

HEXATECH	PROJECT MANAGEMENT	Page 1 of 4
	M&E Project Installation Works Procedure	Document Ref: PD-PRO-03

OBJECTIVE

To outline the procedure by which the M&E project installation works are carried out.

SCOPE

This procedure shall apply for M&E projects.

REFERENCE

ISO 9001:2015 Clause 8.5

DEFINITIONS

- NIL -

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Activity	Responsibility	References
<p style="text-align: center;">Start</p> <p>Provide Project Quality Plan (if required) and contract documents at the project site as per procedure. Carry out project installation works in accordance to the Project Quality Plan and Contract Documents</p>	PM	Project Quality Plan Contract Documents
<p>For specialist works, obtain method statements from specialist Sub-Contractors. Review and approve the method statements. Incorporate the method statements in the Project Quality Plan. Ensure that the Sub-Contractors implement the method statements.</p>	PM	Method Statements Project Quality Plan
<p>Prepare the project programme and site organisation chart as per procedures and display at site office</p>	PM	Project Programme Site Organisation Chart
<p>Where required by contract, submit samples and brochure / specifications of materials to customer / customer's representative for approval to use.</p>	PM	
<p>For substitute materials, submit samples and brochure / specifications to customer / customer's representative and obtain approval prior to use.</p>	PM	
<p>Carry out requisition of materials as per Materials Requisition Form and procedure.</p>	Project Executive Project Coordinator Site Supervisor	Materials Requisition Form
<p>Upon delivery of materials at site, carry out receiving inspection and tests as per Inspection and Test Plan (I&TP) and procedure.</p>	Project Executive Project Coordinator Site Supervisor	Inspection & Test Plan
<p>A</p>		

Activity	Responsibility	References
<pre> graph TD A{{A}} --> B[Carrying out handling & storage of materials (incl. customer supplied materials) as per procedures] B --> C[Record daily activities in Daily Report (if necessary)] C --> D[Ensure that the identification of project and traceability of works and materials are carried out as per procedure.] D --> E[Carry out work-in-progress inspection and testing of M&E works as per procedure and Inspection & Test Plan (I&TP)] E --> B2{{B}} </pre>	<p>Project Executive Project Coordinator Site Supervisor</p> <p>Project Coordinator</p> <p>Project Coordinator</p> <p>PM</p>	<p>Daily Report</p> <p>Inspection & Test Plan (I&TP)</p>

Activity	Responsibility	References
<pre> graph TD B{{B}} --> A[Prepare As-Built Drawings and operations & maintenance manuals upon partial / full completion of project as per procedure] A --> B[Carry out post - project activities as per procedure] B --> C[File and maintain all relevant documents and data as per procedure and CFI] C --> D([End]) </pre>	<p>Project Engineer Project Executive Project Coordinator</p> <p>PM Project Executive Project Coordinator Site Supervisor</p> <p>Admin. Executive</p>	<p>As-Built Drawings Operations & Maintenance Manual</p> <p>CFI</p>