

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	