

HX SOLUTIONS SDN. BHD.	PROJECT DEPARTMENT	Issue No.: 1	Document Effective Date: 01 Sept 2025	Page 1 of 4
	Method Statement For Lux Readings Measurement	Revision No.: 0		Document Ref: MS-E026

Purpose:	This method statement outlines the process for measuring illuminance levels (lux readings) to ensure compliance with workplace safety, industry standards, and project requirements.
Scope:	This scope covers indoor and outdoor lighting assessments at our Company's project sites.
Duties & Responsibilities:	(1) Project Manager/Project Executive: Ensures proper execution and documentation. (2) Project Engineer: Conducts measurements using calibrated equipment. (3) Safety Officer: Ensures safe working conditions during measurement.
ISO Reference:	MS ISO 9001:2015 Clause No. 7.1.5 & 9.1.3

Revision History			
Revision No.	Revision Date	Originator	Description of Changes

Definitions	
Lux	The unit of measurement for illuminance
PE	Project Executive
PENG	Project Engineer
PM	Project Manager

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Step	Activity	Responsibility	Reference
1	Pre-Measurement Preparation: Project Manager/Project Executive shall: (1) Review Requirements - Identify applicable lighting standards (e.g., 500 lux for office work, 200 lux for corridors). (2) Determine the measurement grid (e.g., 1m x 1m grid for uniform areas).	PM / PE	
2	Equipment Required: Project Engineer shall ensure to prepare the following equipment: (1) Lux Meter (calibrated and certified). (2) Tripod (for stable measurements). (3) Measuring Tape (for distance verification). (4) Lux Meter Reading Report. (5) Phone Camera (optional, for evidence / documenting measurement points).	PENG	Lux Meter Reading Report

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Step	Activity	Responsibility	Reference
3	Calibration Check: PENG is to ensure the lux meter is calibrated with valid certificate available, perform a zero-check in darkness and a quick test under known light conditions.	PENG	
4	Site Inspection: PENG shall conduct a site inspection prior to taking the lux readings measurement by firstly identifies the measurement points (avoid shadows, reflections) and ensure all lights are operational and at full brightness.	PENG	
5	Measurement Process: PENG shall positioning the Lux Meter by placing the lux meter sensor at the appropriate working plane height and use a tripod for stability, if required. When conducting the lux measurements: (1) Hold the sensor horizontally at the required height: a. 0.75m – 1.0m from the floor for workspaces. b. At the working surface for desk tasks. c. At ground level for emergency lighting areas. (2) Ensure the lux meter is not obstructed by shadows or reflections. (3) Take readings at multiple points to calculate an average lux level. (4) If required, record daytime and nighttime readings separately.	PENG	
6	Taking Readings: When taking the lux readings, PENG shall turn on all relevant light sources and allow the meter to stabilize (5-10 seconds per reading). Record lux values at each predefined point.	PENG	
7	Special Considerations: PENG shall observe the daylight Influence, measure with and without natural light if mixed lighting is used and at the designated task areas, to focus on workstations/furniture where precise lighting is critical.	PENG	

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Step	Activity	Responsibility	Reference
8	Post-Measurement Activities: After taking the lux meter reading, PENG shall do the data compilation by logging all readings with location, date, time, and conditions, and subsequently compare against required standards.	PENG	
9	Reporting: PENG shall use the Lux Meter Reading Report to record all measurements taken on each location and provide the results on its compliance status and make recommendations (if lighting adjustments are needed). PENG shall then compare the readings against relevant standards as follows: (1) Office Workstations: 300 – 500 lux. (2) Warehouse Aisles: 100 – 150 lux. (3) Industrial Workspaces: 500 – 1000 lux. (4) Emergency Exit Routes: 5 – 10 lux. PENG shall identify and report areas where lux levels are below or above recommended limits for corrective action.	PENG	Lux Meter Reading Report
10	Corrective Actions, If Required: PENG shall recommend the corrective actions on areas with low lux levels as follows: (1) If lighting levels are too low: a. Increase light intensity or install additional light fixtures. b. Clean or replace faulty bulbs or diffusers. c. Adjust workstation placement for better illumination. (2) If lighting levels are too high: to use dimmers, diffusers, or shades to reduce glare.	PENG	
11	Safety Precautions: When taking lux meter readings, PENG shall avoid measuring near high-voltage equipment without proper PPE and to ensure safe access when measuring at heights (use ladders/scaffolding safely). PENG shall adhere strictly to site-specific safety protocols, where necessary.	PENG	

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