



BUSINESS PARTNER KICK OFF MEETING PROJECT COMPLIANCE REQUIREMENTS

PROJECT: _____

SCOPE OF WORK: _____

BUSINESS PARTNER: _____

As part of project team, we are committed to meet and satisfy the quality requirements of our Client through

- Delivery of construction products that conforms to standards and specifications
- Providing better quality products and workmanships, and
- Achieving timely completion with minimal defects and re-works

On meeting these targets, you are requested to forward the documents as specified by the list below to expedite our project submissions and approvals.

No.	COMPLIANCE	DETAILS
1	Technical/ Material Submission (TMS) – 2 <i>sets Original</i> A copy to client / consultant. A copy for sample record format. <i>Target date: _____</i>	a) Product Information <ul style="list-style-type: none">i) Product Catalogue / Technical Data (original)ii) Manufacturer's Specificationsiii) Product Test Reports / Certificationsiv) Product Warranty (if required in Contract) b) Sample board c) Schedule of submission (Material Approval Tracking List Summary) <i>*Refer to the attached template for Material Approval Tracking List Summary</i>
2	Work Method Statement (WMS)	a) Resources <ul style="list-style-type: none">i) Material – description and detailsii) Machinery – descriptionsiii) Manpower – organization and designation b) Material Handling <ul style="list-style-type: none">a. Deliveryb. Storagec. Transportation and Handling c) Application / Methodology <ul style="list-style-type: none">a. Fabrication / Preparationb. Construction / Installationc. Compliance with Specification d) Testing required



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	Target date: _____	e) Inspection Checklist and ITP f) Schedule of submission g) To conduct briefing on Work Method Statement to workers <i>*Refer to the attached template for Work Method Statement Tracking List Summary, ITP and checklist</i>
3	Non-Compliance Report (NCR)	a) To response the corrective action to the NCRs within 5 working days b) To construct the rectification works within the target completion date (14 days from the issuance date) c) Delay in closing the NCRs as per target date will notify to QS and portion of incoming claim will be on hold.
4	Operation	a) Ensure materials delivered to site are as per approved material. b) Early notification of Inspection (min 24hrs before) c) Ensure works are in order, according to the drawings and comply to the item listed in the checklist d) Ensure complete compilation works records and submitted after works is carried out. e) To update daily manpower, machineries and site work for site daily record and COW verification.
5	Final Documents (CPC) Submission (If required)	To prepare and submit below item 3 months before CPC a) Operation and Maintenance (O&M) manuals b) As-built drawings c) Warranty
6	QLASSIC & GREEN RE Requirement	a) To achieve QLASSIC score at least 75% b) To comply with GreenRE and achieve bronze level
7	Shop Drawing Target date: _____	a) To submit shop drawing for consultant's approval before work commence. b) Refer to the tittle block drawing given. <i>*Refer to the attached template for Shop Drawing Tracking List Summary</i>
8	Planning	a) To report daily manpower b) To prepare work program and report work done
9	Bi-Weekly Progress Report	a) To submit Bi-weekly progress report <i>*Refer to the attached template for Bi-Weekly progress report</i>



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SLG CONSTRUCTION SDN BHD	BUSINESS PARTNER
<p>Your support on ensuring the project success will be highly appreciated.</p> <p>Thank you.</p> <p>.....</p> <p>Name: Designation: Date:</p>	<p>We hereby, agreed and accepted the above compliance request and shall therefore work towards meeting the quality targets throughout the project.</p> <p>.....</p> <p>Name: Designation: Company: Date:</p>