

Townhall 2025

14-Mar-2025



Agenda

- Human Resources
 - New Staff Introduction
 - Staff Promotion
 - Best Employee Award
 - Salary / Claim payment for resign staff

- CTD
 - Results for Quality Objective 2024
 - Internal and External Audit 2025
 - E-Learning

- Q&A Session

Human Resource Department





New Staff Introduction

New staff join Nov-2024:

- *Amir : Senior Engineer - Project (PDEX02)*
- *Zul Hazri : Supervisor – Project (PDEX02)*
- *Waridh : Supervisor – Project (PDEX02)*





New Staff Introduction

New staff join Nov-2024:

- *Adlin : BIM Modeller (HQ)*
- *Fikri : Engineer – QAQC (PDEX02)*
- *Gunalan : Site Safety Supervisor (PDEX02)*





New Staff Introduction

New staff join Dec-2024

- *Aiman : Supervisor – Project (PVISK01)*





New Staff Introduction

New staff join Jan-2025

- *Farhana : EHS Officer (PDEX02)*



- *Yusrina : Executive – Engineering Admin (HQ)*



- *Hafiz Zikri : BIM Modeller (HQ)*





New Staff Introduction

New staff join Feb-2025:

- *Sim : Senior Executive - Validation (PDEX02)*
- *Alia : Executive – Document Controller (PDEX02)*
- *Hajar : Executive – Document Controller (PDEX02)*





New Staff Introduction

New staff join Feb-2025:

- *Andrew : Manager - BIM (HQ)*





New Staff Introduction

New staff join Mar-2025:

- *Joshua : Manager - EHS (PDEX02)*



- *Syafila : Executive – Engineering Admin (HQ)*





Staff Promotion – First Half FY2025

Congratulations to:

No.	Name	Previous Position	Current Position
1.	Zainal Bin Musa	Supervisor – Project	Lead Supervisor – Project
2.	Izzat Zul Majdi Bin Ahmad Taufik	Supervisor – Project	Lead Supervisor – Project
3.	Muhammad Naim Ikhmal Bin Emran	Coordinator – Engineering	Senior Coordinator - Engineering

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



Best Employee Award



Personal update:

Join Lufter Sdn Bhd since Feb-2009.

Previously he involved in a few projects. His current position is Store Executive.

His current Manager (Angie Ong) comment as below:

- Abang Talib ialah "Handy Man" di Lufter. Apa sahaja barang / peralatan yang rosak, dia akan sentiasa bersedia untuk memperbaikinya. Selain itu juga, dia sangat rajin dan tidak pernah mengira tentang kerjanya. Dia bersedia untuk membantu semua orang tidak kira di Lufter 2, Office ataupun di tapak projek. Kami sangat menghargai kerja kerasnya.



Best Employee Award



Personal update:

Join Lufter Sdn Bhd as Validation cum QA Executive on Apr-2022. On Apr-2024 Hana has been redesignated to Executive – Compliance under CTD.

Her current Manager (Suhaimi) comments as below:

- Able to adapt to various task conditions.
- Demonstrate good performance in terms of work seriousness.



Best Employee Award



Personal update:

Join Lufter Sdn Bhd as Executive – Account on Aug-2024

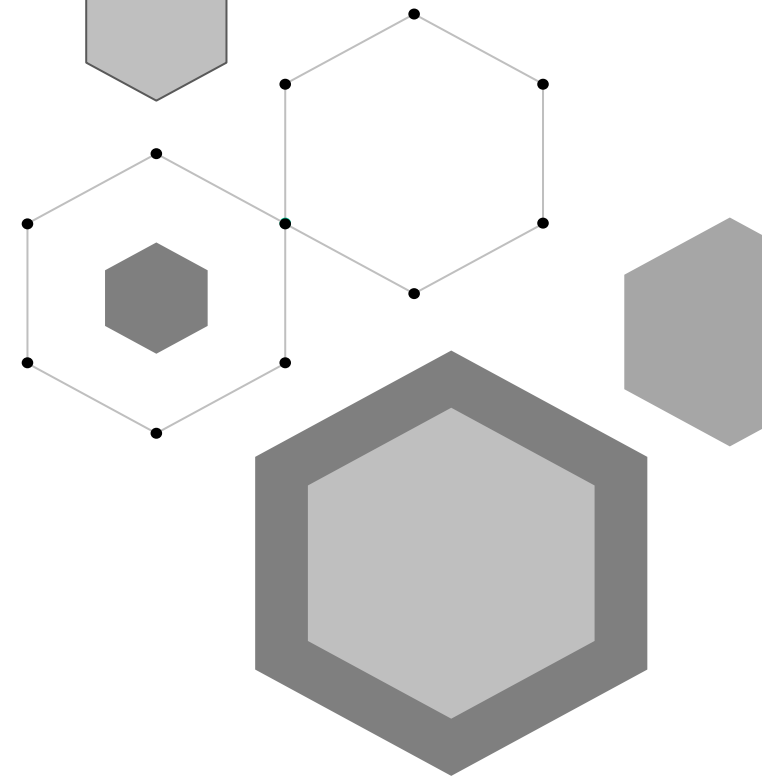
Her current Manager (Jessie Chai) comments as below:

- She very helpful, responsible and able to support our account daily operation (although she just join during that period) while Shiqin is on maternity leave.



Salary / Claim – For resign staffs

- For staffs on notice resignation, their final salary and/or final claim will be hold until clearance (to return all the company assets such as Laptop, company shirt, safety vest & helmet, stationeries, parking access card, company car, etc).
- Once staffs clearance is completed, the Company will prepare the payment to the staffs.
- The Company hold the staffs final salary and/or final claims is to ensure all the Company assets returned in a good conditions.
- As stated in Employment Act 1955, the Company have to release the salary seven (7) days from the last date of employment. (eg; Staff last working day on 28-Feb-2025, the salary will be paid latest by 07-Mar-2025).

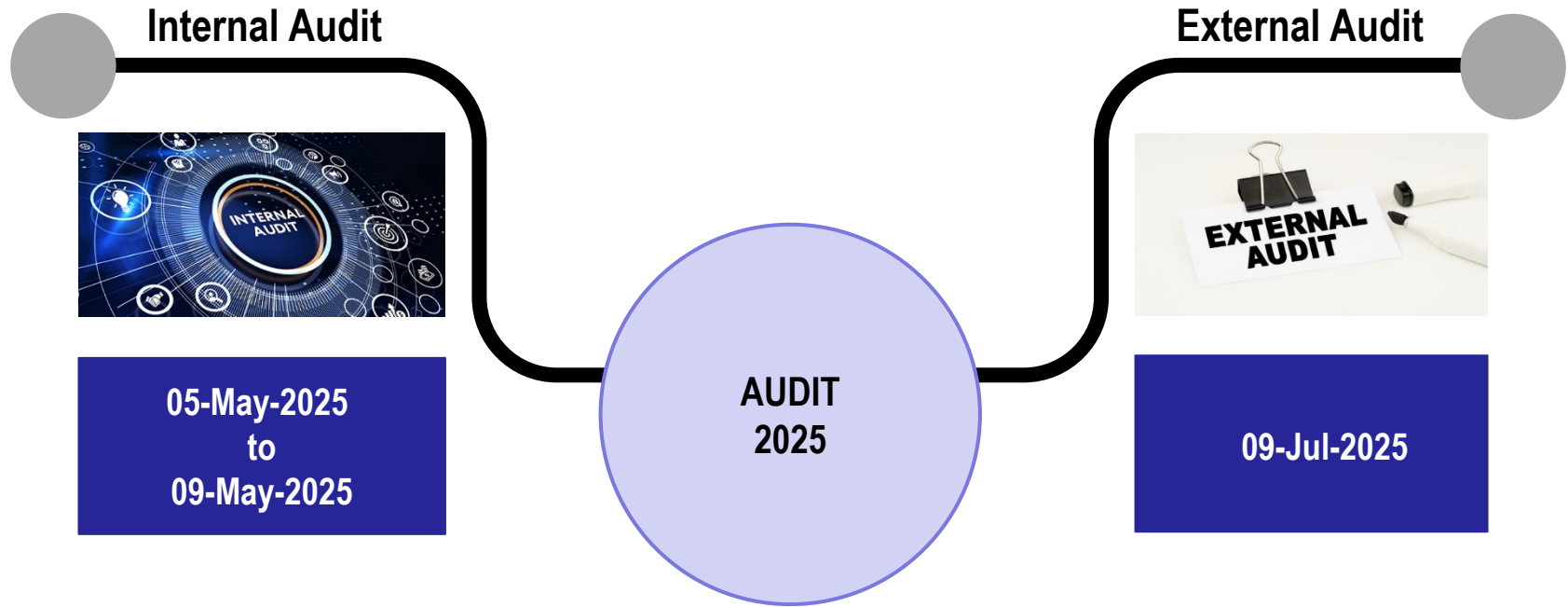


Compliance, Training & Development (CTD)

Results for Quality Objective 2024

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.	90.29%	Meets target
	Customer Satisfaction for Engineering Department To achieve over <u>80%</u> of customer satisfaction positive feedback.	89.33%	
Performance and effectiveness of QMS	Internal Audit To achieve <u>no repeated NC</u> in the internal audit.	Achieved	Meets target
Performance of external providers	Vendor Performances To achieve over <u>70%</u> of vendor performance satisfaction level.	86.22%	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 2025



Selected Internal Auditors:

Angie
Suhaimi
Peng

Bella
Eliana
Shiqin

Izwan
Amirin
Izzan

Na'im
Yuk Lun
Jessie

Haris
Fadzli

Farhana
Hana

E-learning

Class No.	Training Topic	Class Period	Status
Class 1	Module 1 - Quality Management System and Quality Objectives, Account - Claim Procedure, Purchasing Department Briefing, Good Documentation Practice (GDP) and Organization	03-Feb-2025 to 16-Feb-2025	 Completed
Class 2	Module 2 - Project Drawing Control	17-Feb-2025 to 02-Mar-2025	 Completed
Class 3	Module 2 - Project Preparation and Site Readiness	03-Mar-2025 to 16-Mar-2025	 On-going
Class 4	Module 2 - Project Department Standard Operating Procedures	17-Mar-2025 to 30-Mar-2025	 Upcoming

Notes:

Module 1 – New Comers Training

Module 2 – Project Related Training

Observation:

Majority about 70% perform last minute Training Quiz

Q&A



End of Presentation

