPJ JOHOR SPECIALIST HOSPITAL	JOHOR	07-225 3000
63	KPJ PASIR GUDANG SPECIALIST HOSPITAL	JOHOR	07-257 3999
64	KPJ PUTERI SPECIALIST HOSPITAL	JOHOR	07-225 3222
65	MARIA HOSPITAL	JOHOR	07-224 3888
66	PANTAI HOSPITAL BATU PAHAT	JOHOR	07-433 8811
67	PUTRA SPECIALIST HOSPITAL (BATU PAHAT) SDN. BHD.	JOHOR	07-413 3333
68	REGENCY SPECIALIST HOSPITAL	JOHOR	07-381 7700

Panel Hospital - Penang

NO	MEDICAL PROVIDER	LOCATION	TEL. NO.
	PENANG		
90	BAGAN SPECIALIST CENTRE	PENANG	04-371 0000
91	GLENEAGLES PENANG	PENANG	04-222 9111
92	HOSPITAL LAM WAH EE	PENANG	04-652 8888
93	ISLAND HOSPITAL	PENANG	04-238 3388
94	KPJ PENANG SPECIALIST HOSPITAL	PENANG	04-548 6688
95	LOH GUAN LYE SPECIALISTS CENTRE	PENANG	04-238 8888
96	PANTAI HOSPITAL PENANG	PENANG	04-643 3888
97	PENANG ADVENTIST HOSPITAL	PENANG	04-222 7200
98	SUNWAY MEDICAL CENTRE PENANG	PENANG	04-373 9191

PERKESO (SOCSSO) Update



PINDAAN HAD MAKSIMUM SILING GAJI

bagi maksud caruman daripada

RM5,000



RM6,000

seperti berikut:



**Akta Keselamatan
Sosial Pekerja 1969
[Akta 4]**

**Akta Sistem Insurans
Pekerjaan 2017
[Akta 800]**



Berkuatkuasa bermula **1 Oktober 2024**



 www.perkeso.gov.my

 PERKESO

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Project & Construction Department

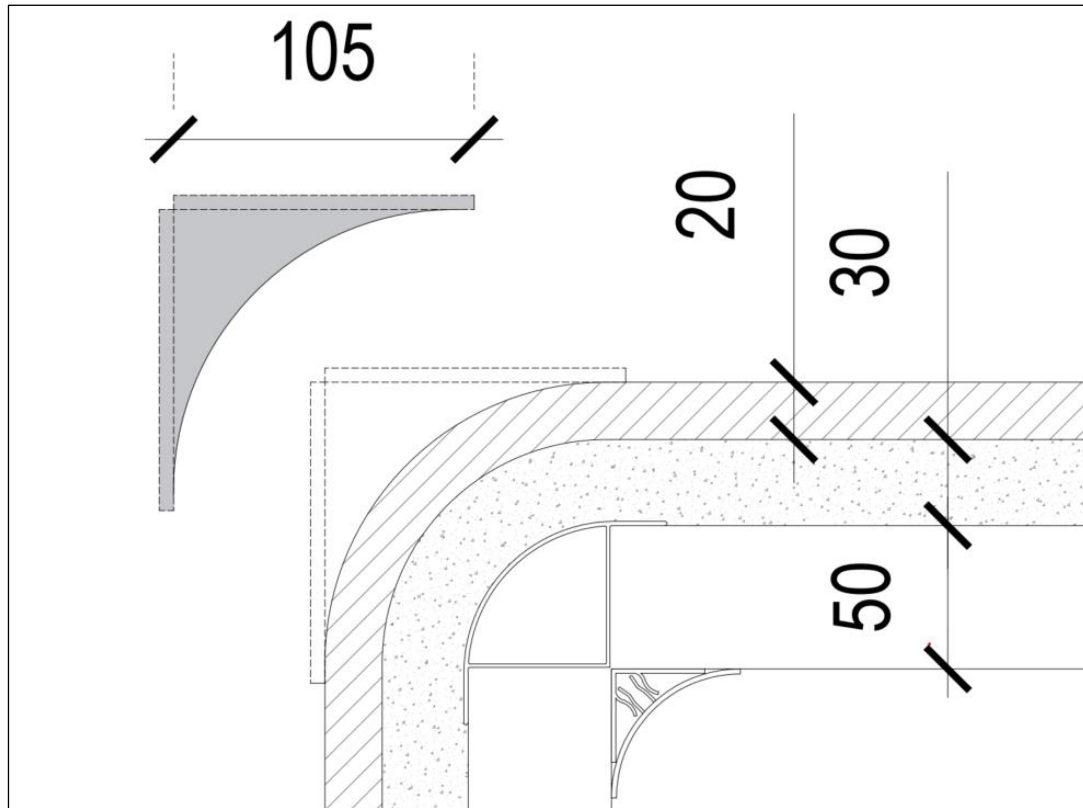
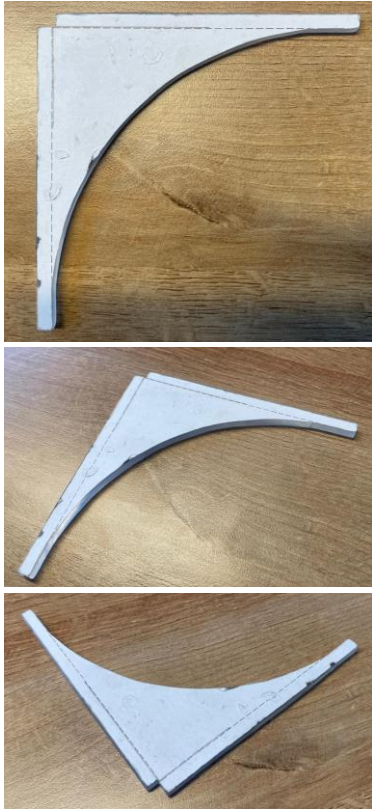




Mold for Coving Painting at Corner Post

Coving Painting at corner post

Solution - Prepare a mold to get a smooth radius



Summary of Documents Being Revised or Created

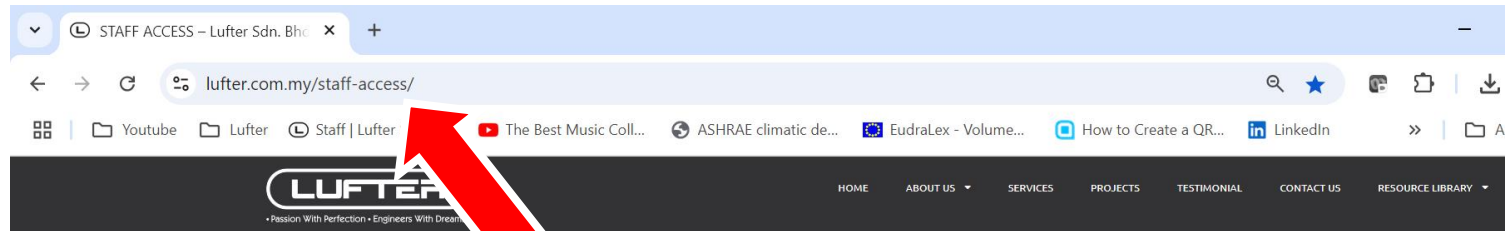
❖ *Revised*

- *PRO-GD-07 Cleanroom Panel Installation Guideline*
- *PRO-F-103 Lead Sheet Installation Verification*

❖ *Created*

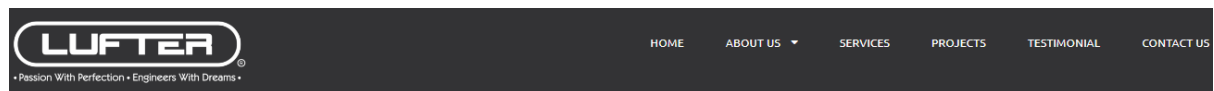
- *PRO-GD-16 Self-Levelling Floor Installation Guideline*
- *PRO-F-125 Checklist for Flooring Work Preparation*
- *PRO-GD-14 Lead Sheet & Clean Wall Panel Installation for Hotlab*
- *PRO-F-126 Cleanroom Performance Test Preparation Checklist*
- *PRO-GD-20 Installation, Testing & Commissioning Guideline*

Where to Find Those Revised or Created Documents?



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.



Recent Announcements

MEMO

- [L-HR-L-08-76 Restructuring and Reporting Line](#)
- [L-HR-L-08-74 Public Holiday 2024 \(Selangor, Penang, Johor and Sarawak\)](#)
- [L-HR-L-08-67 Company Panel Clinics](#)
- [L-HR-L-08-65 Update Emergency Contacts](#)
- [L-HR-L-08-61 Revise Friday Prayer Lunch Break](#)
- [L-HR-L-08-60 Company Panel Clinics](#)
- [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](#)

Document List

Formats

Project

SOP

- [PRO-SOP-01 Design and Development \(WM\)](#)
- [PRO-SOP-03 Project Planning Control \(WM\)](#)
- [PRO-SOP-04 R04 Control, Validation and Handover \(WM\)](#)
- [PRO-SOP-05 R04 Control of Nonconforming Services \(WM\)](#)

Q&A



End of Presentation

