

HEXATECH	PROJECT MANAGEMENT	Page 1 of 4
	<b>Project Engineering &amp; Methodology Procedure</b>	Document Ref: PD-PRO-01

## **OBJECTIVE**

To outline the procedure by which a project engineering and methodology is carried out.

## **SCOPE**

This procedure shall apply for M & E projects.

## **REFERENCES**

ISO 9001:2015 Clause 8.5

## **DEFINITIONS**

Nil.

Issue No.: 1	Revision No.: 0	Document Effective Date: 01 Mar 2017
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Activity	Responsibility	References
<pre> graph TD     Start([Start]) --&gt; S1((1))     Start --&gt; S2((2))     S1 --&gt; A1[Identify project team required to manage the project as per scope of contract]     S2 --&gt; A2[Prepare a Site Organisation Chart. Define the Revision No., and Effective Date on the chart]     A1 --&gt; A3[Verify on Site Organisation Chart and submit to customer for approval where required]     A2 --&gt; A3     A3 --&gt; A4[Display the Site Organization Chart at site office ( if available)]     A4 --&gt; A5[For the appointment of relevant key positions *, the following criteria shall apply :- 1. Experience / Qualification 2. Present commitments / work load 3. Project specific requirements]     A5 --&gt; A6[Carry out mobilisation activity as per procedure]     A6 --&gt; End([End])     A6 -- 3 --&gt; A5 </pre> <p>* Relevant Key Positions (as applicable)</p> <ol style="list-style-type: none"> <li>1. PM/MM/DE/CM/OD/MD</li> <li>2. Site Manager/PE/PC</li> <li>3. Site Supervisor</li> <li>4. Others</li> </ol>	<p>PM</p> <p>PM</p> <p>PM</p> <p>PE</p> <p>PM</p> <p>PM</p>	<p>Site Organization Chart</p> <p>Site Organization Chart</p> <p>Site Organization Chart</p>

Activity	Responsibility	References
<pre> graph TD     Start((1)) --&gt; A[Prepare relevant submissions to authorities (TNB, Telekom, etc) if required]     A --&gt; B[Submit submissions to relevant authorities for approval if required]     B --&gt; C[Prepare Shop Drawings for Consultant approval]     C --&gt; D[Submit the Shop Drawings to Consultant for approval]     D --&gt; E{Is the Shop Drawings approved?}     E -- No --&gt; C     E -- Yes --&gt; F[Determine installation methodology in compliance with approved Shop Drawings]     F --&gt; End((3)) </pre>	<p>PM</p> <p>PM</p> <p>PM/DE</p> <p>PM/DE</p> <p>PM</p>	<p>Shop Drawings</p> <p>Shop Drawings</p>

