

HEXATECH	QUALITY MANAGEMENT SYSTEM	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 7
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OBJECTIVE

To outline the application of Quality Management System (QMS) Procedure or Standard Operating Procedure (SOP), Risks & Opportunities Assessments and Method Statements to the company's operational processes from pre-tender to post-project stages on project management.

SCOPE

This Project Management Framework shall apply for Mechanical and Electrical (M&E) projects, rectification and servicing works.

REFERENCES

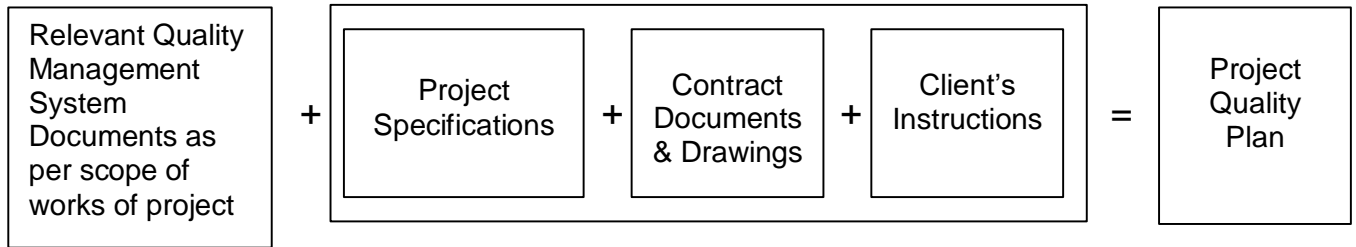
ISO 9001:2015 Clause 8.
QMS Master Documented Information & Retention List.

DEFINITIONS

- Project Management Framework - A generic document mapping the flow of processes and bench making to the procedures, risks and opportunities assessments and method statements that shall be implemented in the Company from pre-tender to post-project stages.
- Project Quality Plan (PQP) - A system document comprising of relevant QMS/QAQC documents compiled and customized to meet project specified requirements and scope of works of the project. The PQP shall be read in conjunction with external documents such as contract documents, drawings, project specifications and client's instructions. The PQP is only raised on a 'as required' basis.
- M&E projects - Works that had been classified as follows:
1. M&E installation works involving new building and infrastructure that are under construction.
 2. M&E retrofitting works involving re-equipping and major renovation.
 3. M&E unscheduled maintenance works involving modification and major repair.
- Rectification Works - Works carried out under Defect Liability Period for M&E projects.
- Servicing Works - Works carried out for scheduled maintenance and minor repair of M&E equipment.

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EXTERNAL DOCUMENTS



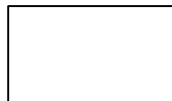
Legends

Definitions

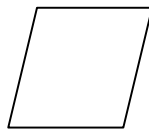


START

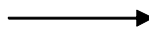
Start / End of Activity.



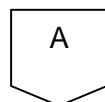
Main Activity.



Supporting Activity.



Direction of Activity.



A

The 'off-page connector' allows for and denotes continuation of activities on the next page.

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Activity	Responsibility	References
<p style="text-align: center;">Start</p> <p style="text-align: right;">PRE-TENDER STAGE</p> <p style="text-align: center;">Pre-qualification exercise</p>	CM/PM/MM	PD-PRO-01
<p style="text-align: right;">PRE-TENDER STAGE</p> <p style="text-align: right;">TENDER STAGE</p> <p style="text-align: center;">Carry out tender & estimating activity</p> <p style="text-align: center;">Carry out conceptual / preliminary re-engineering</p> <p style="text-align: center;">Undertake post-tender activity</p>	CM/PM/MM DE CM/PM/MM	PD-PRO-01 PD-PRO-01 ENG-PRO-01 PD-PRO-01
<p style="text-align: right;">TENDER STAGE</p> <p style="text-align: right;">CONTRACT STAGE</p> <p style="text-align: center;">Undertake contract commencement activity</p> <p style="text-align: center;">Assign project reference</p> <p style="text-align: center;">Undertake post contract activity</p>	CM/PM/MM CM/PM/MM CM/PM/MM	PD-PRO-01 PD-PRO-02 PD-PRO-01
<p style="text-align: right;">CONTRACT STAGE</p> <p style="text-align: right;">PRE-PROJECT STAGE</p> <p style="text-align: center;">Appointment of Manager in charge of project</p> <p style="text-align: center;">A</p>	MD	PD-PRO-02

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Activity	Responsibility	References
<pre> graph TD A{{A}} --> P1[Prepare a Project Quality Plan or obtain one from Customer (Where required customize method statements and inspection & test plans to meet project specific requirements)] P1 --> P2[Review design for re-engineering and conduct risk & opportunity assessment] P2 --> P3[Determine Installation / Maintenance methodology or alternative as appropriate] P3 --> P4[Prepare master project programme and resource schedule] P4 --> P5[Prepare project budget and projected cash flow] P5 --> P6[Undertake relevant project initiation activity, resource mobilization, site safety initiative and risk preventive actions] P6 --> B{{B}} D1[/Obtain construction drawings from Customer (if applicable)/] --> P6 P6 --> D2[/Make submissions to authorities/] P6 --> D3[/Prepare and submit performance bond and insurance to Customer/] </pre>	<p>PM/MM</p> <p>DE/MD</p> <p>PM/MM</p> <p>CM/PM/MM</p> <p>CM/PM/MM</p> <p>PM/MM</p> <p>PM/MM</p> <p>FAM</p>	<p>Project Quality Plan PD-PRO-02</p> <p>PD-PRO-03 OCS-PRO-01</p> <p>PD-PRO-04</p> <p>PD-PRO-02</p> <p>PD-PRO-01</p> <p>PD-PRO-03</p> <p>PD-PRO-04</p> <p>PD-PRO-02</p> <p>PD-PRO-02</p>

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Activity	Responsibility	References
	<p>PURE/CM</p> <p>PURE/CM</p> <p>CM/PM/MM</p> <p>PM/MM</p>	<p>PD-PRO-02</p> <p>PD-PRO-03</p> <p>PD-PRO-03</p> <p>PD-PRO-04</p>
<p align="center">PRE-PROJECT STAGE</p> <p align="center">PROJECT STAGE</p>	<p>PM/MM</p> <p>PM/MM</p> <p>PM/MM</p> <p>PURE</p> <p>CM</p> <p>PM/MM</p> <p>PE</p>	<p>Project Quality Plan PD-PRO-05 PD-PRO-18</p> <p>PD-PRO-02</p> <p>PD-PRO-02</p> <p>PD-PRO-03</p> <p>PD-PRO-03</p> <p>Inspection & Test Plan PD-PRO-06</p> <p>PD-PRO-08</p>

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	<p>PE</p> <p>PE</p> <p>PM/MM</p> <p>PM/MM</p> <p>PM/MM</p> <p>PE</p> <p>CM/PM/MM</p> <p>PM/MM</p> <p>PM/MM</p> <p>PM/MM</p> <p>PM/MM</p>	<p>PD-PRO-02</p> <p>PD-PRO-09</p> <p>PD-PRO-05</p> <p>Inspection & Test Plan PD-PRO-06</p> <p>PD-PRO-05</p> <p>PD-PRO-08</p> <p>PD-PRO-03</p> <p>Inspection & Test Plan PD-PRO-06</p> <p>QSA-PRO-03</p> <p>QSA-PRO-03</p> <p>QSA-PRO-06</p>

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Activity	Responsibility	References
<p>Handover project to Customer</p>	PM/MM	PD-PRO-12
PROJECT STAGE		
POST-PROJECT STAGE		
<p>Undertake demobilisation activity</p>	PM/MM	PD-PRO-12
<p>Prepare project final accounts</p>	PM/MM	PD-PRO-13
<p>Prepare as-built drawings and operations & maintenance manuals</p>	DE/PM/MM	PD-PRO-11
<p>Monitor project throughout defects liability period</p>	PM/MM	PD-PRO-15
<p>Handling of Customer Complaints</p>	PM/MM	QSA-PRO-03
<p>Adopt non-conformance procedure</p>	PM/MM	QSA-PRO-03
<p>Carry out corrective action</p>	PM/MM	QSA-PRO-06
<p>Archive project records as per RRL</p>	AE	QSA-PRO-01
POST-PROJECT STAGE		
SERVICING STAGE		
<p>Carry out servicing works (if applicable)</p>	PM/MM	PD-PRO-17
SERVICING STAGE		
<p>End</p>		