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	The Cruze Emergency Response Plan Procedure			Document Ref: PD-S-PRO-09

1. Purpose

The purpose of this procedure is to allow the management of Mcc Technique Sdn. Bhd. and its group of Companies to plan and monitor the implementation and effectiveness of the Emergency Response Plan (ERP) at their office premise called The Cruze @ Puchong.

2. Scope

This procedure covers the coordination efforts of Mcc Technique Sdn. Bhd. with all building occupants of The Cruze office premises to ensure that they are well versed with the operation of the ERP and are constantly put into practice for protection from any further harm during an emergency situation.

3. Reference

MS ISO 9001:2015 Clause No. 9.1
Non Conformance & Corrective Action Procedure.

4. Definition / Abbreviation

AM - Administration Director
ERA - Emergency Response Authority
ERP - Emergency Response Plan
ERT - Emergency Response Team
IM - ISO Manager
NCR - Non-conformance Report

5. Procedure Detail

Step	Responsibility	Process Detail	Interface
1	Administration Director (AM)	To undertake the operation of the ERP for The Cruze office premises address at: Mcc Technique Sdn. Bhd. Lot 10 & 12, Jalan PPU 2A, Taman Perindustrian Puchong Utama, 47100 PUCHONG, Selangor, Malaysia. Tel. No.: 03-8066 6678	
2	AM	To implement the ERP as follows: a) Appoint qualified personnel in the Company to work in the assigned Emergency Response Team (ERT) as Floor Wardens for each floor at The Cruze Lot 10 and Lot 12.	ERT Organization Chart

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		b) Liaison with nearby emergency response outfits such as Polis, Bomba, Hospital, Rela, Rescue Squad, etc. known as Emergency Response Authority (ERA). c) Identify the necessary evacuation/ escape route assignments, first aid kit locations and designated assembly areas. d) Earmark and operate critical plants during an evacuation. e) Formulation and compilation of ERP for the office premises and tabulate the ERP Annual Plan. f) Organize, create awareness and train the ERTs and identified key personnel at the office premise. g) Conduct of emergency drills involving fire, earthquake, serious injury, gas and hazardous outbreak, bomb threats, etc. h) ERT to evacuate of the disabled during emergency and conduct head count attendance of all building occupants. i) Conduct ERP event post mortem reports, debrief and other necessary documentation relating to ERP matters.	ERP Annual Plan The Cruze Head Count Checklist ERP Event Report
3	AM	Review and endorse all ERP event reports and documentation accordingly.	ERP Event Report
4	AM	Conduct follow up action on all post mortem ERP reports and refer to the Non Conformance & Corrective Action Procedure should there be any short falls identified in the reports.	Control of Non Conformance & Corrective Action Procedure.
5	AM / IM	If there is non-conformity (NCR) raised, AM to notify IM for further corrective and preventive actions.	Control of Non Conformance & Corrective Action Procedure.

End