



SYARIKAT BEKALAN AIR SELANGOR SDN BHD

MANUAL REF.

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PROJECT MANAGEMENT & DEVELOPMENT DIVISION

DEVELOPMENT PROCEDURES MANUAL

SUBJECT

MANUAL FOR MONITORING OF CONSTRUCTION AND TAKING OVER OF WATER SUPPLY SYSTEM FROM DEVELOPERS

4.1. a	Explanatory notes to workflow chart.	Action By
4.1.1	Developer names Contractor/Consultant of project to district and HQ development department including any changes in names during the implementation stage.	Developer
4.1.2	Consultant applies for product material approval using Form EPS 1.	Consultant
4.1.3	Head of district informs consultant the outcome of product material approval from the date of application by consultant.	District Technical Manager , Head of District
4.1.4	District gives date for material inspection at site using Form EPS 2 including factory/site inspection as required from the date of product material approved.	District Technical Manager, Head of District.
4.1.5	Pipe material inspection report and product material report is produced at site using Form EPS 3 and EPS 4 respectively. All major component materials used must be inspected. Form 3A is used when separate testing is required.	Contractor, Consultant, SYABAS Technician/ Technical Supervisor, Head of Planning/ development Section.
4.1.6	District head of planning and development section informs the result of inspection to consultant from the date of inspection.	District head of planning / Development section



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4.1. a	Explanatory notes to workflow chart.	Action By
4.1.7	Consultant submits site progress report every 2 months using Form EPS 5 to districts and copy to HQ Development Department, including reports on quality assurance and workmanship.	Consultant
4.1.8	District makes periodic site visits (min once every 2 months) to monitor work quality using Form EPS 6 and inspection report to be issued to consultant .	District, Technician/ Technical Supervisor of Planning Development Section.
	SYABAS HQ development section monitors and conducts surprise check at project site and inspection report to be issued consultant.	HQ Development section engineers.
4.1.9	Consultant applies for pipeline/reservoir testing using Form EPS 7.	Consultant
4.1.10	SYABAS district notifies consultant / developer on the date, time and place for pipe / reservoir testing using Form EPS 7A from the date of application by consultant.	District Technical Manager, Head of district
4.1.11	Pipeline/reservoir test reports using Form EPS 8, EPS 8 A and EPS 9 and test result to be issued to consultant.	Consultant / Contractor District Head of Planning/ Development / Technical Manager



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4.1. a	Explanatory notes to workflow chart.	Action By
4.1.12	Consultant applies for SYABAS to carry out Final Inspection using Form EPS 10.	Consultant / Developer
4.1.13	SYABAS district informs the consultant / developer on the date of final joint inspect from the date of application by consultant.	District Technical Manager , Head of district
4.1.14	Districts carry out joint site inspection with consultant / contractor and produce report using Form 11 and EPS 12 (Where relevant). The inspection report has to be issued to consultant.	Consultant / Developer Head Planning / Development, Technical Manager, Head of District, secretary of works.
4.1.15	Confirmation on completion of Internal Plumbing System by technical Manager and report to Head of District (HOD) using Form IP5 from the date of final inspection of internal plumbing system.	SYABAS Head of District / SYABAS Technical Manager
4.1.16	Confirmation on completion of M & E, & Telemetry system by M & E section and report to Head of District (HOD). M & E (H.Q.) monitors big systems and HT installation from the date of final inspection of M & E and telemetry system.	SYABAS Head of District / SYABAS Head of M/E section
4.1.17	SYABAS district informs developer to provide BG against defect using FORM EPS 13 from the date of final inspection and the water supply system is ready for taking over.	SYABAS Head of District



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4.1. a	Explanatory notes to workflow chart.	Action By
4.1.18	Developer and Consultant apply for SYABAS to take over system by submitting Form EPS 14, which encloses among others the KA1 form.	Consultant, Developer
4.1.19	Contractor applies for connection to mains using Form EPS 15.	Contractor / Consultant
4.1.20	SYABAS District notifies contractor on the date of tapping connection from the date of application by contractor.	District Technical Manager, Head of district
4.1.21	Contractor applies for sterilizing / flushing/ water quality using Form EPS 16	Contractor / Consultant
4.1.22	SYABAS district notifies the date for sterilizing / flushing/ water quality using Form EPS 16A from the date of application by contractor.	District Technical Manager, Head of district
4.1.23	Consultant conducts sterilizing, flushing and final water quality check using Form EPS 17 and EPS 18. The test report is required to be issued to consultant/ contractor.	Consultant/ Contractor Technician, Head of water quality unit,
4.1.24	Consultant submits the confirmation for handing over the water supply system to SYABAS using Form EPS 19A	Consultant
4.1.25	SYABAS notifies the consultant for handing over of permanent water supply system using Form EPS 19B from the date of application by consultant.	SYABAS Technical Manager, Head of District



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4.1. a	Explanatory notes to workflow chart.	Action By
4.1.26	SYABAS issues Letter of Taking Over to developer/ consultant using Form EPS 19C from the date of taking over the water supply system.	Head of District, Secretary of Works
4.1.27	SYABAS district distributes the taking over document to various sections using Form EPS 19D from the date of taking over the water supply system.	Head of District
4.1.28	Plumber applies for water meter using Form EPS 20A	Plumber
4.1.29	SYABAS district approves the issuance of water meters to plumber using Form EPS 20A from the date the plumber has paid the water meter deposits.	District Technical Manager, Head of district
4.1.30	The licensed plumber completes the installation of water meters and returns the water meter data to SYABAS from the date of installation.	Plumber
4.1.31	District technician of meter section updates the water data and activate the consumer account for billing from the date of submission of water meter data by plumber.	District Technician water meter section.
4.1.32	SYABAS district informs developer on the defects after the joint site inspection with developer.	District Technical Manager, Head of district



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4.1. a	Explanatory notes to workflow chart.	Action By
4.1.33	Developer repairs defects identified by district within two weeks after the notification	Developer/Contractor
4.1.34	SYABAS issue End of Defects letter by issuing Form EPS 21 and return balance of Bank Guarantee to developer from the date of final joint site inspection.	SYABAS Head of District, Secretary of Works