

HEXATECH	PROJECT MANAGEMENT	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 2
	Work Instructions For Subcontractor	Revision No.: 0		Document Ref.: PD-REC-WIFSC2

1. **WORK INSTRUCTION NO:** HE/PD/WI/023 **DATE:** 01 Mar 2017

2. **PROJECT NAME:**
MRT Package S7 Electrical Installation Works –Lightning Protection & Earthing System.

3. **PURPOSE**
The purpose of this work instruction is to provide the outsourced vendor (subcontractor/subcon) with the work instruction for installation of Lightning Protection & Earthing System.

4. **SCOPE**
This work instruction covers the Electrical Services to be provided by Project Department to ensure the efficient implementation of the project.

5. **REFERENCE**
MS ISO 9001:2015 Clause 8.4

6. **DEFINITION / ABBREVIATION**
MD - Managing Director
PM - Project Manager
IM - ISO Manager
PIC - Person In Charge
QSAE - Quality System Administration Executive

7. **INSTRUCTIONS**

STEP	PIC	INSTRUCTIONS	INTERFACE
1	MD	Main authority to approve all work instructions to outsourced vendor.	
2	PM	Preparation and issuance of all work instructions to outsourced vendor.	
3	IM	Coordinate and enforce the requirement for outsourced vendor to conform to quality management practices.	
4	QSAE	Receive records from outsourced vendor, ensure such records are verified by PM and approved by MD before keeping the record in accordance to Company Filing System requirement.	

HEXATECH	PROJECT MANAGEMENT	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 2 of 2
	Work Instructions For Subcontractor	Revision No.: 0		Document Ref.: PD-REC-WIFSC2

STEP	PIC	INSTRUCTIONS	INTERFACE
5	PM	Responsible for project implementation, technical coordination, shop drawings, method statements, progress claim and variation order.	
6	Vendor	<p>Package V7 MRT Koperasi – To conduct concealed conduit installation works as follows:</p> <p>(1) Lightning Protection & Earthing Works as per approved drawings no. KVMRT-MTDC-SBK—PKG7-TAKS-EL-LTP-001 & 002.</p> <p>(2) Start work: 01 April 2017.</p> <p>(3) Required completion date: August 2018</p> <p>Subcon Scope of works:</p> <p>To provide all labour, agreed materials, subcon equipment, temporary works, transport to and from and in or about the site and everthing whether of temporary or permanent nature required in and for such construction and completion as per contract/letter of award written.</p>	
Prepared by:		Approved by:	Acknowledgement and accepted by Vendor (Subcon):
Signature:		Signature:	Signature:
Name:		Name:	Name:
Appointment: PM		Appointment: MD	Appointment: Subcon
Date:		Date:	Date: