

SENARAI KANDUNGAN

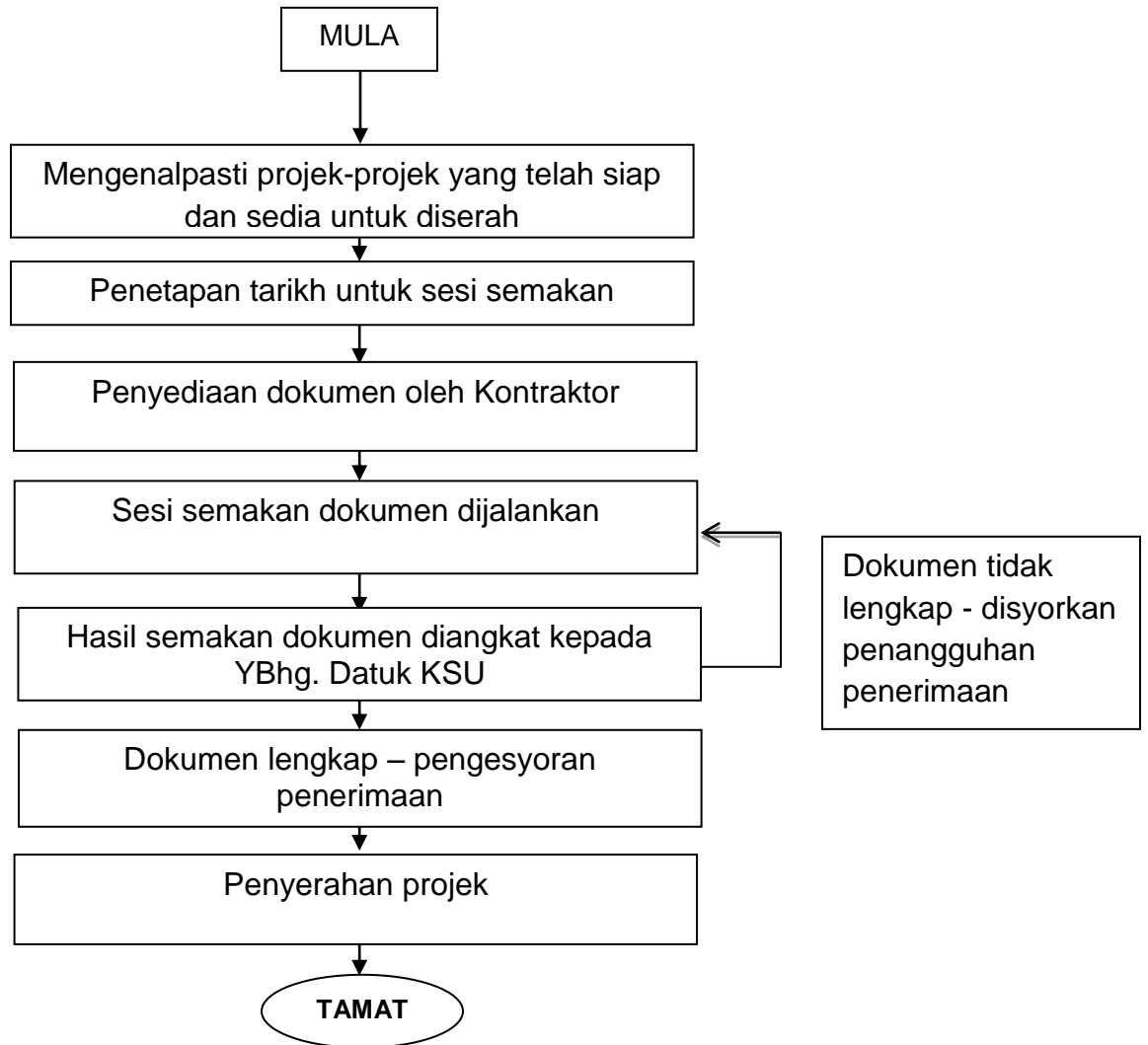
BIL	PERKARA	MUKA SURAT
1.	Fasa Semakan Dokumen Sebelum Pra Penyerahan Projek	1
2.	Carta Aliran Fasa Semakan Dokumen Sebelum Pra Penyerahan Projek	2
3.	Senarai Semak Status Serahan Dokumen, Peralatan Dan Consumables Semasa Serah Milik Projek	3 - 9

FASA SEMAKAN DOKUMEN SEBELUM PRA PENYERAHAN PROJEK

**PUNCA KUASA : ARAHAN KETUA SETIAUSAHA
KEMENTERIAN KESIHATAN MALAYSIA**

BIL	PROSES KERJA	SENARAI SEMAK
1.	Mengenalpasti projek-projek yang telah siap dan sedia untuk diserahkan kepada pelanggan	Senarai Semakan Dokumen Seperti di Lampiran 1.
2.	Memaklumkan kepada Agensi Pelaksana supaya menetapkan tarikh untuk semakan dokumen	
3.	Agensi Pelaksana perlu memaklumkan kepada Kontraktor untuk menyediakan semua dokumen-dokumen yang akan disemak mengikut senarai semak yang telah diedarkan.	
4.	Sesi Semakan Dokumen dijalankan	
5.	Hasil keputusan semakan dokumen diangkat kepada YBhg. Datuk KSU sebagai pengesyoran untuk penerimaan projek atau sebaliknya (Jika dokumen tidak lengkap, proses yang sama akan dijalankan)	
6.	Penyerahan projek	

**CARTA ALIRAN FASA SEMAKAN DOKUMEN
SEBELUM PRA PENYERAHAN PROJEK**



LAMPIRAN 1

**SENARAI SEMAK STATUS SERAHAN DOKUMEN, PERALATAN DAN
CONSUMABLES SEMASA SERAH MILIK PROJEK**

No.	Description	Document	Availability/Comply (Yes / No / Not Applicable)	Reference	Note
1	Complete volume of document (1 set)	Contract document			
		Bill of Quantities			
		Breakdown cost of asset / system / equipment			
		Certificate of Practical Completion (CPC)			
		Borang Pengesahan Penyerahan Projek			
DRAWINGS					
2	Complete ARCHITECTURE as-built drawings approved by Architect (A.R) (2 hardcopy & softcopy)	Master list of drawings			
		Location plan			
		Site plan			
		Building plan			
		Landscape plan			
		Detail drawings / fabrication drawings			
		Others:			
3	Complete CIVIL & STRUCTURE (C&S) as-built drawings approved by Professional Engineer (P.E) (2 hardcopy & softcopy)	Master list of drawings			
		Site plan			
		Earthwork			
		Foundation (sub-structure)			
		Structural (super-structure)			
		Trusses			
		Water supply system			
		Sewerage system			
		Drainage system			
		Road & pavement			
		Others:			
4	Complete MECHANICAL as-built drawings approved by Professional Engineer (P.E) (2 hardcopy & softcopy)	Master list of drawings			
		Air-conditioning & ventilation system (ACMV)			
		Fire fighting & protection system			
		Vehicle transportation			
		Vertical transportation			
		Medical gas pipeline system			

		Liquid petroleum gas (LPG) and pipeline			
		Laboratory gas system			
		Pneumatic tube system			
		BAS / BSS / BMS			
		Autoclave & sterilizing system			
		Domestic water supply system			
		Hot & cold water supply system			
		Decay tank system			
		Others:			
5	Complete ELECTRICAL as-built drawings & schematics approved by Professional Engineer (P.E) (2 hardcopy & softcopy)	Master list of drawings			
		External lighting, cable route and line			
		High voltage electrical system			
		Low voltage electrical system			
		Lightning protection system			
		Standby power system / Genset			
		Acoustic system			
		TV antenna system			
		ICT system			
		Telephone / telecommunication system			
		Projector & visual system			
		PA system			
		Conferencing / video conference system			
		CCTV system			
		Access card system			
		Nurse call system			
		Uninterrupted power supply (UPS) system			
		Isolated power supply (IPS)			
Surge protection device (SPD)					
		Others:			
6	Complete ELECTRONIC / BIOMEDICAL as-built drawings & schematics approved by Professional Engineer (P.E) (2 hardcopy & softcopy)	Schematic diagram			
		Block diagram			
		Others:			

OPERATION & MANUAL					
7	ARCHITECTURAL Operation & Maintenance Manual (O&M) (3 sets including original copy)	Floor finishing			
		Curtain wall			
		Landscape			
		Others:			
8	MECHANICAL Operation & Maintenance Manual (O&M) (3 sets including original copy)	Master list of drawings			
		Air-conditioning & ventilation system (ACMV)			
		Fire fighting & protection system			
		Vehicle transportation			
		Vertical transportation			
		Medical gas pipeline system			
		Liquid petroleum gas (LPG) and pipeline			
		Laboratory gas system			
		Pneumatic tube system			
		BAS / BSS / BMS			
		Autoclave & sterilizing system			
		Domestic water supply system			
		Hot & cold water supply system			
		Decay tank system			
Others:					
9	ELECTRICAL Operation & Maintenance Manual (O&M) (3 sets including original copy)	HT Switchgear			
		Transformer			
		Standby power system / Genset			
		Uninterrupted power supply (UPS) system			
		Main switch board (MSB)			
		Electrical system / electrical component			
		Lightning protection & earthing system			
		ICT system			
		- Application & software system (source code, database structure and dictionary)			
		- Original software license			
		- Original software CD			
		- Configuration parameters of active network system equipment			

		Telephone / telecommunication system			
		Acoustic system			
		Projector & visual system			
		PA system			
		Conferencing / video conference system			
		Access card system			
		Nurse call system			
		Isolated power supply (IPS)			
		Surge protection device (SPD)			
		Others:			
10	ELECTRONIC / BIOMEDICAL Operation & Maintenance Manual (O&M) (3 sets including original copy)	Radiology			
		Laboratory			
		Diagnostic			
		Therapeutic			
		Power Supply / Power Distributor (Highend system)			
		Uninterrupted power supply (UPS) system (Individual)			
		Chiller / Cooling system (Individual)			
		Dental chair compressor (Individual)			
		Wiring system (Operation Theatre Light)			
		Others:			
TESTING & COMMISSIONING / FUNCTIONALITY					
11	MECHANICAL Testing & Commissioning (T&C) / Functionality Result / Report (2 sets)	Master list of drawings			
		Air-conditioning & ventilation system (ACMV)			
		Fire fighting & protection system			
		Vehicle transportation			
		Vertical transportation			
		Medical gas pipeline system			
		Liquid petroleum gas (LPG) and pipeline			
		Laboratory gas system			
		Pneumatic tube system			
		BAS / BSS / BMS			
		Autoclave & sterilizing system			
		Domestic water supply system			

		Hot & cold water supply system			
		Decay tank system			
		Others:			
12	ELECTRICAL Testing & Commissioning (T&C) / Functionality Result / Report(2 sets)	HT Switchgear			
		Transformer			
		Standby power system / Genset			
		Uninterrupted power supply (UPS) system			
		Main switch board (MSB)			
		Electrical system / electrical component			
		Lightning protection & earthing system			
		ICT system			
		Telephone / telecommunication system			
		Acoustic system			
		Projector & visual system			
		PA system			
		Conferencing / video conference system			
		Access card system			
		Nurse call system			
		Isolated power supply (IPS)			
		Surge protection device (SPD)			
		Others:			
13	ELECTRONIC / BIOMEDICAL Testing & Commissioning (T&C) / Functionality Result / Report (2 sets)	Incoming supply measurement (1 / 3 phase)			
		Point of power distributor (Highend system)			
		Insulation			
		Earth bonding test			
		Electrical safety test			
		Performance test / Quantitative task			
		Qualitative task			
				Others:	
WARRANTY LETTER / CERTIFICATE					
14	ARCHITECTURAL Warranty Letter / Certificate (1 original set)	Wall paint			
		Roof			
		Fire rated door			
		Others:			
15	CIVIL & STRUCTURAL (C&S) Warranty Letter / Certificate (1 original set)	Roof trusses			
		Water proofing			
		Anti-termite			

		Others:			
16	MECHANICAL Warranty Letter / Certificate (1 original set)	Master list of drawings			
		Air-conditioning & ventilation system (ACMV)			
		Fire fighting & protection system			
		Vehicle transportation			
		Vertical transportation			
		Medical gas pipeline system			
		Liquid petroleum gas (LPG) and pipeline			
		Laboratory gas system			
		Pneumatic tube system			
		BAS / BSS / BMS			
		Autoclave & sterilizing system			
		Domestic water supply system			
		Hot & cold water supply system			
		Decay tank system			
		Others:			
		17	ELECTRICAL Warranty Letter / Certificate (1 original set)	HT Switchgear	
Transformer					
Standby power system / Genset					
Uninterrupted power supply (UPS) system					
Main switch board (MSB)					
Electrical system / electrical component					
Lightning protection & earthing system					
ICT system					
Telephone / telecommunication system					
Acoustic system					
Projector & visual system					
PA system					
Conferencing / video conference system					
Access card system					
Nurse call system					
Isolated power supply (IPS)					
Surge protection device (SPD)					
Others:					
18	ELECTRONIC /	Manufacturer			

	BIOMEDICAL Warranty Letter / Certificate (1 original set)	Test tool			
		Others:			
LICENSE & STATUTORY CERTIFICATE					
19	ARCHITECTURAL License & Statutory Certificate (1 original set)	SIRIM			
		BOMBA			
		Others:			
20	MECHANICAL License & Statutory Certificate (1 original set)	Lift (PMA No.) (JKKP)			
		Autoclave (JKKP)			
		Air receiver (JKKP)			
		Air compressor (JKKP)			
		Calorifier (JKKP)			
		Boiler (JKKP)			
		Dumb waiter (JKKP)			
		Gas installation (Suruhanjaya Tenaga)			
		Fire suppression / protection system (BOMBA)			
		Others:			
21	ELECTRICAL License & Statutory Certificate (1 original set)	Genset (DOE)			
		Genset installation			
		Exit & Emergency light (BOMBA)			
		Suruhanjaya Tenaga			
		Others:			
22	ELECTRONIC / BIOMEDICAL License & Statutory Certificate (1 original set)	Radiation & Atomic Energy Licensing Board (AELB)			
		Others:			
ASSET REGISTRATION					
23	List of Asset, Tool & Inventory (2sets)	Architectural			
		Civil & Structural (C&S)			
		Mechanical			
		- Fire suppression / protection system			
		- Lift / escalator / travelator			
		- Pump			
		- Water reticulation system			
		- Gas system			
		- Air conditioning system			
		Electrical			
		Electronic / Biomedical			
		Others:			

KEY & ACCESS CARD					
24	List of Key & Access Card (1 master + 3 sets)	Inventory - key			
		Room - key / access card / password			
		Others:			
DEFECTS					
25	List of Defects (2 sets)	Architectural			
		Civil & Structural (C&S)			
		Mechanical			
		Electrical			
		Electronic / Biomedical			
WARRANTY MANAGEMENT					
26	Maintenance Document (2 sets)	Log book (Plant room)			
		PPM schedule			
		Meter reading (Utility - Water & Electricity)			
		Others:			
CONTACT INFORMATION					
27	ARCHITECTURAL Contact Information (3 sets)	Wall paint			
		Metal cladding			
		Roof			
		Door			
		Window			
		Glass panel			
		Tiles			
		Sanitary fittings			
		Others:			
28	CIVIL & STRUCTURAL (C&S) Contact Information (3 sets)	Roof trusses			
		Water proofing			
		Anti-termite			
		Others:			
29	MECHANICAL Contact Information (3 sets)	Master list of drawings			
		Air-conditioning & ventilation system (ACMV)			
		Fire fighting & protection system			
		Vehicle transportation			
		Vertical transportation			
		Medical gas pipeline system			
		Liquid petroleum gas (LPG) and pipeline			
		Laboratory gas system			
		Pneumatic tube system			
BAS / BSS / BMS					

		Autoclave & sterilizing system			
		Domestic water supply system			
		Hot & cold water supply system			
		Decay tank system			
		Others:			
30	ELECTRICAL Contact Information (3 sets)	HT Switchgear			
		Transformer			
		Standby power system / Genset			
		Uninterrupted power supply (UPS) system			
		Main switch board (MSB)			
		Electrical system / electrical component			
		Lightning protection & earthing system			
		ICT system			
		Telephone / telecommunication system			
		Acoustic system			
		Projector & visual system			
		PA system			
		Conferencing / video conference system			
		Access card system			
		Nurse call system			
		Isolated power supply (IPS)			
		Surge protection device (SPD)			
		Others:			
31	ELECTRONIC / BIOMEDICAL Contact Information (3 sets)	Incoming supply measurement (1 / 3 phase)			
		Point of power distributor (Highend system)			
		Insulation			
		Earth bonding test			
		Electrical safety test			
		Performance test / Quantitative task			
		Qualitative task			
		Others:			
32	Other Supplementary Document(s) (2 sets)	Consultant's declaration			
		Room-to-room inspection prepared by Client during pre-delivery process (signed by Consultant)			
		Site diary			

		Training Schedule			
		Paid utility bills			
CONSUMABLES					
33	Consumables Status		Full	Not full	
		Medical gas - VIE tank			
		Medical gas - LPG			
		Boiler - Diesel			
		Vehicle - Diesel			
		Vehicle - Petrol			
		Generator set / genset - diesel			

* Perincian ini lebih kepada projek Hospital dan bagi fasiliti kesihatan lain tanda yang berkaitan sahaja.

Adalah dengan ini disahkan bahawa kami telah menyemak Dokumen-Dokumen sepertimana senarai di atas dan didapati ianya lengkap dan teratur / tidak lengkap.

- 1
Nama
Jawatan
Kontraktor / Konsultan
- 2
Nama
Jawatan
JKR CKK
- 3
Nama
Jawatan
Bahagian Perkhidmatan Kejuruteraan,
KKM
- 4
Nama
Jawatan
Bahagian Pembangunan, KKM

5

Nama

Jawatan

JKN / Hospital / PKD