

No	Categories of Interested Parties/ Stake holders	Specific Organization/ Individual Name	Needs and Expectation	Requirement	Referencing Document
1	Customer/ client	Client List	1. Market Survey/ Tender Document	1. ITB deliverables	e.g. Invitation to Bid Document Petronas
			2. Purchase Orders/ Contract	1. Work Order Service Agreement	Job Award, Project Hand Over Hand Over Meeting e.g. Platform Inspection IRM
			3. Operational Control	1. Operational deliverables	1. DPR, Timesheet ,Dive Log; 2. Mob Certificate, Completion Certificate and Etc. 3. Project QA & QC
				1. Company representative	1. Contract Manager 2. Project Manager
			4. QHSEMS Certification	1. Requirement based on ITB, QHSE Section	1. QHSEMS Questionnaire 2. QHSE Certificate
			5. ROV Project Crew Insurance	Project Workmanship Compensation	1. Malene Sdn. Bhd. * contract and insurance policy
			6. ROV System Insurance	ROV Equipment liabilities Insurance	
2	Employee	Employee	1. Staff Personal File	Employment Act 1955	1. e.g. Personnel 1 : file number xxx
			2. Operation Crew Matrix		1. e.g. Personnel 2 : file number xxx
			2. Offer Letter/ Contract/ Service Agreement		1. e.g. Personnel 3 : file number xxx
			2. Employee personnel Insurance		1. AIA Insurance policy
3	Supplier/ contractor/ consultant	Approved Vendor	1. Vendor Registration Details	Bourbon Vendor Creation Procedure	PG/QMS/PRO/F003
		Subcontractor e.g. *Trans overland *Indobox *Far East Crane and etc.	Equipment and Service Supplier (Contract & Service Agreement)	ISO 9001:2015 clause 8.4 (control of externally provided processes, products and services)	Requirement as per Managing Subcontractor Procedure (PG/QMS/QHSE/P025) *e.g. QHSE Questionnaire
4	Regulators/ Local authorities	Ministry of Finance (MOF)	Registration of MOF	MOF Certificate	Arahan Perbendaharaan 184
			Corporate tax	Borang CP204, CP207 and CP204A	LHDN/R11/17
		LHDN (Inland Revenue Board)	Contract Duty Stamp	Stamp Duty PDS Form	Stamp Act 1949
			Personal Income Tax	EA Form	Income Tax Act 1967
		CIDB	1. Malaysia Contractor Regulation	Lembaga Industri Pembinaan Act 1994	Registration of company : CIDB Portal http://cimsapp.cidb.gov.my
				Training	Training certificate available at personal file e.g. Personnel xx
				CIDB Green Card - Engineer	

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		SSM (Suruhanjaya Syarikat Malaysia)	1. Registration of company	1. Company act 2016	Company SSM certificate
				2. Company secretary	HNC Business Management Sdn. Bhd.
		Kuala Lumpur Regional Centre for Arbitration	1. Arbitration Act 2005	1. Project Proposal-arbitration clause	Arbitration Act 2005
			2. Contract Service Act 1950	2. Project Contract-Contract & VO	Act 136 Contracts Act 1950
		Ministry of Transportation	1. Akta Pengangkutan Jalan 1987	1. Kod Lebu Raya (68), Peruntukan mengenai lalu lintas luar biasa (87)	Akta Pengangkutan Jalan 1987
		Malaysian Communications And Multimedia Commission	1. Personal Data Protection Act 2010	"List", "Personal Data", "Sensitive Personal Data"	List Of Crew Matrix e.g. 1. Freelance personal data 2. Company Detail (Vendor)
			2. Trade Description Act 2011	Trade Description order	Act 730 Trade Description Act 2011
		Department of Safety and Health (DOSH)	1. Registration of worksite	1. JKJ Form	Not Applicable Now Available at Government Authorities File (410.23) 1. MYKKP Portal http://mykkp.dosh.gov.my/
			2. Inspection of worksite	1. Inspection by DOSH Officer every 15 months	Not Applicable Now JKKP Logbook
			1. Incident reporting and investigation	1. JKKP Form	Not Applicable Now 1. Available at Government Authorities File (410.23) 2. MYKKP Portal http://mykkp.dosh.gov.my/
			2. Chemical hazardous risk assessment	CHRA regulations *all hazardous chemical need to be assessed by competent person (valid for 5 years)	Not Applicable Now CHRA report
			3. Factory Machinery Act 1967	1. Training 2. Competence person	Not Applicable Now Available at Government Authorities File (410.23)
			3. OSHA 1994	1. Training 2. Competence person	Not Applicable Now 1. Available at Government Authorities File (410.23) 2. MYKKP Portal http://mykkp.dosh.gov.my/

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			3. Akta Ubatan & Racun 1955	Proper storage and labelling	Not Applicable Now 1. List of First Aid item e.g First Aid Box Office
			1. Petroleum Act 1984 (Langkah-langkah keselamatan)	Safety in transportation, storage and utilisation of petroleum	Not Applicable Now Act 302 Petroleum Act 1984
		Department of Environment (DOE)	1. Environmental of Quality Act 1974	1. ESWIS portal (schedule waste)	Not Applicable Now 1. Training 2. Competence person 3. Air surveillance & monitoring 4. Noise surveillance & monitoring
			2. Pest Control	Termites and Pest Control	Not Applicable Now First Schedule of the Pesticides Act 1974
		Energy Commission (Suruhanjaya Tenaga)	1. Akta Bekalan Elektrik 1994	Competent person, approval of equipment and maintenance including calibration	Main Panel Calibration Test e.g. JM/TR/BUMI/4/2017, Electric Supply Act 1990
		KPDNKK	1. Akta Kawalan Bekalan 1961	Control of declared goods to optimizing its availability in the market	Akta A1473 Akta Kawalan Bekalan 1961
		BOMBA	1. Fire Service Act 1988	1. Renewal of fire extinguisher for every year by third party that approved by BOMBA	e.g. APA Number : UF052013Y923062
				2. Registration of Fire Certificate	BLESS Portal https://www.bless.gov.my
			2. Insurance	1. Fire insurance and public liability and all risks	Etika Takaful Sdn. Bhd. *insurance policy and contract
		PERKESO	1. Akta Keselamatan Sosial Pekerja 1969	Protection of employees social safety in certain contingency and to make provision on other related matters	Akta 4 Akta Keselamatan Sosial Pekerja 1969
			2. Industrial Relations Act 1967	Promote and maintain industrial harmony and provide the regulation of the relations between employers and workmen and their trade unions	Act 177 Industrial Relations Act 1967

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			3. Employee Act	Provides minimum terms and conditions to certain category of workers	Act 265 Employee Act 1955
		Malaysia Custom	1. Akta Cukai Perkhidmatan 1975	Import Export tax; Provision to pay and collect levy and service tax	Akta 151 Akta Cukai Perkhidmatan 1975
			2. Akta Cukai Jualan 1972	Provision to pay and collect levy and sales tax	Akta 64 Akta Cukai Jualan 1972
			3. Akta Kastam 1967	Import duty, export duty, customs duty and surtax	Akta 235 Akta Kastam 1967
		Lembaga Piawai Pengiklanan Malaysia	Kod Amalan Periklanan	Commercial advertising activities	Kod Amalan Periklanan Malaysia
		Petronas	1. Petronas vendor SWEC code	Petronas SWEC Code requirement	Petronas SWEC Code General Guideline
5	State Administrative	Majlis Bandaraya Petaling Jaya	Akta Kerajaan Tempatan 1976 Akta Perancangan Bandar dan Desa 1976	Signage, Licence, sticker and etc. Premise Inspection, Cleanliness, safe working area and etc.	Available at Utilities file 850 Available at Utilities file 850
		Tenaga Nasional Berhad	Electricity consumption	Meter Reading, Monthly Bill	Available at Utilities file 850
		Indah Water	Sewage charges	Monthly Bill	Available at Utilities file 850
		Syarikat Bekalan Air Selangor Sdn. Bhd.	Water consumption	Meter Reading, Monthly Bill	Available at Utilities file 850
		UE Resources	Invoice General waste collection	Meter Reading, Six-monthly Bill	Available at Utilities file 850
		Cenviro Sdn Bhd	Invoice Schedule chemical waste collection	*Refer SW code, Chemical Level, six-monthly Bill	Available at Utilities file 850
6	Trade Association	International Marine Contractors Association	1. Member participation towards safe, efficient and reliable offshore subsea operation.	1. IMCA Membership renewal i.e. Membership year 2018 1. IMCA ROV Technical Audit	IMCA Membership Portal https://www.imca-int.com/login/?target=3353 Audited by Rigil Sdn. Bhd. e.g. Project PBJV (CHO/2015/DCI/1002)
		Certification Body	CI International Sdn. Bhd.	Certification : ISO 9001, 14001 & OHSAS 18001	1. Training (QMS) 2. Certification (QMS)
7	Business Associate/	SK Petrogas	Inter-Company Business Agreement *Internal contract		Organizational Context Diagram
		Althamis Marine Sdn Bhd	Inter-Company Business Agreement		Organizational Context Diagram

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8	Affiliate Company		*Internal contract		
		Oil Field Offshore Services Sdn Bhd	Inter-Company Business Agreement *Asset Management		Organizational Context Diagram
	Interfacing/ External Agencies	Procurement Sourcing & Trading	1. Procurement & Purchasing Activity 2. Vendor Creation	1. Request Order, Purchase Register, Purchase Order generated manually 2. Vendor Creation Form (BOA-FRM-13.0004)	1. Purchase Requisitions R12 (PO.PO.10.01) Purchase Orders R12 (PO.PO.20.01) Approve PR & PO R12 (PO.PO.50.01) 2. Vendor Creation Form Guideline
9	Public/ community/ Society	IT Department	Shared drive and training *Petrogas Hub & e-leave portal		Employee Update IT Request *xxx
		Internal QMS Committee	Internal QMS Portal: Internal collaboration and reporting of Integrated Management System task and activity	International Management Standards: ISO 9001:2015; (ISO 14001:2015 & OHSAS 18001:2007 On going)	CCRIS – Central Communication, Collaboration & Reporting of Information System https://kpg06.priggs.com
		Seri Utama Kota Damansara	Working environment protection (security)	Security Force	Splendid Tactics Sdn Bhd
10	Shareholders/ Employer/ Investor	Tertiary Education System	Corporate Social responsibility	*University reply letter/form	e.g. Asna Maryam : file number 530
		Corporate Group	Corporate participation towards local authorities and local communities Corporate Social Responsibilities.	*Corporate donation	e.g. Charitable Contributions Donations and Sponsorships Declaration
		Shareholder 1	Growth of organization	RCS & Project Profit & Loss	Asset Unitization Projection, G&A, Project P&L e.g. Annual G&A Yard
		Shareholder 2	Operation and Organization Progress	Monthly, Quarterly, MRM MOM	PG/QMS/QAC/F6161

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