

HEXATECH	COMPANY ADMINISTRATION	Issue No. 1	Document Effective Date: 01 Mar 2017	Page 1 of 17
	Company Filing Index (CFI)	Revision No. 0		Document Ref: AD-REC-CFI

1. FILING & OUTGOING CORRESPONDENCE IDENTIFICATION FORMAT:

QSA 01/	YY/	001
(1)	(2)	(3)

Stands for: **Function / Subject Matter File Number / Year / Correspondence Running Number**
 (1) (2) (3)

Example: QSA01/17/001/TN/001 = This is the first correspondence running document reference number (001) for matters relating to Quality Management System Policies & Regulations.

Example:

HRA 05/	YY/	002
FIN 05/	YY/	003

Example: HRA05/17/002 =

Second correspondence running document refernece number (002) for Recruitment & Selection.

Example: FIN05/17/003 =

Third correspondence running document refernece number (003) for Credit Facilities.

(1) **QSA/** 3 alphabets with a forward slash representing the function or subject matter of document and record to be filed.

- SEC Secretarial and Legal
- ADM Company Administration
- HRA Human Resource Administration
- FIN Finance & Accounting
- QSA Quality System Administration
- ENG Engineering Services
- PRM Project Management
- SCM Supply Chain Management
- MKG Marketing
- COR Master Correspondence

(2) **01/** 2 digits number obtained from the subject name file assigned in series.

(3) **001** 3 digits running number which is obtained from the Master Outgoing Correspondence Log starting with 001.

Note: Using QSA/500 - Quality Management System Policies & Regulations - if the file is full, an extension file can be opened to add an alphabet as below:

QSA 01/17/001
QSA 01/17/A/002
QSA 01/17/B/003

FILE 1 QSA01/ - First file for Quality Management System Policies & Regulations.

FILE 2 QSA01/17/A - 2nd file with 'A' extension if first file is full for External Quality Audit Reports.

FILE 3 QSA01/17/B - 3rd file with 'B' extension if 2nd file is full for External Quality Audit Reports.

2. QMS DOCUMENT IDENTIFICATION FORMAT:

QSA-PRO 01
(1) (2)

EXAMPLE: QSA-01 = Control of QMS Documented Information

PD-01 = Project Budgetary Control Procedure

- (1) **QSA-** 3 or 2 alphabets with PRO (Procedure) and a dash representing the name of the process or clause within ISO 9001 Quality Management System (QMS). It can also represent the type of QMS document or process being assigned.

EXAMPLES:

QMS-	=	Quality Management System Requirement	QMS-03	=	4 - Context Of Organization
QSA-	=	Quality System Administration	QSA-04	=	Internal Quality Audit Procedure
HRA-	=	Human Resource Administration	HRA-02	=	Recruitment Procedure
AD-	=	Company Administration	AD-02	=	Management Meetings Procedure
OCS-	=	Operation Control Services	PD-04	=	Customer Satisfaction Procedure
ENG-	=	Engineering Services	ENG-01	=	Design & Development Procedure
PD-	=	Project Management	OCS-01	=	Risk Management Procedure
CPD-	=	Contracts & Purchasing Services	CPD-01	=	Tender & Contracts Procedure

- (2) **01** 2 digits running number starting at 01 for each QMS document related to the process undertaken at each department within the Company.

3. QMS RECORD IDENTIFICATION FORMAT:

HRA- REC- JAF
(1) (2) (3)

EXAMPLE: HRA-REC-JAF = Job Application Form
(Department Name)-(Record)-(Running Number)

(1) (2) (3)

For Job Description (JD):

HRA- JD- SMM
(1) (2) (3)

- (1) **HRA-REC-** 3 or 2 alphabets with a dash representing the name of the department within the Company.

QSA-	=	Quality System Administration Department
HRA-	=	Human Resource Administration
AD-	=	Company Administration
PD-	=	Project Department
ENG-	=	Engineering Department
OCS-	=	Operation Control Services
CPD-	=	Contracts & Purchasing Services

EXAMPLES:

HRA-JD-MD	=	Managing Director
HRA-JD-EM	=	Engineering Manager
HRA-JD-PURE	=	Purchasing Executive
HRA-JD-IM	=	ISO Manager
HRA-JD-SK	=	Storekeeper

- (2) **REC-** 3 fixed alphabets with a dash representing itself as a Quality Management System (QMS) record.

- (3) **JAF** 2 or more alphabets for each QMS record related to the name of the record for specific process undertaken at each department within the Company

EXAMPLES:

ENG-REC-DC	=	Design Checklist
PD-REC-PL	=	Project Log

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 3 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE		
			AE		
100	SECRETARIAL AND LEGAL				
SEC/101	Company Documentation	Register of Business (ROB), Register of Company (ROC), Forms 9, 24, 44, 49, 32, etc	Yes		
SEC/102	Agreements	Joint Venture/Partnership Agreements, Tenancy Agreements, Agency Agreements, Business Agreements, etc.	Yes		
SEC/103	Legal Matters	Law suites, legal letters to collect debts, etc.	Yes		
SEC/104	Secretarial & Legal Matters - General	All of the above (for Branch or Site Office use)	Yes		

HEXATECH	COMPANY ADINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 4 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			AE	
ADM	COMPANY ADINISTRATION (ADM)			
ADM01	Company Policies, Rules and Regulations	Any policies relating to company operations besides quality system processes	Yes	
ADM02	Office and Staff Administration	Office procedures and matters relating staff welfare	Yes	
ADM03	Company Annual Dinner, Meeting and Conventions	Programmes, Minutes of meetings, Agenda, etc	Yes	
ADM04	Company Profile and Advertisement	Graphic designs for profiles, adverts, etc	Yes	
ADM05	Computerization, Other Maintenance and Services	Systems Administration, Computer Services, Cleaning Services, Air-Cond Maintenance, Laundry Services, Intercom/PABX Services, Photostating Services, Office Equipment Repair & Maintenance Services, Medical Clinics Panel, Petrol Cards, etc	Yes	
ADM06	Licensing Documentation	JBE, Telekom, CIDB, Petronas, PKK, TNB, JKR	Yes	
ADM07	Government Documentation	Kementerian Sumber Manusia, EPF, SOCSO, IRB, etc.	Yes	
ADM08	Administration Matters - General	All of the above (for Branch or Site Office use)	Yes	

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 5 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			HRM	
HRA	HUMAN RESOURCE ADMINISTRATION (HRA)			
HRA01	Human Resource Administration - Personnel Profile, Policies, Rules & Regulations	Employee or company personnel profile, personnel presentation, HR policies, rules & regulations, employee handbook, etc.	Yes	
HRA02	Recruitment & Selection	Recruitment advertisement, search, resume, CV, candidate selection, employee job application form, interview arrangement & result, issuance of appointment letter, etc.	Yes	
HRA03	Job Descriptions	Duties & responsibilities of each position, job functions, terms of reference, etc.	Yes	
HRA04	Employee Competency Development & Training	Induction training, competency upgrading, skill training needs analysis, continuing learning & development for employees, training plan, training budget, training quotation, trainer profile, training manual/kits, attendance, training evaluation form, etc	Yes	
HRA05	Employee Remuneration, Welfare, Loan & Subsidies	Documentation for grade, remuneration package (basic pay, allowance, bonus, etc.), pay slips, income tax returns, personal loan, study loan, scholarship, computer loan, membership subsidies, staff welfare, etc.	Yes	
HRA06	Employee Disciplinary and Industrial Issues	Misconduct reports, disciplinary actions, industrial matters, labour issues, warning letters, show clause letters, etc.	Yes	
HRA07	Personnel File	One Personnel File for one employee. Filing of all records specific to each employee such as employee job application form, resume, CV, photocopy NRIC, photocopy driving license, letter of appointment, individual job descriptions, induction checklist, leave record, medical chits, personnel training record, training certifications, review of appointment record, promotion, resignation letter, disciplinary record, termination letter, etc.	Yes	
HRA08	Employee Payroll	Monthly salary reports, EPF/Socso/PCB records, etc.	Yes	
HRA09	Employee Insurance & Medical	Insurance and medical benefits and reports for employee.	Yes	

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 6 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			FAM	
FIN	FINANCE AND ACCOUNTING (FIN)			
FIN01	Accounting & Financial - Policies, Rules & Regulations	Policies, rules & regulations pertaining to finance and accounting matters.	Yes	
FIN02	Credit Facilities	Leasing, BG, BA, Performance Bond, Letter of Credit, Overdraft, Bank Draft, etc.	Yes	
FIN03	Management Accounting & Financial Audit	Management accounting reports such as cash flow, profit & loss, balance sheet, trial balance, audit reports, financial statements, etc.	Yes	
FIN04	Bank Statements	Statement of accounts from bank, etc	Yes	
FIN05	Company Assets & Depreciation	List of office equipment, plant and machinery, test equipment, furniture and fittings, vehicles, office renovation, property with date of purchase, purchase cost, accumulated depreciation, NBV, etc.	Yes	
FIN06	Taxation, GST and Duties	Corporate income tax, sales tax, service tax, import/export duties, etc.	Yes	
FIN07	Insurance	Life/PA/Medical insurance for employees, workmen compensation insurance, all risks insurance, fire/burglary/stockholding/cash-in-transit insurance, insurance bond, any other insurance requirement in support of company operations, vehicle insurance, etc.	Yes	
FIN08	Utility Bills	Bills on electricity, water, gas, sewage, solar power, etc.	Yes	
FIN09	Accounting Monthly Reports	Filing of printed receivable, payable, inventory, cash book, P&L, trial balance, balance sheet, etc. derived from automated accounting system.	Yes	
FIN10	Vendor Delivery Order & Invoices	Filing of vendor's delivery order, invoices, vendor credit notes, vendor debit notes, carriage claims, etc	Yes	
FIN11	Accounting Vouchers	Filing of petty cash vouchers, payment vouchers, journal vouchers, debit and credit notes, etc.	Yes	

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 8 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			IM	
500	QUALITY SYSTEM ADMINISTRATION (QSA)			
QSA01	Quality Management System Policies & Regulations	Policies and regulations relating to Quality Management System (QMS), Sirim ISO standards, Standards Malaysia, and other certification bodies.	Yes	
QSA02	Quality Management System Documentation	Control of QMS documents and records and other documents relating to quality system. Document Distribution List (QSA-REC-DDL), Read Memo (QSA-REC-RM), Document Change Notice(QSA-REC-DCN), QMS Amendment Log (QSA-REC-QAL), QMS Document & Record Storage Label(QSA-REC-QDRSL), Documents & Records Archiving Log (QSA-REC-DRAL).	Yes	
QSA03	External Quality Audit Reports	External quality audit (certification) documentation such as adequacy (stage 1) audit report, compliance (stage 2) audit report, surveillance audit report, re-assessment audit reports, other audit reports from third party or external party, etc.	Yes	
QSA04	Internal Quality Audit Reports	Internal quality audit yearly schedule, checklist, observation reports, non-conformity reports, follow-up and resolution, etc.	Yes	
QSA05	Non-Conformance Documentation	Filing of customer complaints and non-conformance reports, follow up and resolution.	Yes	
QSA06	Quality Data Statistical Control Documentation	Compilation of data and analysis of data to meet required quality objectives.	Yes	
QSA07	Management Review Meeting	Minutes of meeting of management reviews, etc.	Yes	

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 9 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			DE	
ENG	ENGINEERING SERVICES (ENG)			
ENG01	Engineering Services	Engineering Data, Technical Design Input matters on provision of engineering services such as project implementation technical presentation, technical briefing, re-engineering proposal, etc.	Yes	
ENG02	Technical Drawings	Incoming Technical Drawings, AUTOCAD drawings, all correspondences relating to technical drawings.	Yes	
ENG03	Inspection Plan & Checklists	All matters relating to site inspection, inspection activities, inspection & test plan and all inspection checklists.	Yes	
ENG04	Testing Reports	All matters relating to product testing, testing standards, testing procedures, etc.	Yes	
ENG05	Monitoring of Inspection, Measuring & Testing Equipment	All matters relating to control and monitoring of inspection, measuring and testing tools and equipment. Master Equipment Calibration Tracking Schedule & Calibration Measuring Accuracy Standards For Testers Table.	Yes	

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 10 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			PM	
PRM	PROJECT MANAGEMENT (PRM)			
PRM01	Tender Documentation	Pre-qualification document, Tender documents, Tendering Fees, Earnest Money, etc	Yes	
PRM01/YY/0001/TN/01	Tender - Project A (Specify full project name)	All tender documents, Suppliers and Sub-Contractor quotations relating to Project A	Yes	
PRM01/YY/0002/TN/01	Tender - Project B (Specify full project name)	All tender documents, Suppliers and Sub-Contractor quotations relating to Project B	Yes	
PRM01/YY/0003/TN/01	Tender - Project C (Specify full project name)	All tender documents, Suppliers and Sub-Contractor quotations relating to Project C	Yes	
PRM02	Contract Documentation	Main Contract, Sub-Contract, Letter of Award, Memorandum of Understanding (MOU), Memorandum of Acceptance (MOA), etc	Yes	
PRM03	Project Management Documentation	Appointment of Manager in charge of Project, Project Pre-Planning and Mobilization instructions, etc	Yes	
PRM04	Design & Development	All documents relating to Design & Development		

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 11 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			PM	
PRM	PROJECT MANAGEMENT (PRM)			
PRM05 PRM05/YY/0001/TN/001	Project A (Specify full project name)	<p>Project Quality Plan (this Plan is issued for projects costing RM200,000.00 and above only). Project Summary & Planning List (this List is issued for projects costing below RM200,000.00).</p> <p>Quality System (QS Related Procedures, NCR, CAR, IQA Reports, Change Forms)</p> <p>Site Safety Plan</p> <p>Designs, Drawings and Instructions.</p> <p>Schedule and Progress (Master Works Program, Schedule of Work, Progress Reports, Monthly Reports, Site Diary)</p> <p>Sub-Contractors Claims (Incoming and outgoing correspondence, Appointment of Sub-Contractors, Sub-Contractors Awards List, Sub-Contractor Performance and Assessment, Quotations, Letter of Award)</p> <p>Minutes of Meetings (Project Site Meetings, Coordination Meetings, Sub-Contractors Meetings, Consultant's Meetings, Safety Committee Meetings, Defects Meetings)</p> <p>Inspection and Test (Request Inspection Records, Test Results, Receiving Inspection Checklists, Certificates)</p> <p>Materials Requisition (Suppliers' Quotation, Purchasing Requisitions Forms)</p> <p>Progress Claims and VO Quotations to Client (Claims certificates and collection)</p> <p>Post Project (Demobilization, CPC and Handing Over Reports)</p>	Yes	

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 12 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			PM	
PRM	PROJECT MANAGEMENT (PRM)			
PRM05 PRM05/YY/0002/TN/001	Project B (Specify full project name)	<p>Project Quality Plan (this Plan is issued for projects costing RM200,000.00 and above only). Project Summary & Planning List (this List is issued for projects costing below RM200,000.00).</p> <p>Quality System (QS Related Procedures, NCR, CAR, IQA Reports, Change Forms)</p> <p>Site Safety Plan</p> <p>Designs, Drawings and Instructions.</p> <p>Schedule and Progress (Master Works Program, Schedule of Work, Progress Reports, Monthly Reports, Site Diary)</p> <p>Sub-Contractors Claims (Incoming and outgoing correspondence, Appointment of Sub-Contractors, Sub-Contractors Awards List, Sub-Contractor Performance and Assessment, Quotations, Letter of Award)</p> <p>Minutes of Meetings (Project Site Meetings, Coordination Meetings, Sub-Contractors Meetings, Consultant's Meetings, Safety Committee Meetings, Defects Meetings)</p> <p>Inspection and Test (Request Inspection Records, Test Results, Receiving Inspection Checklists, Certificates)</p> <p>Materials Requisition (Suppliers' Quotation, Purchasing Requisitions Forms)</p> <p>Progress Claims and VO Quotations to Client (Claims certificates and collection)</p> <p>Post Project (Demobilization, CPC and Handing Over Reports)</p>	Yes	

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 13 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			MM	
PRM	PROJECT MANAGEMENT (PRM) - MAINTENANCE			
PRM06 PRM06/YY/0001/TN/001	Maintenance Work A (Specify full maintenance work name)	<p>Quality System (QS Related Procedures, NCR, CAR, IQA Reports, Change Forms) Site Safety Plan Designs, Drawings and Instructions. Schedule and Progress (Master Works Program, Schedule of Work, Progress Reports, Monthly Reports, Site Diary)</p> <p>Sub-Contractors Claims (Incoming and outgoing correspondence, Appointment of Sub-Contractors, Sub-Contractors Awards List, Sub-Contractor Performance and Assessment, Quotations, Letter of Award) Minutes of Meetings (Project Site Meetings, Coordination Meetings, Sub-Contractors Meetings, Consultant's Meetings, Safety Committee Meetings, Defects Meetings) Inspection and Test (Request Inspection Records, Test Results, Receiving Inspection Checklists, Certificates) Materials Requisition (Suppliers' Quotation, Purchasing Requisitions Forms) Progress Claims and VO Quotations to Client (Claims certificates and collection) Post Project (Demobilization, CPC and Handing Over Reports)</p>	Yes	

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 14 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			MM	
PRM	PROJECT MANAGEMENT (PRM) - MAINTENANCE			
PRM06 PRM06/YY/0002/TN/001	Maintenance Work A (Specify full maintenance work name)	<p>Quality System (QS Related Procedures, NCR, CAR, IQA Reports, Change Forms)</p> <p>Site Safety Plan</p> <p>Designs, Drawings and Instructions.</p> <p>Schedule and Progress (Master Works Program, Schedule of Work, Progress Reports, Monthly Reports, Site Diary)</p> <p>Sub-Contractors Claims (Incoming and outgoing correspondence, Appointment of Sub-Contractors, Sub-Contractors Awards List, Sub-Contractor Performance and Assessment, Quotations, Letter of Award)</p> <p>Minutes of Meetings (Project Site Meetings, Coordination Meetings, Sub-Contractors Meetings, Consultant's Meetings, Safety Committee Meetings, Defects Meetings)</p> <p>Inspection and Test (Request Inspection Records, Test Results, Receiving Inspection Checklists, Certificates)</p> <p>Materials Requisition (Suppliers' Quotation, Purchasing Requisitions Forms)</p> <p>Progress Claims and VO Quotations to Client (Claims certificates and collection)</p> <p>Post Project (Demobilization, CPC and Handing Over Reports)</p>	Yes	

