	Alloy Maintenance Engineering SB	DOC NO : SP-07	ISSUE : 2
	STANDARD OPERATING PROCEDURES	ISSUE DATE : May 2019	REV. NO: 0
TITLE	NOTIFICATION OF DEFECT / NOTIFICATION FOR ENHANCEMENT WORKS	PAGE: 1 OF 8	

1.0 PURPOSE

The purpose of this procedure is to provide guidelines in processing of Notifications of Defect/Notification for Enhancement Works and to ensure the documents being prepared systematically without any delay.

2.0 SCOPE


The scope of this procedure involve all NOD/NOE within the ROW of KLK and ECE 1.

3.0 DEFINITION

- 3.1 NOD : Notification of Defects
- 3.2 NOE : Notification of Proposed for Enhancement Work
- 3.3 OM : Operation Manager
- 3.4 OE : Operation Engineer
- 3.5 BQ : Bill of Quantity
- 3.6 TPE : Traffic Patrolling Executive.
- 3.7 SV : Site Supervisor
- 3.8 TA : Technical Assistant
- 3.9 HQ : Headquarters, AMESB
- 3.10 EPI : Expressway Performance Indicator Systems
- 3.12 LLM : Lembaga Lebuhraya Malaysia
- 3.13 ROW : Right of Way
- 3.13 KLK : Lebuhraya KL-Karak
- 3.14 ECE1 : Lebuhraya Pantai Timur 1

4.0 RESPONSIBILITY

- 4.1 SV/TA/OE is responsible to identify and to process all defects/potential enhancement identified along the mainline and at the buildings of the expressway.
- 4.2 SV/TA is responsible to prepare the *Notification of Defect's form (Form OF-19)/ Notification of Proposed for Enhancement Work form (Form OF-40)* and to be checked by OE. (Sample of form please refer to **Appendix 1 & 2**)

	Alloy Maintenance Engineering SB STANDARD OPERATING PROCEDURES	DOC NO : SP-07	ISSUE : 2
		ISSUE DATE : May 2019	REV. NO: 0
TITLE	NOTIFICATION OF DEFECT / NOTIFICATION FOR ENHANCEMENT WORKS	PAGE: 2 OF 8	

4.3 OM is to approve the NOD/NOE after confirming the type of defects, conditions, locations and sizes (if any) and to submit the NOD/NOE to AMESB HQ.

4.4 Head of AME is to approve the *NOD form/NOE form* and to forward it to ANIH for their consideration.

5.0 PROCEDURE

5.1 Identifying of defects

5.1.1 During daily routine inspections work, SV/TA is to identify any defects along the expressway either at the buildings or on the mainline.

5.1.2 SV/TA/OE is to inform TPE (TPE to instruct/arrange TT) to carry out temporary repair works on the defect as to comply with the respond time. (within 24 hours for Potholes, 48 hours for guardrail and ROW fencing)

5.1.3 SV/TA is to complete the *NOD form* (Refer **Appendix 1**) which includes the followings: -


- the type of defects
- photographs
- locations
- sizes

The *NOD form* is then submitted to OE for further action. (To include note from LLM EPI's if any)

5.1.4 OE to check the *NOD's form* and to classify whether the NOD is considered as *General's NOD* or *Panel's NOD*. Any repair works that been included in the SOR will be considered as Panel's NOD.

5.1.4.1 Processing of General's NOD.

- a) SV/TA to prepare the *NOD form* and to submit to OE.
- b) OE is to check the *NOD form* and to forward it to OM.
- c) OM is to concur the *NOD form* and forward to HQ for approval by the Head of AME.

	Alloy Maintenance Engineering SB	DOC NO : SP-07	ISSUE : 2
	STANDARD OPERATING PROCEDURES	ISSUE DATE : May 2019	REV. NO: 0
TITLE	NOTIFICATION OF DEFECT / NOTIFICATION FOR ENHANCEMENT WORKS	PAGE: 3 OF 8	

d) Head of AME is to approve the *NOD form* and to forward it to ANIH for their consideration.

e) All the process is expected to be completed within 7 days

5.1.4.2 Processing of Panel's NOD

a) Upon finding the defect, SV/TA is to prepare the *NOD form*.

b) TA to prepare WI & BQ based on the rate in the SOR for submission to OE (section).

c) OE (section) to check the *NOD form* and to forward it to OM for his approval.

d) Upon approval, OM to forward the *NOD form* to subcontractor and OE HQ/Head of AME for further action.

e) OE HQ/Head of AME is to forward the copy of Work Instruction to ANIH/CPD for issuance of Work Order by ANIH. The Work Order is required for payment purposes.

f) If not approve, OE to recheck and repeat process c to e.

g) All the process is to complete within 7 days


5.2 Identifying of potential enhancement work

5.2.1 During the daily inspection work, SV is also responsible to identify any subject along the expressway either the buildings or mainline that have potential for enhancement. .

5.2.2 SV is to initiate the enhancement works process by filling the *Notification of Proposed For Enhancement Work form*(**Appendix 2**) which includes the followings for submission to OE:-

- type of enhancement work
- photographs
- locations
- sizes

(To include note from LLM HAQS if any)

	Alloy Maintenance Engineering SB STANDARD OPERATING PROCEDURES	DOC NO : SP-07	ISSUE : 2
		ISSUE DATE : May 2019	REV. NO: 0
TITLE	NOTIFICATION OF DEFECT / NOTIFICATION FOR ENHANCEMENT WORKS	PAGE: 4 OF 8	


5.2.3 OE is to check the *NOE form* and to submit to OM.

5.2.4 OM is to concur on the *NOE form* and to forward it to the Head of AME.

5.2.5 Head of AME is to finally review and approve the *NOE form* and to forward it to ANIH for their consideration. Duration to complete the *NOE form* up to submission to ANIH is between 7 to 10 days.

6.0 RECORDS

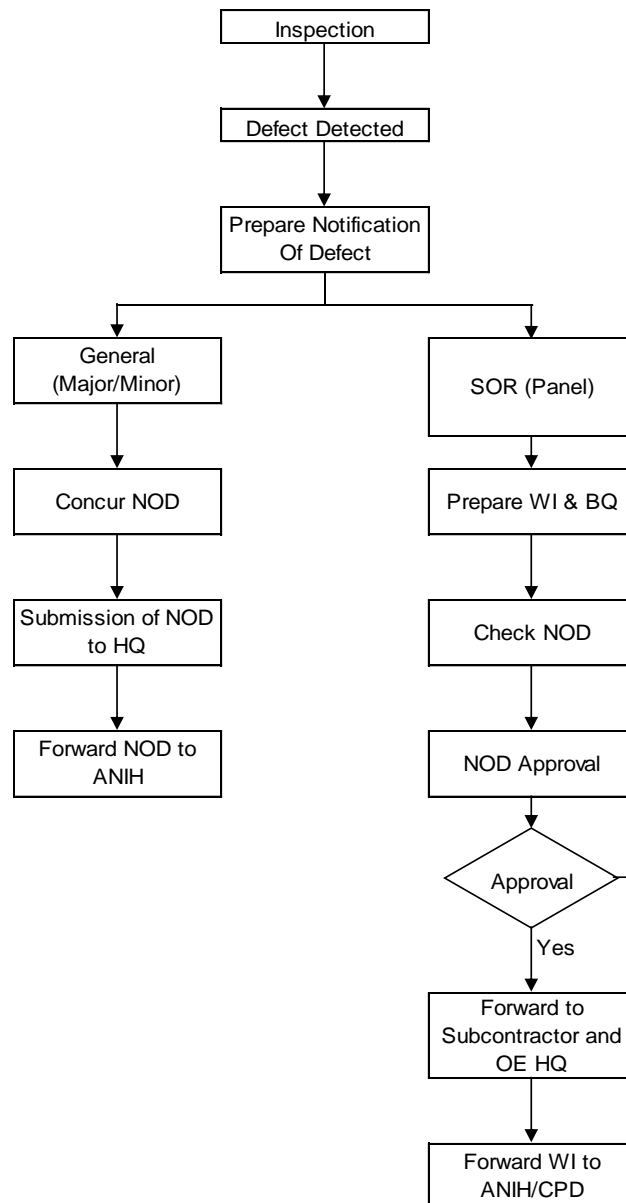
Doc. No.	Document Title	Location	Retention Time (Years)
OF-19	Notification of Defects form	HQ,OCC,TML, KTN	7
OF-40	Notification of Proposed for Enhancement Work form	HQ,OCC,TML, KTN	7

	Alloy Maintenance Engineering SB STANDARD OPERATING PROCEDURES	DOC NO : SP-07	ISSUE : 2
		ISSUE DATE : May 2019	REV. NO: 0
TITLE	NOTIFICATION OF DEFECT / NOTIFICATION FOR ENHANCEMENT WORKS	PAGE: 5 OF 8	

7.0 Notification of Defects (NOD) flowchart


Responsibility Time

SV
SV 1(Daily)
SV/TA
OE
OM
OM 1
AME Head 2

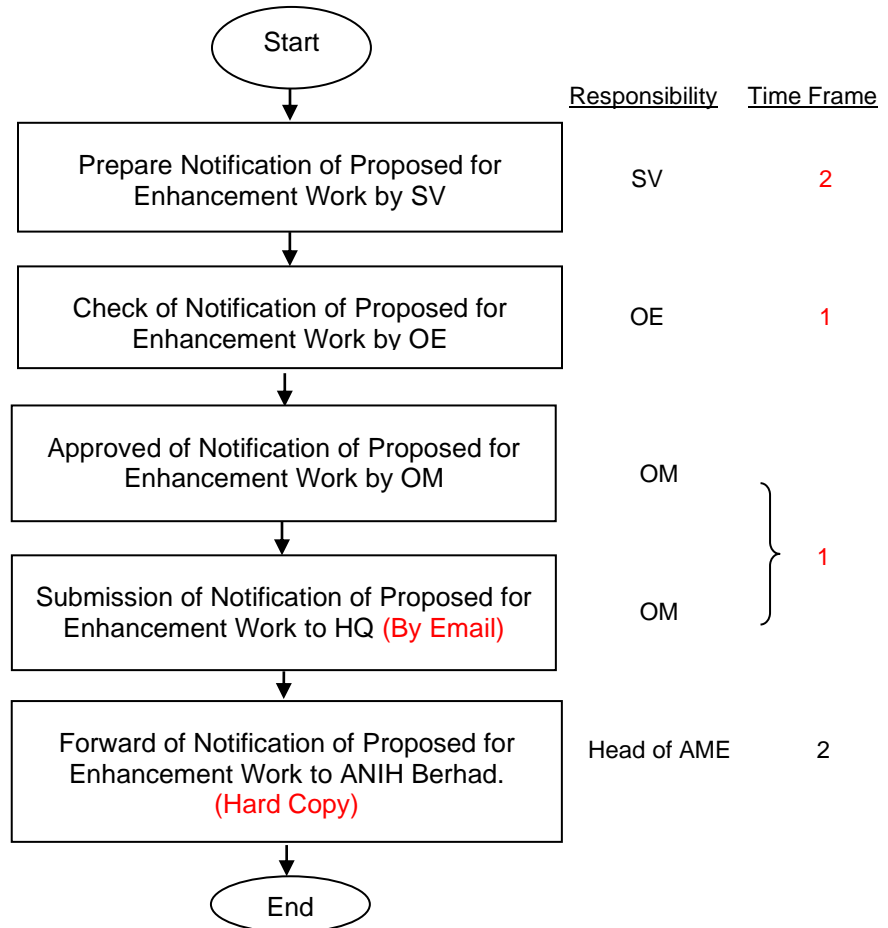


Responsibility Time

SV Day 1
SV Same day
SV/TA Same day
OE Same day
TA Same day
OE Day 2
OM Day 2
OM
AME Head

	Alloy Maintenance Engineering SB STANDARD OPERATING PROCEDURES	DOC NO : SP-07	ISSUE : 2
		ISSUE DATE : May 2019	REV. NO: 0
TITLE	NOTIFICATION OF DEFECT / NOTIFICATION FOR ENHANCEMENT WORKS	PAGE: 6 OF 8	

8.0 Notification of Proposed for Enhancement Work (Flow Chart)





Alloy Maintenance Engineering SB

DOC NO : SP-07

ISSUE : 2

STANDARD OPERATING
PROCEDURES

ISSUE DATE : May 2019

REV. NO: 0

TITLE

NOTIFICATION OF DEFECT /
NOTIFICATION FOR ENHANCEMENT
WORKS

PAGE: 7 OF 8

Appendix 1

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ALLOY MAINTENANCE ENGINEERING SDN BHD
PRIVATISATION OF KUALA LUMPUR - KARAK HIGHWAY & EAST COAST EXPRESSWAY (PHASE 1)
OPERATION AND MAINTENANCE OF KUALA LUMPUR - KARAK HIGHWAY & EAST COAST EXPRESSWAY (PHASE 1)**NOTIFICATION OF DEFECTS**

DATE :

LOCATION (KM) :

DIRECTION : ☐ EB ☐ ME ☐ MB ☐ MW ☐ WB ☒

REF. NO : NOD/AME

1	7	:				
SECTION 02 & 03						

SECTION :

TYPE OF DAMAGES:

Drainage	<input type="checkbox"/>	Slope	<input type="checkbox"/>
Culvert	<input type="checkbox"/>	R.O.W. Fencing	<input type="checkbox"/>
Pavement	<input type="checkbox"/>	Toll Building	<input type="checkbox"/>
Bridge	<input type="checkbox"/>	Layby	<input type="checkbox"/>
Guardrail	<input checked="" type="checkbox"/>	JPJ Building	<input type="checkbox"/>
Signboard	<input type="checkbox"/>	Rest Service Area	<input type="checkbox"/>
Other Accessories	<input type="checkbox"/>	Others	<input type="checkbox"/>

CATEGORY:

A : Very Critical	<input type="checkbox"/>
B : Urgent	<input checked="" type="checkbox"/>
C : Medium	<input type="checkbox"/>
D : Minor	<input type="checkbox"/>

*Tick Whichever Applicable

BRIEF DESCRIPTION:

Penukaran guardrail mengikut spesifikasi iRAP

Rujuk lampiran untuk lokasi dan saiz

PHOTO / SKETCH (With Dimension)**PHOTO / SKETCH**

PREPARED BY

CHECKED BY

APPROVED BY

Name :

Designation : Supervisor/ TA

Date :

Name :

Designation : Operations Engineer

Date :

Name :

Designation : Operations Manager

Date :



Alloy Maintenance Engineering SB

DOC NO : SP-07

ISSUE : 2

STANDARD OPERATING
PROCEDURES

ISSUE DATE : May 2019

REV. NO: 0

TITLE

NOTIFICATION OF DEFECT /
NOTIFICATION FOR ENHANCEMENT
WORKS

PAGE: 8 OF 8

Appendix 2

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ALLOY MAINTENANCE ENGINEERING SDN BHD

PRIVATISATION OF KUALA LUMPUR - KARAK HIGHWAY & EAST COAST EXPRESSWAY (PHASE 1)
OPERATION AND MAINTENANCE OF KUALA LUMPUR - KARAK HIGHWAY & EAST COAST EXPRESSWAY (PHASE 1)

NOTIFICATION OF PROPOSED FOR ENHANCEMENT WORK

DATE	:		REF. NO : ENH/AME						
LOCATION (KM)	:		SECTION :						
DIRECTION	:	EB		MEB		MWB		WB	
TYPES :									
Drainage			Slope						
Culvert			R.O.W. Fencing						
Pavement			Toll Building						
Bridge			Layby						
Guardrail			JPJ Building						
Signboard			Rest Service Area						
Other Accessories			Others						
*Tick Whichever Applicable									
BRIEF DESCRIPTION:									
PHOTO / SKETCH (With Dimension)									
PHOTO / SKETCH									
PREPARED BY			CHECKED BY			APPROVED BY			
Name :			Name :			Name :			
Designation : Supervisor/ TA			Designation : Operations Engineer			Designation : Operations Manager			
Date :			Date :			Date :			