

SARAWAK ECONOMIC DEVELOPMENT CORPORATION

QUALITY PROCEDURE

PROJECT HANDING OVER

DOCUMENT NO.: QP-SEDC-11

CONTROLLED COPY

	PREPARED BY:	APPROVED BY:
SIGNATURE		
NAME	Nelson Raon Kebing	Haji Abdul Hadi Datuk Haji Abdul Kadir
DESIGNATION	Acting Director, Property Division	General Manager, SEDC
DATE	21 July 2020	21 July 2020

ISSUED TO	IQD		
REVISION NO.	1	DATE	21 July 2020



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1. OBJECTIVE

This procedure is to provide guidelines for handing-over of completed project by developer to SEDC.

2. SCOPE

This procedure is applicable during handing-over of project by the developer to SEDC.

3. DEFINITION

- a) Project - Physical development that covers Commercial, Socio-economic and/or Social Projects.
- b) Inspection Team (INSP) - This team is to evaluate the completion status of a project. The team member consists of DIR(ID) / DIR(PHY) or representative, DIR(ENG) or representative and Consultants that monitor the project.

4. ABBREVIATIONS

- DIR(PHY) - Director, Property Division
- DIR(ENG) - Director, Engineering & Project Management Division
- DIR(ID) - Director, Initiating Division
- HRA (PAMU) - Human Resource & Administration Division
- INSP - Inspection Team

5. QUALITY RECORD

ATTACHMENT	TYPE	RETENTION	LOCATION
1	Project Handover Form	5 Years	ID
-	Inspection Form / Report	5 Years	ID
-	Project Completion Notice	5 Years	ID
-	Defect List	5 Years	ID



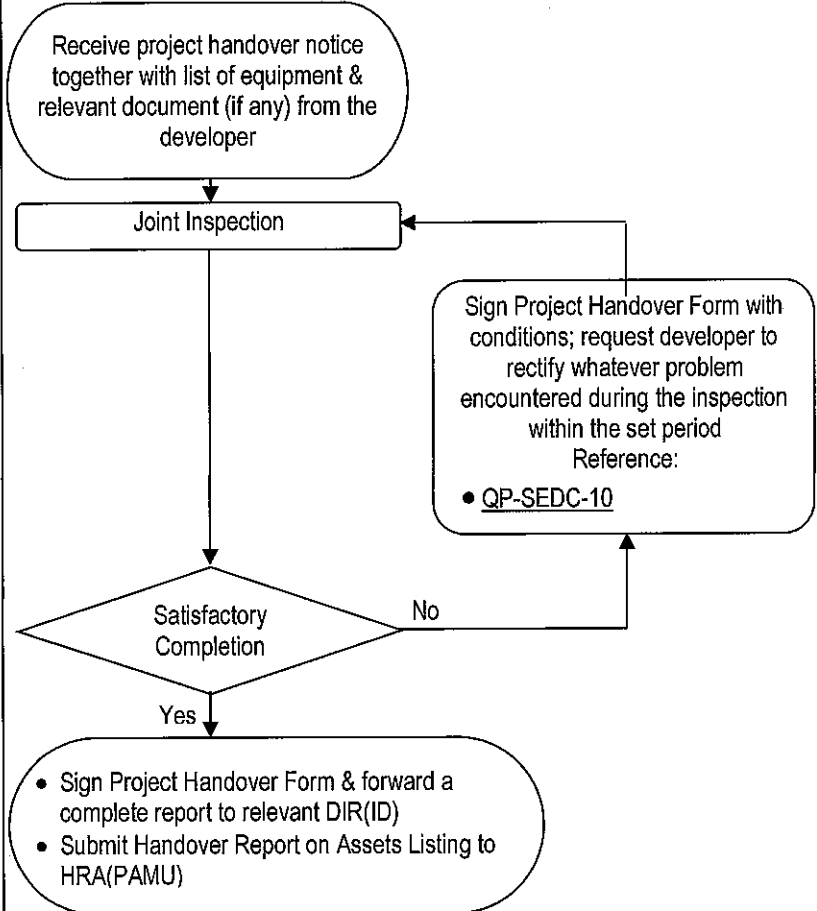
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INPUT

- Project completed

PROCESS

A. External



Responsibility	Quality Record
DIR(ID)	Project Completion Notice
INSP	Inspection Form / Report
INSP	Attachment 1: Project Handover Form Defect List
INSP	
INSP/HRA(PAMU)	Attachment 1: Project Handover Form

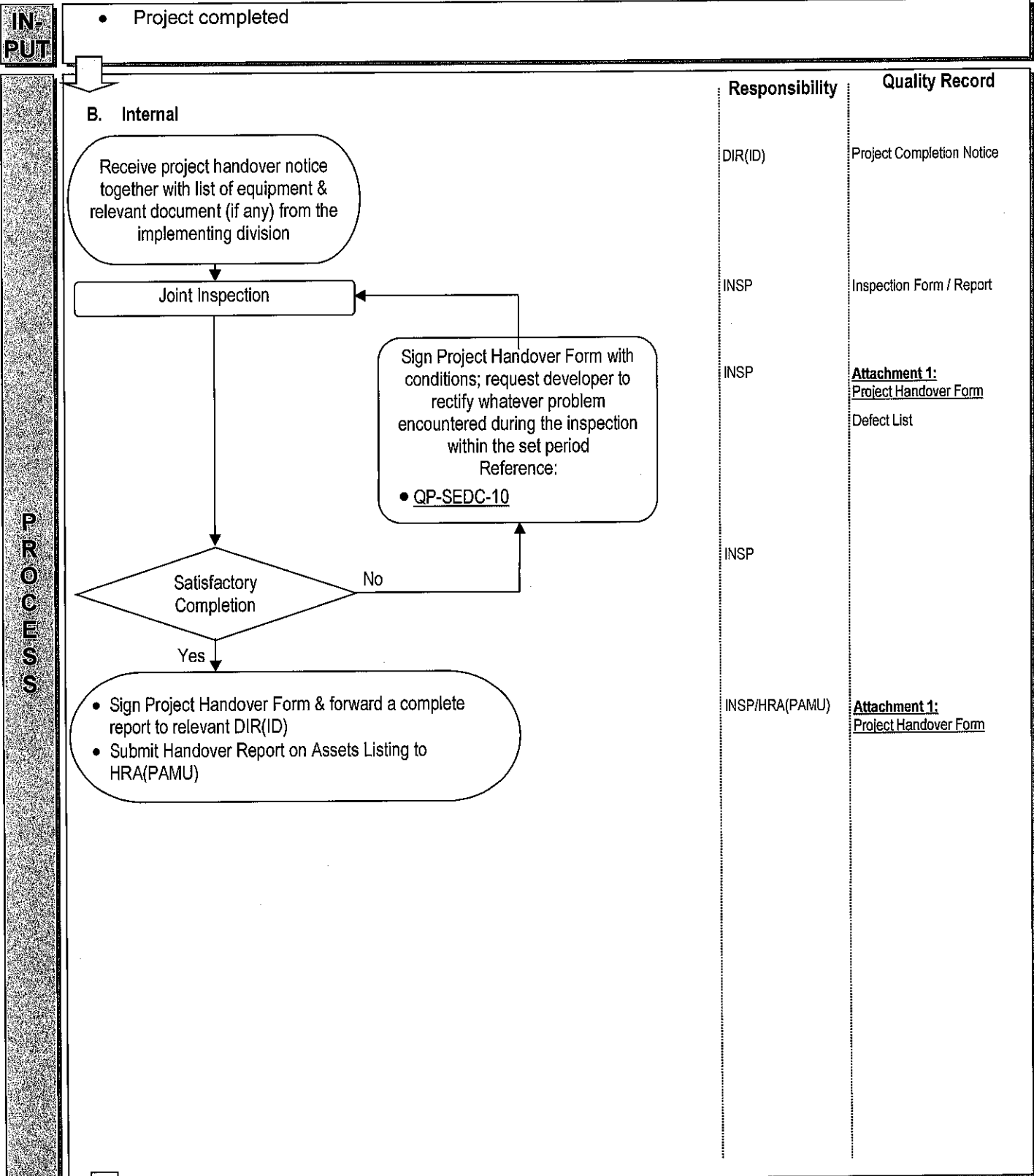
OUTPUT

- PROCESS OUTPUT:**
- Project handed over by developer & accepted by SEDC

- REFERENCE DOCUMENTATION:**
- QP-SEDC-10 (Project Monitoring)



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REVISION HISTORY SHEET

Rev. No.	Document History
0	Newly established.
1.	Cover Page – Change of General Manager’s name and Director’s name Page 2: Item 4 (Abbreviation) - Change of Division name from “Legal Affairs & Secretarial Services Division” to “Legal Affairs Division”

**PROJECT HANDOVER FORM
BORANG PENYERAHAN PROJEK**

Nama Projek : _____

Alamat : _____

Akuan oleh Pemaju

Kami/saya _____ (No. KP: _____) bagi pihak pemaju menyerahkan bangunan/fizikal/hartanah kepada pemilik _____ pada hari ini dengan syarat.

- a) Tiada kerja baikpulih; atau,
b) Perlu membuat kerja baikpulih seperti disenaraikan pada Lampiran 1.
Tempoh kerja baikpulih ditetapkan siap dalam _____ hari atau pada _____ (haribulan).
** Potong yang tidak berkenaan*

Tandatangan : _____

Nama Pegawai : _____

Tarikh : _____

Akuan oleh Pemilik

Kami/saya _____ (No. KP: _____) bagi pihak pemilik menerima bangunan/fizikal/hartanah kepada pemilik _____ pada hari ini dengan syarat-syarat tersebut di atas.

Tandatangan : _____

Nama Pegawai : _____

Tarikh : _____

Saksi (sama ada satu dan/atau dua)

Tandatangan : _____

Tandatangan : _____

Nama Pegawai : _____

Name Pegawai : _____

Tarikh : _____