SECTION S9 - ADMINISTRATION CONTROL

OBJECTIVE

To outline the procedures for processing all outgoing and incoming communication, to and from the organisation. This includes other aspects of administration procedures such as internal communication.

PROCEDURES

1. Outgoing Correspondences

For outgoing correspondences format, please refer to the following:

	Type of Outgoing Correspondence	To be indicated	Mode of Transmission
1	<u>Letters</u>		
	- Fee proposal		By Courier***/Email/E-submission/Hand/Post***
	- Site supervisory recommendation letter		By Email ***&/or Post***
	- Billings		By Email***/Post/E-submission***
	- Prequalification of tenderers including recommended list of tenderers		By Email & Post
	- Invitation letters to tenderers	- Project number - Reference number - Project title - Subject matter	By Email & Self-Collection
	- Tender addenda		By Email ***&/or*** Post
	- Tender clarifications		By Email ***&/or Post/Self-Collection***
	- Contract award letter		By Email & Post
	- Payment certification		By Email & Post
	- Studies and reports		By Email & Post
	- Cost estimates		By Email & Post
	- Letters to Authorities regarding application, submission, clarification and approval except for e-submission		By Email ***&/or*** Post

	Type of Outgoing Correspondence	To be indicated	Mode of Transmission
	- Minutes of meetings - Letters with cost and/or contractual/legal implications - Variation orders, Engineer or Architect Instruction		By Email Only By Email & Post By Email & Post
2	Transmittal	- Project number - Reference number - Project title - Subject matter	By Email & Self-Collection/ By Hand
3	Email	- Subject matter - Project Email Address	-

Note:
Mode of transmission should be indicated as appropriate on the top right hand corner of the letter before transmitting it

1.1 Letters & Transmittals

The draft to be passed to Secretary for typing or reformatting as the case maybe.

Secretary will hand over the typed draft to the originator for checking.

Where applicable the originator will pass typed draft to Project Manager/Project Director for vetting.

The originator will pass the vetted draft to Secretary for any necessary amendments and final print out.

Secretary submits final copy to the originator.

The originator will initial at the appropriate part after counter-checking and will hand over to Project Manager/Project Director for signature. All enclosures to be attached before these are sent for signature.

Secretary in charge will scan and email the outgoing mails before posting.

A soft copy will be saved in the server.

Documents, except substation drawings, are electronically submitted to the authorities. Substation drawings are submitted to the authorities in hard copy. Upon approval by the authorities, the respective engineers will scan and save the soft copy in the service. For cc parties, enclosures will only be attached if indicated.

1.2 Emails

Outgoing emails should include the subject matter and project email address.

The originator/Secretary shall type and send the email to external parties and also copy ***to project email address.***

Outgoing letters relating to the following issues should carry authorised signatures as indicated below:

Issues	**Signatories**
Company Financial Matters, Government Surveys, Contractor's Performance Reports, Testimonials and the like	Managing Director/Director-in-Charge
Prospective Project enquiries and fee proposals	Managing Director/Director-in-Charge
Prequalification of tenderers including lists of recommended tenderers, tender reports, cost plans, site staff requirements, design brief, engineering & cost studies, completion certificates and the like	Managing Director/Director-in-Charge. However Project Manager will be allowed to sign with prior knowledge of the Project Director.
Tricky or contractual issues where Company's position/reputation may be at stake or compromised	Project Director
Letters of invitation to tender, payment certificates, recommendation on acceptance of variation orders	Project Director. However Project Manager will be allowed to sign with prior knowledge of the Project Director
Approval of technical submittals, minutes of technical meetings, instructions to contractors etc.	Project Manager or Assistant Project Manager

Issues	Signatories
Applications/submissions/certificates to Authorities	The Professional Engineers and/or Licensed Electrical Workers concerned
General & routine issues	Project Manager or Assistant Project Manager generally based on the discipline involved. The Project Assistant may be authorised by the Project Manager/Assistant Project Manager to sign simple letters which are routine in nature and with no contractual implications.

2. Incoming Correspondences

2.1 Letters

2.1.1 All incoming letters/drawings/documents received by post are to be opened by the Human Resource Manager who will thereafter distribute to the parties concerned.

2.1.2 All incoming letters/drawings/documents received by hand are to be opened and stamped with the "Circulation" and "Date" stamps by the Secretary. Documents pertaining to fee proposals shall be stamped and passed directly to the Project Director.

2.1.3 Drawings are stamped with the "Drawing Received" stamp on the reverse side of each drawing.

2.1.4 Contents of enclosed documents shall be checked against the covering letter or document transmittal and any omissions noted. The sender shall then be notified by the Administrative Assistant to regularize the omissions.

2.1.5 The mail shall then be forwarded to the Project Manager, who shall note the action to be taken and if necessary, circulate to the relevant project team members.

2.1.6 The Project Manager shall also indicate the project number.

2.1.7 Confidential letters will be circulated in stapled envelopes.

2.1.8 Secretary shall scan incoming mails and save in the server. A hard copy will be filed in the project file.

2.2 Emails

2.2.1 The Secretary shall forward all incoming emails to the Project Team, as appropriate, for attention.

2.2.2 All incoming emails containing drawings and/or large-scale work programme and the like, requiring action by the CAD Staff for printing or storage in server, shall be copied to the 'CADMail' with proper instructions.

2.2.3 These emails are filed according to Projects.

3. Internal Communication

3.1 Memorandum

Directors shall issue and sign Office Instructions/Memoranda. The soft copy of the memoranda will be sent to all staff via email; the hard copy will be put on the Company Notice Board. Where applicable, the soft copy of the memoranda will be sent to site staff via email.

All Memoranda are filed in hard copy and Intranet.

3.2 Internal Email

Internal email pertaining to projects such as notes of meetings, confirmation of technical requirement etc. hard copies should be made for keeping in the relevant project files.

For file copy, the originator shall copy it to IEF.