



# **STANDARD OPERATING PROCEDURE**


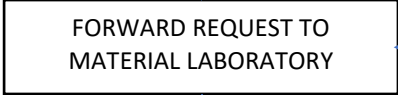
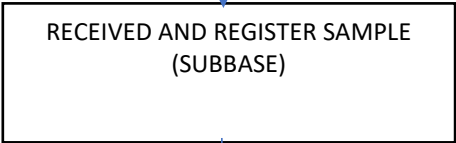
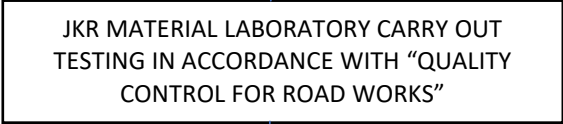

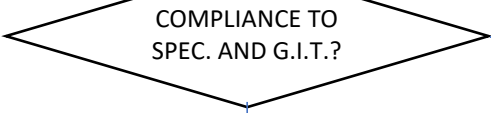
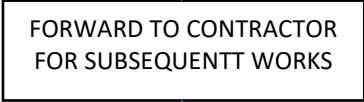

## **SUBBASE**

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

Tarikh:

Item	Contents	Pages
1.0	Flow Chart Of Departmental Procedure for “Subbase”	3
2.0	Standard Operating Procedure	4
3.0	Definition	5
4.0	References	5

**1.0 FLOW CHART OF DEPARTMENTAL PROCEDURE FOR “SUBBASE”**

INTERFACE	PROCESS	RESPONSIBILITY
		
SOR -KPP/M&P		KPP/M&P
SOR -KPP/M&P		KPP/M&P
KPP/M&P -PT		KPP/M&P
KPP/M&P -SOR		KPP/M&P
KPP/M&P -SOR		SOR
SOR -CON		SOR
SOR -CON		CON

## 2.0 STANDARD OPERATING PROCEDURE

INTERFACE	ACTION	RESPONSIBILITY
CON -SOR	<ol style="list-style-type: none"> <li>1. Forward testing request to JKR Material and Laboratory.</li> <li>2. SOR must state in the test requisition source of material and the specification used in the contract.</li> </ol>	KPP/M&P
SOR -KPP/M&P	<ol style="list-style-type: none"> <li>3. Receive and Register Sample (Subbase) and obtain detail information on the project name, type of sample and the location where sample was taken.</li> </ol>	KPP/M&P
	<p><i>Note:</i> The material shall conform to following physical and mechanical quality requirements: -</p> <ul style="list-style-type: none"> <li>▪ Standard Spec 4.1.2.2. (i)</li> <li>▪ Standard Spec 4.1.2.2. (ii)</li> <li>▪ Standard Spec 4.1.2.2. (iii)</li> <li>▪ Standard Spec 4.1.2.2. (iv)</li> <li>▪ Standard Spec 4.1.2.2. (v)</li> </ul>	
KPP/M&P -PT	<ol style="list-style-type: none"> <li>4. JKR Material Laboratory carried out testing in accordance with specification's requirements.</li> </ol>	KPP/M&P
KPP/M&P -SOR	<ol style="list-style-type: none"> <li>5. Comment on report and make decision on compliance of Spec.</li> </ol>	SOR
SOR -CON	<ol style="list-style-type: none"> <li>6. If non-compliance with Spec. and G.I.T., reject the material.</li> </ol>	CON
SOR -CON	<ol style="list-style-type: none"> <li>7. If compliance with Spec. and G.I.T. Forward the decision to contractor to proceed with subsequence works.</li> </ol>	SOR

### **3.0 DEFINITION**

KPP/M&P	-	Ketua Penolong Pengarah/Makmal & Penyiasatan Tapak.
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.
PT	-	Pembantu Teknik (Technical Assistant).
Lab	-	Private Laboratory.
Spec	-	Standard or General Specification of Road Works.

### **4.0 REFERENCES**

- i. Quality Manual – Section 8.2.4 – Monitoring and Measurement of Product (MK/JKR?JLN/01)
- ii. Quality Procedure – Construction Supervision (PK/JLN(SELIA)/02)
- iii. Guideline for Inspection and Testing of Road Works (State)
- iv. Standard Specification for Road Works (Federal)
- v. Contract Document & Drawing