GORLY EQUIPMENT SDN BHD (1153309-M)

New SOP on Machinery in Office

1. All technicial will be split in to 3 groups as below,
   Team A – 2 person [A1 & A2]
   Team B - 2 person [B1 & B2]
   Team C – 3 person [C1, C2 & C3]

2. Technician will be assigned with scissor lift / boom lift & personal lift as below,
   Senior Technician – 10 unit [A1, B1, C1 & C2]
   Technician – 9 unit [A2, B2, C3]

3. Each technician is responsible to take care of the machinery that being assigned to them, to make sure those machine that parked at office is,

   a. Repair on any damages.
   b. Machine is well maintained (clean & painted nicely)
   c. All function is working properly.

4. Technician will be given time of 2 working days to make good on their machine.

5. Regular inspection will be done by Adly & Eddie in office. Whichever machine that failed to comply as point (3) will result in penalty as below,

   a) Deduction of allowance RM 200.00 per unit on the technician who failed to comply.
   b) Deduction of allowance RM 100.00 per unit on the other technician under the same team who failed to comply.

   For example, Technician C3 failed to comply.
   - Technician C3 will receive deduction of allowance RM 200.00.
   - Technician C1 & C2 will receive deduction of allowance on RM 100.00.

6. In return, Technician will be rewarded. The top 3 that have their most machine delivered to site will be given with reward as below,

   Top 1: RM 300.00, Top 2: RM 150.00 & Top 3: RM 100.00

   *Terms & Condition:
   *To be eligible for the reward, you will first need to hit the tier of 6 units delivery in a month.
   *You will need to record down the DO number, PMA number and Date of delivery, the cut off date will be on every 20th of the month.

Notes:

a. Teamwork is required to make sure that all the machinery that being assigned to you are taken care.
b. Doing this is to make sure that all our machinery is always in the best condition.
c. Team rotation will be done on every 3 – 6 months depending on the situation.

Prepared by,

Eddie Ng