

GUIDELINES FOR IMPLEMENTATION OF UPGRADING WORK PROJECTS BY CONTRACTOR APPOINTED BY THE DONOR UNDER DONATION PROGRAMME

A. PRELIMINARY CONDITION

1. Contractor to submit conceptual design proposal to the Development Division IIUM for technical advice and/or approval.

B. PRIOR TO COMMENCEMENT OF WORKS

1. Contractor to obtain the IIUM Permit to Work (PTW). For this purpose, Contractor must submit the relevant documents such as list of workers and Work SOP to the Development Division IIUM and Development Division IIUM will submit online application Safety Permit to Work form and obtain approval from the Occupational, Safety, Health and Built Environment (OSHBE) IIUM.
2. Contractor to submit the list of workers to the IIUM Office of Security Management (OSEM) and must obtain workers pass from OSEM.
3. For electrical works, Contractor must submit application to the IIUM's maintenance service provider, Daya Bersih Sdn. Bhd. (DBSB) by filling in the attached Electrical Permit to Work Form prior to the commencement of electrical related works and submit the necessary documents upon completion.
4. Contractor to obtain the Insurance Policy for Insurance of Works, Public Liability and Workmen Compensation and submit to Development Division IIUM a copy of the Cover Notes of the insurance policies prior to commencement of Work. The full insurance policies must be submitted to the Development Division IIUM not later than thirty (30) days after producing the Cover Notes.
5. Contractor to comply with the SOP for Upgrading / Construction Projects for Prevention of Covid-19 as per attachment.

C. DURING CONSTRUCTION/UPGRADING WORKS

1. Contractor to submit sample of materials to the Development Division IIUM for approval/technical advice prior to installation.
2. Contractor to comply with the Go Green Products Guideline Towards Green Procurement and Sustainable Campus as per attachment.

STANDARD OPERATING PROCEDURE (SOP) FOR
CONSTRUCTION/UPGRADING PROJECTS FOR PREVENTION OF COVID-19

NO.	ACTIVITY	STANDARD OPERATING PROCEDURE
1.	General	1) Generally, all contractors shall comply with this Standard Operating Procedure for Construction/Upgrading Projects for prevention of Covid-19. 2) All contractors entering any of the IIUM campuses must register themselves, declare which company they are from, the IIUM project they are involved with, and undergo body temperature check at the campus entrances which will be performed by the IIUM Office of Security Management (OSEM) personnel at every IIUM entrance. 3) OSEM has a right to deny entry for contractors who: a. have a body temperature of 37.5°C and above, or b. refuse body temperature check 4) All contractors coming from Red Zones will not be allowed to enter any of the campuses. 5) All contractors need to make a health declaration by filling out the Health Declaration Form which will be made available at the office of Development Division, IIUM.

NO.	ACTIVITY	STANDARD OPERATING PROCEDURE
2.	Preliminary Site Visit	1) Wear face mask covering nose and mouth. 2) Practise physical distancing, minimum 1 meter distance. 3) Avoid handshake. 4) Wash hand with soap or use hand sanitizers before and after visiting the site. 5) Project Managers to record contact details of all attendees and keep the record in Project File.
3.	Quotation Briefing and Site Visit	1) Online briefing and visit are encouraged. 2) Only one (1) representative from each company is allowed to attend the quotation briefing and site visit if it is conducted in the campus. 3) Contractors with symptoms of fever/cough/sore throat/runny nose/ breathing difficulty are not allowed to attend. 4) Temperature screening will be conducted for all attendees. 5) Wear face mask covering nose and mouth. 6) Practise physical distancing, minimum 1 meter distance. 7) Avoid handshake. 8) Wash hand with soap or use hand sanitizers before and after the briefing and site visit. 9) Project Manager to record contact details of all attendees and keep the record in Project File.

NO.	ACTIVITY	STANDARD OPERATING PROCEDURE
3.	Kick-off Meeting	1) Online meetings are encouraged. 2) Only one (1) representative from Contractor is allowed to attend the meeting if it is conducted in the campus. 3) Attendees with symptoms of fever/cough/sore throat/runny nose/ breathing difficulty are not allowed to attend. 4) Temperature screening will be conducted for all attendees. 5) Wear face mask covering nose and mouth. 6) Practise physical distancing, minimum 1 meter distance. 7) Avoid handshake. 8) Wash hand with soap or use hand sanitizers before and after the meeting. 9) Avoid submission of hardcopy documents. Any documents must be submitted through email. 10) Project Manager to record contact details of all attendees and keep the record in Project File.
4.	Construction/Upgrading Works on Site	<u>Communication and Awareness</u> 1) Contractors to declare the company and project information in the CIMS CIDB through CIDB Portal and obtain the necessary approval from the local authorities, if required. 2) Contractors must designate a person as the Site Safety Supervisor/Coordinator who will be responsible for ensuring compliance to this SOP. 3) Regularly remind employees of Covid-19 preventive measures through announcements, awareness posters and reminders. 4) Proper signage on health and safety measures should be posted at entry points.

NO.	ACTIVITY	STANDARD OPERATING PROCEDURE
		5) Contractors are responsible to report to the nearest Health Office if any workers exhibit symptoms of fever/cough/sore throat/ runny nose/breathing difficulty through daily screening and those workers should be quarantined and sent for treatment. <u>Works Protocol</u> 1) Contractors to cordon-off the working area until completion and handing over. 2) Contractors to prevent unrelated personnel to enter the Project Site. 3) Contractors to check and record body temperature of their workers daily before entering the Project Site. 4) Contractors to ensure all workers/ personnel entering the Project Site are free from symptoms of fever/ cough/ sore throat/ runny nose/ breathing difficulty. 5) Contractors to ensure all workers/ personnel are wearing facemask covering nose and mouth at all times. 6) Contractors to ensure the practice of physical distancing at all times. 7) Contractors to practice good hygiene and wash hand regularly with soap and water or use hand sanitizer. 8) Contractors to practise staggered working hours and breaks to prevent large crowds and to limit people in close proximity. 9) Contractors to disinfect all tools used and the Project Site on daily basis.

NO.	ACTIVITY	STANDARD OPERATING PROCEDURE
		<u>Workers Transportation</u> 1) Contractors must provide transportation for their workers while ensuring the social distance practice, and sanitize the vehicles between every use. <u>Transportation of Materials/Supplies</u> 1) Contractors to record movement of materials/supplies to the Site. 2) Contractors to measure and record the temperature of driver transporting the materials/supplies. 3) Contractors to provide and ensure the use of hand sanitizer. <u>Maintenance of Record</u> 1) Contractors to keep log of attendance of all personnel entering the Project Site including his workers, sub-contractors, suppliers, IIUM's personnel and others. 2) Contractors to maintain the record of all attendance, movement, health screening, sanitisation process and management of site cleanliness. <u>Compliance to Standard Operating Procedures</u> 1) Contractors to fully abide by the SOPs issued by the Government including but not limited to the SOP issued by the Construction Industry Development Board (CIDB), the Ministry of Works (MOF) and National Security Council.

NO.	ACTIVITY	STANDARD OPERATING PROCEDURE
5.	Inspection of Work Progress / for Completion	1) Only one (1) representative from Contractor is allowed to attend the joint inspection. 2) Attendees with symptoms of fever/cough/sore throat/runny nose/ breathing difficulty are not allowed to attend. 3) Wear face mask covering nose and mouth. 4) Practise physical distancing, minimum 1 meter distance. 5) Avoid handshake. 6) Wash hand with soap or use hand sanitizers before and after visiting the site. 7) Project Managers to record contact details of all attendees and keep the record in Project File.
6.	Handing Over Session	1) Only one (1) representative from Contractor is allowed to attend the session. 2) Attendees with symptoms of fever/cough/sore throat/runny nose/ breathing difficulty are not allowed to attend. 3) Wear face mask covering nose and mouth. 4) Practise physical distancing, minimum 1 meter distance. 5) Avoid handshake. 6) Wash hand with soap or use hand sanitizers before and after visiting the site. 7) Project Managers to record contact details of all attendees and keep the record in Project File.

Development Division

International Islamic University Malaysia

1st June 2020

Reference:

- 1) *IIUM Official Guideline for the Reopening of IIUM Campuses due to the Conditional Movement Control Order (CMCO) 01/2020, 17th May 2020*
- 2) *Ministry of Works Standard Operating Procedures for Construction Sector, 1st May 2020*
- 3) *Department of Occupational Safety and Health Ministry of Human Resource Safety at the Work Place Procedures - Covid-19 80/2020, 30th April 2020.*
- 4) *Construction Industry Development Board (CIDB) Standard Operating Procedures for Construction Industry to Operate During Movement Control Order, 22nd April 2020*
- 5) *Ministry of Health Malaysia Guidelines on COVID-19 Management in Malaysia No. 05/2020 (5th Edition), 24th March 2020.*

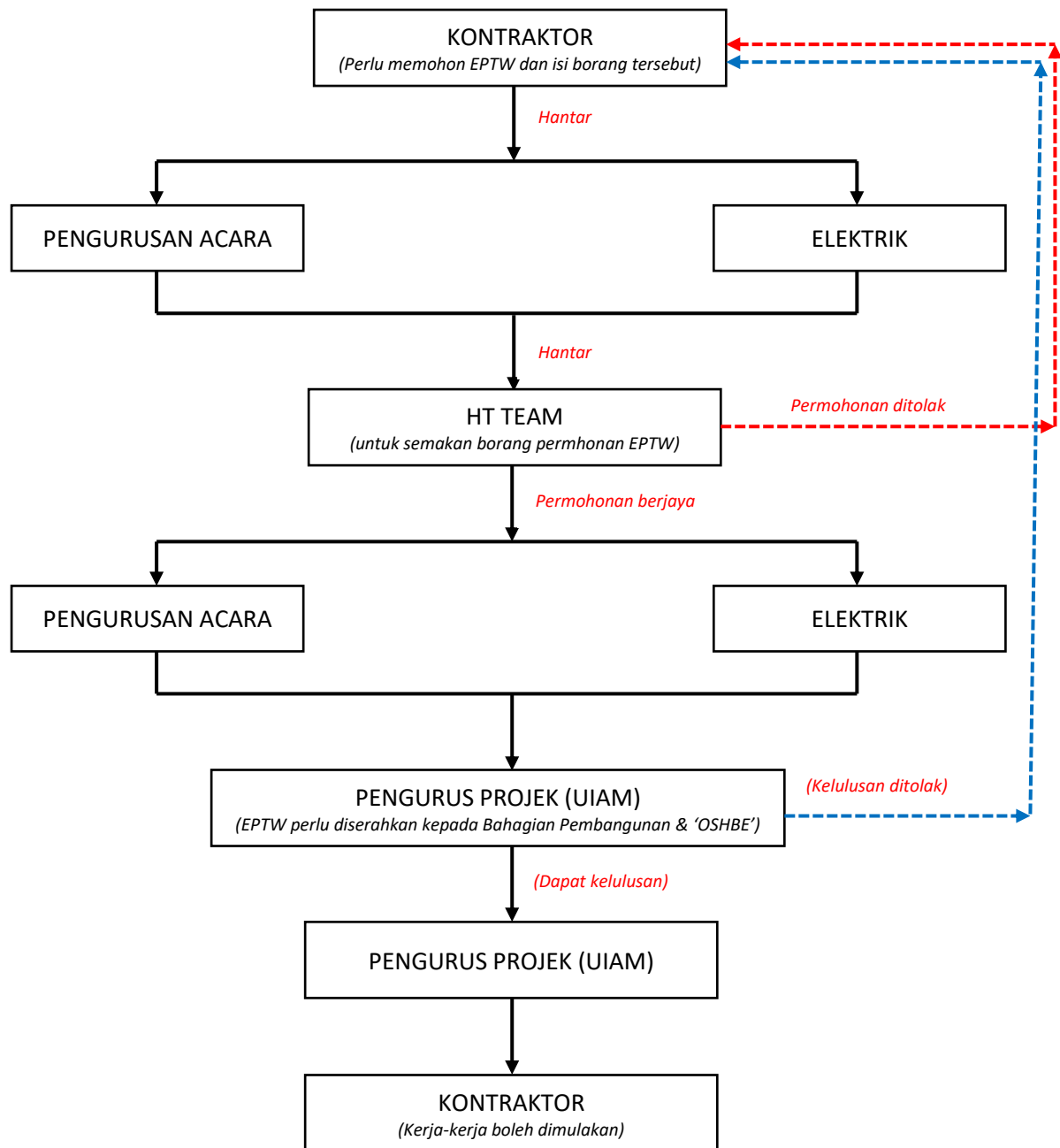
3. Contractor to take all safety precautions to eliminate danger to his workmen, the public and properties of IIUM in executing their works.

D. UPON COMPLETION

1. Contractor to immediately demobilize all constructional plant, equipment, vehicles and machineries out of the project site.
2. Contractor to remove all debris and rubbish from the project site including making good all works disturbed.
3. Contractor to notify the Development Division upon completion of works for joint inspection.
4. Contractor to make good any defects, imperfection, shrinkage, quality of materials, goods or workmanship or any other fault which may appear during the Defects Liability Period.

Development Division
International Islamic University Malaysia
2nd January 2021

CARTA ALIRAN PERMOHONAN PENDAWAIAN KEKAL / SEMENTARA (EPTW)





BORANG SEMAKAN PERMOHONAN PENDAWAIAN KEKAL / SEMENTARA (EPTW)

KONTRAKTOR PERLU MENYEDIAKAN / MENGISI BORANG-BORANG YANG DIPERLUKAN SEPerti DIBAWAH SEBELUM KERJA-KERJA DIJALANKAN

PERMIT KERJA ELEKTRIK (ETPW)

1. Sila lampirkan dokumen tersebut sebagai sokongan dan hendaklah dihantar kepada DBSB sebelum kerja dijalankan :-

- ☐ Borang permit untuk kerja-kerja pendawaian sementara / kekal (perlu di isi oleh (pemohon dan sertakan lampirkan dokumen seperti dibawah). **(Lampiran 1)**
- ☐ Perakuan sijil pendaftaran sebagai kontraktor elektrik **(wajib)**
- ☐ Perakuan sijil kekompetenan sebagai pendawai yang menjaga kerja dan meluluskan schematic diagram. **(wajib)**
- ☐ Lukisan pelan pendawaian (schematic diagram) yang disahkan oleh pendawai pw4 dan diserahkan kepada DBSB sebelum kerja dimulakan. **(wajib)**

2. Borang lampiran 2 dan 2a hendaklah diserahkan kepada DBSB setelah kerja-kerja pendawaian selesai.

- ☐ Borang pengakuan orang kompeten yang menjaga atau melakukan kerja pendawaian di tapak kerja (perlu di isi oleh orang kompeten), di serahkan selepas kerja-kerja pendawaian siap di uji dan diserahkan pada DBSB, Development Division dan OSHBE. **(wajib) (Lampiran 2)**
- ☐ Borang pengujian pendawaian. (Borang ini hendaklah diserahkan kepada DBSB, Development Division dan OSHBE sebelum bekalan elektrik di masukkan. **(wajib) (lampiran 2a)**

SEMAKAN PERMOHONAN

Borang permohonan ini telah disemak:

- ☐ Lengkap lampiran 1 (Salinan EPTW ini hendaklah di serahkan kepada bahagian pembangunan Development Division) bagi mendapatkan kelulusan untuk menjalankan kerja tersebut daripada 'occupational safety, health and build environment department' (OSHBE) UIA.
- ☐ Tidak lengkap **(sila nyatakan sebab)** _____
- _____
- _____
- _____

Di semak oleh	Disahkan oleh
Nama :	Nama :
Tarikh :	Tarikh:

CATATAN:

- Pihak pengurusan projek wajib serahkan borang lampiran 2 dan 2a sebelum menerima bekalan elektrik dan pendawaian digunakan.
- Semua borang hendaklah dihantar 'hardcopy' ke pejabat DBSB.

	ELEKTRIK PERMIT UNTUK KERJA-KERJA PENDAWAIAN ELEKTRIK (EPTW)	Lampiran 1
		HT/EPTW/lampiran1/00

JENIS PENDAWAIAN: KEKAL / SEMENTARA

TARIKH KERJA DIMULAKAN:_____ DAN TARIKH KERJA SIAP:_____

NAMA PEMOHON:_____

NO TELEFON:_____

NAMA KONTRAKTOR ELEKTRIK:_____

NO TELEFON OFFICE:_____

NAMA PENDAWAI(ORANG KOMPETEN):_____

NO TELEFON ORANG KOMPETEN:_____

NAMA PEMBERI PROJEK(UIAM DEPARMENT):_____

NO TELEFON UIA:_____

LOKASI / TEMPAT :_____ TARIKH : _____

VOLTAN YANG DIPOHON: 1PHASE/3PHASE

JUMLAH KW YANG TERPASANG:_____

SAIZ RCCD/ELCB YANG DIPASANG:_____

SAIZ MCB YANG DIGUNAKAN:_____

JUMLAH LITAR : _____

JENIS BEBAN:SOKET 13AMP,LAMPU KALIMANTAN,LAMPU LED ,LAMPU SPOTLIGHT,KIPAS,MOTOR ELEKTRIK
(SILA BULATKAN) SELAIN:_____

- *Borang ini hendaklah di isi oleh orang yang kompeten, yang berada di lokasi kerja.*

	BORANG PENGAKUAN ORANG KOMPETEN YANG MENJAGA ATAU MELAKUKAN KERJA PENDAWAIAN DI TAPAK KERJA	Lampiran 2
		HT/EPTW/lampiran2/00

SAYA YANG BERNAMA _____ ADALAH ORANG KOMPETEN

KATEGORI: _____ NO,SIJIL KOMPETEN _____ TANDATANGAN _____

MENGAKUI TELAH MELAKUKAN PENDAWAIAN MENGIKUT AKTA BEKALAN ELEKTRIK DAN PERATURAN
PERATURAN ELEKTRIK DAN MENGAKUI PENDAWAIAN INI SELAMAT DIGUNAKAN SEMUA PEMBUMIHAN PADA
LOGAM YANG TERDEDAH DILAKUKAN DAN PERLINDUNGAN UNTUK ARUS BOCOR KEBUMI TELAH DIPASANG
,SERTA SEMUA KABEL DILINDUNGI SERTA TANDA **(BAHAYA)(AWAS)** TELAH DIPASANG BERHAMPIRAN RADAS
ELEKTRIK, KABEL HENDAKLAH BERADA DALAM KEADAAN SELAMAT DAN KEMAS.

RUJUKAN: PERATURAN PERATURAN ELEKTRIK DIBAWAH:

1. BAHAN KELENGKAPAN DAN KAEDAH PEMASANGAN
RADAS, KONDUKTOR, AKSESORI, DSB.

2. PERATURAN 15 (1)(2)(3)(4)(5)(6)
PERLINDUNGAN TERHADAP ARUS BOCOR KE BUMI
PERATURAN 36(1)(2)(3)(4)

- *Borang ini hendaklah di isi oleh orang yang kompeten, yang berada di lokasi kerja.*

	BORANG UJIAN PNEBATAN / KEKUTUBAN / KETERUSAN	Lampiran 2a
		HT/EPTW/lampiran2a/00

NAMA SYARIKAT : _____

NAMA ORANG KOMPETEN: _____

SEKATAN KOMPETEN/NO SIJIL : _____

TARIKH : _____ TEMPAT : _____

SAIZ MCCB : _____ SAIZ RCCD : _____

UJIAN PNEBATAN/KEKUTUBAN/KETERUSAN.

MCB Amp	No Litar	Phase	L to E MΩ	N to E MΩ	L to N MΩ	Kekutuban	Keterangan

CATATAN:

- PIHAK PENGURUSAN PROJEK WAJIB SERAHKAN BORANG LAMPIRAN 2 DAN 2a SETELAH KERJA-KERJA PENDAWAIAAN SELESAI.
- Sila buat lampiran jika perlu

PEGESAHAN PW4 / PW2	DITERIMA OLEH
Kontraktor	Pengurus Projek (UIAM)

AKTA BEKALAN ELEKTRIK DAN PERATURAN PERATURAN ELEKTRIK

AKTA BEKALAN ELEKTRIK 1990 (AKTA 447)

BHG V - KAWALAN KOMPETEN

Seksyen 23 : Orang-orang yg menjaga

Subseksyen 1-2 : hanya org yg memiliki kelayakan dan memegang perakuan kekompetenan yg dikeluarkan oleh ST boleh mengerjakan atau mengendalikan sesuatu pemasangan atau loji atau kelengkapan elektrik

Pelanggaran seksyen ini - melakukan kesalahan, apabila disabitkan : denda tidak melebihi RM1,000. Jika pelanggaran diteruskan RM1,000 bg tiap2 hari

AKTA BEKALAN ELEKTRIK 1990 (AKTA 447)

BHG I - PERMULAAN

Seksyen 2 : Tafsiran

Orang Kompeten :

“orang yang memegang suatu perakuan kekompetenan yang dikeluarkan oleh Suruhanjaya untuk melaksanakan kerja mengikut sekatan-sekatan jika ada, yang dinyatakan didalam perakuan itu;”

PERATURAN 75 (1)

Tiada seorang pun boleh melaksanakan atau menjalankan apa-apa kerja elektrik melainkan dia memegang sesuatu perakuan pendaftaran yang sah sebagai seorang kontraktor elektrik yang di keluarkan dibawah peraturan-peraturan ini

PERATURAN-PERTATURAN
ELEKTRIK 1994

**PERATURAN-
PERATURAN
ELEKTRIK 1994**

PERATURAN 16
Suis, Fius Suis, Suis Fius, Pemutus
Litar, Penyentuh, Fius dsb.

(1) Mana-mana suis, fius suis, suis fius, pemutus litar atau pengasing rangkai hendaklah-

- a) dibina, ditempatkan atau dilindungi mengikut apa-apa cara bagi mencegah bahaya
- b) dibina dan dilaraskan mengikut apa-apa cara bagi membuat dan mengekalkan sentuhan berkesan
- c) disediakan gagang berkesan ditebat daripada sistem itu dan disusun mengikut apa-apa cara supaya gagangnya tidak boleh dengan tak sengaja tersentuh mana- mana bahagian hidup

PERATURAN-PERTATURAN
ELEKTRIK 1994

**PERATURAN-
PERATURAN
ELEKTRIK 1994**

PERATURAN 32
Pemasangan ditempat-tempat hiburan
awam

1) Ditempat-tempat hiburan awam, apa-apa meter atau suis utama yang digunakan berkaitan dengan pengambilan bekalan elektrik daripada pemegang lesen atau pihak berkuasa bekalan, mengikut mana-mana yang berkenaan, hendaklah dipasang di dalam kepungan daripada saiz yang mencukupi yang hendaklah dibuat daripada bahan rintangan api dan dialih udara secukupnya dan jika kepungan itu terletak di tempat terbuka, kepungan itu hendaklah daripada pembinaan kalis cuaca.

PERATURAN-PERTATURAN
ELEKTRIK 1994

**PERATURAN-
PERATURAN
ELEKTRIK 1994**

PERATURAN 34
Pembumian bahagian logam,
poin neutral, dsb.

1) Mana-mana penyalut, tudung, gagang, peti cantuman, peti suis, peti fius, bingkai giar suis yang berlogam dan rangka dan tapak logam mana-mana janakuasa, penukar, rektifier dan motor, peti dan teras berlogam bagi mana-mana pengubah, dan bingkai dan penutup logam bagi mana-mana peti sejuk, dapur memasak dan kelengkapan elektrik lain termasuklah apa-apa perkakas domestik, kecuali yang digolongkan sebagai binaan kelas II, hendaklah dibumikan dengan berkesan.

2) Mana- mana paip air yang disambungkan kepada sistem bekalan air awam tidak boleh digunakan sebagai satu-satunya cara membumi.



What is Green Procurement?



Government Green Procurement is defined as:
“Procurement of products, services and works that take into account environmental criteria for protecting the environment and natural resources and minimize or mitigate the negative effects of human activities.”

[Introduction to GGP, KeTTHA 2012]

The Go-Green Products Specifications Guideline shall be applicable for procurement of Works managed by the Development Division, IIUM.



GO-GREEN PRODUCTS GUIDELINE (PHASE 2) TOWARDS GREEN PROCUREMENT AND SUSTAINABLE CAMPUS

What is Green Procurement?

Government Green Procurement is defined as:

“Procurement of products, services and works that take into account environmental criteria for protecting the environment and natural resources and minimize or mitigate the negative effects of human activities.”

[Introduction to GGP, KeTTHA 2012]

The Go-Green Products Specifications Guideline (Phase 2) shall be applicable for procurement of Works managed by the Development Division, IIUM.

