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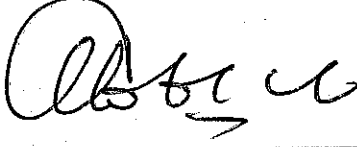
SARAWAK ECONOMIC DEVELOPMENT CORPORATION

QUALITY PROCEDURE

APPROVAL FOR PROJECT IMPLEMENTATION

DOCUMENT NO: QP-SEDC-05

CONTROLLED COPY

	PREPARED BY:	APPROVED BY:
SIGNATURE		
NAME	Nelson Raon Keding	Haji Abdul Hadi Datuk Haji Abdul Kadir
DESIGNATION	Acting Director, Property Division	General Manager, SEDC
DATE	4 August 2021	4 August 2021

ISSUED TO	IQD		
REVISION NO.	2	DATE	4 August 2021



QUALITY PROCEDURE			
TITLE	APPROVAL FOR PROJECT IMPLEMENTATION		
DOCUMENT NO.	QP-SEDC-05		
REVISION	2	PAGE	2 of 4

1. OBJECTIVE

The objective of this procedure is to provide guidelines for project implementation approval.

2. SCOPE

This procedure is applicable to project implementation.

3. DEFINITION

- a) Approving Authority
 - Board: More than RM5,000,000
 - TFIC: Up to RM5,000,000
 - CCM: Up to RM2,000,000
 - MEC: Up to RM1,000,000
 - JSPT: RM20,000 Up to RM100,000
- b) Board
 - A body whose members are appointed by the Minister under Section 4 of the SEDC Ordinance 1971 (Sarawak Cap 35).
- c) Tender, Finance & Investment Committee (TFIC)
 - Tender, Finance & Investment Committee established under Regulation 10 of SEDC Financial & Accounting Procedure Regulations 1980.
- d) Chairman's Committee Meeting (CCM)
 - Chairman's Committee is the highest management committee in SEDC established under Regulation 10B of SEDC Financial & Accounting Procedure Regulations 1980. This committee is chaired by the Chairman and its other members consist of GM, DGM and Director of Corporate Finance Division.
- e) Management Executive Committee (MEC)
 - Management Executive Committee established under Regulation 10 of SEDC Financial & Accounting Procedure Regulations 1980. This committee is chaired by General Manager and members consists of all the Divisional Directors.

4. ABBREVIATIONS

- Board - SEDC Board
- TFIC - Tender, Finance and Investment Committee
- CCM - Chairman's Committee Meeting
- MEC - Management Executive Committee
- DIR(ID) - Director, Initiating Division
- ID - Initiating Division
- CONS - Consultant

5. QUALITY RECORD

ATTACHMENT	TYPE	RETENTION	LOCATION
1	<u>MEC Decision or Information Paper</u>	Permanent	Secretariat
2	<u>CCM Decision or Information Paper</u>	Permanent	Secretariat
3	<u>Board Decision Paper</u>	Permanent	Secretariat
-	Project Proposal	Permanent	ID



QUALITY PROCEDURE

TITLE

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REVISION

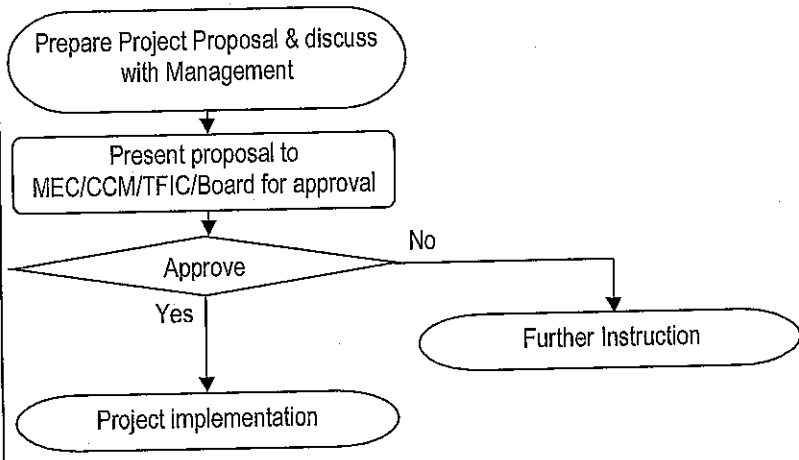
2

PAGE

3 of 4

INPUT

- Project Proposal



Responsibility	Quality Record
DIR(ID)	Project Proposal
DIR(ID) / CONS	
MEC / CCM / TFIC / Board	<u>Attachment 1:</u> MEC Decision or Information Paper
MEC / CCM / TFIC / Board	<u>Attachment 2:</u> CCM Decision or Information Paper
DIR(ID)	<u>Attachment 3:</u> Board Decision Paper

PROCESS

OUTPUT

PROCESS OUTPUT:

- Project approved

REFERENCE DOCUMENTATION:

- None



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DOCUMENT NO.	QP-SEDC-05		
REVISION	2	PAGE	4 of 4

REVISION HISTORY SHEET

Rev. No.	Document History
0	Newly established.
1.	Cover Page - Change of General Manager's name and Acting Director's name
2.	Page 2 – Delete GMC Page 2 – Change Quotation Committee to JSPT Attachment 1 – Change Management Executive (MEM) to Management Executive Committee (MEC)

1 inch

MANAGEMENT EXECUTIVE COMMITTEE (MEC)

Double-line Spacing

Decision or Information Paper No.....

Double-line Spacing

1.4 inch

**To : Chairman and Member
MEC**

Double-line Spacing

SUBJECT : (UPPERCASE & BOLD)

Double-line spacing

OBJECTIVE (UPPERCASE & BOLD)

.....
..... (Single Spacing)

1 inch

BACKGROUND (UPPERCASE & BOLD)

.....
.....

JUSTIFICATION (UPPERCASE & BOLD)

.....
.....

RECOMMENDATION (*UPPERCASE & BOLD*)

.....
.....

CONCLUSION (*UPPERCASE & BOLD*)

.....
.....

Prepared by :
(NAME)
(Designation)
(DIVISION)

Date :



CHAIRMAN'S COMMITTEE (CCM)

1 inch

Double-line spacing

Decision or Information Paper No. _____

Double-line spacing

1.4 inches

To: YB Chairman and Members
CCM

Double-line spacing

SUBJECT: (UPPERCASE & BOLD)

Double-line spacing

OBJECTIVE (UPPERCASE & BOLD)

.....
..... Single spacing

BACKGROUND (UPPERCASE & BOLD)

..... 1 inch

JUSTIFICATION (UPPERCASE & BOLD)

.....
.....



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RECOMMENDATION (*UPPERCASE & BOLD*)

.....
.....

FICO'S APPROVAL (*where applicable*)

.....
.....

CONCLUSION (*UPPERCASE & BOLD*)

.....
.....

Prepared by:
(Name)
(Designation)
(Division)

Date:



DECISION PAPER NO.:

To: YB CHAIRMAN & BOARD MEMBERS

TITLE

1.4"

OBJECTIVE (UPPERCASE, BOLD & UNDERLINED) (Set out objectives of the paper)

1.2"

Dotted lines for objective content

2 spacing

BACKGROUND (UPPERCASE, BOLD & UNDERLINED) (Set out material facts/background to the proposal/matter/etc.)

Dotted lines for background content

2 spacing

PROPOSAL (UPPERCASE, BOLD & UNDERLINED) (Set out proposal)

Dotted lines for proposal content

1"



↑ 1" ↓

← 1.4" → **JUSTIFICATION/RATIONALE** (UPPERCASE, BOLD & UNDERLINED)
(Set out justification, rationale, etc. to the request)

.....
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.....
.....

↑ 2 spacing ↓

RECOMMENDATION (UPPERCASE, BOLD & UNDERLINED)
(Set out recommendation to the request)

.....
.....
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.....

↑ 4 spacing ↓

Prepared By: Name of Division

↑ 5 spacing ↓

.....
Name & Signature of Divisional Director

↑ 3 spacing ↓

Date: Date of Preparation

NOTES:

1. Font Type : Arial
2. Font Size for Title is 14. The rest of the paper including headings is at font size 12.
3. The recommendation and objective should be similar. For Information Paper, the "Recommendation" heading should be changes to "Conclusion".
4. Supporting documents/data should be properly identified and annexed to the paper as appendices e.g. Project Cost, Financial Plan, Profit & Loss Statements, plans etc.
5. Paper to be signed in the manner as shown in the format.
6. This is a general format for Board Paper. The format may be modified based on the particular facts/circumstances of the subject.