

HEXATECH	OPERATIONS CONTROL SERVICES	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
	Organizational Knowledge Monitoring Chart	Revision No.: 0		Document Ref.: OCS-REC-OKMC

DEPARTMENT: Operations Control Services - Managing Director (MD) Profolio **STATUS DATE: 01 Mar 2017**

No.	Sustainability Method Used	Reason for Methodology Used	Targeted Personnel	2017 Activities	Action By	Target Completion Date	Actual Activities Conducted	Actual Completion Date
1	Method Statements	To capture the Company's engineering and implementation process information in the form of method statements. It shall have a process that gives specific way to avoid problems, and are written down and should be easily understood for knowledge capture.	Engineering, Project, Maintenance & Safety Personnel	To encourage at least one new Method Statement to be made by the following personnel for year 2017: DE, PM, MM, PENG & PE.	DE / PM / MM / PENG / PE	31 Dec 2017		
2	Checklists	To capture method for retaining simple knowledge that comprised of a number of things to check before a project or task is completed.	Engineering, Project, Maintenance & Safety Personnel	To encourage at least one new Checklist to be made by the following personnel for year 2017: DE, PM, MM, PENG & PE.	DE / PM / MM / PENG / PE	31 Dec 2017		
3	Specialized Training Packages	To record the Company's organization knowledge such as case studies of actual problematic incident related to Company's M&E implementation and service provision.	MD, DE, CM, PM, MM, HRM, IM	To select at least one new incident to be recorded as a Case Study for year 2017 for use in training sessions or to be tabulated for meeting discussions.	MD	31 Dec 2017		
4	On-the-job Training (OJT)	To conduct on cases whereby the knowledge are not able to be recorded by assigning a senior and experienced person to transfer the undocumented organizational knowledge to others.	CE, PENG, PE, PS	All departmental heads are to assign a senior and experienced person under their charge as the main OJT trainer.	DE / CM / PM / MM	31 Dec 2017		
5	Knowledge Database	To post online in order to capture the knowledge or problems or successes that have occurred in a database for review purposes.	MD, IM, ISO Consultant	QMS documented information are to be stored online and updated regularly for easy retrieval by authorized personnel.	IM / ISO Consultant	31 Dec 2017		

Remarks:	Prepared by:	Approved by:	Recorded by:
	Signature: Name: Appointment: IM Date:	Signature: Name: Appointment: MD Date:	Signature: Name: Appointment: QSAE Date: