

CONFIDENTIAL



ELITE CONSULTANTS & TRAINING PLT

CO. NO. LLP0010071-LGN

HRDC NO. LLP0010071LGN

MOF NO. 465-0002045493

No. 51-2, Jalan Sierra 10/2, Bandar 16 Sierra, 47120 Puchong, Selangor, Malaysia.

Mobile: 012-389 2375, 012-256 8283

Tel: 03-5888 0430, 03-5888 7112

Email: michelle@elitemanagement.com.my

Website: www.elitemanagement.com.my

Your Management Systems Solutions Provider

ISO 9001, ISO 14001, ISO 45001, ISO 22000, HACCP, GMP, GDPMD, ISO 13485, ISO 37001, ISO/IEC 17025, ISO/IEC 27001, ISO 41001, ISO 50001, FSSC 22000, HALAL, BRCGS, SA8000, SEDEX, BSCI, URSA, RBA, FSC, GRS, ESG

9th December 2024

MR. PHILIP YONG
EXECUTIVE DIRECTOR
MCC TECHNIQUE SDN BHD



RE: ISO 45001:2018 CONSULTANCY PROPOSAL

Thank you for inviting us to prepare a consultancy proposal on the above services for your company.

We are pleased to offer our consultancy and training services as stated in our project proposal reference no. **ECT 2024-12-2179** dated **9th December 2024** in its intention to **ISO 45001:2018** standard.

We wish to confirm that our package includes all the relevant training, consulting and audits required to effectively and successfully implement your management system, leading to a **GUARANTEED ISO 45001:2018** standard certification. Our package quoted is eligible for a **100% HRD Corp claim**, if applicable.

Please do not hesitate to contact us at the contact no. **012-3892375** or email **michelle@elitemanagement.com.my** should you require further details/clarification.

We trust that we have met your requirements and look forward to your favourable reply/confirmation.

Thank you and best regards.

Yours sincerely,

ELITE CONSULTANTS & TRAINING PLT

MICHELLE CHEAH
PRINCIPAL CONSULTANT



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"HRD Corp Approved Training Provider"

PRIVATE & CONFIDENTIAL



ISO 45001:2018 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS CONSULTANCY PROPOSAL SPECIALLY DESIGNED FOR:

COMPANY NAME	MCC TECHNIQUE SDN BHD
ATTENTION	MR. PHILIP YONG
POSITION	EXECUTIVE DIRECTOR
ADDRESS	NO. 12, JALAN PPU 2A, TAMAN PERINDUSTRIAN PUCHONG UTAMA, 47100 PUCHONG, SELANGOR.
MOBILE NUMBER	016-662 2021
EMAIL	philip@mcc.com.my

Scan here to add the contact.



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*Please Ctrl + Click the **COMPANY PROFILE & TRACK RECORD** from the below link:*

<http://gofile.me/79vll/FBMDwiUO>

(1) INTRODUCTION

ISO 45001:2018 (Occupational Health and Safety Management Systems) is now published in March 2018 & it will replace OHSAS 18001:2007.

An Occupational Health and Safety (OH&S) Management Systems provides a framework for an organization to identify and control its health and safety risks, reduce the potential for accidents, comply with legislation and improve operational performance.

ISO 45001 requires an organization to formally document the areas that are covered by their OH&S policy and to keep evidence that it is operating according to the requirements of the standard. It is relevant to any organization that wants to conform to legislation and demonstrate to staff and stakeholders that it has systems in place to minimize and eliminate risks.

Requirements of ISO 45001:2018

- Clause 4: Context of the Organization
- Clause 5: Leadership and Worker Participation
- Clause 6: Planning for the Occupational Health and Safety Management Systems
- Clause 7: Support
- Clause 8: Operation
- Clause 9: Performance Evaluation
- Clause 10: Improvement

Benefits of ISO 45001:2018

- Improve employee's morale and safety
- Savings in cost of insurance premiums
- Reduced occupational health & safety risks
- Prevention of potential accidents and ill health
- Enhance reputation among regulators, customers and public

(2) SCOPE OF CONSULTATION PROGRAM

The consultation program shall cover the following scope of work:

STAGE	NO.	CONSULTATION PROGRAM	MAN-DAY
STAGE 1 Awareness Training, Project Planning and Gap Analysis	1	<u>Awareness Training</u> To conduct one session of ISO 45001:2018 Understanding & Application Training	4 (Remote/onsite)
	2	<u>Project Kick-Off Meeting & Gap Analysis</u> - To review the existing client's current practice against ISO 45001:2018 Requirements (Gap Analysis), and to provide a Compliance Checklist/Action List. - Establish a steering committee and appointment of a Management Representative. - Establish Project Planning/Timeline and determine the scope of certification. - Establish a Project Documentation Framework, which consists of OH&S Manual, Job Descriptions, Procedures, Forms, OH&S Policy & OH&S Objectives. - Plant tour and comment/advice on the premise design layout of current existing buildings/facilities that comply with ISO 45001:2018 requirements.	
STAGE 2 Establishment of Documentation, Documentation Briefing & Implementation	3	<u>Documentation</u> - Determination of Organization Context (Internal Issues and External Issues) - Determination of Needs and Expectations of Workers and Other Interested Parties - Identification and Assessment of Risks and Opportunities - Identification of Hazard Identification, Risk Assessment and Control (HIRAC) - Identify Applicable Legal Requirements and Other Requirements Emergency Preparedness and Response Evaluation of Compliance OH&S Target and Program Facilitate Consultation & Participation of Workers Management of Change Emergency Preparedness and Response - To conduct one session of OH&S Legal Requirements Training. Document integration with ISO 9001:2015	20 (Remote/onsite)
	4	<u>Documentation Briefing & Implementation</u> - Conduct documentation briefing on ISO 45001:2018 established for effective implementation and monitoring (Documentation Adequacy Audit). - Prepare Data Analysis Reports for OH&S Objectives.	
STAGE 3 Training, Internal Audit and Management Review	5	<u>Internal Audit Training</u> - To conduct one session of ISO 45001:2018 Internal Audit Training. - A certificate of training attendance will be provided.	8 (Remote/onsite)
	6	<u>Internal Audit</u> - To conduct an Internal Audit for all OH&S Management Systems processes. - To prepare an Internal Audit Report. - To establish the root causes analysis and corrective action based on the internal audit findings and follow-up of corrective action for internal audit findings.	
	7	<u>Management Review</u> - To facilitate Management Review Meeting with top management. - To prepare Minutes of Management Review Meeting.	
STAGE 4 Certification Audit	8	<u>Certification Audit</u> - Assist in the selection of the Certification Body (CB). - Conduct audit plan briefing for Stage 1 Audit and Stage 2 Audit. - Certification Body to perform Adequacy Audit (Stage 1 Audit) & Compliance Audit (Stage 2 Audit). - Support on rectification of non-conformance reports (NCR) issued by the certification body (if any). - Certification Body recommendation and approval, issuance of the certificate.	4 (Remote)

(3) CONSULTATION APPROACH

Process Flow	Methodology	Intervention	Deliverables
<pre> graph TD A[Stage 1 Invoice & Payment, Kick-off & Awareness Training] --> B[Documentation Establishment] B --> C[Documents Reviewed by Client (HODs)] C --> D[Stage 2 Invoice & Payment] D --> E[Internal Audit Training] E --> F[Internal Audit] F --> G[Management Review Meeting] G --> H[Stage 3 Invoice & Payment] H --> I[Certification Audit] I --> J[Obtain ISO 45001 Certificate] </pre>	Stage 1: - Stage 1 invoice will be issued upon signing of this agreement. Upon clearance of stage 1 payment, we shall liaise with the appointed person in charge (PIC) to facilitate the first kick-off meeting & Awareness Training. - WhatsApp group will be created by our Lead consultant as an important communication tool. All relevant ISO members will be invited to this WhatsApp group.	• Consultant • Committee • Employees	1. Awareness Training Material 2. ISO 45001 Standard
	Stage 2: - The consultant will have a face-to-face/remote session with the relevant personnel/ head of the department to establish all levels of documentation. - The consultant will assist in preparing all relevant documentation. - The consultant will send the soft copy of the documents to the relevant personnel to review and confirm. - The consultant will brief all the relevant personnel about the developed management systems, and the customer will start to implement the management systems.	• Consultant • Committee • Employees	3. Integrated Manual 4. Procedures 5. Job Descriptions 6. Work Instructions 7. Forms 8. Risk & Opportunity Assessment 9. HIRARC
	Stage 2 Invoice will be issued once all the documentation is completed and payment shall be made before proceeding to the next stage.		
	Stage 3: - The consultant will email the Internal Audit Training Material and Training Attendance Record to the customer for sharing and training arrangements. A certificate of Internal Audit Training (Digital Certificate) will be provided. - The consultant will conduct an Internal Audit & prepare an Internal Audit Report, and guide the customer in resolving Nonconformance Report (NCR) for inadequacy. - The consultant will guide and assist the customer in compiling a Data Analysis Report for OH&S Objectives. - The consultant will facilitate the Management Review Meeting together with the top management and relevant key personnel to review the effectiveness of the management systems established. - The consultant will prepare the Minutes of Management Review Meeting.	• Consultant • Committee • Employees	10. Internal Audit Training Material 11. Internal Audit Training Certificate 12. Internal Audit Report 13. Management Review Meeting Minutes
	Stage 3 Invoice will be issued on the day of conducting the Management Review Meeting and payment shall be made before proceeding to the next stage.		
	Stage 4: - The consultant will assist in arranging the Certification Body (CB) for the certification audit. - After the external audit, the consultant will assist in resolving NCR (if any).	• Consultant • Committee	14. Audit Program 15. Audit Report
	The customer will obtain the ISO 45001 Certificate from the Certification Body. (Normally one month after compliance audit with condition NCR closed)		
		• Customer	16. Certificate

(4.1) PROJECT TIMESCALES

ELITE CONSULTANTS & TRAINING PLT (ECT) is able to commence the project within two weeks upon receiving of Client's confirmation.

The project is expected to take about **5 months** (to be changed according to CLIENT requirements). The project timescales should be taken as a guide only. Clients can shorten the total time taken if they find that they can speed up their progress. Alternatively, the project timescales may be stretched longer if the Client needs more time for effective implementation. The client shall acquire at least **3 months of implementation records** before proceeding with the certification audit. The schedule does not include the duration required for the third-party certification process.

(4.2) REASONS FOR CHOOSING ELITE CONSULTANTS & TRAINING PLT

1. At **ELITE CONSULTANTS & TRAINING PLT**, we strongly believe in getting to the root of the matter and not just the quick fix. Hence, our consultants employ a holistic, forward-looking and integrated approach to assist you in whatever services we deliver.
2. We are grateful that these values are very much appreciated by existing clients, and new clients referred by those who have experienced working with us.
3. Below are some of our proven track records:
 - Proven 100% of attainment of certification by Certification Bodies.
 - Professional and experienced consultant and trainer in the relevant industries.
 - Wide range of consultancy and training services to fulfil our client needs at all times.
 - Extensive exposure in all types of industries and proven track records in completion of the project as per project schedule.
 - Excellent communication and interpersonal skills to ensure effective consultancy and training results.

(4.3) LONG-TERM SERVICES AVAILABLE WITH NO ADDITIONAL COST INCURRED

No limitation on value-added "REMOTE" consultancy services provided through electronics media after certification to ensure consistency and effectiveness of the management systems implementation.

(4.4) MANAGEMENT SYSTEMS MAINTENANCE (AFTER CERTIFICATION)

We provide after-sales services to assist our customers in maintaining their management systems through separate consultancy proposals such as:

- Updating and reviewing current management systems documentation.
- Conducting internal audit and guiding internal auditors to perform an internal audit.
- Conducting management review together with management staff and training management systems committee to manage their systems.
- Responding to certification audit findings.

(5) PROJECT AGREEMENT

MCC TECHNIQUE SDN BHD officially confirms that **ELITE CONSULTANTS & TRAINING PLT** is appointed to provide consultation services of **ISO 45001:2018** described in proposal number **ECT 2024-12-2179** dated **9th December 2024** subject to the Terms and Conditions contained therein, for the agreed sum of **RM 20,000** (Ringgit Malaysia **Twenty Thousand** only) **inclusive of Klang Valley transportation and accommodation expenses, 100% HRD Corp claimable**, if applicable.

The covered scope shall be inclusive of:

- **Provision of Engineering, Procurement and Construction of Mechanical and Elefctrical Services for Industrial, Commercial, Residential and Amenities Sector (To be advised).**

ELITE CONSULTANTS & TRAINING PLT (ECT) undertakes upon signing this Agreement to provide the services requested, subject to the Terms and Conditions specified.

Payment Schedule:

1 st Payment (40%)	RM 8,000.00	Payable within 14 days upon signing of this Agreement
2 nd Payment (40%)	RM 8,000.00	Payable within 14 days upon completion of Stage 2
3 rd Payment (20%)	RM 4,000.00	Payable within 14 days upon completion of Stage 3

Signed for and on behalf of **ELITE CONSULTANTS & TRAINING PLT** (CO. NO. LLP0010071-LGN)



Date: **09/12/2024**

Signature

Name: **MICHELLE CHEAH**

PRINCIPAL CONSULTANT

Signed for and on behalf of **MCC TECHNIQUE SDN BHD**

Signature

Name: _____

Date: _____

Designation

Company Chop

(6) TERMS AND CONDITIONS OF AGREEMENT

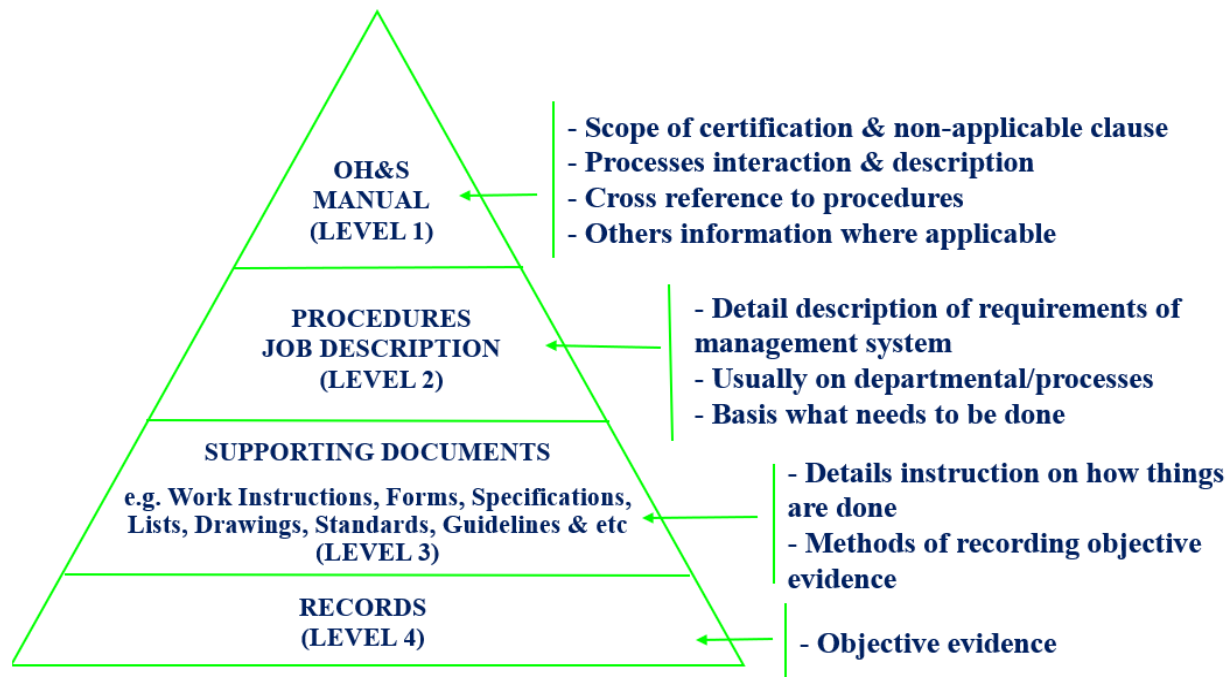
1. ECT shall deliver and complete the consultancy and/or training in accordance with the scope of services as stipulated in this agreement and assure our Client to establish the stated management system and/or secure external certification where applicable.
2. Unless stated otherwise, the professional fee quoted is a lump sum package based on the estimated man-days required by ECT's consultants on the project. No additional charges will be incurred if the actual consultancy sessions exceed the proposed number of man-days. On the contrary, should ECT complete the project in fewer man-days than the proposal, the unutilized consultancy sessions will not be refundable.
3. The fee quoted excludes fees of the certification body, calibration body and external laboratory services if applicable. The client is advised to obtain a separate proposal from their preferred certification body, calibration body and external laboratory.
4. The fee quoted excludes any translation services (i.e. from English to any other languages) on the management systems documents. No additional services of awareness training and internal audit training throughout the consultancy sessions.
5. Unless otherwise stated, the copyright of training videos and materials throughout the scope of services shall be vested to ECT. No training video recording is allowed during training sessions and the scope of services.
6. Unless quoted otherwise, the fee is inclusive of transportation and accommodation expenses to and from the Client's premises with the address as stated in the proposal. In case of additional locations, a mileage at RM 1.00/km and/or accommodation expenses (hotel with 3 stars and equivalent) incurred are chargeable to the Client. ECT shall submit actual receipts to facilitate the claim for the said expenses.
7. ECT shall submit an invoice for work done according to the stages in the proposal. Payment for such invoices shall be due and payable by the Client within fourteen (14) calendar days from the invoice date.
8. The validity period of this proposal is six (6) months from the date of the proposal.
9. Client shall provide appropriate facilities, including but not limited to, internet connection, secured storage facilities for Confidential Information, and secretarial assistance as and when required during ECT's consultancy at Client's premises.
10. Confidentiality Information including but not limited to trade secrets, know-how, ideas, patents research, business plans, marketing information, information of customers, financial situations, information relating to "Personal Data" and any other technical, commercial and/or financial information, either expressed in notes, letters, facsimiles, memoranda, agreements, contracts, analyses, reports, minutes, documents, manuals, compilations, software codes or formulae, electronic mails, or disclosed orally and either identified as confidential at the time of disclosure or reasonably understood, because of the circumstances of disclosure or the nature of the information itself, to be confidential.
11. Non-disclosure either party shall not at any time during or after the agreement divulge or allow to be divulged to any party any Confidential Information relating to or in connection with this agreement or the business or affairs of the other party. Either party shall only disclose the Confidential Information to its employees, staff, and personnel on a "need-to-know" basis.
12. As security for the fulfilment of this agreement, all payments made in accordance with the terms of payment in this agreement are non-refundable.
13. In the event the Client intends to terminate the signed proposal, a written notice of termination shall be served to ECT within fourteen (14) calendar days. The Client shall thereafter remit the balance payment

according to the ongoing consultancy stage in the payment schedule to ECT within fourteen (14) calendar days from the invoice date.

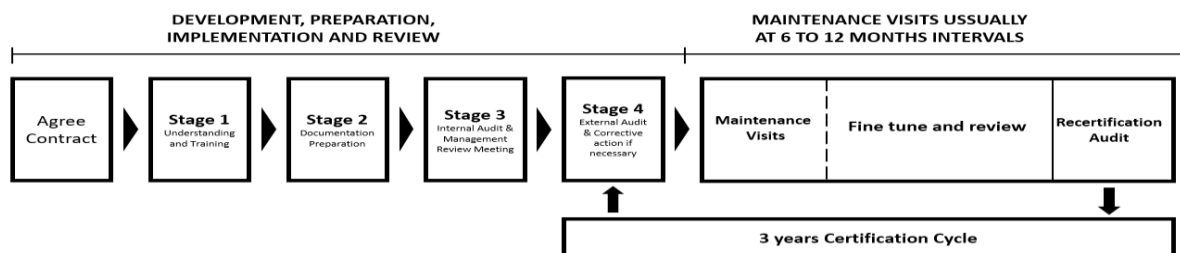
14. Either party reserves the right to claim for the balance payments of incomplete activities as defined in this proposal if another party fails to deliver and/or cooperate for the completion of the scope of services in the proposal within ten (10) months from the date of signing of this proposal.

(7) ISO 45001:2018 DOCUMENT LEVEL

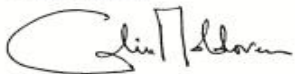
DOCUMENT LEVEL



THE CONSULTATION PROCESS



(8) SAMPLE ISO 45001:2018 CERTIFICATE

	
CERTIFICATE OF REGISTRATION	
This is to certify that the management system of:	
Haco Asia Pacific Sdn Bhd	
Main Site: Lot 5 & 11, Jalan Sungai Kayu Ara 32/37, Taman Berjaya, Seksyen 32, 40460 Shah Alam, Selangor Darul Ehsan, Malaysia	
has been registered by Intertek as conforming to the requirements of:	
ISO 45001:2018	
The management system is applicable to:	
1) Manufacture (roasting, extraction, concentration, spray drying, grinding) of roasted coffee, instant coffee, liquid coffee extract & blended coffee beverages	
2) Blending of powder-based pre-mixes of sauces, salad dressings, seasonings, soups, broths, desserts and other related culinary seasoning and sweetening products	
SAMPLE	
Certificate Number: OS1016288	
Initial Certification Date: 19 January 2021	
Date of Certification Decision: 19 January 2021	
Issuing date: 19 January 2021	
Valid Until: 18 January 2024	
 	
Intertek 	
Calin Moldovean President, Business Assurance Intertek Certification International Sdn Bhd D-28-3, Level 28, Menara Suezcap 1 No. 2, Jalan Kerinchi, Gerbang Kerinchi Lestari 59200 Kuala Lumpur, Malaysia	
Intertek Certification International Sdn Bhd is a STANDARDS MALAYSIA accreditation granted under schedule under Sect 16 (2)(3), Standards of Malaysia Act 1996, Act 549	
	
In the issuance of this certificate, Intertek assumes no liability to any party other than to the Client, and then only in accordance with the agreed upon Certification Agreement. This certificate's validity is subject to the organization maintaining their system in accordance with Intertek's requirements for systems certification. Validity may be confirmed via email at certificate.validation@intertek.com or by scanning the code to the right with a smartphone. The certificate remains the property of Intertek, to whom it must be returned upon request.	
	

(9) CONSULTANT PROFILE



Tommy Yap Gwo Jang (IC No: 720610-14-5115, Trainer ID: 1000122108, TTT Certification No: 16359) graduated with a master's degree in construction management (Project Management) from Heriot-Watt University Scotland, United Kingdom. He is our **director**, a member of the Royal Institution of Chartered Surveyors (UK) (RICS) (Cert. No.1211164), a member of the Institute of Quality Malaysia (IQM), and an **HRD Corp certified trainer**.

Tommy has more than twenty years of working experience in the multinational construction and manufacturing industries. He was entrusted with responsibilities as the Management System Representative, as well as internal quality auditing, before establishing his training and consultancy firm.

He now serves as a consultant and in-house trainer for private companies and non-profit organizations.

Throughout his consultancy career, he has assisted companies in the establishment and attaining the certification of management systems, among others, ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 37001:2016, ISO/IEC 27001:2022, ISO 41001:2018, GRS, FSC, SEDEX, BSCI, RBA, SA8000, URSA, ESG standards. Also, he is often engaged by companies as a consultant involved in management systems maintenance, and internal auditing.

Tommy is very committed to facilitating and delivering company performance training, as well as, quality and productivity improvement solutions. Tommy's area of specialization is in helping organizations to achieve higher productivity, effectiveness and efficiency in their daily work process flow using proven quality-related techniques and tools.

(10) ISO 45001:2018 TRACK RECORD

ISO 45001:2018 (Occupational Health & Safety Management System) Consultation & Training			
No.	Company	Scope of Registration	Certification Body
1.	City Zone Express S/B	General logistics service solution, including general cargo transportation, customs declaration, international freight forwarder, warehousing and distribution service and cross-border land transportation service	NQA
2.	CREC Development (M) S/B	Provision of Civil & Building Construction Works, Property Management and Project Management Services.	INTERTEK
3.	CRRC Kuala Lumpur Maintenance S/B	Provision of maintenance & repair of electric multiple units.	LRQA
4.	CT Services (M) S/B	Provision of calibration services for pressure, time & frequency, temperature, mass, torque, force, and electrical.	BUREAU VERITAS
5.	Denka Construction Solutions Malaysia S/B	Design, manufacturing and trading of specialty chemicals for construction and building.	DNV
6.	Econpile (M) S/B	Provision of installation, testing of bored piles, micro piles and driven piles and construction of sub-structure.	BM TRADA
7.	Eko Tenamik S/B	Manufacture of AC and DC Power Supply Equipment	BUREAU VERITAS
8.	Enotek Engineering S/B	Construction and Maintenance of Retail Buildings and Stations	BUREAU VERITAS
9.	Global Testing Services (M) S/B	Provision of HV Electrical Testing (chemical plant on shore, switch check, switchgear check, TNB substation)	SIRIM
10.	Haco Asia Pacific S/B	Manufacture of coffee products & culinary dried mix	INTERTEK
11.	HULS Engineering S/B HULS Geosynthetics S/B HULS Asia S/B	1) Provision of Construction Services in Civil & Structural Engineering, Hydraulic Engineering (Coastal & River) and Waste Engineering (Liquid & Solid) 2) Supply and Installation of Geosynthetics Products	SIRIM
12.	HZN Associates (M) S/B	Provision of supply, repair and maintenance of oil & gas and marine equipment.	BSI
13.	Ikrar Jaya Bina S/B	Provision of civil, structural, M & E, building, infrastructure, and piling works	BUREAU VERITAS
14.	Innochems Technologies S/B	1) Provision of producing and supplying specialty chemicals 2) Provision of chemical cleaning and decontamination services	AJA
15.	Interplex Malaysia (PB) S/B	Manufacture of medical devices	SIRIM
16.	Jati Tinggi Holding S/B	Provision of electrical & telecommunication cabling, building of infrastructure and related civil engineering works	INTERTEK
17.	Nexperia Malaysia S/B	Design and Production of Semiconductor Products	DEKRA
18.	Octagon Maju S/B	Provision of design, fabrication, assembly and installation of signage	DNV GL
19.	Petra Modular (M) S/B	Design and manufacture of modular housing	LRQA
20.	Prigel Ventures S/B	Provision of Transport of Passengers, Logistics & Support Transport Activities. Trading and supply of Mechanical & Electrical Parts related to Boats and Vessels for marine and oil & gas industries. Warehousing and storage.	BUREAU VERITAS
21.	Rosado Tradeline S/B	Project Management for Building Construction and Civil Engineering Works	INTERTEK

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WEBSITE: www.elitemanagement.com.my

22.	STEC Mastika Nuri S/B	Provision of building construction and associated infrastructure.	GCL
23.	T7 Global Berhad T7 Gastec S/B Tanjung Offshore Service S/B	Provision for the Management Services to Its Group of Companies. Provision for the Project Management Services, Construction and Fabrication, Procurement and Supply, Installation and Commissioning of Mechanical, Onshore and Offshore Facilities	BUREAU VERITAS
24.	VSMS S/B	Provision of the exhibition, event, roadshow, conference services & interior design services.	GIC
25.	Worktime Engineering S/B	Building construction, infrastructure, telecommunications, civil engineering, mechanical & electrical, other related engineering works and project management	INTERTEK
26.	YM Teras S/B	Project management for infrastructure, civil engineering and mechanical and electrical works	INTERTEK

(11) PROJECT TIMELINE / GANTT CHART

No.	Project Stage	Month																				
		1	2	3	4	5	6	7	8	9	10	11										
1	ISO 45001:2018 Awareness Training & Gap Analysis																					
2	Establishment of ISO 45001:2018 Documentation – Manual, Standard Operating Procedure (SOP), Job Description, Forms, Work Instructions, List etc.																					
3	Completion of Manual, Standard Operating Procedure (SOP) and other documents. Reviewing of Manual, Standard Operating Procedure (SOP), Job Description, Forms, Work Instruction, List together with MCC TECHNIQUE SDN BHD																					
4	Implementation of ISO 45001:2018 management systems																					
	ISO 45001:2018 Internal Audit Training Internal Audit																					
5	Management Review Meeting together with MCC TECHNIQUE SDN BHD																					
6	ISO 45001:2018 Application and Certification (Stage 1 & Stage 2)																					
7	Following up post-certification NCR(s) if any																					



Remark: The proposed project timeline is subject to the progress of the project and commitment/feedback from the client.

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