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|  | MTD GROUP OF COMPANIES ALLOY ADVERTISING SDN BHD | DOC NO. 1 | ISSUE: 2 |
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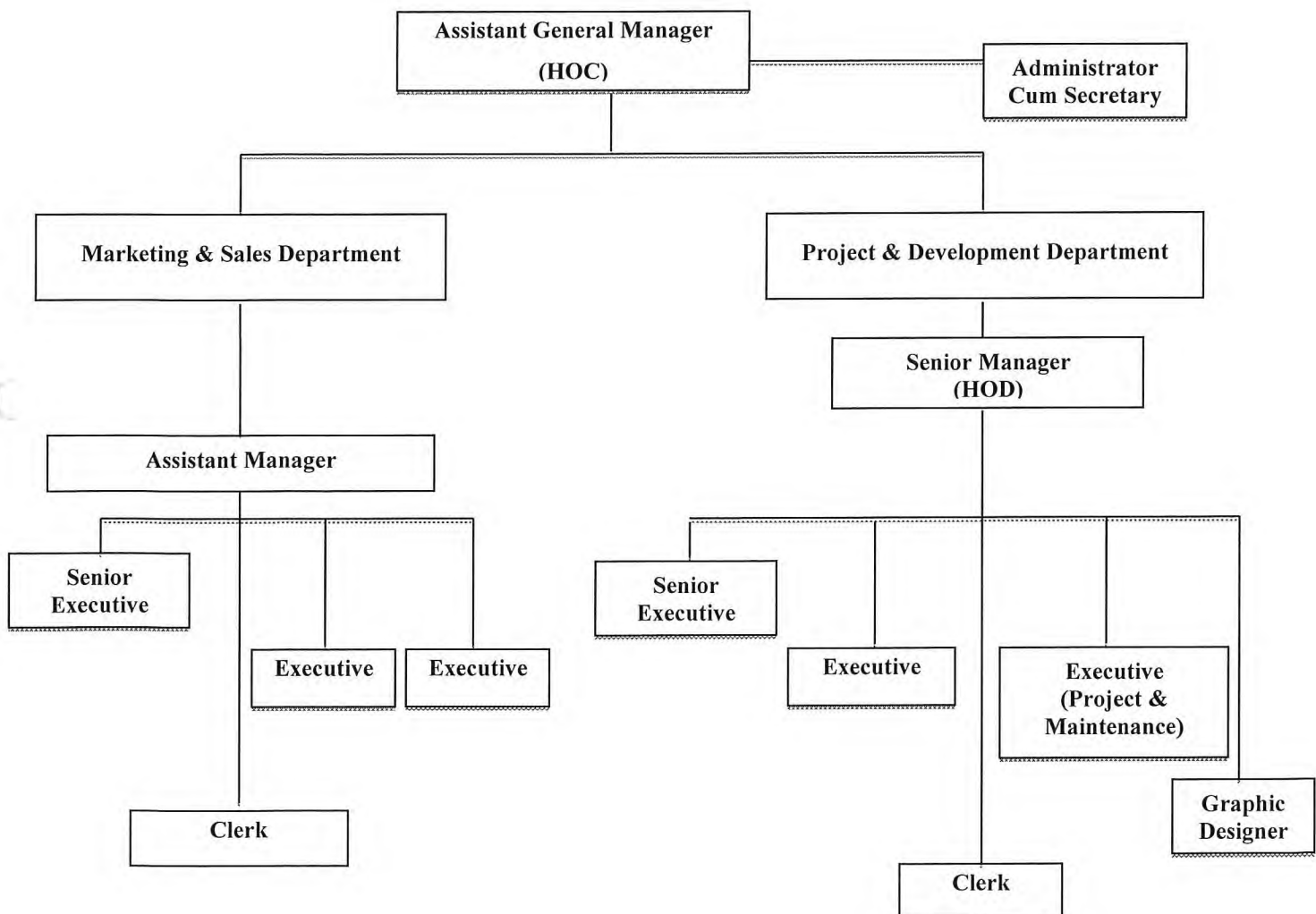
GENERAL


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1.0 GENERAL

1.1 Introduction

- 1.1.1. The policies and set of standard operational procedures herein are developed to promote operational efficiency and effectiveness, safeguard assets and records, encourage adherence to prescribed policies, and comply with law and regulation.
- 1.1.2. This Standard Operating Procedures (SOP) Manual addresses tasks and functions for effective and efficient operations of Alloy Advertising Sdn Bhd (AASB). The functional areas covered by the manual as shown on the following Organisation Chart of departments.



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1.2 Objectives

- To provide adherence to a uniformed set of policies and procedures
- To establish responsibility and accountabilities to each department
- To streamline work ethics ; and
- To ensure continuity of works.

1.3 Control of manual

- 1.4.1** Assistant General Manager, AASB shall distribute a copy of this manual to all Heads of Department (HODs) in Mtd Group.
- 1.4.2** The policies and procedures in this manual shall be consistently implemented throughout the Company at all times.
- 1.4.3** These policies and procedures shall be governed by and read in conjunction with the Company's other policy documents as follow:
- Human Capital Department Policy
 - Finance Department Policy
 - Contract & Procurement Division Policy
 - Delegation of Authority Guide (DAG)

1.4 Amendments

Assistant General Manager, Alloy Advertising Sdn Bhd shall update, amend, delete or augment this manual subject to the approval of the CEO/ED/EXCO. Such changes could arise as a result of:-

- Technical advances and improvements.
- New statutory requirements
- Changes in management requirements.
- New and amended systems that may involve equipment and procedures
- Changes due to movement of staff, or staff job scope.
- Office moves giving rise to changes in communication methods.
- Ambiguity and error in existing procedures


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1.5 Abbreviations and Definitions

The following abbreviations and definitions are used in this manual

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| | |
|------------|---|
| HOC | Head Of Company |
| HOD | Head Of Department |
| AGM | Assistant General Manager |
| SM | Senior Manager |
| AM | Assistant Manager |
| AASB | Alloy Advertising Sdn Bhd |
| AIB | Alloy Insurance Broker |
| PDD | Project & Development Department |
| PDE | Project & Development Executive |
| PME | Project & Maintenance Executive |
| PDC | Project & Development Clerk |
| MSE | Marketing & Sales Executive |
| MSD | Marketing & Sales Department |
| HCD | Human Capital Department |
| CPD | Contract & Procurement Division |
| FD | Finance Department |
| Contractor | Sub Contractor / Contractor / Service Provider Etc |
| LC | Local Council |
| Consultant | Consultant Engineer/Architect |
| RQ | Requisition Form |

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| SOR | Schedule Of Rate |
| IMS | Instruction and Monitoring Sheet |
| DBP | Dewan Bahasa & Pustaka |
| PO | Purchase Order |
| WI | Work Instruction |
| MWO | Minor Work Order |
| LOA | Letter Of Award |
| BQ | Bill of Quantities |
| CPC | Certificate of Practical Completion |
| CMGD | Certificate Make Good Defect |
| OAA | Outdoor Advertising Agreement |