

Item

Contents

Pages



# **STANDARD OPERATING PROCEDURE**

## **INSPECTION OF WORKS**

Ibu Pejabat JKR,  
Jalan Sembulan,  
88582 Kota Kinabalu, Sabah

Tarikh:

1.0	Objective	3
2.0	Scope	3
3.0	Definition	3
4.0	References	3
5.0	Flow Chart Of Departmental Procedure for “Inspection of Works”	4
6.0	Standard Operating Procedure	5
7.0	Quality Records	6

## 1.0 **OBJECTIVE**

This procedure is to oversee the achievement of quality of the materials and works by having routine 'Inspection of Works'.

## 2.0 **SCOPE**

This procedure shall cover: -

- (i) Routine inspection on the road construction materials.
- (ii) Inspection of the method of construction and on partial/completed works.

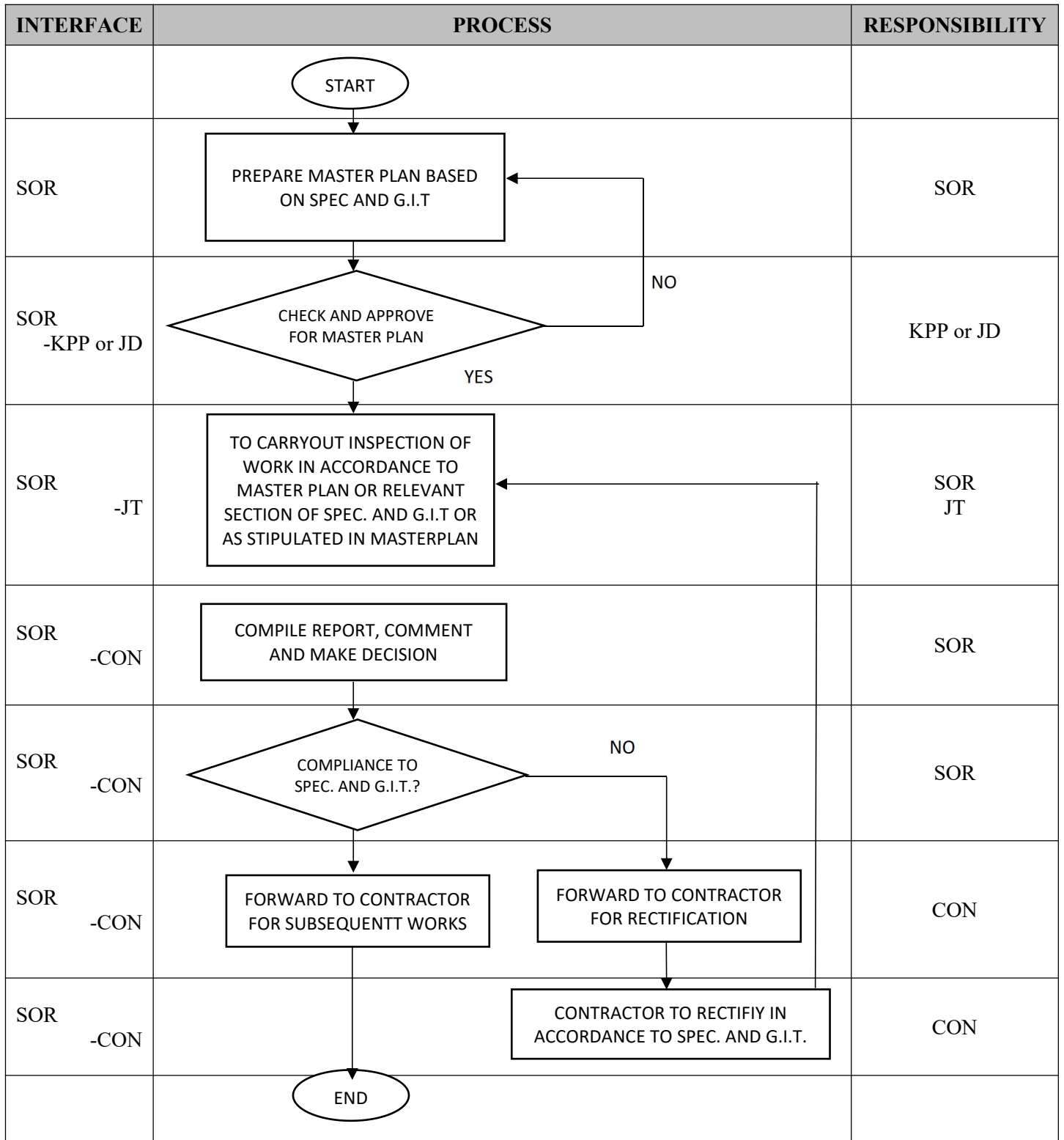
## 3.0 **DEFINITION**

KPP/M&P	-	Ketua Penolong Pengarah / Makmal & Penyiasatan Tapak.
JD	-	Jurutera Daerah
SOR	-	Superintending Officer Representative who can be KPP or Project Engineer or District Engineer or Consultant Engineer appointed by PKR to supervise the works.
CON	-	The contractor undertakes the works.
JT	-	Juruteknik
Spec	-	Standard or General Specification of Road Works.
G.I.T	-	Guidelines for Inspection and Testing for Road Works.

## 4.0 **REFERENCES**

- i. Quality Manual (MK/JKR?JLN/01) – Section 8.2.3 – Monitoring and Measurement of Processes
- ii. Quality Procedure – Construction Supervision (PK/JLN(SELIA)/02)
- iii. Guideline for Inspection and Testing of Road Works (State and Federal)
- iv. Standard Specification for Road Works (Federal)
- v. Contract Document & Drawing

**5.0 FLOW CHART OF DEPARTMENTAL PROCEDURE FOR  
“INSPECTION OF WORKS” PK/JLN(SELIA)/05/01**



## 6.0 STANDARD OPERATING PROCEDURE

### “Inspection Of Works”

INTERFACE	ACTION	RESPONSIBILITY
KPP -SOR	1) SOR is to prepare the Master-Plan for Inspection based on the format as stipulated in appendix PK/JLN(SELIA)/05/01/A01	SOR
SOR -KPP or JD	2) KPP or JD is to check and approve the Master Plan for Inspection.	KPP JD
KPP or JD -SOR	3) If not approved, SOR is to re-plan the master plan for Inspection again.	SOR
KPP or JD -SOR	If approved, Proceed to routine inspection.	SOR
SOR -CON	5) To carry out for routine inspection in accordance with the approved master plan or Spec. and G.I.T or as requested by contractor.	SOR
SOR -CON	6) Compile report and make comment and decision on compliance.	SOR
SOR -CON	7) (a)If non-compliance, forward decision to contractor for rectification or reject the works in accordance with Spec. and G.I.T.	CON
	(b) To rectify non-compliance in accordance to Spec. and G.I.T and request for Inspection again.	
SOR -CON	8) If compliance with the Spec. and G.I.T. Forward decision to contractor and proceed with subsequent work, provided that Testing and measurement satisfy the Requirement.	SOR

## 7.0 QUALITY RECORDS

The documents shall be retained as follows:-

Records	Location	Retention Period
Requisition forms	Project files in SOR Office Supplementary files for requisitions in SOR Office	7 years after completion of project
Reports and comments	Project files in SOR Office Supplementary files for quality control files in SOR Office	7 years after completion of project
Written instruction on decision	Project files in SOR Office Supplementary files for site instruction in SOR Office	7 years after completion of project