

TERMS OF REFERENCE FOR THE CITP COMMITTEES

1. Name of Committee

CITP Thrust Working Group on Quality, Safety and Professionalism

2. Reference Code of Committee

CITP-TWG1/QSP

3. Objective of Committee

The objectives of the committee areas follows :

3.1 To address roadblocks and challenges for efficient implementation of Initiatives Q1, Q2, Q3, Q4 and Q5 within Thrust 1 of the CITP.

3.2 To report and update the CITP Ministerial Committee (CITP-MC) on the progress of initiatives under CITP Thrust 1 on Quality, Safety and Professionalism.

4. Scope of Committee

All matters related to all 5 initiatives under CITP Thrust 1 on Quality, Safety and Professionalism including interfacing with other relevant ministries and private sector.

5. Abbreviation

CIDB	:	Construction Industry Development Board
CITP	:	Construction Industry Transformation Program
CITP-IWG	:	CITP Initiative Working Group
CITP-MC	:	CITP Ministerial Committee
CITP-TWG	:	CITP Thrust Working Group
G8	:	Grade 8 (New Contractor registration category)
KPI	:	Key Performance Indicator
MS	:	Malaysian Standard
OHSAS	:	Occupational Health and Safety Assessment System
OSH	:	Occupational Safety and Health
PMO	:	Programme Management Office
QA/QC	:	Quality assurance/quality control
QLASSIC	:	Quality assessment system in construction

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SCORE	:	SME competitiveness rating for enhancement
SHO	:	Safety and Health Officer
SPA	:	Sales and Purchase Agreement
SSS	:	Site Safety Supervisor
TOR	:	Terms of Reference

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 initiative
Thrust Sponsors	:	CIDB sector heads responsible to report on the progress of the thrust outcome to the relevant CITP Thrust Committee

7. Roles and responsibilities

- 7.1 Provide oversight of the implementation of the thrust initiatives on Quality, Safety and Professionalism.
- 7.2 Assign committee members to monitor/support specific initiatives as and when required.
- 7.3 Steer CITP implementation across all thrust initiatives on Quality, Safety and Professionalism.
- 7.4 Monitor the overall progress towards thrust milestones on Quality, Safety and Professionalism.
- 7.5 Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for initiatives as and when required.
- 7.6 Resolve implementation and operational roadblocks escalated by the Initiative Working Groups (CITP-IWGs) on Quality, Safety and Professionalism, including recommending ways to prioritise resources.
- 7.7 Review issues and risks in implementation of CITP Thrust 1 on Quality, Safety and Professionalism and resolve where possible.
- 7.8 Provide guidance on next steps for successful implementation of CITP Thrust 1 on Quality, Safety and Professionalism.
- 7.9 Progressively review direction of thrust initiatives of CITP Thrust 1 on Quality, Safety and Professionalism in consultation with initiative sponsors as and when required.
- 7.10 Escalate unresolved issues and risks of CITP Thrust 1 on Quality, Safety and Professionalism to CITP-MC in a timely manner.

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8. Key Performance Indicators (KPIs)

Quality, safety and professionalism to be ingrained in industry culture :

8.1 More than 50% public projects exceed acceptable QLASSIC score :

(Q1):

KPI Q1-006	500 accredited QLASSIC assessors produced by Q4 2018
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

8.2 More than 50% reduction in worksite fatalities and injuries :

(Q2):

KPI Q2-008	Malaysian Standards for Temporary Construction Workers' Amenities and Accommodation (Code of Practice) published by Q1 2016
KPI Q2-009	Act 446 on workers' minimum standard of housing and amenities for all sectors including construction sector tabled in Parliament by Q4 2018
KPI Q2-010	Minimum 8 Centralised Workers' Accommodation Models Constructed by Q4 2018
KPI Q2-012	SHO/SSS trained increased by 10% per year from 2015 baseline (SHO-2030, SSS-1250)
KPI Q2-014	50% of 100 contractors trained in Occupational Safety & Health Management System (MS1722/OHSAS18001/ISO OSH-MS45001) gets certified by Q4 2020
KPI Q2-015	Recommendations to improve the legal and regulatory framework related to construction Occupational Safety & Health (OSH) submitted to government by Q2 2018
KPI Q2-016	Cost of Occupational Safety & Health (OSH) to be provided as a provisional sum in all government tenders and contracts by Q4 2018
KPI Q2-114	More than 50% of public projects completed annually achieves minimum SHASSIC assessment score of 3 star
KPI Q2-115	Guideline on Occupational Safety & Health (OSH) in Construction Industry (Management) implemented by 2020
KPI Q2-116	Four strategic Guidelines on Safety in Construction published by Q4 2020

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KPI Q2-117 10 pilot projects assessed using Safety Culture Tools achieve acceptable score by Q4 2020

8.3 Ease of Doing Business indicator in dealing with construction permits improved by 5% points :

(Q3a, Q3b & 3c, Q3d):

KPI Q3-018 New CIDB contractor registration portal piloted with agreements from 9 key stakeholders to collaborate by Q2 2019

KPI Q3-019 Criteria of registration and accreditation for facility management contractors launched by Q4 2016

KPI Q3-020 10 contractors facilitated in achieving 5 Star SCORE rating by Q4 2020

KPI Q3-021 e-submission and e-approval rolled-out across at least 20 Local Authorities (LAs) by Q4 2020

KPI Q3-022 Average number of construction permit approval procedures nationwide reduced to 13 and number of days reduced to 74 for small scale development projects (i.e, same as Kuala Lumpur) by Q4 2019

KPI Q3-023 100% of dispute application resolved by the Dispute Resolution Mechanism (DRM) within 6 months of receipt starting in Q4 2019

KPI Q3-024 1 annual journal summarising key lessons from decided construction cases with not less than 20 commentaries, beginning Q4 2016

8.4 Promote and raise awareness of CITP initiatives :

(Q4):

KPI Q4-025 One stop portal on CITP with 10,000 unique users annually beginning 2017

KPI Q4-026 CITP promoted in 30 industry/CIDB event platforms annually beginning 2016

KPI Q4-027 10 strategic partnerships sealed between CIDB and key private/public organisations by 2017 towards achieving CITP targets

KPI Q4-028 Public relation (PR) value on media coverage involving industry captains of at least RM20m achieved annually beginning 2016

KPI Q4-029 CITP communications on Social Media reach 3 million users annually

8.5 Enhance Integrity and Increase Governance :

(Q5):

KPI Q5-130 All public projects to adopt Gerbang Nilai by Q4 2020

KPI Q5-131 National Works Procurement System (WPS) adopted by all Ministries by 2021

KPI Q5-132 10 construction related organisations/PBT to be certified with ISO 37001/MS ISO 37001 (Anti Bribery Management System) by Q4 2020

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9. Designated Chairman

Chairman : Dato' Sri Zohari Haji Akob
Ketua Setiausaha Kementerian Kerja Raya/CIDB BOD

Co-Chairman : Dato' Ir Jauhari Hamidi
Managing Director, Property Division
Sime Darby Group

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 the period 2016-2020 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 : RM 800.00

Members : RM 500.00

14. Expenses

Member 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. Thrust Sponsor

En. Megat Kamil Azmi Megat Rus Kamarani
Senior General Manager
CIDB Malaysia

21. Secretariat

Operations Sector
CIDB Malaysia
Level 24, Menara Dato Onn
PWTC, Kuala Lumpur
Tel : 03-4047 7402
Fax : 03-4047 7040
Email : twg1@cidb.gov.my

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

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22. Programme Management Office (PMO)

Director
Programme Management Office
CIDB Malaysia
Level 24, Menara Dato Onn
PWTC, Kuala Lumpur
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