Townhall 2025

19-Dec-2025

• Passion With Perfection • Engineers With Dreams •

Agenda

- **Human Resources**
  - Staff Promotion
  - Long Service Award
  - Award – Top Score E-Learning Assessment (Batch 1)
  - Award – Fastest response for Quiz E-Learning (Batch 1)
  - Leave Application in Paybun
  - Carry Forward Leave to 2026
  - Office Cleanliness
  - Maintenance of Office
  - Wearing Mask Policy

- **Compliance, Training & Development**
  - Training Flow & Method
  - Training Timeline Proposed for Year 2026
  - Training by Batch
  - Class & Topic Proposed for 2026
  - Training Period by Position

Agenda

- **Purchasing**
  - Procedure for Hardware Item Request
  - Procedure for Safety Shoes Request
  - Procedure for Safety Shoes (Self- Purchase)
  - Procedure for Safety Shoes Request – Key Zone Enterprise
  - Procedure for Sub-Contractor Progress Claim Submission
- **Q&A Session**

Human Resource Department

• Passion With Perfection • Engineers With Dreams •

Staff Promotion – Second Half FY2025

Congratulations to:

No.	Name	Previous Position	Current Position
1.	Syed Mohamed Fairiq Bin Syed Yahya	Junior Engineer	Engineer - Project
2.	Muhammad Zaki Bin Maslan	Assistant Engineer – Project	Senior Engineer – Project
3.	Cheng Yuk Lun	Assistant Manager – Project	Manager – Project
4.	Ahmad Na'im Bin Hassan	Assistant Manager – Project	Manager – Project

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

Congratulations!

Long Service Award

Congratulations to:

No.	Name	Join Lufter	Years of Service
1.	Abd Mutalib Bin Abd Gapar	01-Feb-2009	16 Years 9 Months
2.	Zainuri Bin Othman	01-Apr-2011	14 Years 7 Months
3.	Mohd Suhaimi Bin Ishak	08-Jul-2013	12 Years 5 Months
4.	Tan Han Loong	01-Feb-2017	8 Years 9 Months
5.	Koh Soon Yong	01-Sep-2017	8 Years 3 Months
6.	Siti Nurashiqin Binti Ghazali	13-Sep-2017	8 Years 3 Months

Congratulations!

Award – Top Score E-Learning Assessment (Batch 1)

Muhammad Haris Bin Khairuzi
Engineer – Project
Score = 96%

Token of appreciation RM150.00

Congratulations!

Award – Fastest response for Quiz E-Learning (Batch 1)

Kaylee Koay Khai Nee
Assistant Manager - Project

Mohammad Fadzli Bin Juhari
Engineer – Project

Token of appreciation RM50.00 / each

• Passion With Perfection • Engineers With Dreams •

Leave Application in Paybun

- Submission for leave application (Medical Leave, Emergency Leave and Time-Off) must apply in Paybun **as soon as possible or within three (3) working days.**

- Leave application must be proven with the supporting documents for Manager approval.

- All staffs are reminded to apply in Paybun without delay to ensure leave taken record is updated, especially for Medical Leave, Emergency Leave and Time-Off.

Carry Forward Leave to 2026

No.	Type of Leave	Total Carry Forward
1.	Annual Leave	Up to four (4) days
2.	Replacement Leave	Up to six (6) days

Note:

1. Carried forward must be utilised latest by 30-Apr-2026.

2. The unutilized leaves shall be forfeited after the stipulated date.

Reminder:

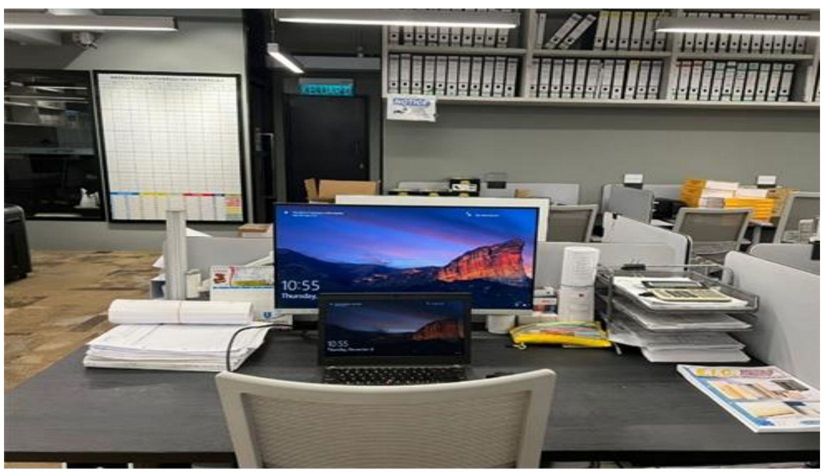
1. If your Annual Leave and Replacement Leave balance more than as the above, you required to fill-up Carry Forward Leave Form (HR-F-014) – can get from the Company website.
2. Employee to state the reasons or justifications for carry forward leave, and get the Manager's approval.
3. For **Replacement Leave**, employee can choose either **carry forward to next year or encashment**.
4. **Carry Forward Leave form must be submitted to HR Department latest by 24-Dec-2025.**

Office Cleanliness

1. Workstation and Back Office Area

- Eating is strictly not allowed at workstation and back-office area.
- Staff workstation need to be arranged neat and tidy before leaving the office every day.
- All files and documents to be placed back on the filing shelf after use at the end of work day.
- Any unused drawings, paper is to be placed in the provided tray / boxes (separate out A3 and A4, both sides printed to be shredded)
- Waste paper and old catalogues / documents is to be shredded.
- Hot seat must be clean and tidy.

Office Cleanliness



LUFTER®

• Passion With Perfection • Engineers With Dreams •

Office Cleanliness

2. Meeting Room / Discussion Area / Working Area

- All chairs and tables to be placed neatly in place after use.
- Whiteboard in the meeting room need to be clean after use on the same day.
- Projector & WIFI to be switched off after use.
- Air-con & Air Purifier to be switched off after use.

Office Cleanliness

Office Cleanliness

3. Pantry

- Pantry is to be kept clean and tidy at all times.
- Chairs to be placed neatly in place after use.
- Table need to be cleaned and wiped dry immediately after use.
- The pantry sink is to be cleaned after use.
- Do not leave any leftover food and used containers on the table.
- Please throw your rubbish properly inside the rubbish bin.
- Please ensure the pantry is kept clean and the sinks are properly cleaned to prevent any overnight stains.

Maintenance of Office

You can reach out the person in-charge if you facing and/or notice issues happened in Office (Jovie / Eliana) and Lufter 2 (Fila / Jovie), examples as below:

√ Leaking
√ Lamp not functioning / bulbs burnt
√ Chair broken
√ Laptop (laptop slow, VPN / Server / Email issue, require new Software, etc)

Wearing Mask Policy

You are not feeling well??

Please wear mask properly and please wear at all the time. This is to ensure a good working environment and to protect others.

√ Coughing
√ Flu
√ Fever
√ Sneezing

Compliance, Training & Development Department

• Passion With Perfection • Engineers With Dreams •

Training Flow & Method

E-learning (Self study)

Min. 2 classes per month

Self Study
Monthly Study Period
Class 1 (2 weeks)

Online Quiz
- *As an indicator to move to Class 2.*
- *Answer till PASS.*
- *FAIL – need to redo quiz till PASS within 2 weeks time.*

Self Study
Monthly Study Period
Class 2 (2 weeks)

Online Quiz
- *As an indicator to move to Class 3.*
- *Answer till PASS.*
- *FAIL – need to redo quiz till PASS within 2 weeks time.*

Assessment
Month-6
Week 1 & Week 3

Physical Session
(At Lufter 2/ Dexcom Site)
Week 1 & Week 3 (Saturday)

PIC
- E-learning class notification by HR.
- E-learning record and schedule by CTD.

Process
- Two classes (study period) cover per month (Week 1~2 & Week 3~4).
- Class 1 - study period 14 days.
- Each class has a Quiz that needs to be completed & get PASS during the study period.
- Every six months, a physical assessment & answer discussion will be conducted.
- Notification through Lufter Announcement WhatsApp Group *will be held every Monday of the class week.*
- Trainee to self study according to training syllabus & class period.
- Training materials access through Lufter website & Lufter server.

Class & Topic Proposed for Year 2026

Class No.	Training Topic
Class 1	Quality Management System and Quality Objectives, Account - Claim Procedure, Purchasing Department Briefing, GDP and Organization
Class 2	Project Drawing Control
Class 3	Project Preparation and Site Readiness
Class 4	Project Department Standard Operating Procedures
Class 5	Site Safety Induction, First Aid & Site Housekeeping
Class 6	Safety Information & Reporting
Class 7	Install & Insulate Ducting System + Typical Detail - Ducting + Welded Duct Installation
Class 8	Chilled Condenser Water Pipe Installation + Typical Detail - Chilled Condenser Water Pipe
Class 9	Copper Piping
Class 10	Cleanroom Panel Installation
Class 11	Electrical Board Installation
Class 12	Self-Levelling Epoxy Floor Installation
Class 13	AHU & FCU Installation
Class 14	HEPA Filter Installation (Chamber & Terminal)
Class 15	Cleanroom Technical Cleaning
Class 16	Site Demobilization
Class 17	Electrical & Wiring Installation
Class 18	Pass Box Installation
Class 19	HVAC Air Balancing & Pressure Gauge Installation
Class 20	Testing & Commissioning

Class & Topic Proposed for Year 2026

Class No.	Training Topic
Class 21	Project Files and Related Document
Class 22	Equipment and Material Lifting
Class 23	Project Delivery Process Flow
Class 24	Validation, Commissioning and Qualification
Class 25	Project Kick Off
Class 26	Lead Sheet and Clean Wall Panel Installation for Hotlab
Class 27	Design Table Application (Excel) and SAG/RAG Selection
Class 28	Understanding of Basic HVAC Design, Air Side Filtration System
Class 29	Psychromatic Chart Application
Class 30	HVAC Control System, BMS/EMS General / Typical System
Class 31	Duct Sizing, HVAC System
Class 32	CHW / CDW Pipe Sizing, System Sizing & Typical P&ID ACAD for the HVAC System
Class 33	Microsoft Project
Class 34	E-20 Application
Class 35	External Training
Class 36	External Training
Class 37	External Training
Class 38	External Training
Class 39	External Training
Class 40	External Training

Training Timeline Proposed for Year 2026

No.	Month	Batch 1		Batch 2		Batch 3	
		Week 1~2	Week 3~4	Week 1~2	Week 3~4	Week 1~2	Week 3~4
1.	Jan 2026	Class 21	Class 22	Class 11	Class 12	Class 1	Class 2
2.	Feb 2026	Class 23	Class 24	Class 13	Class 14	Class 3	Class 4
3.	Mar 2026	Class 25	Class 26	Class 15	Class 16	Class 5	Class 6
4.	Apr 2026	Class 27	Class 28	Class 17	Class 18	Class 7	Class 8
5.	May 2026	Class 29	Class 30	Class 19	Class 20	Class 9	Class 10
6.	Jun 2026	**Assessment 3**		**Assessment 2**		**Assessment 1**	
7.	Jul 2026	Class 31	Class 32	Class 21	Class 22	Class 11	Class 12
8.	Aug 2026	Class 33	Class 34	Class 23	Class 24	Class 13	Class 14
9.	Sep 2026	Class 35	Class 36	Class 25	Class 26	Class 15	Class 16
10.	Oct 2026	Class 37	Class 38	Class 27	Class 28	Class 17	Class 18
11.	Nov 2026	Class 39	Class 40	Class 29	Class 30	Class 19	Class 20
12.	Dec 2026	**Assessment 4**		**Assessment 3**		**Assessment 2**	

Training by Batch

Position	Batch 1	Batch 2	Batch 3
Supervisor	Izzat Zul Majdi Muhammad Waridh Mohamad Zul Hazri Aiman Khair Zainal	Nor Danial Iman Mohamad Azkey Mohammad Dzulfadzli	-
Planner / Coordinator	Muhammad Naim Ikhmal	Nurul Huda Nadia	-
Executive	Nabil Aiman	Muhammad Syazwan Fikri	Mohamad Faiz Muhammad Syaakir Ahmad Afham Dhiren Singh Muhammad Nazhan
Assistant / Junior Engineer	-	-	-
Engineer	Adib Safuan Muhammad Haris Mohd Izzan Irfan Mohammad Fadzli Leong Wai Lek Syed Mohamed Fairiq	Khairul Anwar Lim Ahmad Mursyid Dharshini Muhammad Nabil Al-Yamani Muhammad Izzat	Muhamad Zharif Tuan Muhammad 'Ammar Yazrin Afif Nuraishah Hanim Nur Ainina
Senior Engineer	-	-	-
Assistant Manager	Kaylee Koay Khai Nee	Mohd Nazreen	-
Manager / Senior Manager	Deyna Cheng Su Lin Koh Soon Yong Ahmad Na'im Cheng Yuk Lun Tan Han Loong	-	-

Training Period by Position

Position	Period	Year 1		Year 2		Year 3	
		Jan - Jun	Jul - Dec	Jan - Jun	Jul - Dec	Jan - Jun	Jul - Dec
Supervisor	1 year			**	**	**	**
Planner/ Coordinator	1 year			**	**	**	**
Executive	1 year 1 month			**	**	**	**
Assistant/ Junior Engineer	1 year 2 months			**	**	**	**
Engineer	1 year 7 months				**	**	**
Senior Engineer	1 year 7 months				**	**	**
Assistant Manager	1 year					**	**
Manager/ Senior Manager	1 year					**	**

**	Ongoing review and regular assessment are carried out.

• Passion With Perfection • Engineers With Dreams •

Purchasing Department

• Passion With Perfection • Engineers With Dreams •

Procedure for Hardware Item Request

Sample of Hardware Purchase Request (PR) Form

- Passion With Perfection - Engineers With Dreams -

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

HARDWARE PURCHASE REQUEST FORM

Requestor : ______________________ Date: ______________

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

Requested by, Approved by,

Name: Name:
Date: 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.

Key Zone Address:
Jalan PJU 1A/20b, Ara Damansara, 47301 Petaling Jaya, Selangor.

Meh Electrical & Hardware Address:
No.6, Jalan Cassia Selatan 3, Taman Perindustrian Batu Kawan, 14110, Bandar Cassia, Pulau Pinang

This form can be found on Lufter's website:
\\lufterserver\Lufter\LUFTER PUBLIC\STAFF ACCESS\2. DEPARTMENTS\1. LUFTER\7. PURCHASING\3. LUFTER FORM

Procedure for Hardware Item Request

Sample of Hardware Purchase Request (PR) Form

Klang Valley

• Passion With Perfection • Engineers With Dreams •

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

HARDWARE PURCHASE REQUEST FORM

Requestor : ABD MUTALIB Date: 26-11-2025

Item	Description	Quantity	Project/Job Name	Estimated Price (RM)
1	Shower Hose	2	Office / OP	7

Requested by,

Name: TALIB
Date: 26/11/2025

Approved by,

Name: Izwan Syaiman
Date: 26-Nov-2025

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.

Penang

• Passion With Perfection • Engineers With Dreams •

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

HARDWARE PURCHASE REQUEST FORM

Requestor : SYAAKIR Date: 03 OCT 2025

Item	Description	Quantity	Project/Job Name	Estimated Price (RM)
1.	Sarung Tangan	1 box	PDE02	
2.	Safety Glass	1 box		
3.	Clean Room Tape	3		
4.	Spot Light (150w)	10		
5.	Wire Tape	1		
6.	Twin Socket	7		
7.	Cable connector	10		
8	Netting PVC green	3		

Requested by,

Name: MUHAMMAD SYAAKIR
Date: 03-OCT-2025

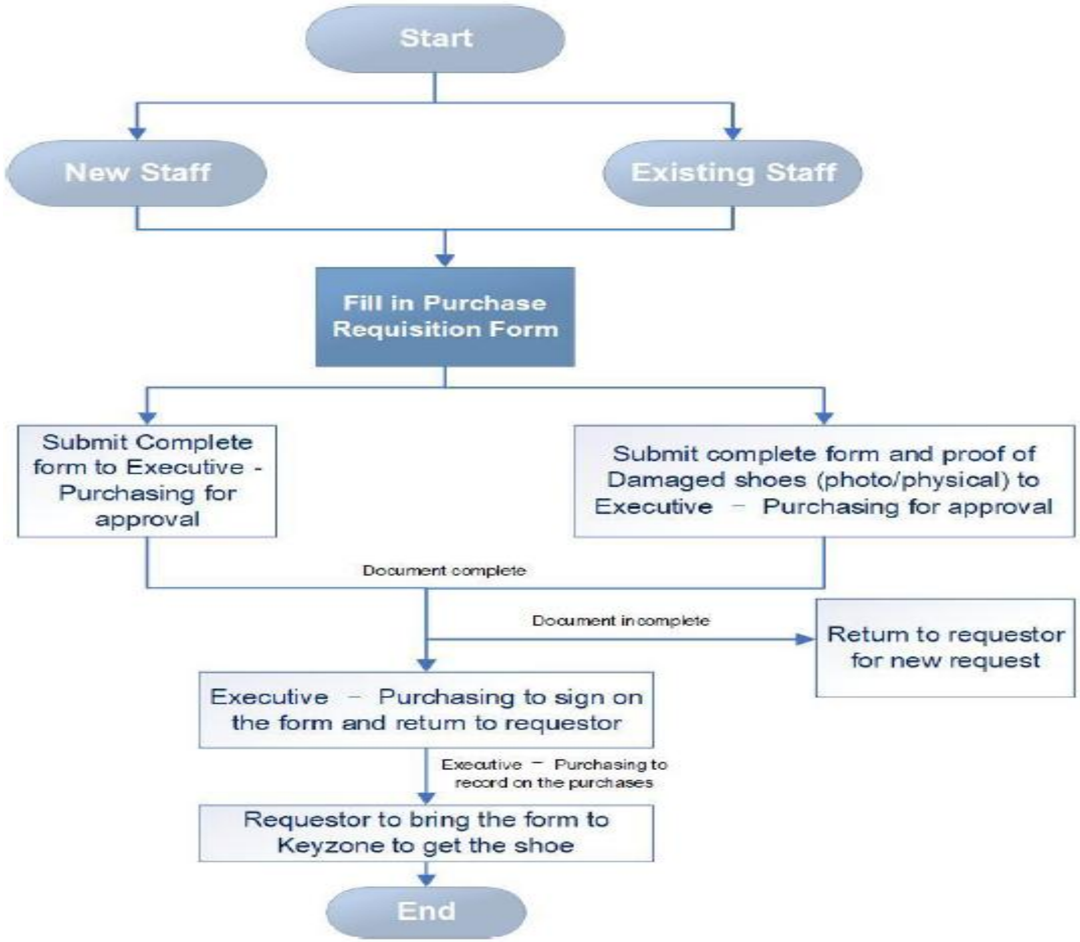
Approved by,

DEYNA CHENG
PROJECT MANAGER
012-5365852
Name:
Date: 03-Oct-2025

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.

• Passion With Perfection • Engineers With Dreams •

Procedure for Safety Shoes Request



Procedure for Safety Shoes (Self- Purchase)

- Claimable up to **RM 100.00 per year**, If exceed RM 100.00, balance is under your own expenses.

- Submit the claim form attached with receipt (original) to account department.

Procedure for Safety Shoes Request – Key Zone Enterprise

Sample of Hardware Purchase Request Form

LUFTER
• Passion With Perfection • Engineers With Dreams •

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

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.

Key Zone Address:
Jalan PJU 1A/20b, Ara Damansara, 47301 Petaling Jaya, Selangor

This form can be found on Lufter's website:
\\lufterserver\Lufter\LUFTER PUBLIC\STAFF ACCESS\2. DEPARTMENTS\1. LUFTER\7. PURCHASING\3. LUFTER FORM

LUFTER
• Passion With Perfection • Engineers With Dreams •

Procedure for Safety Shoes Request – Key Zone Enterprise

Sample of Hardware Purchase Request (PR) Form – Safety Shoes

LUFTER
• Passion With Perfection • Engineers With Dreams •

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

HARDWARE PURCHASE REQUEST FORM

Requestor : MARIAM NURIMAN BINTI AZMAN Date: 16-DEC-2025

Item	Description	Quantity	Project/Job Name	Estimated Price (RM)
1	SAFETY SHOES	1	~~DEXCOM~~ OP	< RM 100.00

Requested by,

Name: MARIAM NURIMAN BINTI AZMAN
Date: 16-DEC-2025

Approved by,

Name: Izwan Syaiman
Date: 16-Dec-2025
Remarks: New safety Shoes (New Staff)

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.

LUFTER
• Passion With Perfection • Engineers With Dreams •

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

HARDWARE PURCHASE REQUEST FORM

Requestor : Nur Adlin Nadhirah Binti Abdul Aziz Date: 26-May-2025

Item	Description	Quantity	Project/Job Name	Estimated Price (RM)
1	Safety Boot - BIM	1 Pair	OP	< RM 100.00

Requested by,

Name: Nur Adlin Nadhirah Binti Abdul Aziz
Date: 26-May-2025

Approved by,

Name: Izwan Syaiman
Date: 26-May-2025

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.

LUFTER®
• Passion With Perfection • Engineers With Dreams •

Procedure for Sub-Contractor Progress Claim Submission

STANDARD OPERATING PROCEDURE (SOP)
SUB-CONTRACTOR PROGRESS CLAIM SUBMISSION

RESPONSIBLE	TIME FRAME	ACTIVITY	REQUIREMENT
Sub-contractor	*- By 25th day of the month or as agreed cut-off date*	Sub-contractor to submit COP to QS	*- With necessary supporting documents (breakdown, drawings, progress report, delivery order etc.)*
Project Manager	*- Within 14 days*	Manager to verify progress on site and request for higher management's approval ↓ Approved COP will be returned to the QS for distributing out to respective sub-contractors for invoicing	*- With signature on COP*
QS	*- As soon as received*	QS to save a copy of approved COP in server folder	
Sub-contractor	*- By 15th day of the same month*	All sub-contractors shall submit the invoice as per approved COP and attached with endorsed COP to Project Team, Purchasing & QS	*- Invoice must attached with endorsed COP form* *- Email cc to Project Team, Purchasing & QS*
Purchasing & QS	*- As soon as received*	Invoicing Processing - QS receive & verify invoice from sub-contractor. - Upon ful verification, Purchasing / QS to submit complete document set to Account department for payment preparation.	*- Complete document set (Verified Invoice + Approved COP)*
Account	*- As per agreed payment terms with sub-contractor*	Release payment in accordance with payment terms with sub-contractor or Lufter's Payment Schedule.	*- Finance will only process payment upon receive complete invoice attached with endorsed COP.* *- All sub-contractor to follow up payment status with Account*
Account		Summarize payment released to sub-contractor and notify respective Project In-Charge	

• Passion With Perfection • Engineers With Dreams •

Procedure for Sub-contractor Progress Claim Submission

ACC-F-008 R00 Progress Claim Summary

• Passion With Perfection • Engineers With Dreams •

Form - Progress Claim Summary	Doc.No.	ACC-F-008	Date	03-Jul-2025
	Rev.No.	00	Total Page(s)	1 of 1

Project Title : ______________________

Document Title : ______________________

Contractor : ______________________

Work Package : ______________________

Summary

Item No	Total Contract Value	Amount
1	Awarded Contract Sum	
2	Variation Order Sum	
	Revised Contract Sum To-Date	

			Downpayment			Progress Claim			Final Claim			Total		
			30%			60%			10%					
			480,000.00			480,000.00			480,000.00					
Item No	**Description**	**Contract Sum**	**Previous Claim**	**Current Claim**	**Cumulative Claim**	**Previous Claim**	**Current Claim**	**Cumulative Claim**	**Previous Claim**	**Current Claim**	**Cumulative Claim**	**Previous Claim**	**Current Claim**	**Cumulative Claim**
	Sub-Total Gross Valuation													
Add	Variation Order													
	Total Gross Valuation													
			LESS RETENTION (10%)											
			NETT VALUATION											
			LESS PREVIOUSLY CERTIFIED UP TO & INCLUDING THE LAST CERTIFICATE											
			TOTAL COP No. 1											

Approved by:	
Name	
Date	

Q&A

• Passion With Perfection • Engineers With Dreams •

End of Presentation

LUFTER®
• Passion With Perfection • Engineers With Dreams •