

TERMS OF REFERENCE FOR THE CITP COMMITTEES

1. Name of Committee

CITP Initiative Working Group on Quality in Construction

2. Reference Code of Committee

CITP-IWG1/Q1-Quality

3. Objective of Committee

The objectives of the committee are as follows:

- 3.1 To steer the implementation of quality initiatives as prescribed under Initiative Q1 of CITP including interfacing between public and private sector
- 3.2 To address CITP implementation roadblocks or challenges under Initiative Q1 of CITP
- 3.3 To strive in achieving the implementation target (KPIs) as specified under Initiative Q1 of CITP

4. Scope of Committee

All matters related to Initiative Q1 of CITP that is to increase emphasis on quality and implement quality assessments in construction.

5. Abbreviation

| | | |
|----------|---|----------------------------------------------|
| CIDB | : | Construction Industry Development Board. |
| CITP | : | Construction Industry Transformation Program |
| CITP-IWG | : | CITP Initiative Working Group |
| KPI | : | Key Performance Indicator |
| PMO | : | Programme Management Office |
| PSP | : | Principal Submitting Person |
| QA/ QC | : | Quality Assurance/ Quality Control |
| QLASSIC | : | Quality assessment system in construction |
| TOR | : | Terms of Reference |

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6. Definition

- Initiative Owners : CIDB division/unit heads responsible to implement and manage the relevant CITP initiatives
- Initiative Sponsors : CIDB sector heads responsible to oversee the implementation of the relevant CITP initiatives
- Thrust Sponsors : CIDB sector heads responsible to report on the progress of the thrust outcome to the relevant CITP Thrust Working Group

7. Roles and Responsibilities

- 7.1 Provide oversight on the implementation of Initiative Q1
- 7.2 Assign members to monitor / support specific sub-activities as and when required
- 7.3 Jointly facilitate implementation delivery of Initiative Q1
- 7.4 Monitor the overall Initiative Q1 progress towards milestones
- 7.5 Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for Initiative Q1 as and when required
- 7.6 Review issues and risks in implementation and resolve where possible
- 7.7 Provide guidance on next steps for successful Initiative Q1 implementation
- 7.8 Progressively review implementation activities and timeline in consultation with Initiative Q1 sponsor and owner as and when required
- 7.9 Escalate unresolved issues and risks to CITP Thrust Working Group / PMO in a timely manner
- 7.10 Ensure the delivery of Initiative Q1 outcomes within the agreed timeline.

8. Key Performance Indicators (KPIs)

The KPIs of the committee shall be:

- KPI Q1-006 500 accredited QLASSIC assessors produced by Q4 2018 (Q1-006)
- KPI Q1-007 More than 50% of public building projects completed annually by G7 contractors achieve a minimum QLASSIC score of 70 by Q4 2020
- KPI Q1-111 More than 50% of private residential projects with contract sum exceeding RM10m completed annually to achieve a minimum QLASSIC score of 70 by Q4 2020
- KPI Q1-112 Minimum of one qualified QLASSIC assessor for every G7 contractor undertaking building projects by end of 2019
- KPI Q1-113 Minimum of one Site Supervisory Staff (SSS) for public building projects trained on QLASSIC by 2020
- KPI Q1-133 20 key developers adopt guideline for minimum QLASSIC score of 70 in their contractual requirement for residential projects by 2019

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9. Designated Chairman

Chairman : Mr. Liew Hau Seng
Managing Director, IJM Corporation Sdn Bhd

Deputy Chairman : Tuan Haji Alhadi Ibrahim
CIDB Board Member

10. Membership of Committee

- a) Refer to **Appendix A** for list of appointed committee members.
- b) Appointed committee members shall personally attend committee meetings and shall not send representatives or alternate members.
- c) Appointed committee members may make recommendations to appoint co-opted members from any organization or any person should they think the co-opted members can contribute or give expert opinion on specific issues. The appointment of this co-opted member shall be temporary in nature for the purpose they were appointed.
- d) In the event that the chairman and co-chairman is not available for meetings, the committee shall nominate a member from the quorum to chair the said meeting.

11. Duration of Membership

The duration of membership is for a period of 2 years effective from the date of appointment.

12. Meetings

- 12.1 Notification of meetings shall be issued via fax/email/letter or any other means of communication at least one (1) week prior to the meeting.
- 12.2 Frequency of the meeting shall be at least twice a year.
- 12.3 The chairman/co-chairman and not less than half of total members shall constitute the quorum.

13. Honorarium

Chairman : RM600.00 per meeting

Members : RM400.00 per meeting

14. Expenses

Members travelling expenses for transportation and accommodation will be borne by CIDB in accordance with current procedures.

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15. Minutes of Meeting

Minutes of meeting will be prepared by the secretary appointed by the committee and circulated within 7 working days from the date of the meeting.

16. Vacancy

In the event of a vacancy among the members of a committee, the vacancy shall be filled by a person appointed in the same manner as the previous committee member.

17. Termination of Membership

A member will be dismissed automatically from the committee if:

- 17.1 the member fails to attend the committee meetings three consecutive times without leave of the Chairman;
- 17.2 the member no longer serves the organization of which he is representing;

18. Dissolution of Committees

The committee will become automatically dissolved at the end of the CITP period (2020).

19. Confidentiality

All information shared and discussed during the CITP committees are confidential and shall never be disclosed to third parties in any manner without prior consent of the committee's Chairman.

20. Initiative Sponsor

Datuk Ir. Elias Ismail
Senior General Manager
CIDB Malaysia

21. Initiative Owner

Razuki Ibrahim
General Manager
CIDB Malaysia

22. Secretariat

Safety, Health & Quality (SHQ) Division
CIDB Malaysia
Level 23, Sunway Putra Tower
No. 100, Jalan Putra
50350 Kuala Lumpur
Tel : 03-4047 8010
Fax : 03-4047 8080
Email : iwg1@cidb.gov.my

Refer to **Appendix B** for duties of secretariat

**TERMS OF REFERENCE
FOR THE CITP COMMITTEES**

23. CITP Programme Management Department

Director
CITP Programme Management Department
CIDB Malaysia
Level 24, Menara Dato Onn
PWTC, Kuala Lumpur
Tel : 03-4047 7216
Fax : 03-4047 7140
Email : pmo@cidb.gov.my
www.citp.my