



S · E · D · C
s a r a w a k

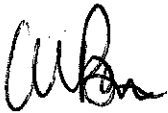
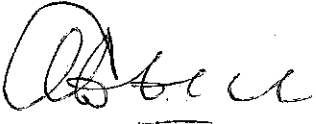
SARAWAK ECONOMIC DEVELOPMENT CORPORATION

QUALITY PROCEDURE

PROJECT IMPLEMENTATION

DOCUMENT NO.: QP-SEDC-10

CONTROLLED COPY

	PREPARED BY:	APPROVED BY:
SIGNATURE		
NAME	Allin Bandang	Haji Abdul Hadi Datuk Haji Abdul Kadir
DESIGNATION	Acting Director, Engineering & Project Management Division	General Manager, SEDC
DATE	18 January 2021	18 January 2021

ISSUED TO	IQD		
REVISION NO.	4	DATE	18 January 2021.



QUALITY PROCEDURE			
TITLE	PROJECT IMPLEMENTATION		
DOCUMENT NO.	QP-SEDC-10		
REVISION	4	PAGE	2 of 8

1. OBJECTIVE

This procedure is to provide guidelines for Project Implementation.

2. SCOPE

This procedure is applicable during implementation of project undertaken by SEDC.

3. DEFINITION

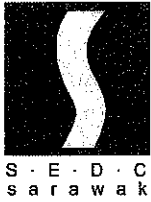
- a) Performance Bond - Assurance given to SEDC by main contractor, normally in the form of bank guarantee. The guarantee amount is 5% of the total contract sum. SEDC will claim back the guarantee amount should the contractor fail to complete and deliver the project within the set time frame.
- b) Contractor - Appointed main construction service provider.
- c) Work Program - Chart that describes work activities and timeframe of completion. Some works can be executed simultaneously, whereas some need to wait until certain work complete.
- d) Authorised Officer - Officer authorised by the Management.

4. ABBREVIATE

- GM - General Manager
- DIR(ID) - Director, Initiating Division
- DIR(CFD) - Director, Corporate Finance Division
- DIR(ENG) - Director, Engineering & Project Management Division
- DIR(LAD) - Director, Legal Affairs Division
- CONT - Contractor
- CONS - Consultant

5. QUALITY RECORD

ATTACHMENT	TYPE	RETENTION	LOCATION
1	Project Handing Over to Contractor Form	5 Years	DIR(ID)
2	Variation Order	5 Years	DIR(ID)
3	Payment Certificate	5 Years	DIR(ID)
4	Certificate of Practical Completion	5 Years	DIR(ID)
5	Project Handing Over Back to Client Form	5 Years	DIR(ID)
-	Contract Document	5 Years	DIR(ID)
-	Project Site Meeting Minutes	5 Years	DIR(ID)
-	Project Progress Report	5 Years	DIR(ID)
-	Letter of Application for Extension of Time	5 Years	DIR(ID)
-	Letter of Approval for Extension of Time	5 Years	DIR(ID)
-	Receipt	5 Years	DIR(ID)
-	Defect List	5 Years	DIR(ID)
-	Certificate of Making Good Defect	5 Years	DIR(ID)
-	Certificate of Completion	5 Years	DIR(ID)



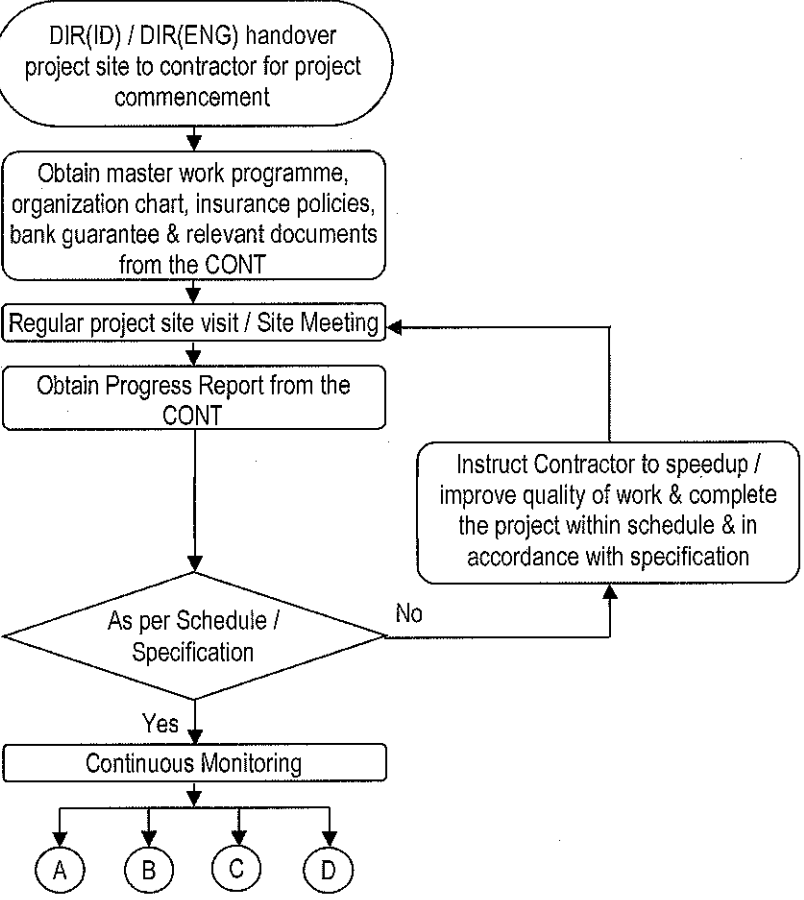
QUALITY PROCEDURE			
TITLE		PROJECT IMPLEMENTATION	
DOCUMENT NO.		QP-SEDC-10	
REVISION		4	PAGE 3 of 8

INPUT

- Project site handover to contractor

SUCCESS

Project Monitoring, Completion & Handover



Responsibility	Quality Record
DIR(ID) / DIR(ENG)	Construction Drawing <u>Attachment 1:</u> Project Handing Over to Contractor Form
DIR(ID) / DIR(ENG)	
DIR(ID) / DIR(ENG)	Project Site Meeting Minutes Project Progress Report
DIR(ID) / DIR(ENG)	
DIR(ID) / DIR(ENG)	
DIR(ID) / DIR(ENG)	
DIR(ID) / DIR(ENG)	

OUTPUT

PROCESS OUTPUT:

- Project progress as scheduled & specification

REFERENCE DOCUMENTATION:

- None

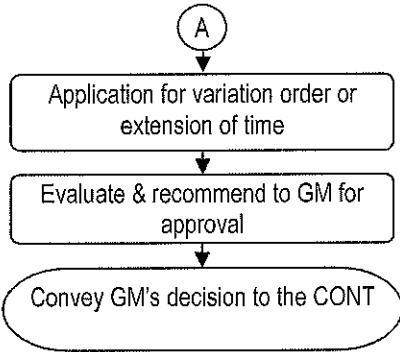


QUALITY PROCEDURE			
TITLE	PROJECT IMPLEMENTATION		
DOCUMENT NO.	QP-SEDC-10		
REVISION	4	PAGE	4 of 8

IN-PUT

- Variances from the initial agreement
- Extension of time is deemed necessary

A. Application for Variation Order / Extension of Time



Responsibility	Quality Record
DIR(ID) / DIR(ENG)	<u>Attachment 2:</u> Variation Order
DIR(ID) / DIR(ENG) / CONS	Letter of Application for Extension of Time
DIR(ID) / DIR(ENG)	Signed Approved Variation Order Letter of Approval for Extension of Time

**P
R
O
C
E
S
S**

**O
U
T
P
U
T**

PROCESS OUTPUT:

- Variation Order
- Extension of Time

REFERENCE DOCUMENTATION:

- None



QUALITY PROCEDURE

TITLE PROJECT IMPLEMENTATION

DOCUMENT NO. QP-SEDC-10

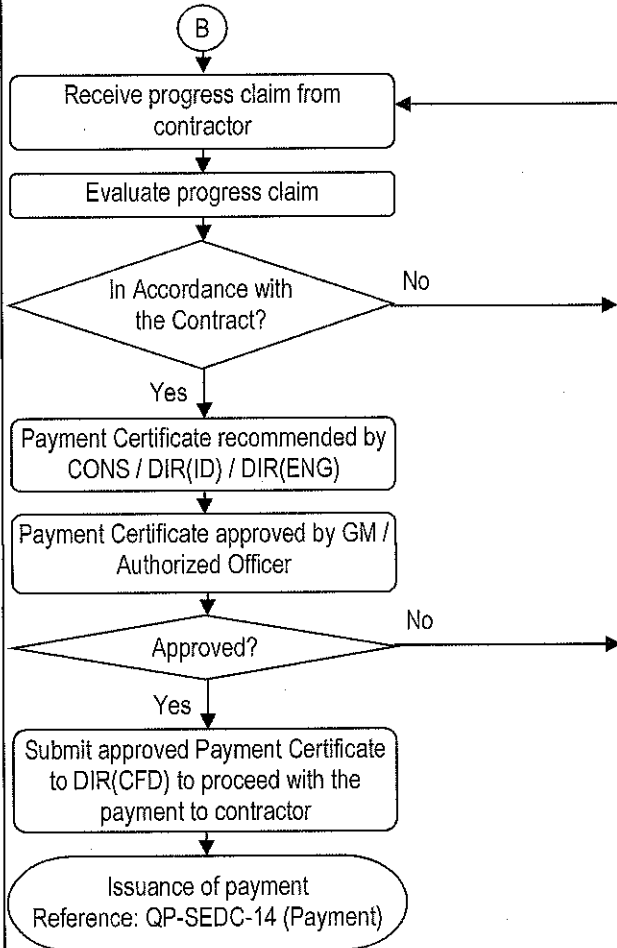
REVISION 4

PAGE 5 of 8

IN-PUT

- Contractor claim

B. Payment Process



Responsibility	Quality Record
CONS / DIR(ENG) / CONT	Contact Document
CONS / DIR(ENG)	Attachment 3: Payment Certificate
CONS / DIR(ENG)	
DIR(ID) / DIR(ENG) / CONS	
GM / Authorized Officer	
Authorized Officer	
DIR(ID) / DIR(ENG)	
DIR(CFD)	

**P
R
O
C
E
S
S**

**O
U
T
P
U
T**

- PROCESS OUTPUT:**
- Payment Certificate

- REFERENCE DOCUMENTATION:**
- QP-SEDC-14 (Payment)

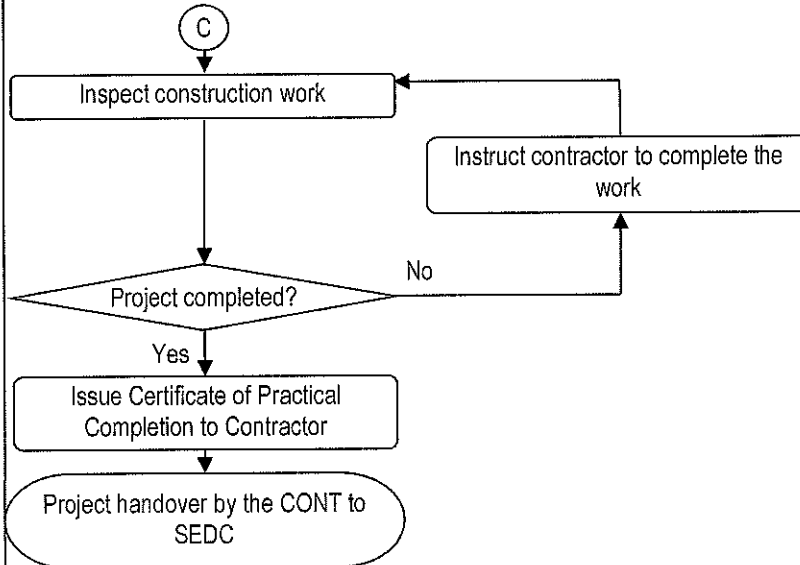


QUALITY PROCEDURE			
TITLE	PROJECT IMPLEMENTATION		
DOCUMENT NO.	QP-SEDC-10		
REVISION	4	PAGE	6 of 8

IN-PUT

- Receive notice of practical completion of work

C. Accept Practical Completion of Work



Responsibility	Quality Record
DIR(ID) / DIR(ENG) / CONS / CONT	
DIR(ID)	
DIR(ID) / DIR(ENG) / CONS	
DIR(ENG) / CONS	Attachment 4: Certificate of Practical Completion
DIR(ID) / DIR(ENG)	Attachment 5: Project Handing Over Back to Client Form

**P
R
O
C
E
S
S**

**O
U
T
P
U
T**

PROCESS OUTPUT:

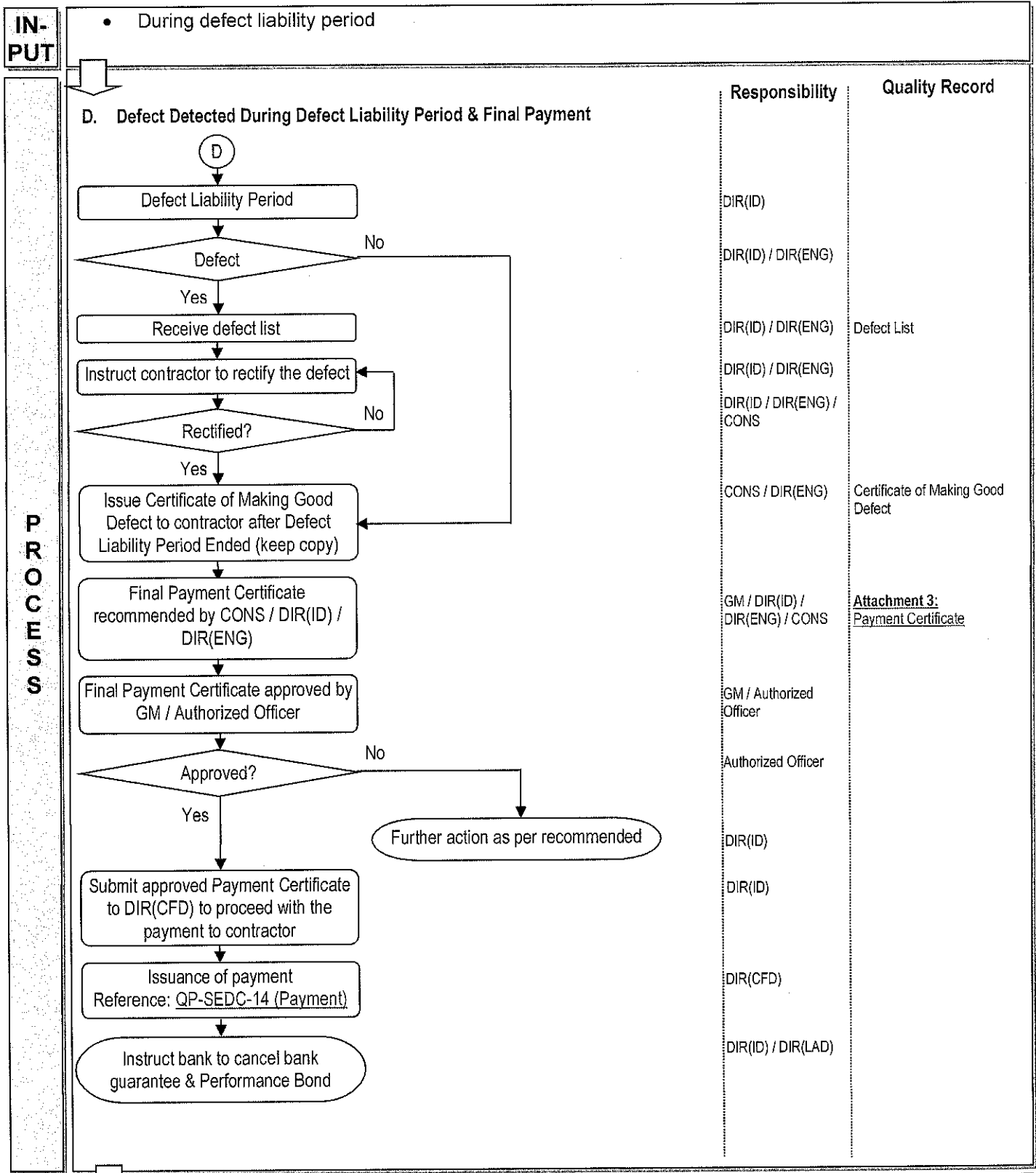
- Certificate of Practical Completion

REFERENCE DOCUMENTATION:

- None



QUALITY PROCEDURE			
TITLE	PROJECT IMPLEMENTATION		
DOCUMENT NO.	QP-SEDC-10		
REVISION	4	PAGE	7 of 8



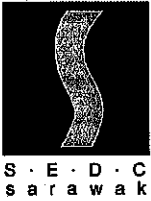
OUTPUT

PROCESS OUTPUT:

- Final Payment Certificate

REFERENCE DOCUMENTATION:

- QP-SEDC-14 (Payment)



QUALITY PROCEDURE			
TITLE	PROJECT IMPLEMENTATION		
DOCUMENT NO.	QP-SEDC-10		
REVISION	4	PAGE	8 of 8

REVISION HISTORY SHEET

Rev. No.	Document History
0	Newly established.
1.	Page 2 - 7 <ul style="list-style-type: none"> • Additional Attachment to the Quality Procedure; Attachment 1: Project Handing Over to Contractor Form Attachment 5: Project Handing Over Back to Client Form • Change in the numbering of Attachment; Attachment 1: Variation Order becomes Attachment 2 Attachment 2: Payment Certificate becomes Attachment 3 Attachment 3: Certificate of Practical Completion becomes Attachment 4
2.	<ul style="list-style-type: none"> • Cover Page - Change of General Manager's name and Director's name • Page 2 - Abbreviations – Amend Legal Affairs Division to Legal Affairs & Secretarial Services Division
3.	<ul style="list-style-type: none"> • Page 2 - Abbreviations – Amend Legal Affairs & Secretarial Services Division to Legal Affairs Division
4.	<ul style="list-style-type: none"> • Page 1 – Page 8 – Project Monitoring change to Project Implementation



S · E · D · C
s a r a w a k

PROJECT HANDING OVER FORM

PROJECT TITLE:
.....

DATE:

WORKING HOURS:

WEATHER: A.M.
P.M.

A) INSPECTION ITEMS: STRUCTURE / ARCHITECTURE / EXTERNAL WORK REF. DWG. NO.

B) WORK IN PROGRESS:

Site Handing Over

Client / Owner Representative:

Signature:

Name:

IC No.:

Date:

Site Taking Over

Contractor Representative:

Signature:

Name:

IC No.:

Date:

Witness by:

Signature:

Name:

Date:

C) MATERIALS DELIVERED TO THE SITE:

D) SITE INSTRUCTION / DRAWING, ISSUED:

E) MANPOWER:

F) PLANTS & EQUIPMENT IN USE:

G) REMARKS:

Recorded by:

Name:

Signature:

Date:

ATTACHMENT 3

PAYMENT CERTIFICATE NO: FOR CONTRACT NO. (Contract Title)																				
..... CONTRACTOR: CONTRACT SUM: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><u>—Add—</u></td> <td style="width: 60%;">Net Value of Price Variation Orders</td> <td style="width: 25%;"></td> </tr> <tr> <td><u>Deduct</u></td> <td>No. V.O No.</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Revised Contract Sum</td> <td></td> </tr> </table>	<u>—Add—</u>	Net Value of Price Variation Orders		<u>Deduct</u>	No. V.O No.			Revised Contract Sum		<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">(RM)</td> </tr> <tr> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 40px;"></td> </tr> </table>	(RM)									
<u>—Add—</u>	Net Value of Price Variation Orders																			
<u>Deduct</u>	No. V.O No.																			
	Revised Contract Sum																			
(RM)																				
2. Value of work done as at (Date) Value of Materials on site (Date) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Less: Retention</td> <td style="width: 60%;">.....</td> <td style="width: 25%;"></td> </tr> <tr> <td>Less: Previous Payment Nos.</td> <td></td> <td></td> </tr> <tr> <td></td> <td>(a) Payment to be recorded against contract</td> <td></td> </tr> <tr> <td>Less: Payment due to Contractor from SEDC</td> <td></td> <td></td> </tr> <tr> <td></td> <td>(b) Amount for which Payment Voucher will be made out</td> <td></td> </tr> </table>	Less: Retention		Less: Previous Payment Nos.				(a) Payment to be recorded against contract		Less: Payment due to Contractor from SEDC				(b) Amount for which Payment Voucher will be made out		<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">(RM)</td> </tr> <tr> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 40px;"></td> </tr> </table>	(RM)			
Less: Retention																			
Less: Previous Payment Nos.																				
	(a) Payment to be recorded against contract																			
Less: Payment due to Contractor from SEDC																				
	(b) Amount for which Payment Voucher will be made out																			
(RM)																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Contractor's Signature</td> <td style="width: 40%;">:</td> </tr> <tr> <td>Date</td> <td>:</td> </tr> </table>	Contractor's Signature	:	Date	:																
Contractor's Signature	:																			
Date	:																			
3. To be completed in respect of final payment only. We/I hereby certify that we/I have no further claim under Contract No: beyond the net shown on this Statement viz. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Contractor's Signature</td> <td style="width: 40%;">:</td> </tr> <tr> <td>Date</td> <td>:</td> </tr> </table>		Contractor's Signature	:	Date	:															
Contractor's Signature	:																			
Date	:																			

4. Amount included in Payments to date for Main Contractor, Nominated Sub-Contractors and Nominated Suppliers.

	Total Value Of Work Done And Materials On Site RM	Retention RM	Net Total To Date RM	Previous Payments RM	Amount Included In This Certificate RM
Main Contractor:					
Nominated Sub-Contractor: (List each separately)	-	-	-	-	-
Nominated Suppliers: (List each separately)	-	-	-	-	-
TOTALS (RM)	-	-	-	-	-

5. We/I certify that all workpeople employed on this contract has been paid wages due to them up to and including and all Nominated Sub-Contractors and Nominated Suppliers accounts included in previous certificates has been paid and the receipts for such amounts are attached herewith for inspection.

Contractor's Signature :

Date :

6. I certify that under the terms of Contract No: the sum of Ringgit Malaysia : is due to the Contractor.

Quantity Surveyor's Signature :

Date :

7. The above Payment Certificate NO. amounting to the sum of Ringgit Malaysia : is duly correct.

Architect's Signature :

Date :

8. The above Payment Certificate No: amounting to the sum of
Ringgit Malaysia:
..... is in order and recommended/not in order and not recommended.

.....
Director/Authorised Officer
Engineering & Technical Services Division
SEDC SARAWAK

.....
Director/Authorised Officer
Property Development & Planning Division
SEDC SARAWAK

DATE :

DATE :

9. The above Payment Certificate No: amounting to the of
Ringgit Malaysia:
..... is approved/ not approved.

.....
General Manager/Authorised Officer
SEDC SARAWAK

DATE:.....

DATE:.....

10. Action for Payment by Finance Division.

PAYMENT VOUCHER NO:.....

CHEQUE NO:

DATE:

.....
Director
Corporate Finance Division

Consultant Letter Head

Our ref:

Date:

Contractor Address

Dear Sir,

**PROJECT NAME (S)
CERTIFICATE OF PRACTICAL COMPLETION**

We refer to the above.

In accordance with the Condition of Contract, We certify that subject to the making good of all outstanding items and defects, shrinkages and other faults which appear during the Defect Liability Periods the works were completed to our satisfaction and taken into possession and the said Defect Liability Period will end on

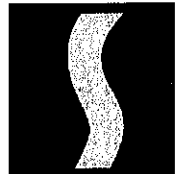
Thank you.

Yours faithfully

Signed by Consultant

Encl.

Cc: SEDC Sarawak



S · E · D · C
s a r a w a k

PROJECT HANDING OVER BACK FORM

Project Title :	
Address :	
Declaration by the Contractor / Developer	
We / I (IC No.:) on behalf of the developer hand over back the building / site / property* to the owner on this day with condition.	
a) With no defect rectification work; or,	
b) Need to do defect rectification work as listed in Appendix 1.	
The rectification work period is set to be completed within days or on (date).	
Signature :	Company Stamp:
Name :	Date :
Declaration by the Owner	
We / I (IC No.:) on behalf of the owner receiving the building / site / property* from the developer today with the above conditions.	
Signature :	
Name :	Date :
Witness (either one or two)	
Signature :	Signature :
Officer Name : (REPRESENTATIVE FROM ENG DIVISION)	Officer Name :
Date :	Date :

**Strike off if not applicable*