

PENGURUSAN DOKUMENTASI CAWANGAN KEJURUTERAAN ELEKTRIK

Disediakan oleh:
Nurul Huda binti Abdul Hadi
Unit Pengurusan Strategik & Prestasi
Cawangan Kejuruteraan Elektrik
Ibu Pejabat JKR Malaysia

OVERVIEW

- ◉ Pengurusan dokumentasi adalah salah satu keperluan utama sesebuah organisasi.
- ◉ Pengurusan dokumentasi yang sistematik dan terancang akan memastikan dokumentasi yang diperlukan dapat diperolehi dan diakses dengan cepat, cekap dan betul.
- ◉ Ini akan membantu dalam urusan kerja harian di pejabat dan memastikan pengkodan, penyimpanan dan pencarian dokumen lebih tersusun.

DOKUMENTASI

Dokumen / Penerbitan CKE

- Rujukan Dokumentasi adalah pada Manual Pengurusan Dokumentasi CKE yang dikeluarkan pada Mei 2011 (CKE.MN.09.01.(01).2013)
- Dokumen yang perludidaftarkan terbahagi kepada:
 - Dokumen Khusus
 - Dokumen Berkala
 - Pekeliling

Rujukan

- Jpedia merupakan sebuah website yang akan menempatkan semua dokumentasi berdaftar ini untuk rujukan para pegawai CKE.
- Link: <http://jpedia.jkr.gov.my>

DOKUMEN BERDAFTAR MENGIKUT BIDANG KEPAKARAN

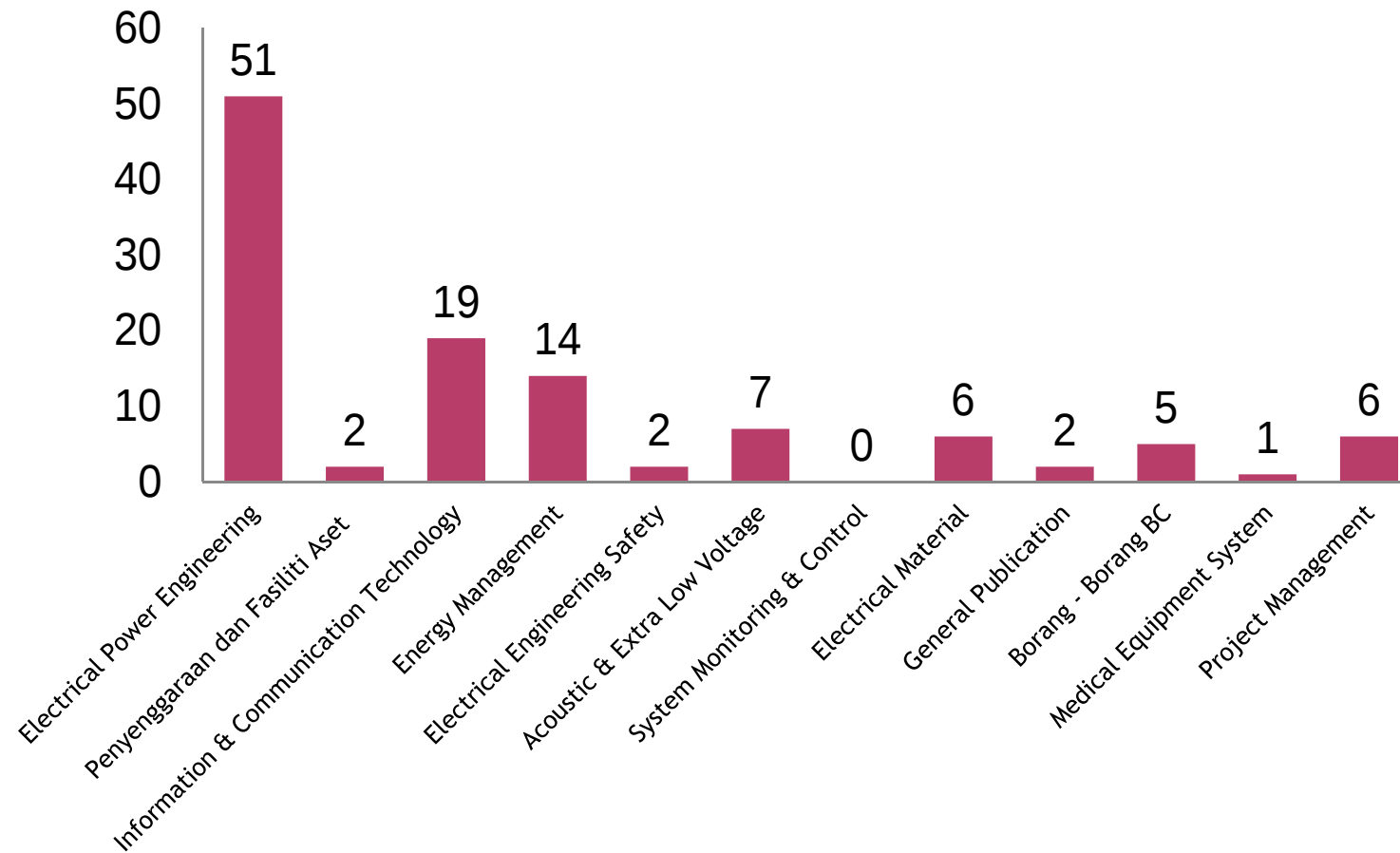
Dokumen Khusus

- Electrical Power Engineering
- Penyenggaraan dan Fasiliti Aset
- Information & Communication Technology
- Energy Management
- Electrical Engineering Safety
- Acoustic & Extra Low Voltage
- System Monitoring & Control
- Electrical Material
- General Publication
- Borang - Borang BC
- Medical Equipment System
- Project Management
- Rujukan

Dokumen Berkala

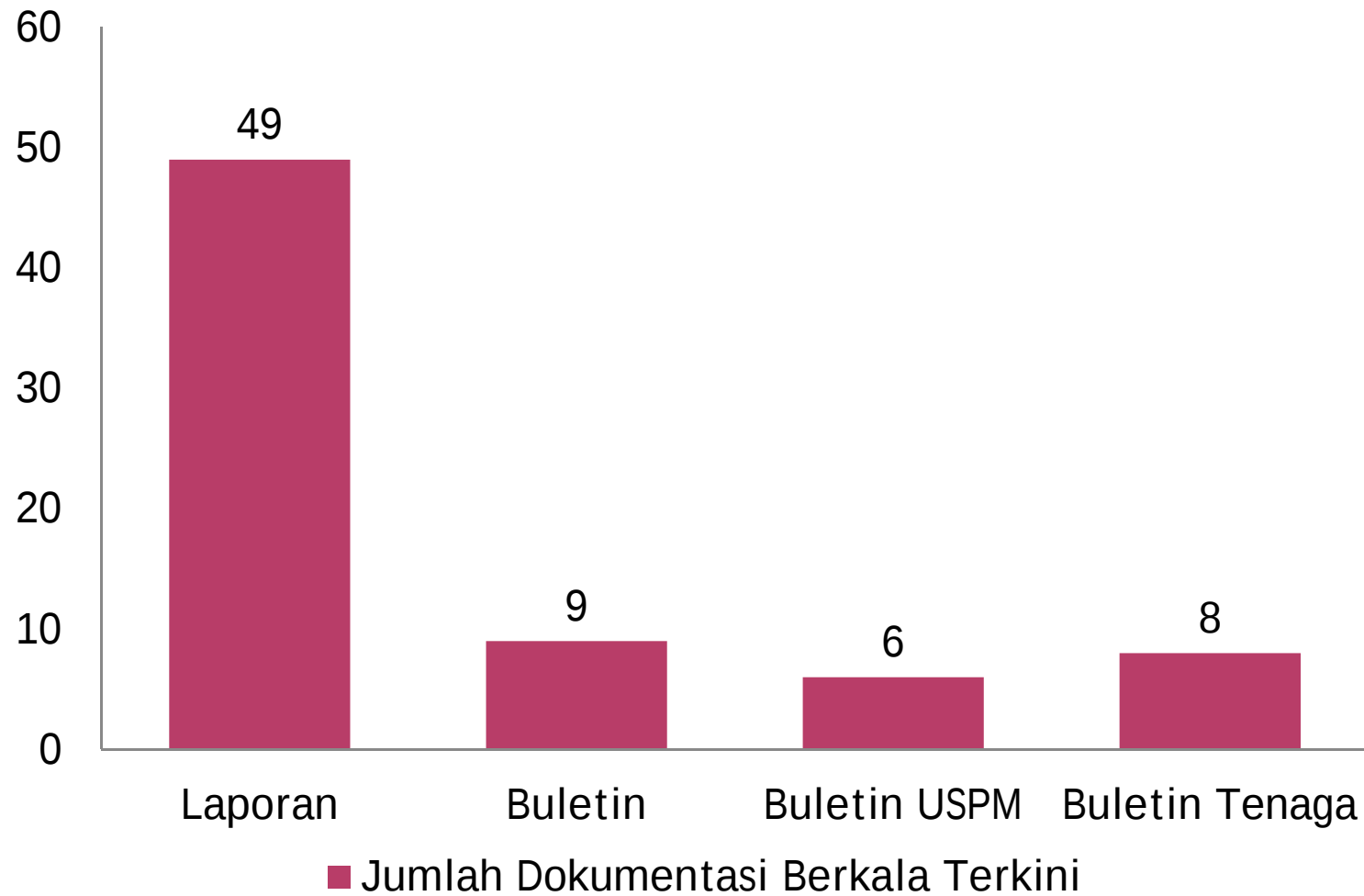
- Laporan
 - Laporan Flying Squad
 - Laporan Inspektorat
 - Laporan Tahunan
 - Laporan Audit Tenaga
- Buletin
- Buletin USPM
- Buletin Tenaga

JUMLAH DOKUMEN KHUSUS 2011 - 2014



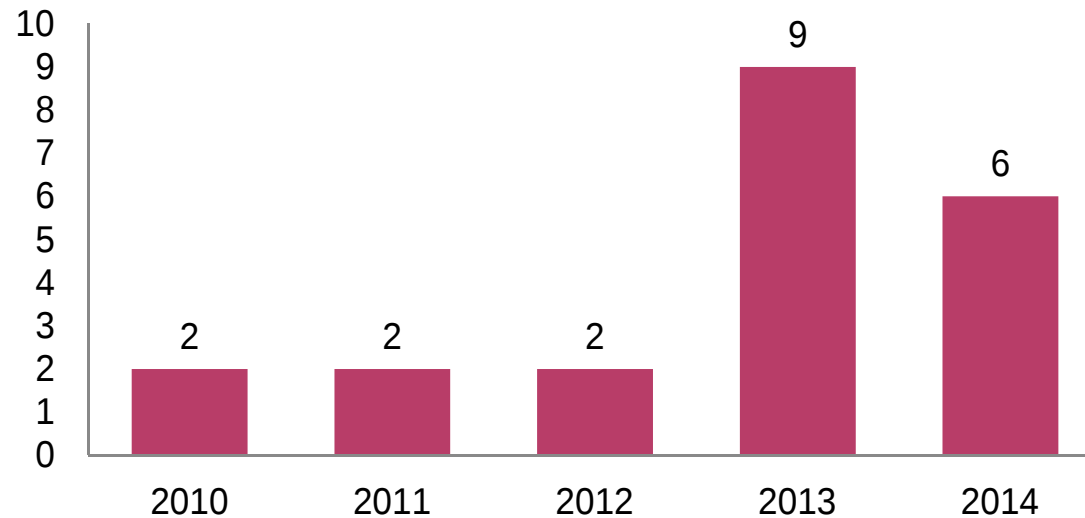
■ Jumlah Dokumentasi Berdaftar Terkini

JUMLAH DOKUMEN BERKALA 2011 - 2014



JUMLAH PEKELILING PENGARAH KANAN

- Jumlah Pekeliling Pengarah Kanan yang telah di keluarkan sehingga kini adalah 21.



■ Pekeliling Pengarah Kanan Tahun 2014 & 2013

JPEDIA

- Semua dokumentasi berdaftar CKE akan di upload ke JPEDIA untuk rujukan para pegawai.

 WIKITAM Devoted to project and asset management knowledge base, aimed at those involved in managing the total asset life cycle	 ECON wiki Information on enterprise content and knowledge management framework, governance and initiatives implemented in JKR	 J-CoP JKR Community of Practice	 WikiGreen A collection of JKR Green Technology Documentation
 PM wiki Information on PM competency framework, standards, best practices developed by PROKOM	 VM wiki Information on VM processes, collection of VM reports, lessons learned aimed at those involved in VM	 BIM wiki Information on BIM roadmap, processes, projects, standards aimed at those involved in BIM	 PRisk wiki Information on project risk management standards, guides, project risks registers, risk management plans
 WikiNotes A collection of lessons and presentations of trainings conducted in JKR	 WikiPapers A collection of conference proceedings and seminar papers	 WikiResearch A collection of theses and research papers produced by JKR staff	 Guides and Standards A collection of Guides and Standards
 Forensic (Structure & Bridge) A collection of forensic (structure & bridge) document/material/reference	 WikiSpecs A collection of JKR standard specifications for use in tender documentation	 PLL wiki A collection of project lessons learned to guide project managers, designers, contract administrators and site staff	 3PO Portfolio Office, Program Office & Project Office

WikiSpecs Contents [hide] 1 Building 2 Civil And Structure 3 Electrical 4 Mechanical 5 Road 5.1 Geotechnical 5.1.1 Addendum Specifications 6 Senggara	Building ▶ PWD Standard Building Specification ▶ Addendum Specification (Ceiling) ▶ Senarai Bahan-Bahan Binaan Tempatan
Civil And Structure JKR Specification: Pre-Fabricated Cold Formed Steel Roof Trusses:JKR 20601-0186-11 [R] JKR Specification: Pre-Fabricated Timber Roof Trusses:JKR 20601-0190-12 [R] Specification For Structural Steelworks [R] JKR Standard Specification For Drainage Works in Building Projects [R]	Electrical ▶ L-S1: Low Voltage Internal Electrical Installation ▶ Addendum No. 1 Revision 3 to L-S1 : For Downlight Type LED Luminaires ▶ Addendum No. 2 Revision 3 to L-S1 : For LED Lamp and LED Bulb ▶ Addendum No. 3 Revision 3 to L-S1 : For Tubular Type Fluorescent Luminaires ▶ L-S2: Low Voltage Automatic Power Factor Correction Equipment ▶ L-S3: Low Voltage Underground Cable ▶ L-S4: Low Voltage Overhead Line Distribution System ▶ L-S5: Three Phase Generator Set ▶ L-S6: Acoustic Treatment For Generator Room ▶ L-S7: Single Phase Diesel Generator Set ▶ L-S8: Specification For Lightning Protection System (Using Stranded G.I. Wires) ▶ L-S9: Lightning Protection System For Structures ▶ L-S10: For 11 Kv Distribution Transformers ▶ L-S11: For 11 Kv High Voltage Oil Circuit Breaker ▶ L-S12: For 11 Kv High Voltage Ring-Main Unit Distribution Switchgear ▶ L-S13: For 11 Kv High Voltage Underground Cable ▶ L-S14: For 11 Kv S16 Ring Main Unit ▶ L-S15: For 11Kv Metal-Enclosed Switchgear ▶ L-S17: For 11Kv Dry-Type Distribution Transformer ▶ L-S20: For Road Lighting Installation ▶ Addendum No. 1 Revision 1 to L-S20 : Specification For Road Lighting Installation (August 1999) ▶ Specification For Traffic Signals ▶ Specification For Mesin X-RAY Klinik Kesihatan ▶ Specification For Operation Table ▶ Specification For Surgical Light Fittings ▶ Specification For 60Hz to 400V Frequency Converter System

WIKISPECS

Electrical

- ▶ L-S1: Low Voltage Internal Electrical Installation
- ▶ Addendum No. 1 Revision 3 to L-S1 : For Downlight Type LED Luminaires
- ▶ Addendum No. 2 Revision 3 to L-S1 : For LED Lamp and LED Bulb
- ▶ Addendum No. 3 Revision 3 to L-S1 : For Tubular Type Fluorescent Luminaires
- ▶ L-S2: Low Voltage Automatic Power Factor Correction Equipment
- ▶ L-S3: Low Voltage Underground Cable
- ▶ L-S4: Low Voltage Overhead Line Distribution System
- ▶ L-S5: Three Phase Generator Set
- ▶ L-S6: Acoustic Treatment For Generator Room
- ▶ L-S7: Single Phase Diesel Generator Set
- ▶ L-S8: Specification For Lightning Protection System (Using Stranded G.I. Wires)
- ▶ L-S9: Lightning Protection System For Structures
- ▶ L-S10: For 11 Kv Distribution Transformers
- ▶ L-S11: For 11 Kv High Voltage Oil Circuit Breaker
- ▶ L-S12: For 11 Kv High Voltage Ring-Main Unit Distribution Switchgear
- ▶ L-S13: For 11 Kv High Voltage Underground Cable
- ▶ L-S14: For 11 Kv Sf6 Ring Main Unit
- ▶ L-S15: For 11Kv Metal-Enclosed Switchgear
- ▶ L-S17: For 11Kv Dry-Type Distribution Transformer
- ▶ L-S20: For Road Lighting Installation
- ▶ Addendum No. 1 Revision 1 to L-S20 : Specification For Road Lighting Installation (August 1999)
- ▶ Specification For Traffic Signals
- ▶ Specification For Mesin X-RAY Klinik Kesehatan
- ▶ Specification For Operation Table
- ▶ Specification For Surgical Light Fittings
- ▶ Specification For 60Hz Rotary Frequency Converter System
- ▶ Specification For Three Phase 50/400Hz Frequency Converter and Associated Auxilliary Equipment
- ▶ Specification For Public Address (P.A) System
- ▶ Kaedah Exothermic Welding yang Kompeten

GUIDES & STANDARDS

Electrical Engineering

1. Aplikasi Teknologi LED Bagi Pemasangan Projek Kerajaan
2. Energy Efficiency Guidelines For CKE Design
3. Garis Panduan Kos Piawai Kerja-Kerja Penyelenggaraan Elektrik Bagi Aset Kerajaan
4. Manual Pengurusan Dokumentasi CKE (Masterlist Pengurusan Dokumentasi setakat 06012015)
5. Manual Polisi Senggara Elektrik
6. Panduan Menyemak Conduit (UPVC Galvanised Steel)
7. Panduan Menyemak Bahan (Street Lantern)
8. Panduan Menyemak Kabel (PVC Insulated Armoured & Non Armoured)
9. Panduan Penggantungan Fluorescent Luminaires Downlight dan Speaker
10. Garis Panduan Bahan : Panduan Menyemak Fluorescent Luminaire Jenis Downlight
11. Rujukan Standard Terkini CKE, USPMA
12. Senarai Bahan-bahan yang Mendapat Kelulusan Jawatankuasa Bahan JKR Cawangan Kejuruteraan Elektrik
13. Manual Inspektorat Elektrik
14. Borang Khusus CKE
15. Pekeliling Pengarah Kanan CKE
16. Nota Panduan Menilai Dan Menyemak Sijil Kalibrasi Peralatan 2013
17. Borang Verifikasi Rekabentuk Terkini
18. Panduan Teknik Rekabentuk Elektrik Edisi 4
20. Borang Pengujian dan Pentausahaan Pemasangan Sistem Solar Photovoltaic (PV)
22. Manual Pengujian dan Pentausahaan Pemasangan Sistem Solar Photovoltaic (PV)
23. Garis Panduan Sijil Kalibrasi Peralatan Pengujian: Panduan Menyemak dan Menilai
24. Garis Panduan Bahan: Panduan Menyemak Fluorescent Luminaire Jenis Downlight
25. Garis Panduan Electrical System Design & Installation For Architects & Engineer
26. Borang Verifikasi Rekabentuk Terkini 2014
27. Laporan Kajian: Norma Peratusan Perubahan Harga (VOP) Bagi Kerja-kerja Elektrik
28. PMP Rekabentuk Elektrik
29. Garis Panduan Bahan: Panduan Penggunaan Fluorescent Luminaires Jenis T5
30. Garis Panduan Pendaftaran Dan Pengendalian Pemasangan Elektrik Merujuk Kepada Akta Dan Peraturan
31. Prosedur Operasi Standard (SOP) Bagi Penyerahan Projek untuk Penyeliaan Tapak Bina daripada HODT kepada WPP (E)
32. Work Breakdown Structure of Electrical Services (Construction Stage)
33. Garis Panduan Pengurusan Nilai CKE

- Manual Pengurusan
- Dokumentasi CKE
- Masterlist Dokumentasi
- Garis Panduan
- Borang
- Garis Panduan



TERIMA KASIH

Prepared by:
Nurul Huda binti Abdul Hadi
Unit Pengurusan Strategik & Prestasi
Cawangan Kejuruteraan Elektrik
Ibu Pejabat JKR Malaysia