



# **STANDARD OPERATING PROCEDURE**


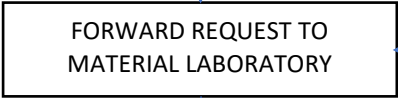

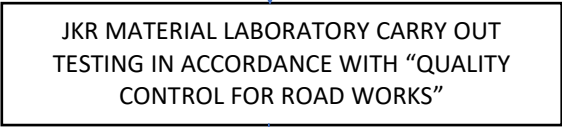

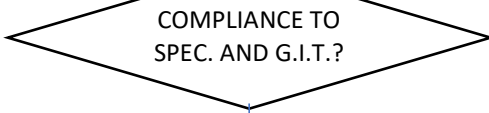
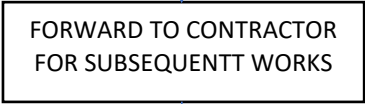
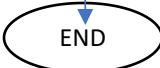
## **R.C. PIPE CULVERTS**

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

Tarikh:

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**1.0 FLOW CHART OF DEPARTMENTAL PROCEDURE FOR “R.C. PIPE CULVERTS”**

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	RESPONIBILITY
CON -SOR	1. Contractor submit inspection and testing request to SOR by stating manufacturer, size, type, numbers with serial numbers of pipe culvert to be supplied.	KPP/M&P
SOR -KPP/M&P	1. Forward testing request to JKR Material and Laboratory. 2. SOR must state in the test requisition the specification used in the contract.	KPP/M&P
-KPP/M&P	3. KPP/M&P to assign testing request to Engineer. 4. The engineer in charge shall instruct Penolong Pegawai Sains to arrange testing with the pipe culvert supplier.	KPP/M&P Engineer Penolong Pegawai Sains
	<i>Note:</i> The material shall conform to following physical and mechanical quality requirements: - <ul style="list-style-type: none"> <li>▪ Standard Spec 3.9.2.1</li> <li>▪ Standard Spec 3.9.2.2</li> <li>▪ Standard Spec 3.9.2.3</li> </ul>	
KPP/M&P -PT	5. JKR Material Laboratory personnel shall carry out inspection and testing according to the specification requirements at the manufacturer's facility.	KPP/M&P
KPP/M&P -SOR	6. Comment on report and make decision on compliance of Spec.	SOR
SOR -CON	7. If non-compliance with Spec. and G.I.T., reject the material.	CON
SOR -CON	8. If compliance with Spec. and G.I.T. Forward the decision to contractor to proceed with subsequence works.	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