



# **UNIVERSITI TEKNOLOGI MARA SARAWAK**

## **LOAD**

### **PREPARED BY:**

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**DIPLOMA IN ART AND DESIGN (AD111 & AD118)**

### **PREPARED FOR:**

**MISS SITI FARAH**

**MARCH 2012**



## LETTER OF TRANSMITTAL

ETR 300 Students,  
Diploma in Art and Design ,  
UiTM Samarahan,  
Jalan Meranek, 94300 Kota Samarahan,  
Sarawak.

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MISS Siti Farah,  
Lecturer of Fundamental of Entrepreneurship (ETR 300)  
Universiti Teknologi Mara Sarawak,  
Jalan Meranek, 94300 Kota Samarahan,  
Sarawak.

1<sup>st</sup> December 2010.

Dear Miss,

Re: Submission of Business Proposal

We are hereby present to you the project of Basic Entrepreneurship (ETR 300) student as authorized by you on the first week of August 2011. We have decided and agreed that our business name is “LOAD Voluptuously Healthy”, and we proudly submit to you the completed and final business of our group on this date of which had been agreed before.

2. We would like to thank to your kindness and generosity in guiding and leading us in making of this proposal all this while. Without your advice, we certainly would not be able to come out with such determined and dedicative proposal.

3. We will keep the knowledge, skills and information we have gathered for our good in the future. We want to thank you again and are there any problem relating to this proposal, please let us know and we will made the connection on it immediately and systematically



## **EXECUTIVE SUMMARY**

There are criteria and conditions that have to be fulfilled which require the involvement of effort and precision of producing our goods. Without such conditions, the business cannot run properly and organizational goals will not be achieved. These conditions must be achieved in order for business to take position in the first place.

Firstly, the organization has to attain a business or trade license from related authorities due the organization's location. The organization must be registered and recognized by the particular departments of government in food product.

Secondly, the needs and demands of the customers are to be recognized in order to satisfy them. This will be achieved by producing high quality cupcakes and drinks that interest all parties. When these requirements are fulfilled, the organization can be maximize the profits from the business and increase the number of customers.

Thirdly, all the machineries, equipment and materials will be checked and rechecked to ensure no contamination on the goods and avoiding risk to customers' health when purchasing our organization's products. This is important not just for the purpose of gaining customer, but also in order to sustain the trust and existing numbers of customer. It is their rights according to the law to buy and purchase quality products from the providers, and must also be treated in a proper order.

Fourthly, in order to run an organization, a sufficient amount of human resource is needed in order to a high quality standards and maintaining the main workplace in the long run. The workers must be qualified, experienced, have a wide knowledge on producing cupcakes and handling this type of business. All the necessities are required in order to produce the foods that are on standard with customers' expectations.

The stated conditions need to be prepared beforehand before starting the business. All the major aspects of planning have to be considered to ensure proper management of the business in obtaining the goals of the organization.

## TABLE OF CONTENT

<b>CONTENT</b>	<b>PAGE</b>
<b>LETTER OF TRANSMITTAL</b>	<b>I</b>
<b>EXECUTIVE SUMMARY</b>	<b>II</b>
<p style="text-align: center;"><b>BUSINESS PLAN</b></p> <p>INTRODUCTION</p> <p>1.0 NAME OF COMPANY</p> <p>1.1 NATURE OF BUSINESS</p> <p>1.2 INDUSTRY PROFILE</p> <p>1.3 BUSINESS ADDRESS</p> <p>1.4 DATE OF BUSINESS COMMENCEMENT</p> <p>1.5 FACTORS IN SLECTING OF BUSINESS</p> <p>1.6 FUTURE PROPECT OF THE BUSINESS</p> <p>1.7 PURPOSE OF THE BUSINESS PLAN</p> <p style="padding-left: 20px;">- VISION AND MISSION</p> <p>1.8 COMPANY BACKGROUND</p> <p>1.9 SHAREHOLDER BACKGROUND</p> <p style="padding-left: 20px;">- GENERAL MANAGER</p> <p style="padding-left: 20px;">- ADMINISTRATION MANAGER</p> <p style="padding-left: 20px;">- OPERATIONAL MANAGER</p> <p style="padding-left: 20px;">- MARKETING MANAGER</p> <p style="padding-left: 20px;">- FINANCIAL MANAGER</p> <p>1.10 LOGO AND MEANING</p> <p>1.11 LOCATION OF THE BUSINESS</p>	<b>1 - 11</b>
<p style="text-align: center;"><b>ADMINISTRATIVE PLAN</b></p> <p>1.0 INTRODUCTION TO THE ADMINISTRATION</p> <p>1.1 ADMINISTRATION OBJECTIVE</p> <p>1.2 COMPENSATION AND BENEFITS OF THE WORKERS</p> <p>1.3 VISION AND MISSION</p> <p>1.4 ADMINISTRATION STRATEGIES</p> <p>1.5 JOB DESCRIPTIONS</p> <p>1.6 MANPOWER PLANNING</p> <p>1.7 PARTNER'S CONTRIBUTION</p> <p>1.8 POSITION AND THE NUMBER OF STAFF</p> <p>1.9 SCHEDULE OF REMUNERATION</p> <p>1.10 WORKERS INCENTIVE</p> <p>1.11 LIST OF OFFICE EQUIPMENT AND MACHINERY</p> <p>1.12 ADMINISTRATION BUDGET</p> <p>1.13 ORGANIZATION CHART</p> <p>1.14 PLAN LAYOUT</p>	<b>12 - 29</b>
<p style="text-align: center;"><b>MARKETING PLAN</b></p> <p>1.1 MARKETING OBJECTION</p> <p>1.2 PRODUCT AND SERVICE CONCEPT</p> <p>1.3 MARKET SIZE</p> <p>1.4 TARGET MARKET</p> <p>1.5 MARKET SHARE</p> <p>1.6 SALES FORECAST</p> <p>1.7 MARKETING STRATEGY</p> <p>1.8 PRODUCT STRATEGY</p> <p>1.9 PLACE AND DISTRIBUTION</p> <p>1.10 PRICING STRATEGY</p> <p style="padding-left: 20px;">- MARKETING APPENDIX</p> <p>1.12 MARKETING BUDGET</p>	<b>30 - 55</b>

<p style="text-align: center;"><b>OPERATIONAL PLAN</b></p> <p>1.0 INTRODUCTION  1.1 OPERATIONAL MANAGEMENT  1.2 OPERATION PROCESS  1.3 TRANSFORMATION SYSTEM  1.4 PROCESS PLANNING  1.5 OPERATION LAYOUT  1.6 PRODUCT PLANNING  1.7 MATERIAL PLANNING  1.8 MACHINE AND EQUIPMENT PLANNING  1.9 MAINPOWER PLANNING  1.10 OPERATION BUDGET</p>	<p><b>56 - 64</b></p>
<p style="text-align: center;"><b>FINANCIAL PLAN</b></p> <p>1.0 Financial Plan  1.1 Project Implementation Course and Source of Finance  1.2 Marketing Expenditure  1.3 Operation Expenditure  1.4 Administration Expenditure  1.5 Sales and Purchase Projection  1.6 Project Implementation Cost and Source of Finance  1.7 Pro- Forma Production Cost Statement  1.8 Pro-Forma Income Statement  1.9 Pro-Forma Balance Sheet  1.10 Financial Ratio Analysis  1.11 Depreciation Schedule  1.12 Loan and Higher Purchase Amortisation Schedule</p>	<p><b>67 - 86</b></p>



# BUSINESS PLAN



## **INTRODUCTION**

### **1.0 NAME OF COMPANY**

The business we want to purpose is a boutique café. We purpose **LOAD** as the name of our business since it symbolize heavy or big but by adding voluptuous wish also symbolize large sexy and curvy body.

### **1.1 NATURE OF BUSINESS**

**LOAD** is fully owned by five different Entrepreneurs which involved in Fashion Boutique and Food and Beverage Industry. This company consist five people who manage the company. This business is not only entitled to one person but also the other four entrepreneurs who also fully owned the business. By coming together this five business partner are able to expand their point of view and maximizes profit by brainstorming ideas.

### **1.2 INDUSTRY PROFILE**

A boutique café has been expanding throughout the world. For instance in Kuching we have Bing Coffee, Tao and FullHouse. Load is a different type of boutique café because we sales plus size clothes and food and beverage.

### **1.3 BUSINESS ADDRESS**

Lot 7771 Jalan Tun Jugah,

Premier 101 Phase 3,

93250 Kuching Sarawak

### **1.4 DATE OF BUSINESS COMMENCEMENT**

8<sup>th</sup> March 2011



### **1.5 FACTORS IN SELECTING PURPOSE OF BUSINESS**

- The clothes are specially design for plus size body for women and men.
- It's rare to have a boutique for a plus size and also café in Sarawak.
- People can hangout, enjoy the food and shopping by the same time.
- In a way to helping people who's in plus body size especially has a problem choosing their clothes.

### **1.6 FUTURE PROSPECT OF THE BUSINESS**

There's a lot of opportunity in food and beverage industry especially in boutique café style of businesses. We are hoping to expand our business throughout the big city in Sarawak not only in Kuching but also in Sibu, Bintulu and Miri for the first 5 years. We also expected to open branches in Kuching. For another 10 years we expected to open another branches in Peninsular Malaysia and also Sabah and to earn more than we forecasted.





## **1.7 PURPOSE OF THE BUSINESS PLAN**

“Load is a “Boutique Café” which can’t be compared to other boutique café because of our range of products and services. We give our customer a special service and a better quality in our product, especially our top priority customer which is the “Plus Size”. Load will satisfy our customer for their needs and wants. From our tagline “voluptuously ” we provide a product that can make our customer satisfied for their demand with a curvy body or plus size so that they can wear trendy clothes and we also prepared a service where they can eat, drink, chill and hangout. We only employ female workers. For concern to having “Halal” food, so we employ Muslim workers and for our cleanliness it is important to supervise our hygiene from office, design studio, retail, café and also kitchen.

### **VISION**

- To be among the leading lifestyle cafe especially in facilities of boutique for the bigger size customer and the cafe we provide healthy and have variety of cakes and drinks.
- As a step to increased the economy in our country.
- As a step to introduce the bigger size customer to be more updated on style and be more confident.
- As a successful of Bumiputera’s business.

### **MISSION**

- To help the women who big size get their clothes easily.
- To spread the business to the whole world.
- To franchise the business.
- To be the 1st of company which is making business in dual, combined the cafe and boutique at one time.



## 1.8 COMPANY BACKGROUND

Name of Company	:	LOAD
Tagline	:	VOLUPTUOUSLY HEALTHY
Business address	:	Lot 7771 Jalan Tun Jugah, Premier 101 Phase 3, 93250 Kuching Sarawak
Tel. / Fax No. / Email	:	082 - 437087 (Office) 082 - 437088 (Fax) <a href="mailto:Loadvoluptous@gmail.com">Loadvoluptous@gmail.com</a>
Website	:	<a href="http://www.loadvuloptous.com.my">www.loadvuloptous.com.my</a>
Form of business	:	Partnership
Main Business Activity	:	Boutique and Café
Date of Commencement	:	8 <sup>th</sup> March 2010
Date of Registration	:	8 <sup>th</sup> December 2009
Name of Bank	:	Public Bank
Bank account number	:	04-188997743630



## 1.9 SHAREHOLDER BACKGROUND

### GENERAL MANAGER BACKGROUND



FULL NAME : Ivore Quinn ak Dolley  
IDENTITY CARD : 871021-13-5092  
CORRESPONDENCE ADDRESS : R.P.R Batu 12, Lorong K/S 3, Lot 258, 93250  
Jalan Kuching Serian  
  
TELEPHONE NUMBER : : 010-9741626  
DATE OF BIRTH : 21 October 1987  
AGE : 25  
MARITAL STATUS : Single  
ACADEMIC QUALIFICATION : Bachelor in Business Administration  
(Hons) (UiTM)  
: Diploma in Art and Design (Graphic) (UiTM)  
: Sijil Pelajaran Malaysia  
COURSES ATTENDED : Entrepreneurship Course & Kursus  
Perusahaan Sederhana & Kecil Malaysia  
SKILLS : Computer Literacy, Accounting skills,  
Managerial skills, Language and  
communication skill  
EXPERIENCE : Manager at Sky Book Store  
PRESENT OCCUPATION : General Manager of LOAD  
PREVIOUS BUSINESS EXPERIENCE : NONE



## **ADMINISTRATION MANAGER BACKGROUND**



FULL NAME : Sherance Sebai ak Lubang  
IDENTITY CARD : 870710-13-5577  
CORRESPONDENCE ADDRESS : Lot 111, Lorong bunga mawar, Taman Orkid,  
Jalan Kuching Sarawak  
TELEPHONE NUMBER : 016-8680755  
DATE OF BIRTH : 10 July 1987  
AGE : 25  
MARITAL STATUS : Single  
ACADEMIC QUALIFICATION : Bachelor in Office Management (Hons)  
(UiTM)  
: Diploma in Art and Design ( Fine Art)  
(UiTM)  
: Sijil Pelajaran Malaysia  
COURSES ATTENDED :Entrepreneurship Course, Kursus Perusahaan  
Sederhana & Kecil Malaysia  
SKILLS :Computer Literacy, Managerial skills,  
Language and communication skill  
EXPERIENCE : Administration Executive at Padini Holdings  
Sdn Bhd  
PRESENT OCCUPATION : Administrative Manager of LOAD  
PREVIOUS BUSINESS EXPERIENCE : NONE

## **OPERATIONAL MANAGER BACKGROUND**



FULL NAME : Donna Devung Laing  
IDENTITY CARD : 850217-13-6134  
CORRESPONDENCE ADDRESS : Lot 932 Rumah Kedai, Jalan Kuching,  
98000 Kuching Sarawak.

TELEPHONE NUMBER : 010-9759248  
DATE OF BIRTH : 17 February 1985  
AGE : 28  
MARITAL STATUS : Single  
ACADEMIC QUALIFICATION : Bachelor in Mechanical Engineering (Hons)  
(UiTM)  
: Diploma in Art and Design (Fine Art)(UiTM)  
: Sijil Pelajaran Malaysia.

COURSES ATTENDED : Entrepreneurship Course, Kursus  
Perusahaan Sederhana & Kecil Malaysia

SKILLS : Computer Literacy, Managerial skills,  
Leadership, Language and communication  
skills

EXPERIENCE : Assurances Manager in Mc Donald  
PRESENT OCCUPATION : Operational Manager of LOAD  
PREVIOUS BUSINESS EXPERIENCE : NONE



## **MARKETING MANAGER BACKGROUND**



**FULL NAME** : Laura Browne Urut

**IDENTITY CARD** : 850210-13-6270

**CORRESPONDENCE ADDRESS** : No. 60, Level 5, Village Groove BDC,  
93250 Kuching Sarawak

**TELEPHONE NUMBER** : 016-8737621

**DATE OF BIRTH** : 10 February 1985

**AGE** : 28

**MARITAL STATUS** : Single

**ACADEMIC QUALIFICATION** : Bachelor in Marketing (Hons) (UiTM)  
: Diploma in Art and Design ( Fine art)(UiTM)  
: Sijil Pelajaran Malaysia

**COURSES ATTENDED** : Entrepreneurship Course, Kursus Perusahaan  
Sederhana & Kecil Malaysia

**SKILLS** : Accounting skills, Computer Literacy,  
Managerial Skills & Language and  
Communication skills

**EXPERIENCE** : Marketing Executive at Popular Book Co (M)  
Sdn Bhd

**PRESENT OCCUPATION** : Marketing Manager of LOAD

**PREVIOUS BUSINESS EXPERIENCE** : NONE



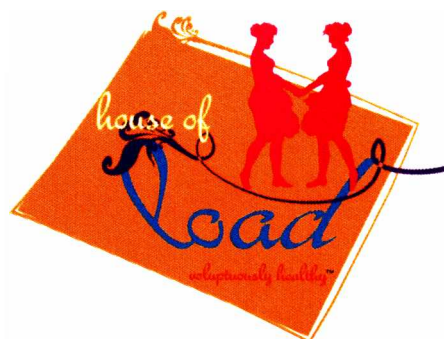
## **FINANCIAL MANAGER BACKGROUND**







FULL NAME : Santi ak Libau  
IDENTITY CARD : 860120-13-5689  
CORRESPONDENCE ADDRESS : Lot 219, Taman Desa Indah, Jalan Maxwell,  
Kuching Sarawak  
TELEPHONE NUMBER : 010-9721507  
DATE OF BIRTH : 20 January 1986  
AGE : 26  
MARITAL STATUS : Single  
ACADEMIC QUALIFICATION : Bachelor in Accountancy (Hons)(UiTM)  
:Diploma in Art and Design (Fine art)(UiTM)  
:Sijil Pelajaran Malaysia  
COURSES ATTENDED :Entrepreneurship Course, Kursus Perusahaan  
Sederhana & Kecil Malaysia  
SKILLS : Computer Literacy, Managerial Skills &  
Language and Communication skills  
EXPERIENCE :Accounting Executive in KFC (M) Holdings  
PRESENT OCCUPATION : Financial Manager of LOAD  
PREVIOUS BUSINESS EXPERIENCE : NONE



## 1.10 LOGO AND MEANING

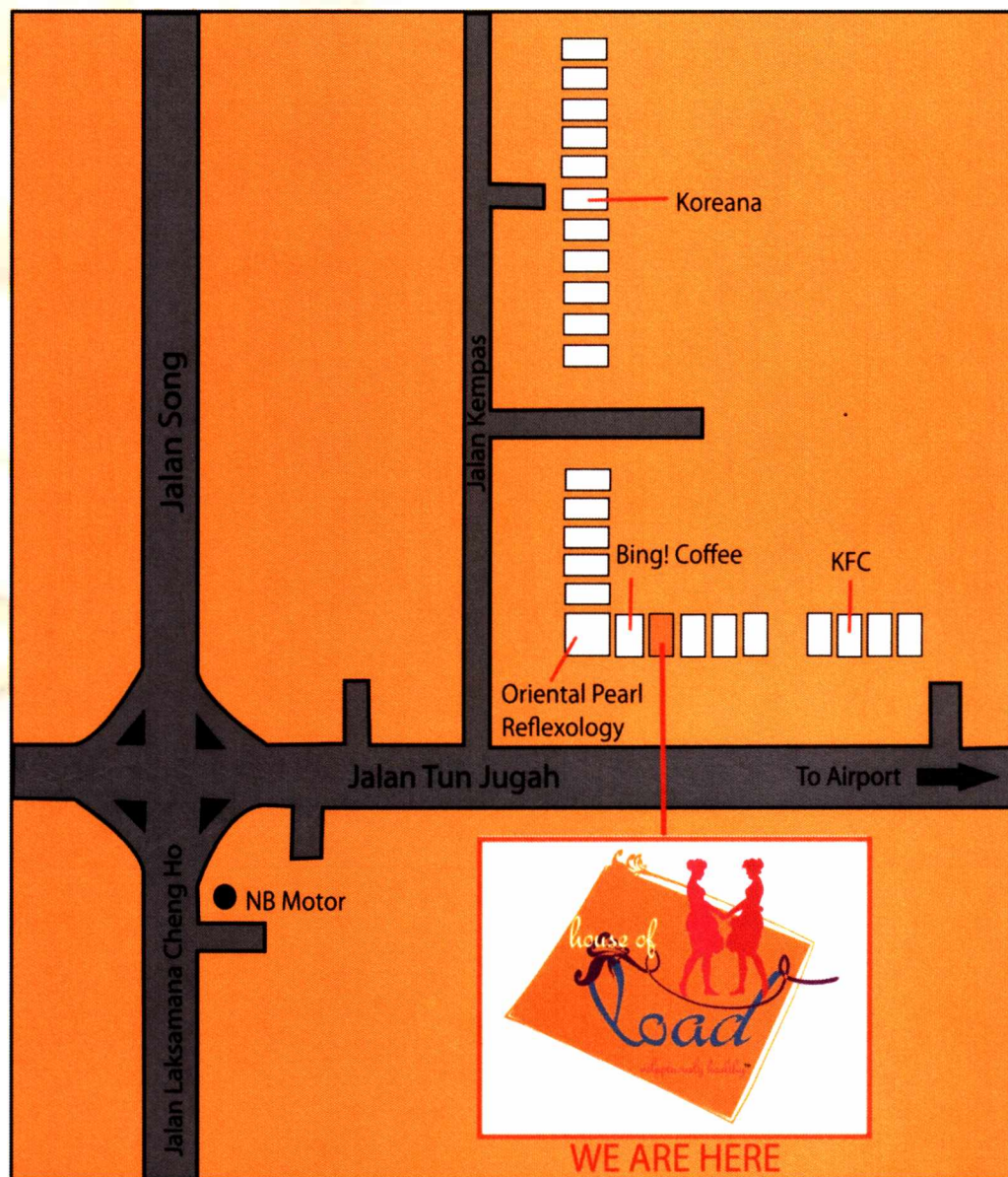


SYMBOL/COLOURS	MEANING
	<ul style="list-style-type: none"> <li>• Symbolize our workers from the top rank to the lowest rank are female workers.</li> <li>• The purple spiral symbolizes a unity between the workers.</li> </ul>
	<ul style="list-style-type: none"> <li>• Another word for “ BIG “</li> <li>• We supply goods for plus size and also a healthy food.</li> </ul>
	<ul style="list-style-type: none"> <li>• To give chance and to give them a freedom to be trendy.</li> <li>• We provide healthy and Halal food to our costumer.</li> </ul>
	<ul style="list-style-type: none"> <li>• Relaxing, coziness, and for people to chill.</li> <li>• Dare to compete with others.</li> </ul>





## 1.11 LOCATION OF THE BUSINESS





# ADMINISTRATION PLAN



# ADMINISTRATIVE PLAN

## 1.0 Introduction To The Administration.

Administration is the organization and running of a business of a system. Administration is also the action of giving out or applying something in the organization. Administration has generally been defined as an art and science of getting things done. In the management of public affairs, 'administration' is conscious action to ensure that the policies of government are implemented faithfully in order to achieve intended results. For instance, if the government policy is to distribute crop loans to small and margin farmers to improve their economic status via better production, administrative planning would involve a series of actions starting from proper identification of the beneficiaries to actual utilisation of loan funds for the intended purposes.

Our company also faced the same situation as the other whereby we have to plan each task carefully and divided our work among ourselves according to skill and qualification of the business. The administration will manage the business by using the process of planning, leading, organizing, and controlling so that the business will be more effective and efficient to manage. Department administrative staff report directly to the supervisor, in the department. (e.g. equipment, machinery, utilities and other expenses )

Administrative planning would thus embrace a number of action plans such as target group identification, determination of demands for quantum of loan funds, timely disbursement of loan, monitoring of utilisation of funds, finding out the quantum of actual output, and ensuring timely repayment of loan funds. Thus, administrative planning is crucial for the achievement of results of public sponsored programmes.

Administration involves planning, organising, leading and evaluating people and programmes, so as to achieve specific goals of the government. Thus, planning is the first and foremost activity to achieve results in the administrative process. It involves determining goals, and committing the necessary resources in advance. In simple, it is to decide on what to do how to do and who is to do, with reference to an activity in the process of administration.

As a conclusion, the planning for administration department is very important as to make sure the company will easily operation and can achieve the goals of the company.



## 1.1 ADMINISTRATION OBJECTIVES

Administration is very important to an organization, administrative staff at the departmental center or unit level provide administrative support for one or more sponsored projects. Included in the administrative staff is a wide variety of duties and positions, including administrative assistant, assistant to secretary, etc.

Administration objectives for our company. The first administration objectives of our company is to :

- ❖ Achieve business goals by using the administration department.
- ❖ Increasing the services of our company based on planning.
- ❖ Make clear what the project wants until everyone can get it, to make the process of project smooth and get zero defect.
- ❖ Recommendation and administration policies and procedure, specially the welfare, salary of worker for company.
- ❖ Ensure workers morale level is high. Entertaining their customer's needs based on our qualification, skills, knowledge and experience.



## **1.2 COMPENSATION AND BENEFITS OF THE WORKERS**

### **2. ANNUAL LEAVES, SICK LEAVES, MATERNITY LEAVES**

Each worker will be given annual leaves that not exceeding than 15 days. For sick leaves, they are allowed to take sick leaves from doctor completed with officially approved. And they have to show prove of sickness with medical certificates only from government hospital/clinic. Meanwhile, maternity leave will be given to the employees for 3 months from the day of delivery. However, their salary remain payable.

### **3. EPF AND SOCSO**

All the workers will be deducted from their salary for Employer Provident Fund (EPF) and SOCSO. The deduction will be imposed from salary, EPF 13% and SOCSO 2% every month.

### **4. BONUSES**

The workers will get bonus if their giving a good effort and performance or commitment towards their job. Giving the bonus will be depending on our bussiness profit from every sales in the ends of month.

### **5. UNPAID LEAVES**

This leaves will be given to those take leaves on the ground because of emergency cases or agent personal matter. This unpaid leaves may be considered as long it approved by the top management concerned.



### **1.3 ADMINISTRATION VISION AND MISSION**

#### **VISION**

- ❖ To be among the leading lifestyle cafe especially in facilities of boutique for the bigger size women and the cafe we provide the variety of cake and kind of drinking.
- ❖ As a step to increased the economy in our country.
- ❖ As a step to introduce the bigger size women to more updates style and confidently to dressing.
- ❖ As a succesfull of Bumiputera's bussiness.

#### **MISSION**

- ❖ To help the women who big size get their clothes easily.
- ❖ To spread the bussiness to the whole world.
- ❖ To franchise the bussiness.
- ❖ To be the 1st of company which is making bussiness in dual, combined the cafe and boutique at once time.



## 1.4 ADMINISTRATION STRATEGIES

The strategies is an important part in every bussiness, same goes to our bussiness also. We need to ensure that our objectives are reached the goals or not. With the proper plan, we can concern with any problem that occured during bussiness. There will be an organization chart and plan.

The strategies of administrative plan to make sure the organizational can perform well in the market. That why we need to make sure management of our finance is managed properly.

The necessities of the organization plan are :

- ❖ The management will be more efficient and improved all the time.
- ❖ No gap between shareholder and general workers to maintaining the company priority.
- ❖ To make sure the customer's get their confident when dealing with us.
- ❖ Avoid from any problem and crisis while dealing with suppliers.
- ❖ Always improved the service or quality that company provided to attract the attention from customer out there.
- ❖ Always make sure the customer get the good item, and good treating from worker while dealing with us.



## 1.5 JOB DESCRIPTIONS

POSITION	RESPONSIBILITIES
<b>General Manager</b>	<ul style="list-style-type: none"><li>• As an executive</li><li>• Has the authority to employ, terminate or promote manager</li><li>• Upper level planning than a ordinary manager</li><li>• For the general strategic planning and direction of the company</li><li>• Provided strategic direction for the whole company</li><li>• For leading or coordinating the strategic planning functions of the company</li><li>• Leave day-to-day management for the various functions to the manager</li></ul>
<b>Administrative Manager</b>	<ul style="list-style-type: none"><li>• Making a profit (for the shareholder)</li><li>• Creating valued products at a cost (for customer)</li><li>• Providing rewarding employment opportunities (for employees)</li><li>• Provide administrative support for one or more sponsored projects</li><li>• As an administrative director ,administrator,account manager staff accountant,bookkeeper, administrative assistant, assistant to secretary, etc</li><li>• Conduct and management of theproject</li></ul>
<b>Financial Manager</b>	<ul style="list-style-type: none"><li>• Preparation of financial reports, direct investment activities, and implement cash management strategies</li><li>• Developing strategies and implementing the long term goals of the organization</li><li>• Controller, treasurer or finance officer, credit manager, cash manager and risk insurance</li></ul>





	<p>manager</p> <ul style="list-style-type: none"> <li>• Encompasses the administration and direction of all financial services, including accounting, research and taxation</li> </ul>
<p><b>Marketing Manager</b></p>	<ul style="list-style-type: none"> <li>• Establishes marketing goals to ensure share market and profitability of products and/ or service</li> <li>• Develops and executes marketing plans and programs, both short and long range, to ensure the profit growth and expansion of company products and/ of services</li> <li>• Communication with outside advertising agencies on ongoing campaign</li> <li>• Conduct marketing survey and new product concept</li> <li>• Prepare marketing activities report</li> <li>• Develops and recommend pricing strategy for the organization which will result in the greatest share of the market over the long run</li> </ul>
<p><b>Operation Manager</b></p>	<ul style="list-style-type: none"> <li>• Oversees the daily operation of an organisation and its various mechanism, ensuring compliance with one organization to another regarding to the policies and regulations</li> <li>• Represents the organization at various community and/ or business meeting; promotes existing and new programs and/or policies</li> <li>• Oversees the supervision of one or more specified operating and/or service activities within the unit, as appropriate</li> <li>• Develops annual operating budgets and provides fiscal direction to the</li> </ul>



	unit.
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## 1.6 MANPOWER PLANNING

<b>POSITION</b>	<b>NO. OF STAFF</b>	<b>QUALIFICATION</b>
Manager	1	BACHELOR IN ART AND DESIGN, (HONS) (LIM KOK WING)
Administarion Executive	1	BACHELOR IN OFFICE MANAGEMENT (HONS) (UiTM)
Operation Executive	1	BACHELOR IN MECHANICAL (HONS) (UiTM)
Marketing Executive	1	BACHELOR IN MARKETING (HONS) (UiTM)
Financial Executive	1	BACHELOR IN ACCOUNTANCY (HONS) (UiTM)



## 1.7 PARTNER'S CONTRIBUTION

<b>B I L</b>	<b>NAME</b>	<b>POSITION</b>	<b>EQUITY (RM)</b>	<b>SHARE (%)</b>
1	IVORE QUINN	General Manager	Rm20, 000	20%
2	SHERANCE SEBAI	Administration Manager	Rm20, 000	20%
3	DONNA DEVUNG	Operational Manager	Rm 20,000	20%
4	LAURA BROWNE	Marketing Manager	Rm 20, 000	20%
5	SANTI LIBAU	Financial Manager	Rm 20, 000	20%
<b>TOTAL</b>			RM 100 000	100 %



## 1.8 POSITION AND THE NUMBER OF STAFF

<b>Position</b>	<b>Number of Staff</b>	<b>Position</b>
General Manager	1	Owner
Administration Manager	1	Shareholder
Operational Manager	1	Shareholder
Marketing Manager	1	Shareholder
Financial Manager	1	Shareholder
Salesgirl	2	Workers
Waitress	4	Workers
Casher	2	Workers
Tailor	8	Workers
Fashion Design	2	Workers



## 1.9 SCHEDULE OF REMUNERATION

<b>POSITION</b>	<b>NO.OF WORKERS</b>	<b>GROSS SALARY (RM)</b>	<b>EPF (13%)</b>	<b>SOCSSO (2.5%)</b>	<b>NETT SALARY (RM)</b>
General Manager	1	2800.00	364	70	3164
Marketing Manager	1	2800.00	364	70	3164
Operational Manager	1	2500.00	325	62.5	2825
Administration Manager	1	1800.00	234	45	2034
Financial Manager	1	1800.00	234	45	2034
<b>TOTAL</b>	<b>5</b>	<b>RM 11, 700</b>	<b>RM 1521.00</b>	<b>292.5</b>	<b>RM 13221</b>



## 1.10 WORKERS INCENTIVE

Workers incentive is provided for every workers or employees in the company. It is a reward system for efforts employees in the organization.

- **Employees Providence Fund (EFF)**

Employees are required to contribute at least 13% of an employee's a basic salary.

- **Employees Social Organization (SOCSO)**

It is form to protect from the employee in term of of monetary compensation in case of unforeseen incidents at the work place. The rate of contribution employer and employees is 2% per month and will take from basic salary of the workers.

- **Wages**

Wages are paid to part time of temporary workers based on output or job perform. We can be daily, weekly, biweekly, or monthly as agreed by both parties. The rate of wages determine by the output. Hourly wages are commonly associated with blue-collar job.

- **Sales commision**

A sales person can also be paid based on the percentage of sale generated.

- **Allowance**

It is incentive to motivate and encourage workers to perform better. An overtime allowance is paid to who work more than a certain number of hours in month. It is a good incentive if the employers value monetary rewards more.

- **Annual leave**

An employee should be entitled to pay annual leave:

- 8 days for every 12 months continuous service with same employer if he has been employed by the employer a period of less than 2 years.
- 12 days for 12 months continuous service with the same employer if he has been employed by the employer a period of less than 2 years or more but less than 5 years.
- 16 days for every 12 months continuous service with the same employer if he has been employed by employer a period of 5 years or more.

- **Sick leave/Maternity Leaves**

Sick leave is given 14 days per year and salary is paid as usually. Therefore, maternity leave are given for 3 months. All the expenses are support by organization (20%)



- **Public holidays**

Every employers shall be entitled to paid holiday at there own ordinary rate of salary pay on 10 gazette public holidays any one calendar year.

- National day
- Birthday of Yang Di-Pertuan Agung
- Women's day
- Workers celebration day

## **CALCULATION ON OVERTIME WORK**

Office Day : (basic salary+total hours worker per month) x OT x RM 2

Holiday: (basic salary+total hours worker per month) x OT x RM 3

Public holiday: (basic salary+total hours worker per month) x OT x RM 4



## 1.11 LIST OF OFFICE EQUIPMENT AND MACHINERY

NO	ITEMS	QUANTITY	PRICE PER UNIT (RM)	TOTAL COST (RM)
1	Air-Conditioner (1.5 hp)	2	1,800.00	3,600.00
2	computer	2	2,500.00	5,000.00
3	Fax machine	1	200.00	200.00
4	Printer/scanner/ Photocopy (3 in 1)	1	250.00	250.00
5	Telephone	2	70.00	140.00
6	Office table	3	210.00	630.00
7	Meeting chairs	3	80.00	240.00
8	Executive Chairs	3	80.00	240.00
9	Discussion Table Set	1	850.00	850.00
10	File Cabinet	1	200.00	200.00
11	White Board	1	90.00	90.00
12	Pen	2 Dozen	4.00	8.00
13	Pencil	1 Dozen	2.60	2.60
14	A4 Paper	2 Rims	10.50	21.00
15	Erasers	1 Dozen	2.00	2.00
16	Cartridge	2	28.00	56.00
17	Ruler	5	0.80	4.00
18	Stapler	5	5.00	25.00
19	Glue	5	1.00	5.00
20	Paper clip	5 boxes	1.60	8.00
21	File	5	3.60	18.00
22	Marker	6	2.50	15.00
23	Clip paper	2 Dozen	3.00	6.00
24	Scissors	3	1.50	4.50
25	Cutter	5	1.20	6.00
26	Punch	3	3.40	10.20
27	Calculator	5	12.00	60.00
28	Water supply			100.00
29	Electricity			230.00
30	Internet			150.00
31	Telephone			300.00





32	Partitioning, Decorating, Painting			10,000.00
33	Wiring			1,100.00
34	Piping			500.00
35	Floor Finish			1,500.00
36	First aid	2	80.00	160.00
37	Fire extinguisher	4	80.00	320.00
38	Dustbin	2	10.00	20.00
	<b>TOTAL</b>		.	<b>26071.30</b>

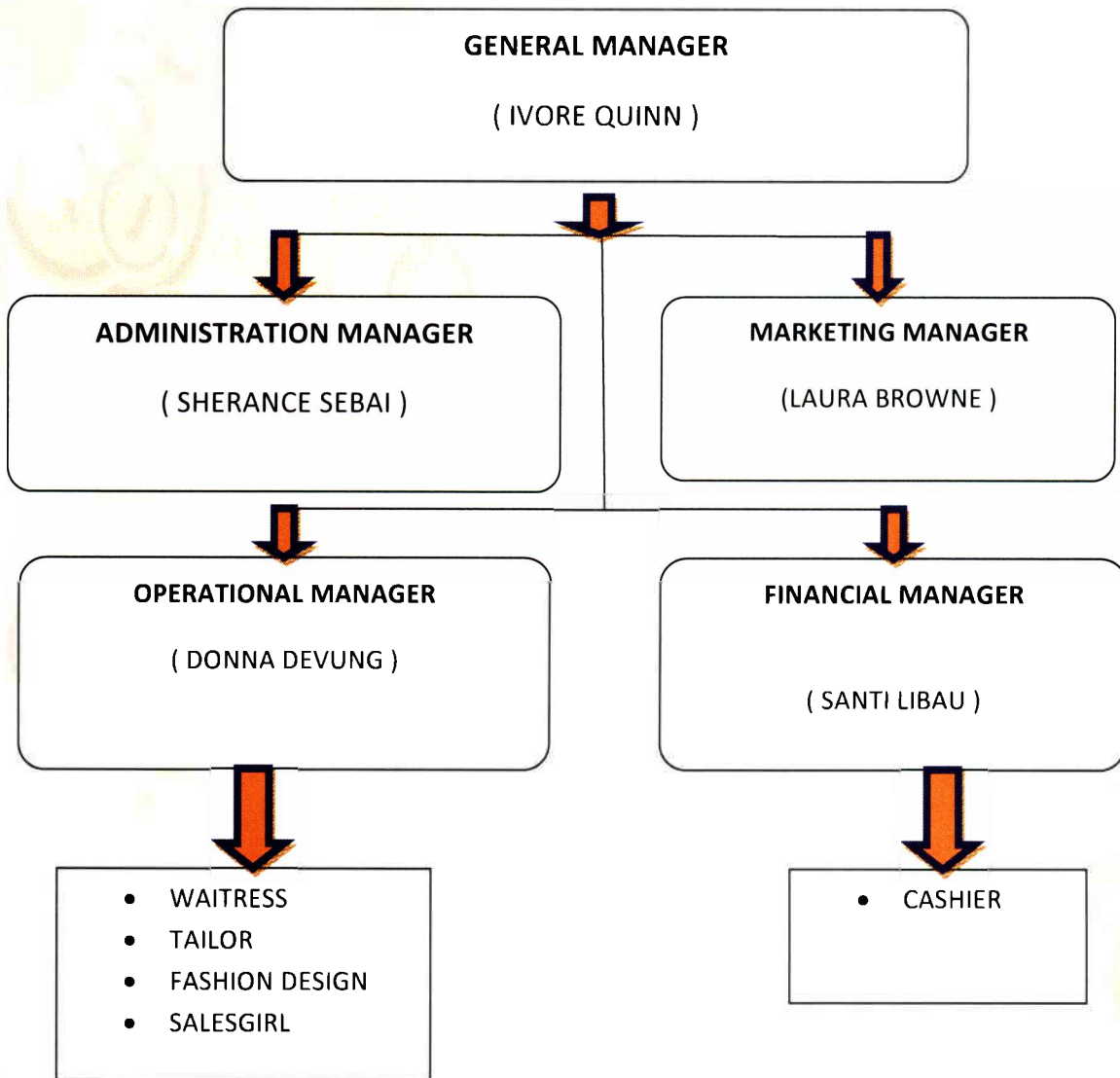


## 1.12 ADMINISTRATION BUDGET

<b>ITEM</b>	<b>FIXED ASSET EXPENSES (RM)</b>	<b>MONTHLY EXPENSES (RM)</b>	<b>OTHER EXPENSES (RM)</b>
Office Equipment and Machinery	16,970		
Office Furniture and Fitting	3,730		
Land & Building			
Building & Renovation	13,100		
<b>WORKING CAPITAL/MONTHLY EXPENDITURE</b>			
Salary		11,000	
EPF		1,320	
SOCSSO		220	
Utilities		780	
Rent		4000	
<b>OTHER EXPENSES</b>			
Insurance			1,700
Business license			25
Business registration			50
Stationary			261.30
Other expenses			560
<b>TOTAL</b>	<b>33,800</b>	<b>17,320.00</b>	<b>2596.30</b>

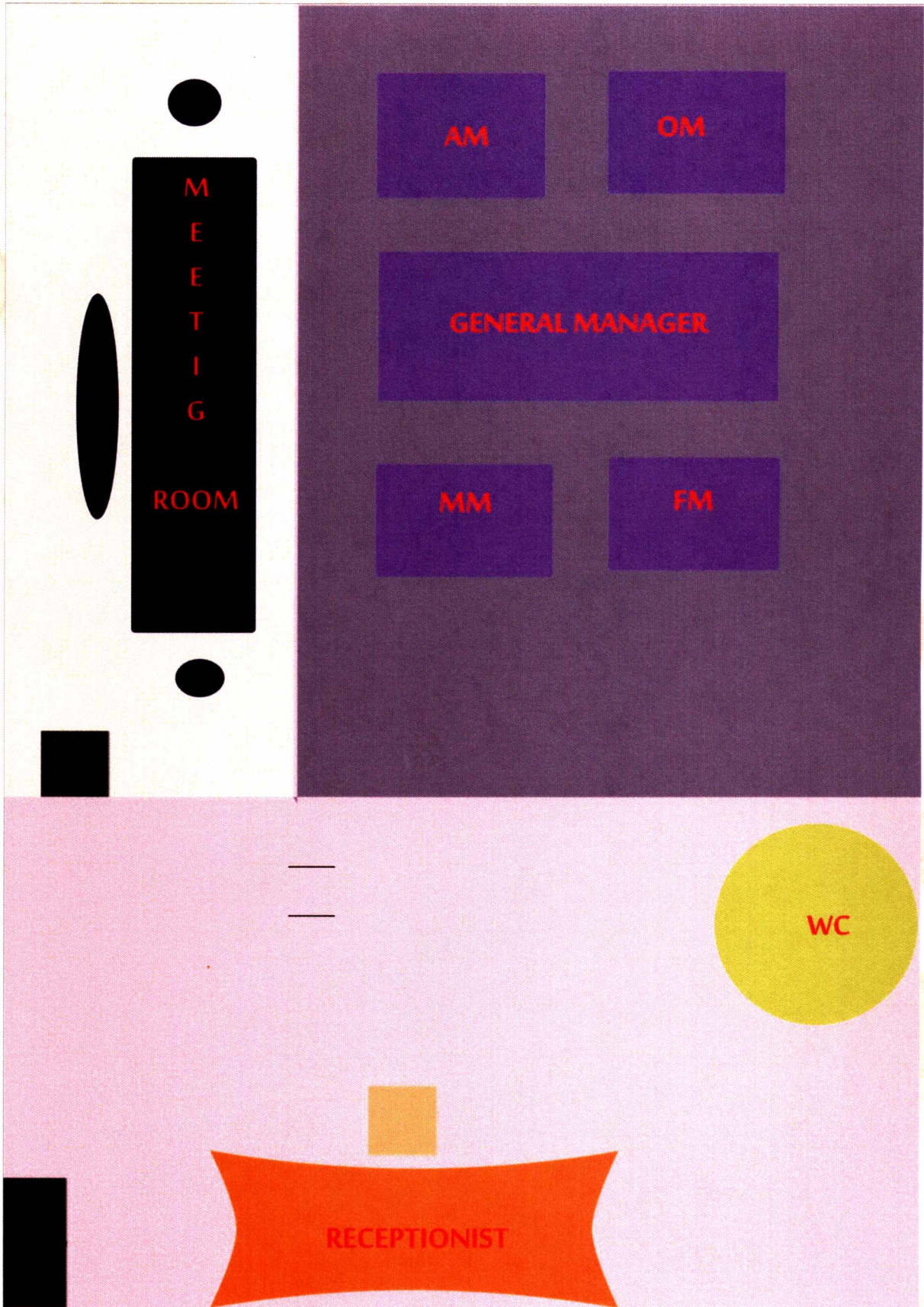


### 1.13 ORGANIZATIONAL CHART





# 1.14 PLAN LAYOUT





# Marketing Plan



## 1.1 Marketing Objectives

First and foremost, marketing objective are statements of specific outcomes that are to be achieved by a company. Our marketing objectives are:

- ❖ To achieved the needs and wants of our plus size customer in order to please their desires
- ❖ To introduce a new service and product or enter a new market for a specific our services and products
- ❖ To determine how far our sales can be achieved
- ❖ To strive and enter a bigger range market
- ❖ To introduce a new service and products to our customer
- ❖ To increase sells during multiple seasons
- ❖ To compete in a healthy environment of business with different competitors

These objectives are crucial for our marketing plan because it's involved in many decisions that the manager make.



## 1.2 Product and services concept

The business that we're trying to purpose here is a "Boutique Café" which is different than other types of boutique café because our range of products and services. In other words we ensure our customer to have the best products and services from us especially our top priority customer will be the "Plus Size". No offense, but true almost 30 % out of 684112 are our most potential customer that can be engaging towards finding a suitable outfit or a garments. That's what "LOAD" for we satisfy the needs and wants of our customer.

With our tagline "voluptuously trendy, deliciously made" it is important that we come out with a product that can satisfy the demand of our customer with curvy body or plus size to wear trendy clothes and also to prepare a services where they can eat, drink and chill. At the same time we are employing female only. In other words we're providing employments opportunities for female from general worker to the top rank of the company. As for the concern of having a "halal" business, we employ Muslims workers and it is important to get recognition from Islamic Religious of Sarawak Malaysia. As for our cleanliness, it is important to supervise our hygiene from the office, design studio, retail, and café to the kitchen. That will be the most crucial part of a boutique café business.

The sales that we are gone to cover are:

Food and Beverages

Male Clothing

Female Clothing



### 1.3 MARKET SIZE

A market size is total volume or value of all sales in the market. The sales volume is measured in terms of unit and numbers of goods purchased by customer. Estimating Market size is an essential first step to calculating the Market Share of a business, and of its competitors. By comparing changes in market size over a selected period, trends in the market can be identified.

### 1.4 TARGET MARKET

Total population in Kuching: 598617 (based to Jabatan Perangkaan Malaysia)

We targeted 30% out of this 30% we targeted 18% for the female and male clothing and another 13% for food and beverages.

#### Total Population (based on Jabatan Perangkaan Malaysia) 598617 people in Kuching

18% plus size **clothing line** both male and female:

$$\begin{aligned} &18/100 \times 179586 \\ &= 32326 \text{ people} \end{aligned}$$

Average price: RM 30 per cloth  
Measured in 12 months

$$\begin{aligned} &32326 \times \text{average price} \times 12 \text{ months} \\ &= 32326 \times \text{RM } 30 \times 12 \text{ months} \\ &= \text{RM } 11,637,360 \end{aligned}$$

12 % **food and beverages**

$$\begin{aligned} &12/100 \times 179586 \\ &= 21550 \text{ people} \end{aligned}$$

Average price: RM 5 per F&B  
Measured in 4 times in a month  
Measured in 12 months

$$\begin{aligned} &21550 \times \text{average price} \times 4 \times 12 \text{ months} \\ &= 21550 \times \text{RM } 5 \times 4 \times 12 \\ &= \text{RM } 5,172,000 \end{aligned}$$

**Total Market Size: RM 16,809,360**



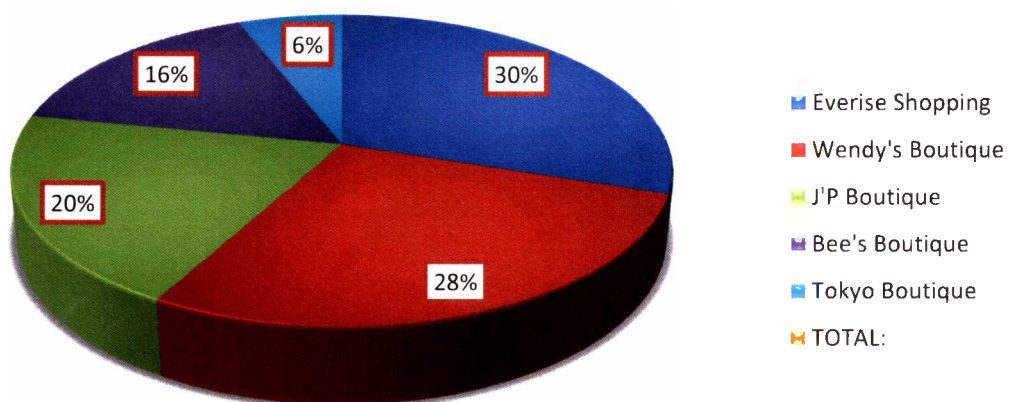


## 1.5 MARKET SHARE

Existing Market before "LOAD" enters the market for **clothing line**

Competitors	Market Share (%)	Sales per year (RM)
Everise Shopping	30%	RM 1,551,600
Wendy's Boutique	28%	RM 1,448,160
J'P Boutique	20%	RM 1,034,400
Bee's Boutique	16%	RM 827,520
Tokyo Boutique	6%	RM 310,320
<b>TOTAL:</b>	<b>100%</b>	<b>RM 11,637,360</b>

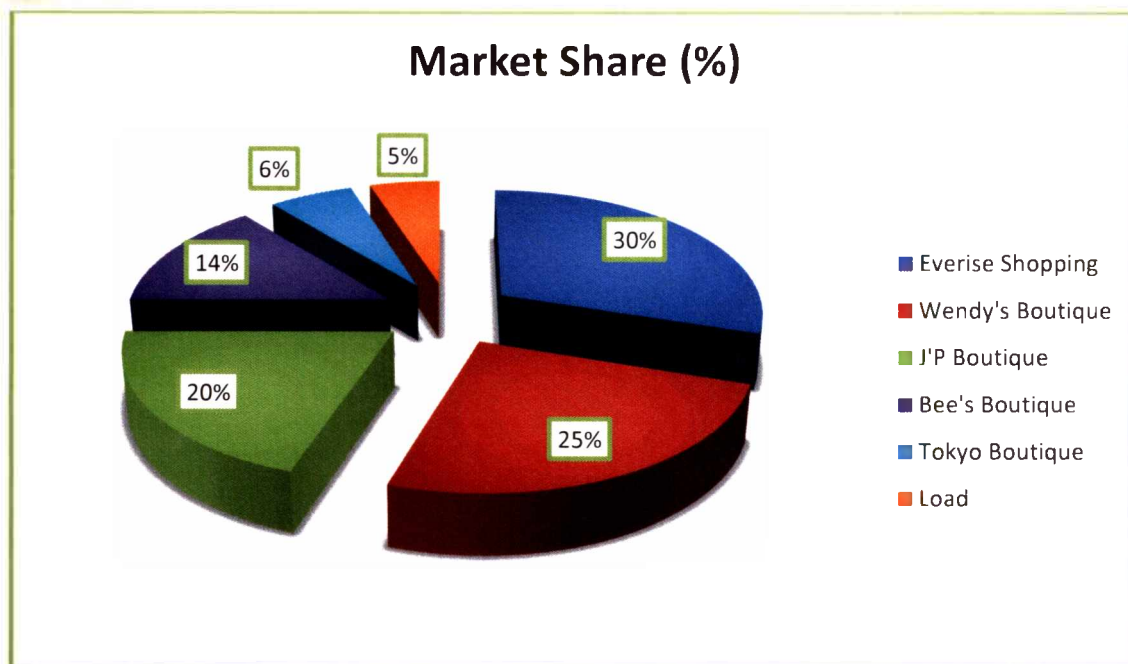
**Market Share (%)**





Existing market after "LOAD" enters the market of **Clothing Line**

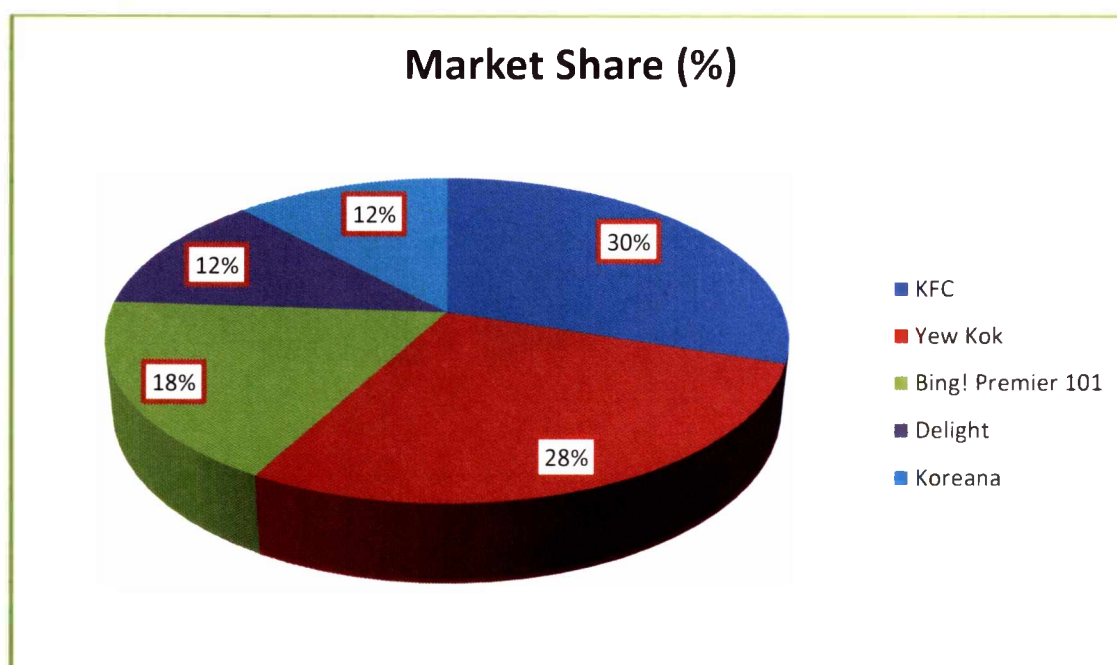
Competitors	Market Share (%)	Sales Per Year (RM)
<b>Everise Shopping</b>	34%	RM 3,956,702.4
<b>Wendy's Boutique</b>	28%	RM 3,258,460.8
<b>J'P Boutique</b>	18%	RM 2,094,724.8
<b>Bee's Boutique</b>	12%	RM 1,396,483.2
<b>Tokyo Boutique</b>	7%	RM 814,615.2
<b>Load</b>	1%	RM 116,373.6
<b>TOTAL:</b>	<b>100%</b>	<b>RM 11,637,360</b>





Existing market before “LOAD” enters food beverages industry

Competitors	Market Share (%)	Sales per year (RM)
KFC	30%	RM 1,155,600
Yew Kok	28%	RM 1,448,160
Bing! Premier 101	18%	RM 930,960
Delight	12%	RM 620,640
Koreana	12%	RM 620,640
<b>TOTAL:</b>	<b>100%</b>	<b>RM 5,172,000</b>

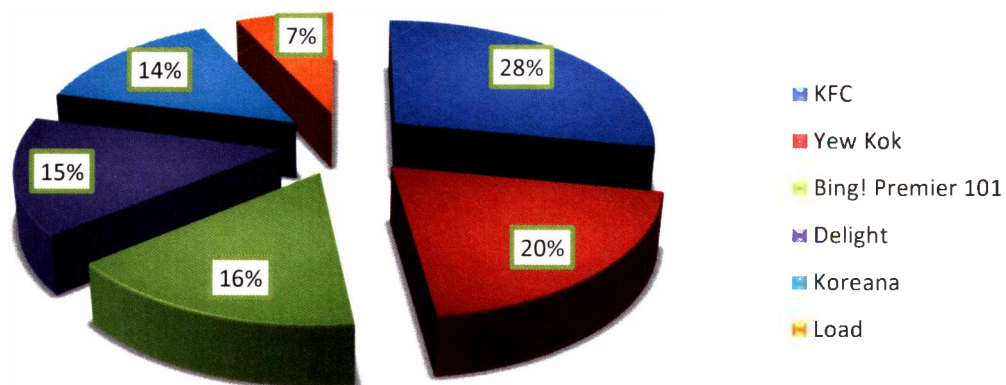




### Existing market after Load enters food and beverages

Competitors	Market Share (%)	Sales Per year (RM)
KFC	28%	RM 1,448,160
Yew Kok	20%	RM 1,034,400
Bing! Premier 101	16%	RM 827,520
Delight	15%	RM 775,800
Koreana	14%	RM 724,080
Load	7%	RM 362,040
<b>TOTAL:</b>	<b>100%</b>	<b>RM 5,172,000</b>

### Market Share (%)





## 1.6 SALES FORECAST

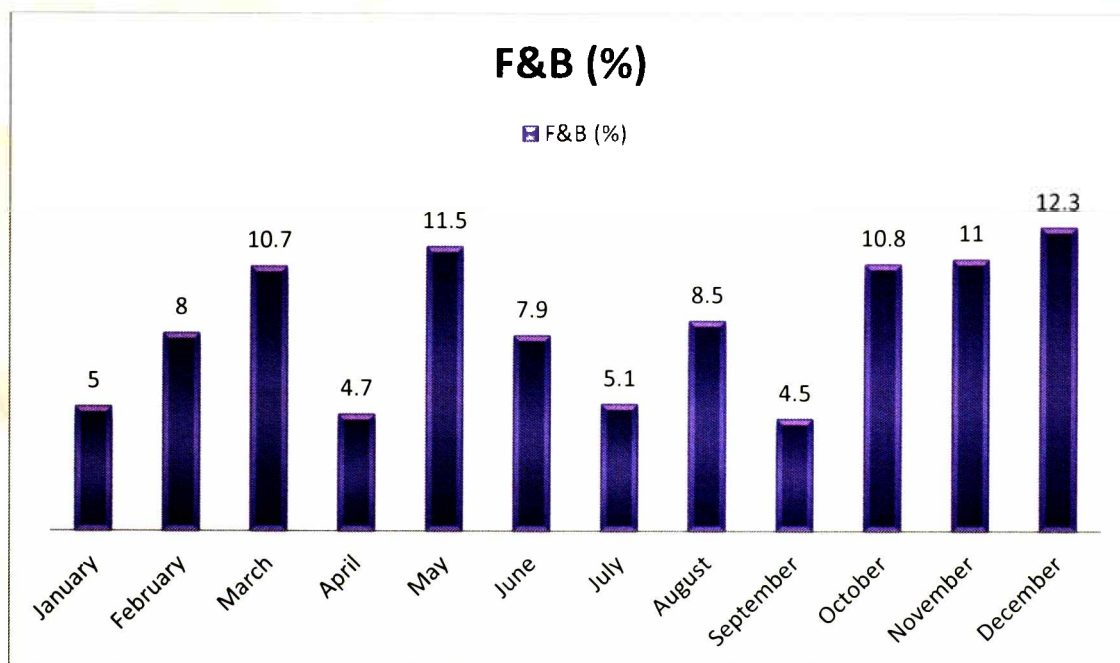
<b>MONTH</b>	<b>SALES PER MONTH (Clothing line)</b>	<b>SALES PER MONTH (F&amp;B)</b>	<b>REMARKS</b>
<b>JANUARY</b>	RM 6167.8	RM 18,102	*NEW YEAR *GRAND OPENING OF LOAD (PROMOTION ON FIRST SALE)
<b>FEBRUARY</b>	RM 8146.1	RM 28,963.2	*VALENTINES DAY (KINDLY REGOGNIZE)
<b>MARCH</b>	RM 11,637.3	RM 36,204	*SCHOOL HOLIDAYS (NEW RANGE PRODUCTS AND FOOD)
<b>APRIL</b>	RM 5353.1	RM 14,481.6	*GOOD FRIDAY AND EASTERS DAY SPECIAL PROMOTION (BUNNY'S COLLECTION)
<b>MAY</b>	RM 13,964.8	RM 39,824.4	*SCHOOL HOLIDAYS
<b>JUNE</b>	RM 8960.7	RM 25,342.8	*SCHOOL HOLIDAYS AND GAWAI SPECIALS
<b>JULY</b>	RM 5353.1	RM 18,102	*NORMAL SALE *FASTING MONTH (RAMADAN)
<b>AUGUST</b>	RM 9309.8	RM 28,963.2	*HARI RAYA *31 <sup>ST</sup> MERDEKA
<b>SEPTEMBER</b>	RM 4887.6	RM 32,583.6	*MALAYSIA DAY (16 <sup>TH</sup> SEPT) PROMOTIONS ON CLOTHS AND FOOD
<b>OCTOBER</b>	RM 13,382.9	RM 36,204	*NORMAL SALE



<b>NOVEMBER</b>	RM 14,081.2	RM 39,824.4	*SCHOOL HOLIDAYS *DEPAVALLI
<b>DECEMBER</b>	RM 15,128.5	RM 43,444.8	*YEAR END SALE (PROMOTION) *SCHOOL HOLIDAYS *CHRISTMAS *NEW YEARS EVE (BOOM SALE)
<b>TOTAL 1<sup>ST</sup> YEAR</b>	<b>RM 116,373.6</b>	<b>RM 362,040</b>	
<b>TOTAL 2<sup>ND</sup> YEAR</b>	<b>RM 119,864.8</b>	<b>RM 369,280.8</b>	
<b>TOTAL 3<sup>RD</sup> YEAR</b>	<b>RM 127,056.6</b>	<b>RM 380,142</b>	

#### Annual sales forecast







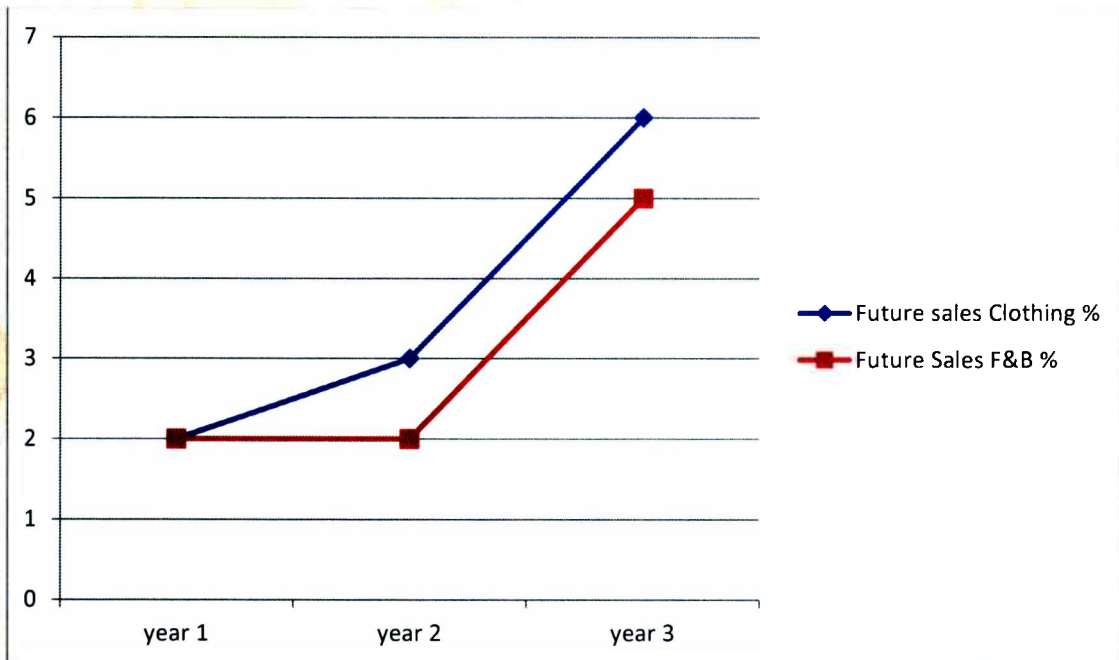
### Estimated sales for future production

Clothing Line	Food and Beverages
<b>ESTIMATED SALE FOR 1<sup>ST</sup> YEAR</b> Total sale for the 1 <sup>st</sup> year of production = RM 258,600	<b>ESTIMATED SALE FOR 1<sup>ST</sup> YEAR</b> Total sale for the 1 <sup>st</sup> year of production = RM 349,120.8
<b>ESTIMATED SALE FOR 2<sup>ND</sup> YEAR</b> Estimated sales growth for the second year increase in 3% Estimated sales:  (3/100 x RM 116,373.6+RM 116,373.6) = RM3,491.2 + RM 116,373.6 = RM 119,864.8	<b>ESTIMATED SALE FOR 2<sup>ND</sup> YEAR</b> Estimated sales growth for the second year increase in 2% Estimated sales:  (2/100 x RM 349,120.8 + RM 349,120.8 = RM 6,982.4 + RM 349,120.8 = RM 356,103.2
<b>ESTIMATED SALE FOR 3<sup>RD</sup> YEAR</b> Estimated sales growth for the third year increase in 6%  (6/100 x RM 119,864.8+RM 119,864.8) = RM 7192.1 + RM 119,864.8 = RM 127,056.6	<b>ESTIMATED SALE FOR 3<sup>RD</sup> YEAR</b> Estimated sales growth for the third year increase in 5%  (5/100 x RM 356,103.2) + RM 356,103.2 = RM 10,085.6 + RM 356,103.2 = RM 373,908.3





### Future sales forecast





## **1.7 Marketing Strategy**

### **Promotion Strategy**

The objective of a product promotion is to increase sales, attract customer, improve product recognition and enhance brand identity. Product promotion benefits businesses by generating consumer demand and benefit consumer by providing needed information on our product and services. Because of an intense competition, it is critical to plan an effective strategy before initiating an information campaign

For Load, promotion strategy is a must in order to attract customer and to improve our product recognition as well as our brand identity. First of all we will be recognized through our retail sign signboard. It will lead customer from the big road to our retail sign.

As for our product, we put flyers; banners and some brochures for give away as a part of our promotion strategy. We also advertise our business through magazines, news papers and other type of advertisement. Besides that we also came up with a website as our main site for the customer to book or read some info on our food and also see other collection of our clothing line.



Signboard:





Brochure:

Lot 7771 Jalan Tun Judah  
Premier 101 Phase 3,  
93250 Kuching, Sarawak

house of  
**Good**  
voluptuous trendy, deliciously made™

*Starting December 10*  
voluptuous trendy, deliciously made™

weekdays Monday Wednesday  
**10:00am 11:00pm**  
weekend Friday Sunday  
**10:00am-1:00am**

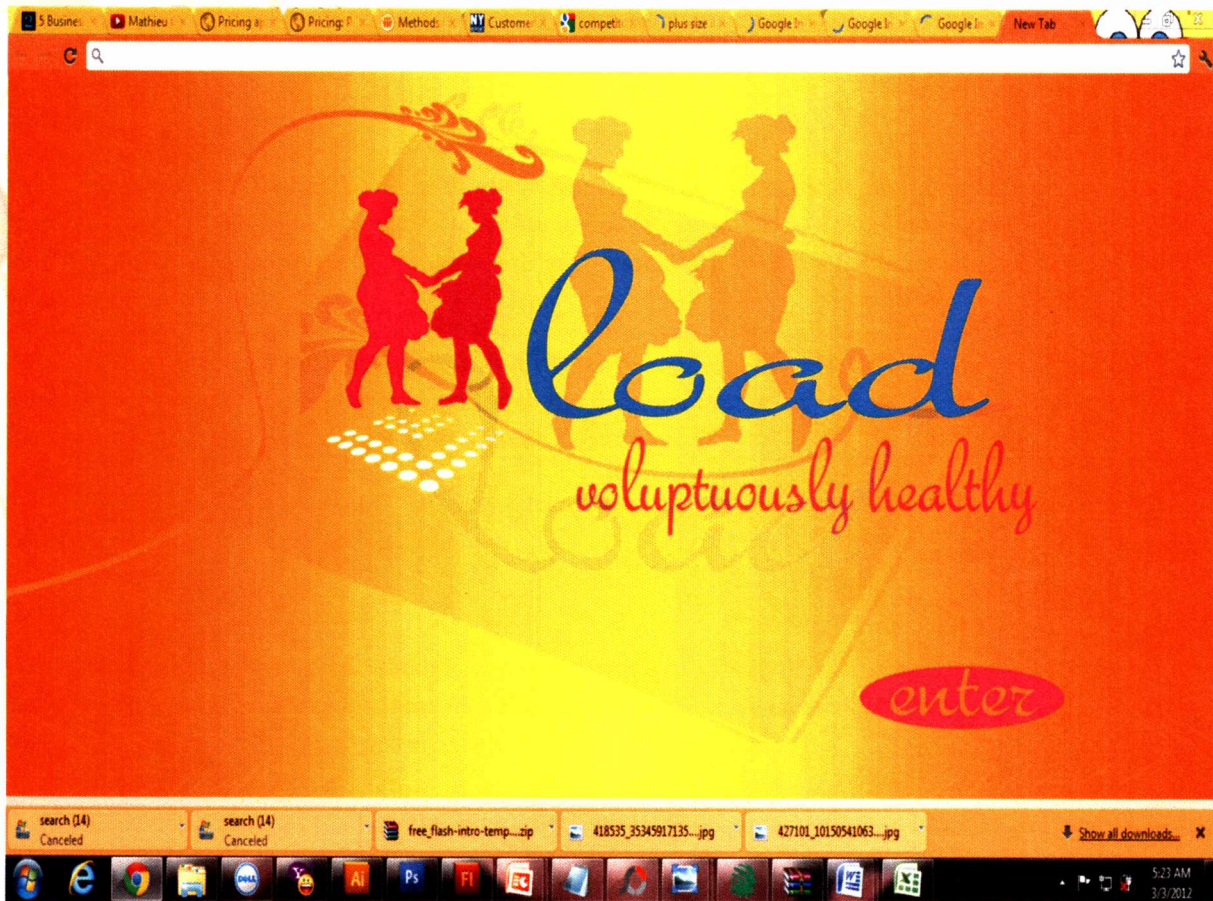


Business Card:





Website:





## 1.8 Product Strategy

### ‘Voluptuously healthy’

Based on our tagline, we targeted voluptuous and plus size customer to use and buy our product and services for instant our clothing line which are made by our designers for plus size and voluptuous body figure. Besides that, there’s also a healthy café beside our clothing shop. In our café we sell hearty food and beverages that are still delicious and also healthy.

#### Why Load?

We choices Load as the name of our business because it can mean anything but for a certain reason we wanted the name to symbolize a ‘full house’ and also the business that we’re doing which it for plus size. It will be an offense to use the word ‘big’ since it is a business for plus size clothing and eating healthy.

The concept for our business is was different than other business since we only accept female workers to work with us and our range of cloth has different design accordingly to trend. Our selection of food are healthier and less calories with organic substances.

We label ourself as ‘Load’ in every packaging starting from our packaging bag to our food beverage packaging.

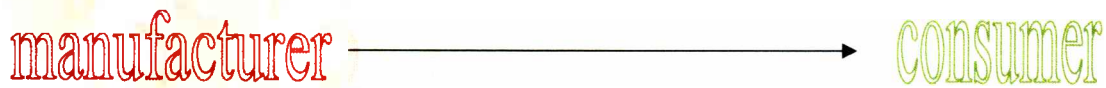
#### Product

Load sells product for plus size which is so unique with a lil café to the side. Our range of product is different from other plus size business like Mrs. Reeds because we can suit our customer with a trendy design and what more to say a plus size collection for plus size male.



## 1.9 Place and Distribution

A company's channel decisions directly affect every other marketing decision. Place decisions, for example, affect pricing. Distribution decisions can sometimes give a product a distinct position in the market. The choice of retailers and other intermediaries is strongly tied to the product itself.



Load chooses “direct-marketing channel” because it has no intermediary channel. In this case Load chooses to distribute directly to customer. Even though it is rare for this kind of industry to do it this way, we believe we can use this channel distribution in order to reach customer quick.

Our product can be produce straight from our shop; we have a tailoring room and a small bakery to bake cakes. But for our drinks we have to order some coffee beans from Illy K.L. Besides that we also buy fresh goods and raw material from market and shop.



From that on, we uses two distribution channel to cover our expenses especially “direct-marketing channel” .This way of distribution can help to lower down expenses because as a manufacturer our self we design and bakes our own goods.





### **1.10 Pricing Strategy**

Setting a price in comparison with competitors can actually push and pull customer. A firm has three options and these are to price lower, price the same or price higher.

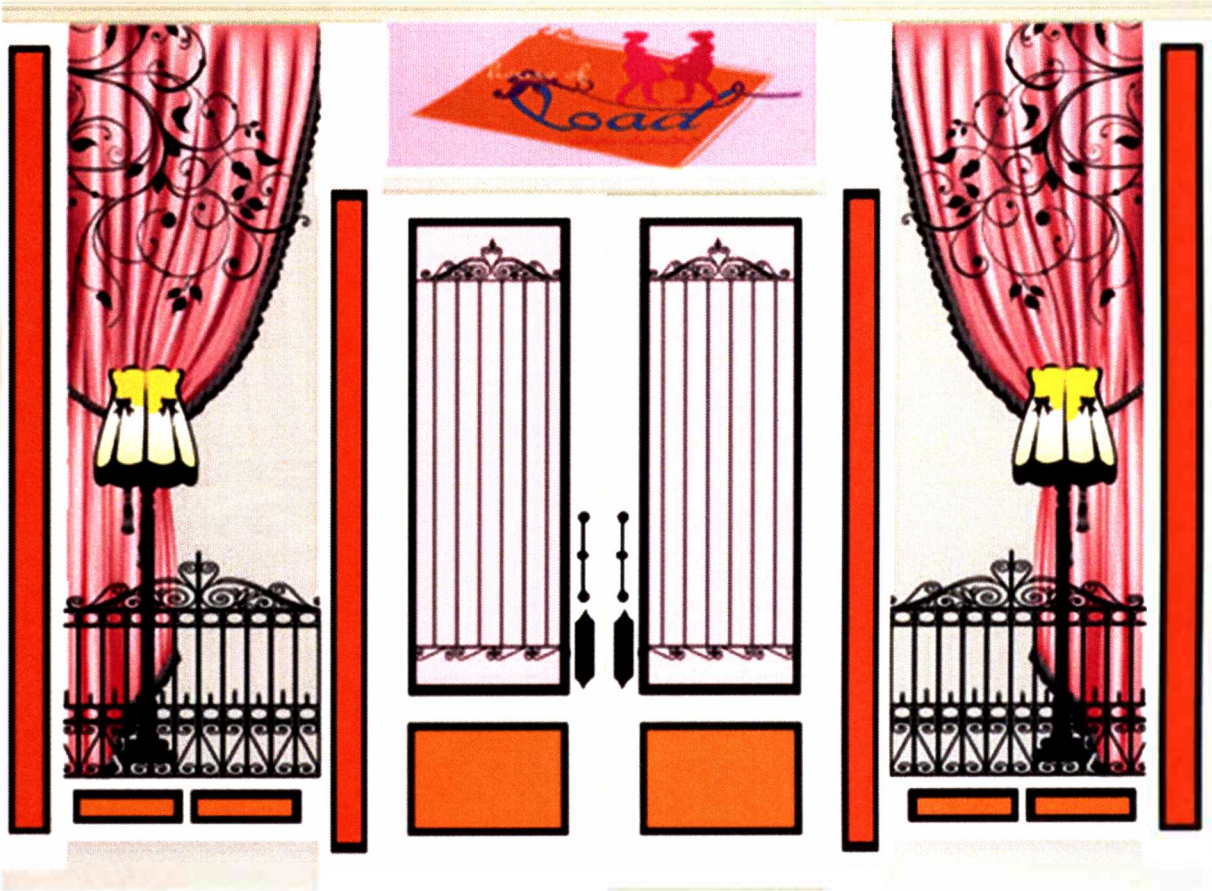
For pricing strategy Load chooses to compete against other business such as Delight, Koreana and Bing Coffee. So we'll be placing prices from RM 5 and above. At the same time we also compete with Bee's Boutique and Wendy's as well as J'p for our clothing line for both ladies and gentleman collection. We put an average price of RM 30 for both of our collection.

#### **Why Competition Price?**

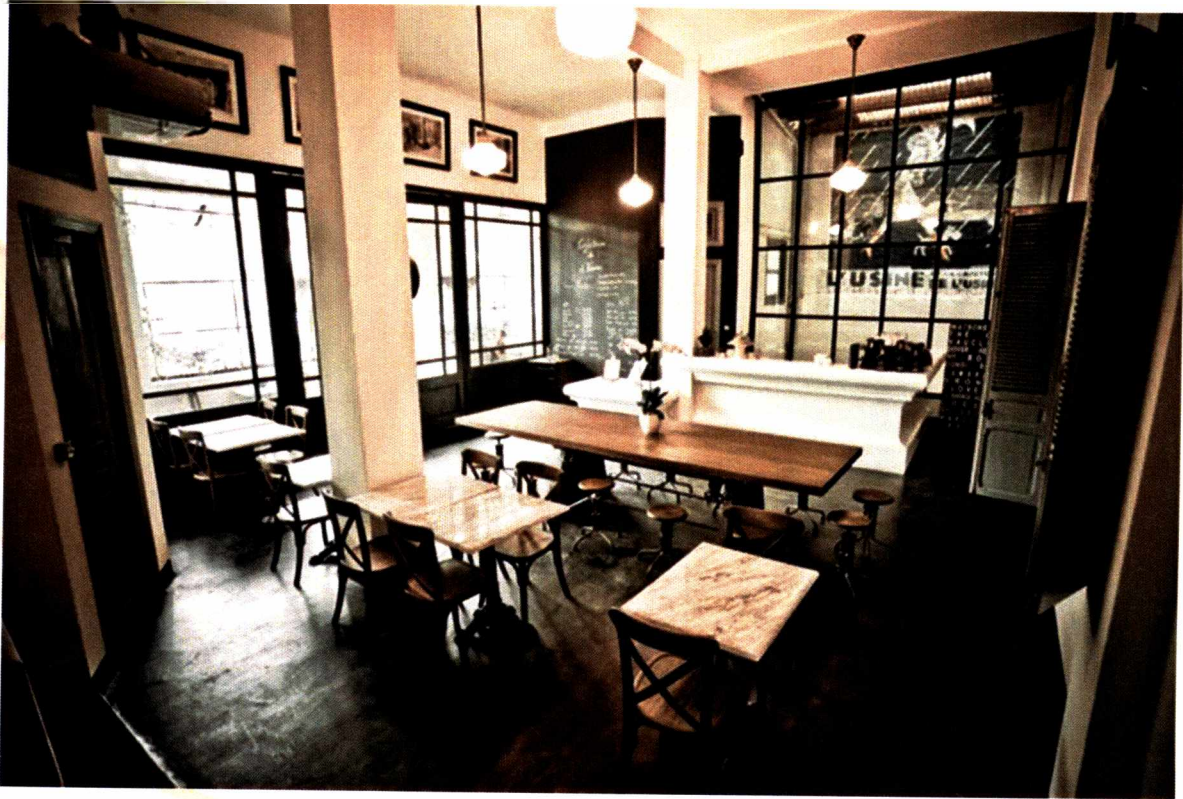
The reason Load choose competition based price is because of the price that are known to customer. Sometimes we can cross the line but sometime it will be hard on us. Customer will either choose to chill at Load or other places if they seems to think that Load has the same price as other café.



# Marketing Appendix



Shop design Illustration



Our Café interior



Our Clothing Collection: Gentleman + Ladies



our food and beverages sample



## 1.12 Marketing Budget

### MARKETING BUDGET

	FIXED ASSET	MONTHLY EXPENSES	OTHER EXPENSES	TOTAL
<b>Business Card</b>		<b>40x5x12</b>		2400
<b>Signboard</b>	1300			1300
<b>Design and Packaging Services</b>		250x12		3000
<b>Advertising Publishing/Printing</b>		250		250
<b>Opening Ceremony</b>			1500	1500
<b>Pamphlet</b>			250	250
<b>Promotion</b>			1000	1000
<b>TOTAL</b>				9700



# OPERATION PLAN





## 1.0 INTRODUCTION

### 1.1 OPERATION MANAGEMENT

- Operations management is the area concerned with the efficiency and effectiveness of the operation in support and development of the firm's strategic goals. Other areas of concern to operations management include the design and operations of systems to provide goods and services. To put it succinctly, operations management is the planning, scheduling, and control of the activities that transform inputs (raw materials and labour) into outputs (finished goods and services). A set of recognized and well-developed concepts, tools, and techniques belong within the framework considered operations management. While the term operations management conjures up views of manufacturing environments, many of these concepts have been applied in service settings, with some of them actually developed specifically for service organizations.
- Operations management is also an academic field of study that focuses on the effective planning, scheduling, use, and control of a manufacturing or service firm and their operations. The field is a synthesis of concepts derived from design engineering, industrial engineering, management information systems, quality management, production management, inventory management, accounting, and other functions.
- Another reason for greater awareness of operations management is the increased application of operations management concepts and techniques to service operations. Finally, operations management concepts are being applied to other functional areas such as marketing and human resources. The term marketing/operations interface is often used.

### 1.2 OPERATION PEOCESS

- Our operating processes produce and deliver goods and services to customers, and while operational excellence alone is not the basis of a sustainable strategy, managing operations remains a priority for all organizations. Without excellent operations, companies will find it difficult to execute strategies.
- The following are the objectives and goals of LOAD:
  1. To achieve consistency in the production and services
  2. To meet customers' satisfaction.
  3. To cover all operational costs, calculate reasonable prices to obtain a satisfactory profit.
  4. To enable prediction for future developments so it that can be established.



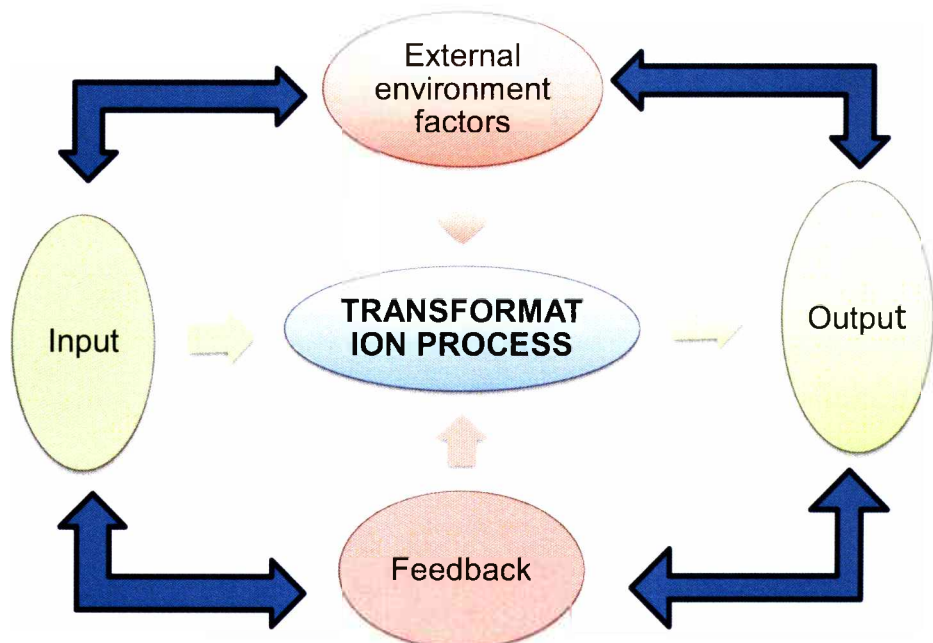
5. To make sure the operations is well manage and the business activity can operate smoothly.
6. To maximum the profit and minimum the cost of production.
7. Response the feedback from costumer and make a changes when there have complaint from costumers.

### 1.3 TRANSFORMATION SYSTEM

- It is the use of resources to change the state or condition of something to produce output.
- Every organization, be it a product or service organization, transforms certain inputs into outputs. For getting the desired output, the quality of these inputs are to be monitored regularly, and also a comparison is to be made for the real output and the desired output. This all process is done in an environment of random disturbances which are unexpected and therefore sometimes not planned too. This all process is hence known as transformation process in context to operations management.

#### Schematic Diagram of an Operation System


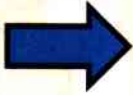



The components of an operation system can be portrayed in the schematic diagram as shown below:





## 1.4 PROCESS PLANNING

### SYMBOL USED IN THE PROCESS CHART

Symbol	Activity	Description
	Operation	Activity that modify, transform or give added value to the input
	Transportation	Movement of material or goods from one place to another
	Inspection	Activity that measure the standard or quality
	Delay	Process is delayed because in process materials are waiting for next activity
	Storage	Finished product or good are stored in the storage area or warehouse



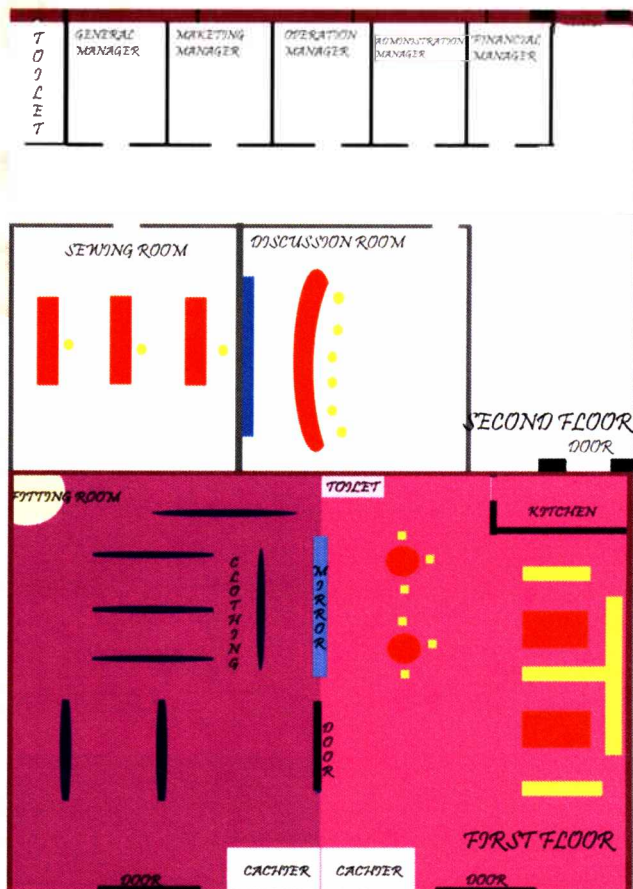
## ACTIVITY CHART FOR LOAD SERVICES




Boutique	Café
<ul style="list-style-type: none"><li>• Greet the customer</li></ul> <p style="text-align: center;">↓</p> <ul style="list-style-type: none"><li>• Promote the clothing's to customer</li></ul> <p style="text-align: center;">↓</p> <ul style="list-style-type: none"><li>• Allow customer try the clothes</li></ul> <p style="text-align: center;">↓</p> <ul style="list-style-type: none"><li>• Treat customer nicely</li></ul> <p style="text-align: center;">↓</p> <ul style="list-style-type: none"><li>• Bring the clothes to counter after customers choose it</li></ul>	<ul style="list-style-type: none"><li>• Greet the customer</li></ul> <p style="text-align: center;">↓</p> <ul style="list-style-type: none"><li>• customer enter and take a seat</li></ul> <p style="text-align: center;">↓</p> <ul style="list-style-type: none"><li>• staff will give a list of menu and take the order</li></ul> <p style="text-align: center;">↓</p> <ul style="list-style-type: none"><li>• Customer made selection on the menu</li></ul> <p style="text-align: center;">↓</p> <ul style="list-style-type: none"><li>• Staff prepared the order and serve to customer</li></ul> <p style="text-align: center;">↓</p> <ul style="list-style-type: none"><li>• Customer made payment at the cashier counter</li></ul> <p style="text-align: center;">↓</p> <ul style="list-style-type: none"><li>• Customer can visit the boutique if they want</li></ul>



## 1.5 OPERATION LAYOUT (LAYOUT BASED ON PROCESS)

- A business that produce several products using similar processes.
- This type of layout is design based on the similarity of processes where by machine and equipment that perform similar function will be grouped together.



NO	SYMBOL	DESCRIPTION
1		Table
2		Chair
3		White board



## 1.6 PRODUCTION PLANNING

TYPES	Clothing		Food & beverages	
	MALE (8%)	FEMALE (10%)	DRINK (7%)	DESSERT (5%)
SELLING PERCENTAGE	8% X RM116373.6 = 9310	10% X RM116373.6 = 11637	7% X RM362040 = 25343	5% X RM362040 = 18102
UNIT PER YEAR	9310 / RM30 = 310	11637 / RM30 = 388	25343 / RM5 = 5069	18102 / RM5 = 3620
UNIT PER MONTH	310 / 12 = 26	388 / 12 = 32	5069 / 12 = 422	3620 / 12 = 302
UNIT PER WEEK	26 / 4 = 6	32 / 4 = 8	422 / 4 = 106	302 / 4 = 75

## 1.7 MATERIAL PLANNING

NO	MATERIAL	QUANTITY	SAFETY STOCK	TOTAL MATERIAL REQUIREMENT	PRICE/UNIT (RM)	TOTAL PRICE (RM)
1	FLOUR	40KG	4KG	50	1.6	80
2	SUGAR	40KG	4KG	50	2.6	130
3	EGGS	100UNIT	10	200	0.3	60
4	SYRUP	100LITER	5	50	3	150
5	MARGERINE	100KG	10	50	1.6	80
6	MILK	100LITER	5	50	4	200
7	COFFEE	30KG	3KG	30	5	150
	TOTAL					850



## 1.8 MACHINE AND EQUIPMENT PLANNING

NO	MACHINE	QUANTITY	PRICE/UNIT (RM)	TOTAL PRICE (RM)
1	SEWING MACHINE	4	789	3,156
2	MIXER	1	219	219
3	CASH REGISTER	2	1119	2,238
4	OVEN	1	200	200
5	IRON	2	32	64
6	COFFEE MIXER	1	20,000	20,000
	TOTAL			25,877



## 1.9 MAINPOWER PLANNING

HOURS \ DAYS	OPEN	CLOSE
MONDAY-WEDNESDAY	10AM	11PM
FRIDAY-SUNDAY	10AM	1AM

### THE DIRECT LABOUR PLANNING SCHEDULE

NO	POSITION	NO. OF STAFF REQUIRED	MONTHLY SALARY (RM)	EPF (RM) ) 13%	SOCS O (RM) 2.5%	TOTAL AMOUNT (RM)
1	SERVERS/BARISTA/PREP	7	500	65	12.5	565X7 =3,955
2	TAILOR	3	600	78	15	678X3 =2,034
	TOTAL					5,989





## 1.10 OPERATION BUDGET

ITEM	FIXED ASSET (RM)	MONTHLY EXPENSES (RM)	OTHER EXPENSES (RM)
MACHINE & EQUIPMENT	25,877		
MATERIAL REQUIREMENT		850	
SCHEDULE OF REMUNERATION		5,989	165
TOTAL	26,377	8,154	165



# FINANCIAL PLAN



## 1.0 Financial Plan

In every business Financial play an important rules by key in every data from General Manager, Marketing, Operation Management and Administration to identify their financial expectation. This help in preparation and revaluating their affordable and capacity on their financial resources in order to running their business.

The purpose of Financial Plan is to know:

- Cost on early operation
- Total required
- Financial resources of Fro Finance
- Total payment loan
- Total of depreciation for every Fixed Assets.
- Cash Flow
- Profit and Loss
- Financial position at the end of accounting period.

All the data that needed from General Manager, Marketing, Operation Management and Administration will gather together and key in forms of schedule and statements as follows:

- Project Implementation
- Sources of Funds
- Table of Depreciation
- Loan Amortization schedule.
- Cash Flow Pro – Forma Statements.
- Profit and Loss
- Balance Sheet
- Analysis and interpretation of Finance statement
- Justification



## 1.1 Project Implementation Course And Sources of Finance

LOAD VOLOUPTIOUS					
PROJECT IMPLEMENTATION COST & SOURCES OF FINANCE					
Requirements	Cost	Loan	Hire-Purchase	Own Contribution	
Land & Building	48,000	52,000		100,000	
office equipment	16,970	16,970			
office furniture and fitting	3,730	3,730			
building renovation	13,100	13,100			
sign board	1,300	1,300			
material requirement	850	850			
machine and equipment	25,877	25,877			
overhead requirement	1,315	1,315			
Administrative	1,530	1,530			
Marketing	2,380	2,380			
Operations	14,085	14,085			
Contingencies					
<b>TOTAL</b>	<b>141,149</b>	<b>41,149</b>		<b>100,000</b>	



## 1.2 Marketing Expenditure

MARKETING EXPENDITURE	
Fixed Assets	RM
sign board	1,300
Working Capital	
salaries, EPF and SOCSO	2,380
Other Expenditure	
Other Expenditure	8400
Pre-Operations	
Deposit (rent, utilities, etc.)	
Business Registration & Licences	
Insurance & Road Tax for Motor Vehicle	
Other Expenditure	
<b>TOTAL</b>	<b>12,080</b>



### 1. 3 Operation Expenditure

Fixed Assets	RM
Material requirement	850
Machine and equipment	25,877
Overhead requirement	1,315
Working Capital	
Raw Materials	11,960
Carriage Inward & Duty	
Salaries, EPF & SOCSO	2,125
Other Expenditure	
Other Expenditure	1015
Pre-Operations	
Deposit (rent, utilities, etc.)	
Business Registration & Licences	
Insurance & Road Tax for Motor Vehicle	
Other Expenditure	
TOTAL	43,142



## 1.4 Administration Expenditure

Fixed Assets	
	RM
Land & Building	48,000
office equipment	16,970
office furniture and fitting	3,730
building renovation	13,100
Working Capital	
Salaries, EPF & SOCSO	1,530
Other Expenditure	
Other Expenditure	2596.3
Pre-Operations	
Deposit (rent, utilities, etc.)	
Business Registration & Licences	
Insurance & Road Tax for Motor Vehicle	
Other Expenditure	
<b>TOTAL</b>	<b>85,926</b>



## 1.5 Sales and Purchase Projection

Month 1	24,270
Month 2	37,109
Month 3	47,841
Month 4	68,013
Month 5	53,789
Month 6	34,304
Month 7	23,455
Month 8	38,273
Month 9	37,471
Month 10	49,587
Month 11	53,906
Month 12	58,573
<b>Total Year 1</b>	<b>478,414</b>
<b>Total Year 2</b>	<b>489,146</b>
<b>Total Year 3</b>	<b>507,199</b>





## 1.5 Sales and Purchase Projection

Month 1	24,270
Month 2	37,109
Month 3	47,841
Month 4	68,013
Month 5	53,789
Month 6	34,304
Month 7	23,455
Month 8	38,273
Month 9	37,471
Month 10	49,587
Month 11	53,906
Month 12	58,573
Total Year 1	478,414
Total Year 2	489,146
Total Year 3	507,199

Month 1	11,960
Month 2	11,960
Month 3	11,960
Month 4	11,960
Month 5	11,960
Month 6	11,960
Month 7	11,960
Month 8	11,960
Month 9	11,960
Month 10	11,960
Month 11	11,960
Month 12	11,960
Total Year 1	143,524
Total Year 2	147,830
Total Year 3	156,700



## 1.6 Project Implementation Cost and Sources of Finance

Project Implementation Cost		Sources of Finance		
			Cash	Existing F. Assets
Land & Building	48,000	(102,000)	150,000	
office equipment	16,970	16,970		
office furniture and fitting	3,730	3,730		
building renovation	13,100	13,100		
sign board	1,300	1,300		
material requirement	850	850		
machine and equipment	25,877	25,877		
overhead requirement	1,315	1,315		
Working Capital 1 months				
Administrative	1,530	1,530		
Marketing	2,380	2,380		
Operations	14,085	14,085		
Pre-Operations & Other Expenditure	12,011	12,011		
Contingencies				
<b>TOTAL</b>	<b>141,149</b>	<b>(8,851)</b>	<b>150,000</b>	



## 1.7 Pro – Forma Production Cost Statement

### LOAD VOLOUPTIOUS

#### PRO-FORMA PRODUCTION COST STATEMENT

Raw Materials			
Opening Stock	0	14,352	14,783
Current Year Purchases	143,524	147,830	156,700
Ending Stock	14,352	14,783	15,670
Raw Materials Used	129,172	147,399	155,813
Carriage Inward			
	129,172	147,399	155,813
Salaries, EPF & SOCSO	25,500	26,265	27,841
Factory Overhead			
Depreciation of Fixed assets (Operations)	5,608	5,608	5,608
Total Factory Overhead	5,608	5,608	5,608



Production Cost

160,280

179,273

189,262

## 1.8 Pro- Forma Income Statement

LOAD VOLOUPTIOUS			
PRO-FORMA INCOME STATEMENT			
Sales	478,414	489,146	507,199
Less: Cost of Sales			
Opening Stock of Finished Goods		47,841	48,915
Production Cost	160,280	179,273	189,262
Less: Ending Stock of Finished Goods	47,841	48,915	50,720
	0	0	0
	112,439	178,199	187,457
Less: Expenditure			
Administrative Expenditure	18,360	18,911	20,045
Marketing Expenditure	28,560	29,417	31,182
Other Expenditure	12,011	12,372	13,114
Interest on Loan	2,057	1,646	1,234
Depreciation of Fixed Assets	7,020	7,020	7,020



## 1.9 Pro- Forma Balance Sheet

### LOAD VOLOUPTIOUS PRO-FORMA BALANCE SHEET

ASSETS			
Non-Current Assets (Book Value)			
Land & Building	48,000	48,000	48,000
office equipment	13,576	10,182	6,788
office furniture and fitting	2,984	2,238	1,492
building renovation	10,480	7,860	5,240
sign board	1,040	780	520
material requirement	680	510	340
machine and equipment	20,702	15,526	10,351
overhead requirement	1,052	789	526
Other Assets			
Deposit			
	98,514	85,885	73,257
Current Assets			
Stock of Raw Materials	14,352	14,783	15,670



Stock of Finished Goods	47,841	48,915	50,720
Accounts Receivable			
Cash Balance	330,315	579,097	836,820
	392,509	642,795	903,209
Owners' Equity			
Capital	100,000	100,000	100,000
Accumulated Profit	297,966	539,547	786,694
	397,966	639,547	886,694
Long-Term Liabilities			
Loan Balance	32,919	24,689	16,459
Hire-Purchase Balance			
	32,919	24,689	16,459
Current Liabilities			
Accounts Payable	11,960	16,266	25,136



## 1.10 Financial Ratio Analysis

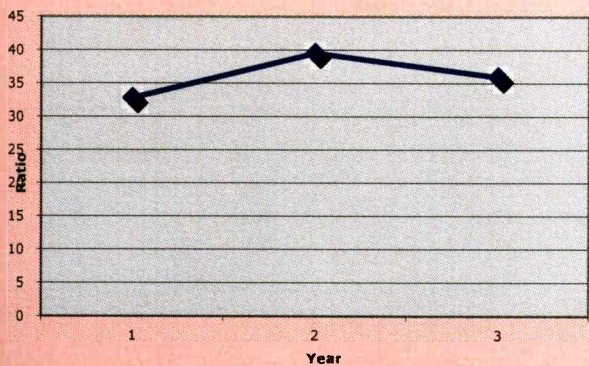
LOAD VOLOUPTIOUS			
FINANCIAL RATIO ANALYSIS			
<b>LIQUIDITY</b>			
Current Ratio	33	40	36
Quick Ratio (Acid Test)	28	36	33
<b>EFFICIENCY</b>			
Inventory Turnover	2	3	3
<b>PROFITABILITY</b>			
Gross Profit Margin	76.50%	63.57%	63.04%
Net Profit Margin	62.28%	49.39%	48.73%
Return on Assets	60.68%	33.15%	25.31%
Return on Equity	74.87%	37.77%	27.87%
<b>SOLVENCY</b>			
Debt to Equity	11.28%	6.40%	4.69%
Debt to Assets	9.14%	5.62%	4.26%
Time Interest Earned	144	146	199



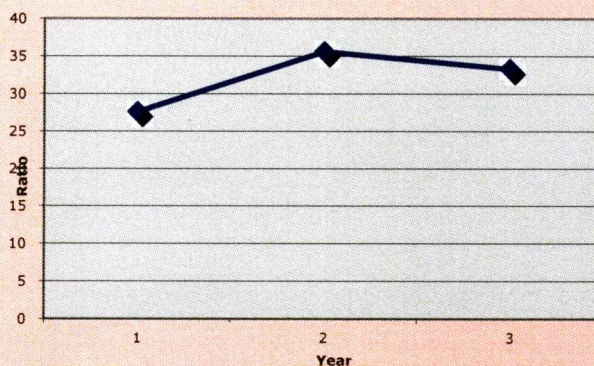


# Ratio

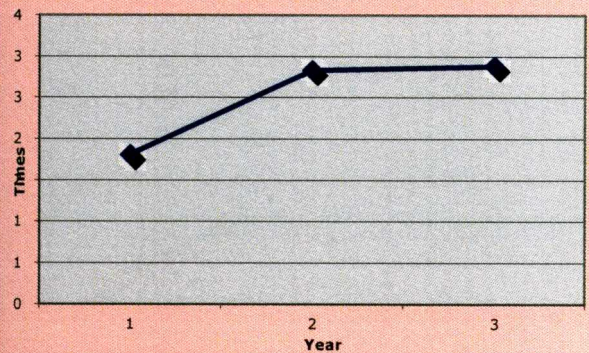
### Current Ratios



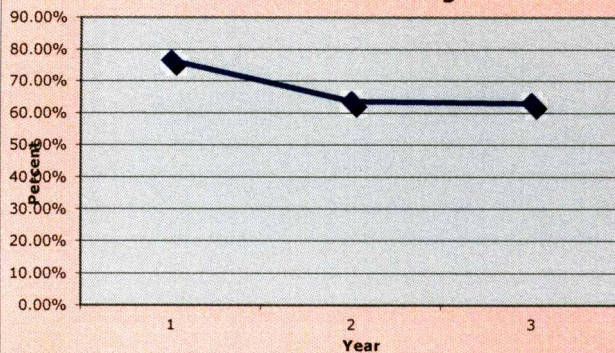
### Quick Ratios



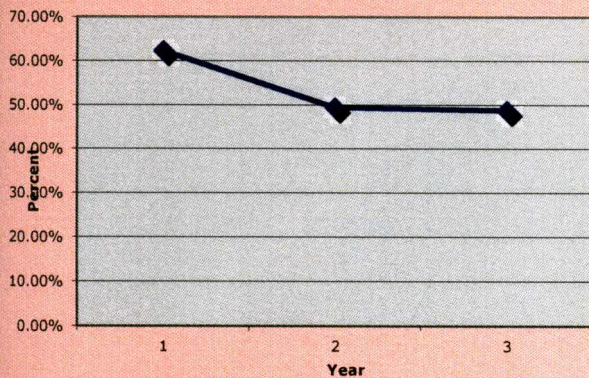
### Inventory Turnover



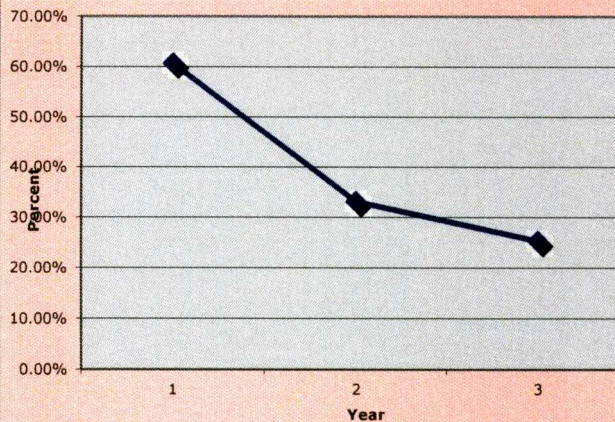
### Gross Profit Margin



### Net Profit Margin

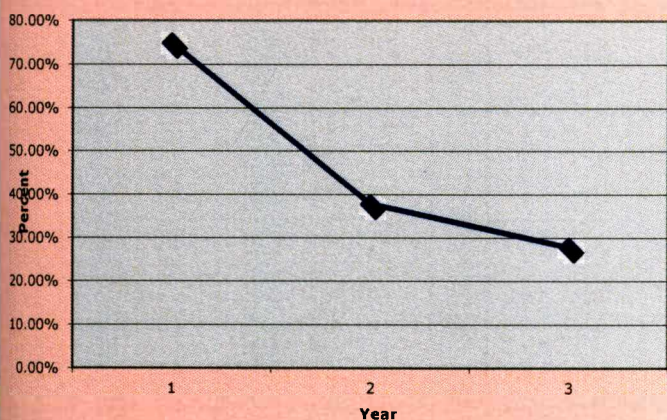


### Return on Assets

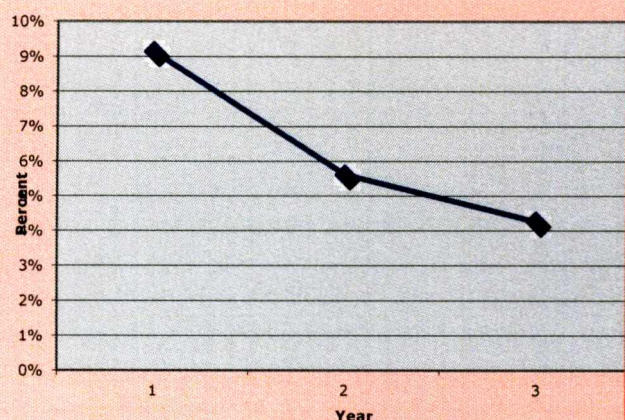




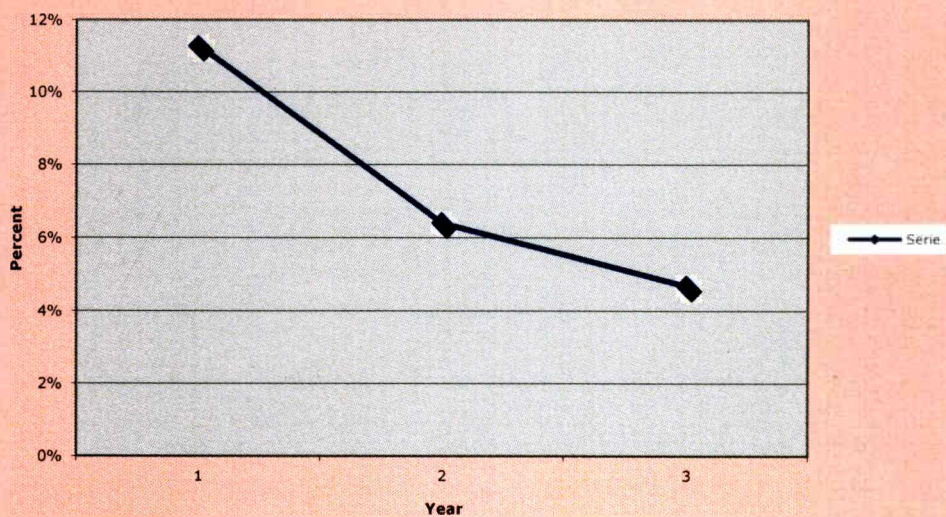
**Return on Equity**



**Debts to Assets**



**Debts to Equity**



**LOAD VOLUPTIOUS  
PRO FORMA CASH FLOW STATEMENT**

	MONTH	Pre-Operations	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL YR 1	YEAR 2	YEAR 3
<b>CASH INFLOW</b>																	
Capital (Cash)		100,000													100,000		
Loan		41,149													41,149		
Cash Sales			24,270	37,109	47,941	68,013	68,013	68,013	68,013	68,013	68,013	68,013	68,013	68,013	680,130	489,146	507,199
Collection of Accounts Receivable																	
<b>TOTAL CASH INFLOW</b>		<b>141,149</b>	<b>24,270</b>	<b>37,109</b>	<b>47,941</b>	<b>68,013</b>	<b>68,789</b>	<b>34,304</b>	<b>23,455</b>	<b>36,273</b>	<b>37,471</b>	<b>49,587</b>	<b>53,906</b>	<b>58,573</b>	<b>667,740</b>	<b>489,146</b>	<b>507,199</b>
<b>CASH OUTFLOW</b>																	
<b>Administrative Expenditure</b>																	
Salaries, EBF & SOCSO			1,530	1,530	1,530	1,530	1,530	1,530	1,530	1,530	1,530	1,530	1,530	1,530	18,360	18,911	20,045
<b>Marketing Expenditure</b>																	
salaries, EBF and SOCSO			2,390	2,390	2,390	2,390	2,390	2,390	2,390	2,390	2,390	2,390	2,390	2,390	28,560	29,417	31,182
<b>Operations Expenditure</b>																	
Cash Purchase																	
Payment of Account Payable				11,960	11,960	11,960	11,960	11,960	11,960	11,960	11,960	11,960	11,960	11,960	131,564	143,524	147,830
Carriage Inward & Duty																	
Salaries, EBF & SOCSO			2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	25,500	26,265	27,941
<b>Other Expenditure</b>																	
Pre-Operations															12,011	12,372	13,114
Deposit (rent, utilities, etc.)																	
Business Registration & Licences																	
Insurance & Road Tax for Motor Vehicle																	
Other Pre-Operations Expenditure																	
<b>Fixed Assets</b>																	
Purchase of Fixed Assets - Land & Building		48,000													48,000		
Purchase of Fixed Assets - Others		63,142													63,142		
<b>Other Expenditure</b>																	
Pre-Operations															12,011	12,372	13,114
<b>Loan Repayment:</b>																	
Principal			696	696	696	696	696	696	696	696	696	696	696	696	8,230	8,230	8,230
Interest			171	171	171	171	171	171	171	171	171	171	171	171	2,067	1,846	1,234
<b>Other Expenditure</b>																	
Pre-Operations															12,011	12,372	13,114
<b>TOTAL CASH OUTFLOW</b>		<b>111,142</b>	<b>18,904</b>	<b>18,853</b>	<b>18,853</b>	<b>18,853</b>	<b>18,853</b>	<b>18,953</b>	<b>18,853</b>	<b>18,853</b>	<b>18,853</b>	<b>18,853</b>	<b>18,853</b>	<b>18,853</b>	<b>337,424</b>	<b>240,364</b>	<b>268,476</b>
<b>CASH SURPLUS (DEFICIT)</b>		<b>30,007</b>	<b>5,366</b>	<b>18,267</b>	<b>28,989</b>	<b>49,160</b>	<b>34,937</b>	<b>15,451</b>	<b>4,602</b>	<b>19,420</b>	<b>18,619</b>	<b>30,734</b>	<b>35,053</b>	<b>39,721</b>	<b>330,315</b>	<b>248,782</b>	<b>267,723</b>
<b>BEGINNING CASH BALANCE</b>		<b>30,007</b>	<b>35,373</b>	<b>53,630</b>	<b>82,618</b>	<b>131,778</b>	<b>166,715</b>	<b>166,715</b>	<b>182,166</b>	<b>186,768</b>	<b>206,189</b>	<b>224,807</b>	<b>265,542</b>	<b>290,595</b>	<b>330,315</b>	<b>579,097</b>	<b>836,820</b>
<b>ENDING CASH BALANCE</b>		<b>30,007</b>	<b>35,373</b>	<b>53,630</b>	<b>82,618</b>	<b>131,778</b>	<b>166,715</b>	<b>166,715</b>	<b>182,166</b>	<b>186,768</b>	<b>206,189</b>	<b>224,807</b>	<b>265,542</b>	<b>290,595</b>	<b>330,315</b>	<b>579,097</b>	<b>836,820</b>



## ADMINISTRATIVE BUDGET

<b>Fixed Assets</b>				
Land & Building	48,000			48,000
office equipment	16,970			16,970
office furniture and fitting	3,730			3,730
building renovation	13,100			13,100
	-			-
<b>Working Capital</b>				
Salaries, EPF & SOCSO		1,530		1,530
<b>Pre-Operations &amp; Other Expenditure</b>				
Other Expenditure			2,596	
Deposit (rent, utilities, etc.)			-	-
Business Registration & Licences			-	-
Insurance & Road Tax for Motor Vehicle			-	-
Other Pre-Operations Expenditure			-	-
<b>Total</b>	<b>81,800</b>	<b>1,530</b>	<b>2,596</b>	<b>83,330</b>



## MARKETING BUDGET

<b>Fixed Assets</b>				
sign board	1,300			1,300
<b>Working Capital</b>				
salaries, EPF and SOCSO		2,380		2,380
		-		-
<b>Pre-Operations &amp; Other Expenditure</b>				
Other Expenditure			8,400	
Deposit (rent, utilities, etc.)			-	-
Business Registration & Licences			-	-
Insurance & Road Tax for Motor Vehicle			-	-
Other Pre-Operations Expenditure			-	-
<b>Total</b>	<b>1,300</b>	<b>2,380</b>	<b>8,400</b>	<b>3,680</b>

## OPERATIONS BUDGET



<b>Fixed Assets</b>				
material requirement	850			850
machine and equipment	25877			25,877
overhead requirement	1315			1,315
				-
<b>Working Capital</b>				
Raw Materials		11,960		11,960
Carriage Inward & Duty		-		-
Salaries, EPF & SOCSO		2,125		2,125
<b>Pre-Operations &amp; Other Expenditure</b>				
Other Expenditure			1,015	
Deposit (rent, utilities, etc.)			-	-
Business Registration & Licences			-	-
Insurance & Road Tax for Motor Vehicle			-	-
Other Pre-Operations Expenditure			-	-
<b>Total</b>	<b>28,042</b>	<b>14,085</b>	<b>1,015</b>	<b>42,127</b>



## 1.11 Depreciation Schedule

<i>Fixed Asset</i>		<i>Office Equipment</i>	
<i>Cost (RM)</i>		<b>16,970</b>	
<i>Method</i>		<b>Straight Line</b>	
<i>Economic Life (yrs)</i>		<b>5</b>	
<i>Year</i>	<i>Annual Depreciation</i>	<i>Accumulated Depreciation</i>	<i>Book Value</i>
	-	-	16,970
1	3,394	3,394	13,576
2	3,394	6,788	10,182
3	3,394	10,182	6,788
4	3,394	13,576	3,394
5	3,394	16,970	-

<i>Fixed Asset</i>		<i>Office Furniture and Fitting</i>	
<i>Cost (RM)</i>		<b>3,730</b>	
<i>Method</i>		<b>Straight Line</b>	
<i>Economic Life (yrs)</i>		<b>5</b>	
<i>Year</i>	<i>Annual Depreciation</i>	<i>Accumulated Depreciation</i>	<i>Book Value</i>
	-	-	3,730
1	746	746	2,984
2	746	1,492	2,238
3	746	2,238	1,492
4	746	2,984	746
5	746	3,730	-



<i>Fixed Asset</i>		<i>Material Requirement</i>	
<i>Cost (RM)</i>		850	
<i>Method</i>		Straight Line	
<i>Economic Life (yrs)</i>		5	
<i>Year</i>	<i>Annual Depreciation</i>	<i>Accumulated Depreciation</i>	<i>Book Value</i>
	-	-	850
1	170	170	680
2	170	340	510
3	170	510	340
4	170	680	170
5	170	850	-

<i>Fixed Asset</i>		<i>Machine and Equipment</i>	
<i>Cost (RM)</i>		25,877	
<i>Method</i>		Straight Line	
<i>Economic Life (yrs)</i>		5	
<i>Year</i>	<i>Annual Depreciation</i>	<i>Accumulated Depreciation</i>	<i>Book Value</i>
	-	-	25,877
1	5,175	5,175	20,702
2	5,175	10,351	15,526
3	5,175	15,526	10,351
4	5,175	20,702	5,175
5	5,175	25,877	-

<i>Fixed Asset</i>		<i>Overhead Requirement</i>	
<i>Cost (RM)</i>		1,315	
<i>Method</i>		Straight Line	
<i>Economic Life (yrs)</i>		5	
<i>Year</i>	<i>Annual Depreciation</i>	<i>Accumulated Depreciation</i>	<i>Book Value</i>
	-	-	1,315
1	263	263	1,052
2	263	526	789
3	263	789	526
4	263	1,052	263
5	263	1,315	-



# Appendix

BAHAGIAN PENCEGAH DAN KESELAMATAN KEBAKARAN  
JABATAN BOMBA DAN PENYELAMAT MALAYSIA  
IBU PEJABAT / NEGERI / ZON / DAERAH .....

NO. RUJ:

Borang ini diberi secara  
percuma oleh pihak Lembaga

LAK/NS/R008

No. 156383

Tarikh Daftar: ..... No. Daftar: .....



LEMBAGA AIR KUCHING  
BORANG PERMOHONAN BEKALAN AIR

KEGUNAAN PEJABAT

Permohonan disertakan dengan dokumen  
tersebut:

Surat hakmilik tanah/Surat  
Pengesahan Penghulu

Pelan tapak/Pelan Kawasan

Salinan fotostat K/P Pengguna

Tunggakan Bil disemak: RM .....

A MAKLUMAT PEMOHON

1. Nama Pengguna: .....  
(Name of Consumer)

2. No. Kad Pengenalan: .....  
(IC. No.)

3. Alamat Premis yang Memerlukan Bekalan Air:  
(Address of premise that required water supply)

4. Alamat Surat-menyurat:  
(Correspondence Address)

5. No. Telefon (Pejabat): .....  
(Office Tel.)

(Rumah/  
House)

6. Tandatangan (Consumer's)  
Cop Syarikat (Consumer's)

\* Potong mana yang  
(Delete whichever not)

Nota (Note):

- (a) Pemohon dikehendaki mematuhi Ordinan, peraturan, dan syarat-syarat yang ditetapkan oleh pejabat ini (seperti alamat yang tercatat di atas).  
(The applicant will be required to comply with regulations, rules and conditions which are published in this office (address, etc.))
- (b) Hanya pemasangan paip yang telah diberi lesen oleh Pihak Berkuasa Bekalan Air atau pembawa paip-paip yang berlesen boleh didaftarkan. Senarai nama-nama pemasang paip yang berlesen boleh didapati di pejabat Lembaga Air Kuching.  
(Only pipefitters licensed by the State Water Authority or authorized water pipes or fittings which carry water supplied by the Board. A list of names of pipefitters can be obtained from the Kuching Water Board.)
- (c) Borang "Perjanjian Bekalan Air" akan dikemukakan kepada orang/syarikat yang berminat.  
(The form "Agreement for Supply of Water" will be forwarded to the person/s who is/are interested.)

BAHAGIAN PENCEGAH DAN KESELAMATAN KEBAKARAN  
JABATAN BOMBA DAN PENYELAMAT MALAYSIA  
IBU PEJABAT / NEGERI / ZON / DAERAH .....

NO. RUJ:

TARIKH:

PENERIMAAN PELAN TEKNIKAL

Perkara	Ada	/	Tiada
1. Surat permohonan rasmi dalam Bahasa Malaysia	( )		( )
2. Penyataan Tajuk Bangunan	( )		( )
3. Pengiraan beban pendudukan / lebar muatan keluar / pemasangan Tetap**	( )		( )
4. 2 set (Arkitekural) / 2 set (M & E) pelan bangunan lengkap (Pelan Kunci, lokasi, tapak, lantai, bumbung sisi dan tampak, Pelan skematik**)	( )		( )
5. Tandatangan dan Cop kelayakan orang yang mengemukakan pelan (Setiap Helaian)	( )		( )
6. Senarai Kehendak-kehendak kelengkapan menentang kebakaran atau pemasangan keselamatan kebakaran	( )		( )
7. Warna pada tanda pemasangan menentang kebakaran atau kelengkapan keselamatan kebakaran.	( )		( )
8. Skala mengikut ditetapkan.	( )		( )

Tandatangan Pehugas Kaunter .....

Nama Dan Pangkat .....

Nota : (Potong mana yang tidak berkaitan)

Format KPI : BPK (iv)

FORMAT PENGUKURAN PRESTASI PROSES PERAKUAN PELAN TEKNIKAL (BERSISTEM)

BAHAGIAN/ZON :

Bulan Tahun 2009

TUGAS	MAKLUMAT AM DAFTAR PROJEK					
PK	BIL. DAFTAR	RUJ. BUKU REKOD PROJEK :				
	Nombor Rujukan Surat Projek					
	Nombor Rujukan Fail Projek		JBPM :			
	Arkitek/Konsultan/PBT/OSC					
	Kategori Projek		KERAJAAN / SWASTA			
	Nama Projek & Jumlah Tingkat (Bangunan)					
	Jenis Pelan		Arkitektural / M&E			
	PROSES UTAMA KPI	TARIKH TERIMA	TARIKH SERAH	JUMLAH HARI	KPI	CATATAN
PK	Terima, semakan awal permohonan & pendaftaran				2	
PPPK	Agihan pegawai proses				1	
	Nama & Pangkat Pegawai Proses					
PP	<ul style="list-style-type: none"> <li>▪ Semak/kajian pelan</li> <li>▪ Penyediaan Draf &amp; Dokumen Mesyuarat</li> <li>▪ JKP - Semakan Teknikal &amp; pengesahan Syor</li> </ul>				10	
		(nyatakan tarikh mesy JKP)				
PP	Perakuan Pelan / Penyediaan Dokumen				4	
PPPK	Pengesahan Pelan				3	
PK	Rekod & Pemulangan / Perangkaan / Serahan				1	
	JUMLAH				21 hari	
PK	PERINGATAN! TARIKH AKHIR KPI : .....					

GENERATOR SET

Pembekal:.....

Alamat :.....

Pembuat :..... No. Siri :..... Consumption :.....

Kandungan minyak diesel :.....

Butir-butir Teknikal :..... HP..... KW..... KVA.....

Kedudukan generator Set : .....

Jenis Bateri digunakan : .....

Adakah generator digandingkan Ke Alarm Panel : Ada  Tiada

Adakan exhaust pipe disaluti dengan Tali asbestos Ada  Tiada

Masa bagi generator set bekerja apabila A/C tergendala ialah :..... Sec.

Masa bagi generator berhenti apabila A/C diperolehi :.....Minit.

Ujian Cranking : Memuaskan  Tidak Memuaskan

Perkataan :.....

Adakah alatan di dalam bilik generator seperti Talipon Bomba, Lampu Kecemasan, Self Contained Alat Pemadam api: Ada  Tiada

Sebutkan Lain -- lain Jika ada ;.....

.....  
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Adakah bilik generator mempunyai perudaraan yang cukup :

Ada

Tiada

Alatan Spare yang ada ialah seperti :

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(Tandatangan Orang yang Mengemukakan)

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UNTUK KEGUNAAN RASMI SAHAJA  
ULASAN PEGAWAI PEMERIKSAAN

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(Tandatangan Orang Yang Melakukan Pemeriksaan)

PETI PANEL CO2

Nama Pembuat : .....

Bilangan zon : .....

Voltan bagi system : .....

Rating : .....

Bagaimana bekalan letrik di peroleh : .....

Penempatan panel : .....

Kelengkapan di permukaan panel :

Alarm	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Fault	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Isolate	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
A / C Fail	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
D / C Fail	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Battery Low	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Battery test	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
A / C fuse	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
D / C fuse	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Test lamp	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Switch Ujian ISO/ Normal / T,A/T.F	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Charger on or fail	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Gas Isolate	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Co2 Discharge	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>

Adakah panel inji di pergenbingkan ke peti panel pengentara alarm : Ya / Tidak

Sebutkan pergandingannya : .....

Lain-lain hal : .....

Ulasan untuk tindakan : .....

Adakah perkara berikut di komukakan :-

- |  |                              |                                |
|--|------------------------------|--------------------------------|
| (a) Butir-butir lengkap bagi compenent : | Ada <input type="checkbox"/> | Tiada <input type="checkbox"/> |
| (b) Bateri load calculation :            | Ada <input type="checkbox"/> | Tiada <input type="checkbox"/> |
| (C) Jenis Charger dan Charging rate      | Ada <input type="checkbox"/> | Tiada <input type="checkbox"/> |
| (d) Maintenance / Instruction manual :   | Ada <input type="checkbox"/> | Tiada <input type="checkbox"/> |

Lain-lain hal : .....



FORM B

APPLICATION AND CERTIFICATION FROM FOR FIXED INSTALLATIONS AND FIRE ALARM SYSTEMS

(As prescribed in By-Law 7.7.1.20 & 7.7.1.21 )

Date : .....

Pengarah,  
Jabatan Bomba Dan Penyelamat  
Negeri Sarawak.

.....  
.....

I ( Name of submitting person ) .....

I/C. No : ..... Of .....

.....

Hereby apply for approval to install / supervise the installation of the fixed installations / fire alarm system as described here under and as show on the drawing submitted with this applications which I have designed in accordance with the current FOC Rules / BSCF / British Standards No:.....

Name of Owner : .....

Address of Premises of Installation : .....

.....  
.....

- Type and nature of installation : Fire Alarm System \*
- Wet Riser \*
- Dry Riser \*
- Hose Reels \*
- Other Fixed Installations \*

Building Protected : .....

Number of riser ( Wet / Dry ) \* .....

Number of pumping inlets : .....

Number of Landing Valves : .....

Number of Fire alarm call points : .....

Number of indicator panels : .....

Location : .....

Secondary Power supply : .....

Water supplies : The following water supplier have been provided :

Number of Fire Hydrant : ..... Position /s..... Minimum flow/gpm : .....

Water work main / Ring main ..... Diameter .....mm

Private Reservoir (Type) ..... Capacity ..... gallons

Rate of discharge / replenishment by water work mains .....

Pump Motive Power : .....Nominal Rating : ..... Gallons /min

.....pounds / sq . inch .....

Drawing water from.....

Comments (if any ) and departures from the BSCP / FOC / British Standard / CIFS Regulations : .....

.....

.....

.....  
Signature of submitting person

**FOR OFFICIAL USE ONLY :**

Date Received : .....

Date Approved : .....

I hereby certify that the fixed Installations / Fire Alarm system as described in the form of application and as show on the approved drawings have been completed under my personal supervision and have been tested to my satisfaction and as such I would apply for your endorsement for issue of a completion certificate.

Date : .....

.....  
Signature of submitting person

12. Lain-lain gandingan ( Sebutkan ) :.....  
.....  
.....  
.....  
.....  
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.....

13. Adalah Perkara Berikut dikemukakan :-

- |   |     |       |
|---|-----|-------|
| (a) Butiran-butiran lengkap bagi components | Ada | Tiada |
| (b) Battery Load Calculation                | Ada | Tiada |
| (c) Jenis Battery                           | Ada | Tiada |
| (d) Jenis Charger dan Charging rate         | Ada | Tiada |
| (e) Maintenance / Instructional Manual      | Ada | Tiada |

14. Lain-lain hal :.....  
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.....  
( Tandatangan Orang Yang Mengemukakan )

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UNTUK KEGUNAAN RASMI SAHAJA

ULASAN PEGAWAI PEMERIKSAAN

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(Tandatangan Orang yang melakukan Pemeriksaan )

**MAIN FIRE ALARM PANEL**

1. Nama Pembekal : .....
2. Alamat Pembekal : .....
3. Jenbis Panel : .....
4. Jumlah Zone : .....
5. Jenis Bateri digunakan : .....
6. Adakah Bateri ditandakan dengan Nama Tuan Punya : .....
7. Bagaimana Bekalan Letrik diperolehi : .....
8. Jumlah Spare Zone : .....
9. Penempatan Panel : .....
10. Kelengkapan di Permukaan Panel :

Alarm	Ada	Tiada	Bell Supervision	Ada	Tiada
Fault	Ada	Tiada	Master Bell	Ada	Tiada
Issolate	Ada	Tiada	A / C Fuse (Inside or outside )	Ada	Tiada
Normal	Ada	Tiada	D / C Fuse	Ada	Tiada
A / C Fail	Ada	Tiada	Test Lamp	Ada	Tiada
D / C Fail	Ada	Tiada	Charger on or Fail	Ada	Tiada
Battery Low	Ada	Tiada	Bulb Supervision	Ada	Tiada
Battery Test	Ada	Tiada	Bulb Supervision	Ada	Tiada

11. Adakan Sistem alat-alat lain ditunjukkan di permukaan standard Panel :

	Sprinkler			Wet Riser			P. Hydrant			Hose Reel		
	J	S	D	J	S	D	J	S	D	J	S	D
<b>Pump</b>												
<b>Pump Fail</b>												
<b>A / C Fail</b>												

**Peringatan :**

**J = Jockey Pump**

**S = Standby Pump**

**D = Duty Pump**

SISTEM PENGESAN ASAP ( SMOKE DETECTOR)

Nama Pembekal : .....

Alamat : .....

Jumlah Pengesan Haba : ..... Suhu Pengesan Haba : .....

Buatan Pengesan Haba : .....

Kawasan Perlindungan : ..... Tinggi Bangunan : .....

Jarak Alat Pengesan : ..... Jumlah Zon : .....

Cara Pemasangannya, Memuaskan / Tidak Memuaskan : .....

Bagaimana Ujian Bertindak : .....

Lain – lain Perkara : .....

Ulasan Untuk Tindakan : .....

# PERAKUAN PEMASANGAN PERALATAN DAN SISTEM KEBOMBAAN

Yang Setia,  
Pengarah,  
Jabatan Bomba Dan Penyelamat, Malaysia  
Negeri Sarawak.

No. Fail Bomba : .....

Nama Projek : .....

.....

.....

.....

.....

Bahawasanya adalah diakui dan disahkan Sistem-sistem Kebomgaan Dan Pemasangan Mencegah serta Melawan Kebakaran / dinding pengasing, dinding pangsa dan dinding dua pihak di projek sepertimana tersebut di atas telah disempurnakan mengikut Piawaian-Piawaian LAWS OF SARAWAK CHAPTER 8 BUILDING ORDINANCE 1994 atau Piawaian-Piawaian yang diperakukan oleh Jabatan Bomba Dan Penyelamat, Malaysia serta berpandukan kepada keperluan-keperluan yang ada dalam surat-surat Jabatan Bomba Dan Penyelamat, Malaysia yang berkaitan dan projek tersebut.

Sekian terima kasih,

Saya yang benar,

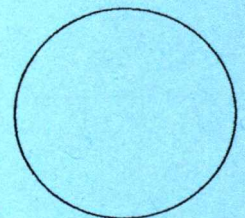
Tandatangan : .....

Nama : .....

Status Firma / Syarikat : .....

.....

Tarikh : .....





Kandungan air .....( effective capacity )

Kedudukan tangki .....

Petujuk kandungan air didalam tangki :        Ada                                Tiada

Adakah tangki di bahagian ( Compartmented ) :        Ya / Tidak

Penempatan tangki : .....

4. Pam

Jumlah pam yang disediakan .....buah

Penempatan pam-pam di .....

Adakah ia memuaskan :                                Ya / Tidak

Nama Pam	Jockey	Duty	Standby
Jenis Pam			
Model			
Saiz Pam			
Nama Motor			
Kuasa Kuda			
Kilowatt			
Amphere			
Model Amphere			
Insulation Class			
Rating			
Power factor			
Speed			



Jika menggunakan injin :

- i) Nama injin : .....
- ii) Jenis injin : .....
- iii) Kuasa kuda : .....
- iv) Pusingan ( Speed ).....pusingan seminit.
- v) Cubic capacity c.c .....

Bekalan minyak yang disediakan .....Jam.

Jenis yang digunakan .....

Nama battery .....

Voltan battery .....

5. Kelengkapan lain :

Plinth Ada /Tidak

Tinggi .....

Padding Ada / Tidak

Cara padding dilakukan .....

	Nama	Model	Ukuran	S	W.P	T.Pressure
Flexible joint						
Strainer						
Gate Valve						
Check Valve						

S = Standard    W.P = Working pressure    T.P. = Test Pressure

Tekanan udara terdapat bagi system pancur basah ketika system bekerja .....  
 ..... psi ( working pressure ).

6. Ujian tekanan udara yang dijalankan Ada / Tiada

Tarikh ujian ..... Keputusan ujian memuaskan / Tidak

Adakah bilik pam disediakan . Ada / Tiada

Lampu kecemasan Ada / Tiada

Bilangan ..... buah, Jenis.....

Nama .....

.....

7.	<u>SISTEM CONTROL</u>	<u>JOCKY</u>	<u>DUTY</u>	<u>STANDBY</u>
	Cara pergerakan	Auto / Manual	Auto / Manual	Auto / Manual
	Cara perhentian	Auto / Manual	Auto / Manual	Auto / Manual

8. Ujian Praktikal :

i) Perjalanan system memuaskan Ya / Tidak

ii) Ujian pancutan adakah memuaskan Ya / Tidak

iii) Ujian ‘ Landing Valve ‘ ketika satu outlet dibuka

- Iaitu tingkat atas :
- 1) running pressure .....psi.
  - 2) Static pressure .....psi
  - 3) Pengeluaran air .....gpm

iv) Ujian landing valve ketika tiga outlet dibuka iaitu Tingkat bawah , tengah dan atas :

- 1) Running pressure .....psi
- 2) Static pressure .....psi
- 3) Pengeluaran air .....gpm

9. Pam Panel

Nama pembuat : .....

Alamat : .....

.....

Kedudukan : .....

.....

Penentuan mematuhi kedudukan Jabatan Bomba . Ya / Tidak

	Jockey	Duty	Stand-by
Jenis Starter			
Saiz Fuse bagi meter			

Over load trip dipasang

Ada / Tidak

Over load trip dipasang pada :

1) Jockey Pam.

2) Duty Pam.

3) Stand-by Pam.

Jenis Charger :..... rating bagi Charder ..... amps.

10. Adakah perkara-perkara berikut dikemukakan

i) Hydraulik calculation

Ada / Tidak

ii) Sijil Pam Panel

Ada / Tidak

iii) Maintenance and instruction manual

Ada / Tidak

11. Am.

Jenis Hose :.....

Panjang / garis pusat :.....

Bilangan :.....

Nama Pembuat :.....

Jenis Nozzle :.....

Nama Pembuat :.....

Ukuran Muncung :.....

Air release Valve :..... Kedudukan .....

Pressure reducer jika ada :.....

Lain-lain hal :

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( Tandatangan Orang Yang Mengemukakan )

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UNTUK KEGUNAAN RASMI SAHAJA  
ULASAN PEGAWAI PEMERIKSAAN

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( Tandatangan Orang Yang Melakukan Pemeriksaan )







LAMPU KECEMASAN ( EL )

Nama Pembekal : .....

Alamat: .....

.....

Kedudukan : .....

Jumlah : .....

Jenis : .....

Pemasangan mengikut penentuan JBPM :	Ya	Tidak
--------------------------------------	----	-------

Ujian Memuaskan :	Ya	Tidak
-------------------	----	-------

Serial Nombor dikemukakan :	Ya	Tidak
-----------------------------	----	-------

Lain-lain Perkara :

.....

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Teguran :

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## PACUR KERING ( DRY RISER )

1. Jumlah pancur kering:.....
2. Tingginya :.....Jenis Paip :.....
3. Ukuran garis pusat :.....
4. Jenis penyambungan :.....
5. Injab Bomba :.....4 hala / 2 hala :.....
6. Kedudukan injab Bomba :.....
7. Jarak antara injab Bomba dengan riser :.....
8. Kedudukan riser :.....
9. Jenis landing valve : .....
10. Hose : ..... Ada / Tiada.Jenis dan Ukuran :.....  
.....
11. Nozzle Ada / Tiada. Jenis dan Ukuran :.....
12. Ujian tekanan. Telah / belum dilakukan.
13. Pengesahan Ujian tekanan ..... Telah / belum dikemukakan
14. Pengesahan penggunaan paip telah / belum dikemukakan.
15. Earthing ada / tiada dilakukan.
16. Drain valve ada / tiada disediakan pada landing valve yang rendah sekali dari paras injab bomba.
17. Paip dari riser ke injab bomba adalah / tidak selif drainage.
18. Jarak diantara pili bomba yang terdekat dengan “ breeching inlet” pancur kering  
:..... Kaki./ meter.

**KESIMPULAN :**

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( Tandatangan Orang Yang Mengemukakan )

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**UNTUK KEGUNAAN RASMI SAHAJA  
ULASAN PEGAWAI PEMERIKSAAN**

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Tandatangan Orang Yang  
Melakukan Pemeriksaan

TANDA KELUAR

Nama pembekal:.....

Alamat :.....  
.....

Kedudukan:.....

Jumlah:.....

Jenis:.....

Pemasangan mengikut penentuan JPBM:                   YA       TIDAK

Ujian Memuaskan:    YA       TIDAK

Nombor siri dikemukakan:                                YA       TIDAK

Lain-lain Perkara:

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(Tandatangan Orang yang Mengemukakan)

UNTUK KEGUNAAN RASMI SAHAJA

ULASAN PEGAWAI PEMERIKSAAN

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( Tandatangan Orang Yang Melakukan Pemeriksaan.)

**SISTEM PECAH KACA ( BREAK GLASS SYSTEM )**

Nama Pembekal : .....

Alamat : .....

Buatan break glass : ..... Volt : .....

Jumlah breack glass : .....

Jenis label digunakan : .....

Buatan loceng : ..... Ukuran : ..... Volt : .....

Jumlah loceng : ..... Jenis pendawaian digunakan : .....

Adakah breack glass dan Detector dalam Zon yang Sama : .....

Ujian bagi bertindak : .....

Ujian Tergendala ( Fault ) : .....

Lain-lain Perkara : .....

.....  
( Tanda tangan Orang yang Mengemukakan )

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UNTUK KEGUNAAN RASMI SAHAJA

ULASAN PEGAWAI PEMERIKSAAN

.....  
Tanda Tangan Orang yang melakukan Pemeriksaan )

**SISTEM CO2**

Nama Pembekal : .....

Alamat : .....

Perlindungan gas Co2 ini di pasangkan di bahagian : .....

Jenis Perlindungan yang diberikan ialah Perlindungan punca ( Local Application ) / Perlindungan Keseluruhan ( Total Flooding ).

Dimensi bilik / badan yang dilindungi oleh system ini .

..... Pajang X .....Lebar X..... Tinggi

Dimensi kawasan perudaraan bilik tersebut .....Kaki persegi.

Suhu pada bilik perlindung .....

Adakah Sistem perudaraan menggunakan Kipas : Ya / Tidak

Adakah Kipas berhenti ketika system Co2 bertindak : Ya / Tidak

Kandungan gas Co2 yang dipasangkan : .....lbs.

**Paip – paip**

Jenis paip yang di gunakan .....garis pusat / in / cm

Ukuran paip – paip ..... Kaki./ meter

Lukisan Schematic : Ada / Tidak

Di luluskan oleh Jabatan Bomba : Ada / Tidak

Jenis penyambungan yang di gunakan ialah :

Scew / Flanged / Welded / brazed / ...../ Compression

Jenis Fitting yang di gunakan : .....

Salutan yang di gunakan ( Sealing Compound ).....

( Hanya ..... sahaja dibernakan).

Adakah paip ini di uji tekanan : Ya / Tidak

- Nyatakan : (a) Tarikh : .....
- (b) Tekanan di lakukan menggunakan : .....
- (c) Tekanan yang dilakukan : .....
- (d) Jangkamasa di uji : .....
- (e) Adakan Ujian ini memuaskan Ya / Tidak

Adakah Flushing / Continuty test di jalankan : Ya / Tidak

Jenis flexible tubing yang di gunakan : .....

Mengikut Standard : .....

Adakah ia memuaskan atau tidak : Ya / Tidak

Adakah pemasangan penyangkut ( hanges ) memuaskan : Ya / Tidak

### NOZZLE

Nama Nozzle : ..... Model .....

Bilangan : ..... Jenis Nozzle : .....

Orifice : .....

Adakan tanda pembuat dan nombor di sediakan : Ya / Tidak

- Nayatakan (a) .....
- (b) .....

### TABONG

Jenis Tabong : ..... Model: .....

Bilangan : .....

Berat tabong tanpa Co2 seperti dinyatakan di tabong : .....

Berat tabong termasuk Co2 seperti dinyatakan di tabong: .....

Isi Kandungan Co2 seperti dinyatakan di tabong : .....

Penempatan tabong : .....

Adakah mudah untuk tujuan 'refilling / maintainence'; Ya / Tidak

Adakah penempatan tabong terdedah ke cuaca luar : Ya / Tidak

Tekanan yang terdapat pada tabong co2 .....

Tekanan untuk system co2 dari jenis 360 psi/600 psi.

Adakah tabong di tandakan : .....

- (a) Jenis tabong : Ada / Tiada
- (b) Jenis Gas Co2 Ada / Tiada
- (c) Isi kandungan Co2 Ada / Tiada
- (d) Suhu, super pressurization bagi gas nitrogen : Ada / Tiada

Tabong ini di reka mengikut standard : .....

Nyatakan jenis penunjuk dan tujuan : .....

Adakah suhu kawasan penempatan tabong tidak melebihi 130°F (55°C) dan tidak Kurang dari 20 °F ( 29 °C ) bagi system total flooding.

Ya / Tidak Nyatakan suhu : .....

Adakah suhu kawasan perletakan tabong tidak melebihi 130 °F (55 °C) dan tidak kurang dari + 32 °F (0 °C ) bagi system Local Application :

Nyatakan suhu : .....

INJAB-INJAB VALVES

Nama Valves : ..... Model : .....

Jenis Valves : .....Standard : .....

Adakah alat-alat ini di sediakan : .....

Siphon Tube Ya / Tidak Nama : .....

Valve Ya / Tidak Nama : .....

Discharge head Ya / Tidak Nama : .....

Flexible Connector Ya / Tidak Nama : .....

Berapakah suhu yang tertinggi dimana ia dapat bekerja mengikut standard:

PENGIRAAN

- Adakah pengiraan bagi paip dan nozzle saizing di kemukakan : Ya / Tidak
- Adakah pengiraan bagi gas Co2 yang di perlukan di kemukakan : Ya / Tidak
- Adakah pengiraan kehilangan gas Co2 ( disaipation ) di sediakan : Ya / Tidak

SISTEM CONTROL

Cara penggerakan valves secara automatik menggunakan cara mechanical / letrik / pneumatic.  
Jika lain sebutkan :

.....

.....

- Adakah pergerakan system ini bertindakan secara Otomatik : Ya / Tidak
- Adakah pergerakan secara kuasa luar / manually di sediakan : Ya / Tidak
- Panjangnya kawat setelah di tarik tidak melebihi 14 inci : Ya / Tidak
- Adakah jenis pull handle di sediakan : Ya / Tidak
- Jika cara lain nyatakan : .....
- Adakah ujian bagi alat ini memuaskan : Ya / Tidak

Jenis alat pengesan : .....

.....

Bilangan : .....

Suhu penempatan : .....

Bilangan Zon : .....

Nama ( Brand ) alat pengesan : .....

Jenis Kawat : .....

Adakah berada di dalam conduit logam : Ya / Tidak

Adakah ujian bagi alat ini memuaskan : Ya / Tidak

Jenis alat pengesan bertindakan di reka secara :-

Double Knock / single knock / jika lain sebut : .....

.....

.....



**PETI PANEL CO2**

Nama Pembuat : .....

Bilangan zon : .....

Voltan bagi system : .....

Rating : .....

Bagaimana bekalan letrik di peroleh : .....

Penempatan panel : .....

Kelengkapan di permukaan panel :

Alarm	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Fault	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Isolate	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
A / C Fail	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
D / C Fail	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Battery Low	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Battery test	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
A / C fuse	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
D / C fuse	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Test lamp	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Switch Ujian ISO/ Normal / T,A/T.F	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Charger on or fail	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Gas Isolate	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>
Co2 Discharge	Ada	<input type="checkbox"/>	Tiada	<input type="checkbox"/>

Adakah panel inji di pergenbingkan ke peti panel pengentara alarm : Ya / Tidak

Sebutkan pergandingannya : .....

Lain-lain hal : .....

.....

.....

.....

.....

Ulasan untuk tindakan : .....

.....

.....

.....

.....

Adakah perkara berikut di komukakan :-

- |  |                              |                                |
|--|------------------------------|--------------------------------|
| (a) Butir-butir lengkap bagi compenent : | Ada <input type="checkbox"/> | Tiada <input type="checkbox"/> |
| ( b) Bateri load calculation :           | Ada <input type="checkbox"/> | Tiada <input type="checkbox"/> |
| ( C) Jenis Charger dan Charging rate     | Ada <input type="checkbox"/> | Tiada <input type="checkbox"/> |
| ( d) Maintenance / Instruction manual :  | Ada <input type="checkbox"/> | Tiada <input type="checkbox"/> |

Lain-lain hal : .....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



**FORM A**

**APPLICATION AND CERTIFICATION FROM FOR AUTOMATIC SPRINKLER INSTALLATION**

( As Prescribed in By-Law 7.7.1.20 & 7.7.21 )

Date :.....

Pengarah,  
 Jabatan Bomba Dan Penyelamat  
 Negeri Sarawak

.....  
 .....

I ( Name of submitting person ).....

I/C. No:..... of .....

.....

Hereby apply for approval to install / supervise the installation\* of an automatic sprinkler\* installation/s, extension s which I have designed in accordance with the Rules of the Fire Office, Committee for Automatic sprinkler Installation for :

Name of Owner :.....

Address protected premises :.....

.....

Building Protected	Hazard Class	Installation Reference no	Number of sprinkler heads

The proposed installation/s, extension/s are as detailed in the schedule above and are in accordance with the flooring drawings:

Drawing Ref. No	Description of drawing

The other relevant particular of the installation/s, extension/s are give below :-

**EXTRA HIGH HAZARD AREAS**

High piled storage (if any), (type, height & location ).....  
 .....  
 .....

The maximum number of sprinkler in any one separate risk ( as defined in the FOC ).

Rules for Automatic Sprinkler is .....  
 .....

( Building ..... Installation Ref. No :..... )

**WATER SUPPLY**

The following water supply will be / has been \* provided :-

1. water work main                      Diameter ..... Inches
2. Elevated private Reservoir        Capacity.....gallons
3. Low Level storage Tanks            Capacity.....gallons  
    Motive Power .....  
    Nominal rating .....  
    Gallons / Minute..... PSI .....  
    Drawing water from .....

Installation Reference No.	Pressure Losses in ** Bars
No.	
No.	
No.	

Date .....

.....  
Signature of Submitting Person

\*\* Including pipework, fittings and back pressure and alarm Vales .

- Delete which is not applicable .

### WATER SUPPLIER TEST DATA SHEET

(To accompany Form A when applying for approval of completed automatic sprinkler installation )

Name of Owner : .....

Premises Protected .....

Date of Completion of Test .....

#### TEST APPARATUS :

The test apparatus used in connection with the under mentioned tests conform with requirement for proving of water supplies set out in F.O.C. Rules For Automatic Sprinkler Installations.

“ Standard Test Orifices” for periodic check test of Ordinary Hazard System .

Standard Test Orifices having the following “K” factor ( determined in accordance with the procedures outlined in paragraph A1102 Standard ( iii ) of the abovementioned F.O.C. Rules ) have been installed at the test positions at each set of control valves.

TEST .....INSTALLATION REF . NO..... “K” FACTOR.....

4. Pressure Tank Total Capacity .....gallons  
Ratio- air to water .....  
Required air pressure ( taking into account any losses referred to below)  
.....PSI

.....  
Sign of submitting person

Name:.....

Address:.....

.....

---

FOR OFFICIAL USE ONLY

Application received on :.....

Application approved on :.....

.....  
Signature approving person

---

CERTIFICATION ON COMPLETION – To be completed and returned to the local Authority by the person who submitted the application in the first instance.

I hereby certify that the supplies detailed above been tested in accordance with the procedures laid down in appendix of the Rules of the Fire Officers' Committee for automatic Sprinkler Installations and at the date test met / did not meet \* the minimum requirements for the particular Hazard Classes. Particular are as set out in the attached Test Data Sheet.

The pressure lose under the below conditions for the respective Hazard Classes in the pipe work in the pipe work and fitting, back pressure vales and alarm valves , between the pump or pressure tank and the Various installation pressure gauge ( Gauge ' C' ) are calculated to be as follows :-

Installation Reference No.	Water Supply	Hazard Class	Test Requirement		Installation gauge Reading ( bars)			Static loss (bars)between instn. Gauge and highest sprinkler in particular Hazard Class area
			Flow dm <sup>3</sup> /mm	Pressure Bars	(a) Under test conditions	(b) With drain Valves fully open	© After test Completed ( standing Pressure )	

- When an installation comprises more than one Hazard Class, the loss to be stated shall be that between the installation gauge and the highest sprinkler in the particular Hazard Class.

.....  
Signature of submitting person

Date : .....





C) Tangki :

Jenis tangki : .....

Ukuran tangki : .....

Kandungan air .....( effective capacity )

Kedudukan tangki .....

Petujuk kandungan air didalam tangki :        Ada                        Tiada

Adakah tangki di bahagian ( Compartmented ) :        Ya / Tidak

Penempatan tangki : .....

D) Pam

Jumlah pam yang disediakan .....buah

Penempatan pam-pam di .....

Adakah ia memuaskan :                                        Ya / Tidak

Nama Pam	Jockey	Duty	Standby
Jenis Pam			
Model			
Saiz Pam			
Nama Motor			
Kuasa Kuda			
Kilowatt			
Amphere			
Model Amphere			
Insulation Class			
Rating			
Power factor			
Speed			

Jika menggunakan injin :

- vi) Nama injin : .....
- vii) Jenis injin : .....
- viii) Kuasa kuda : .....
- ix) Pusingan ( Speed ) ..... pusingan seminit.
- x) Cubic capacity c.c .....
- Bekalan minyak yang disediakan .....Jam.
- Jenis yang digunakan .....
- Nama battery .....
- Voltan battery .....

E) Kelengkapan lain :

- Plinth Ada /Tidak
- Tinggi .....
- Padding Ada / Tidak
- Cara padding dilakukan .....

	Nama	Model	Ukuran	S	W.P	T.Pressure
Flexible joint						
Strainer						
Gate Valve						
Check Valve						

S = Standard    W.P = Working pressure    T.P. = Test Pressure

Flow Switch : Ada / Tiada

Pressure Gauge : Ada / Tiada

F) Ujian tekanan air sebanyak 200 psi selama 24 jam yang dijalankan Ada / Tiada  
 Tarikh Ujian ..... Keputusan ujian memuaskan / Tidak  
 Adalah bilik pam disediakan : Ada / Tiada  
 Lampu kecemasan : Ada / Tiada  
 Bilangan : ..... buah , Jenis : .....  
 Alat pemadam api : .....  
 Perudaraan .....

G) SISTEM CONTROL                      JOCKY                      DUTY                      STANDBY  
 Cara pergerakan                      Auto / Manual                      Auto / Manual                      Auto / Manual  
 Cara perhentian                      Auto / Manual                      Auto / Manual                      Auto / Manual  
 Adakah system ini mempunyai pertalian dengan main panel:                      Ya / Tidak

H) Ujian Praktikal :

- i) Perjalanan system memuaskan                      Ya / Tidak
- ii) Ujian pancutan adakah memuaskan                      Ya / Tidak
- iii) Ujian pam adakah memuaskan                      Ya / Tidak
- iv) Ujian pengeluaran air adakah memuaskan                      Ya / Tidak
- v) Ujian ketika satu pili bomba dibuka iaitu di tempat terjauah :
  - 1) Running pressure ..... psi.
  - 2) Static pressure .....psi
  - 3) Pengeluaran air .....igpm
- vi) Ujian ketika dua / tiga pili bomba dibuka serentak iaitu jauh, pertengahan dan yang Terdekat dengan bilik pam.
  - 1) Running pressure ..... psi.
  - 2) Static pressure .....psi
  - 3) Pengeluaran air .....igpm

I) Pam Panel

Nama pembuat : .....

Alamat : .....

Kedudukan : .....

Penentuan mematuhi kedudukan-kehebdak Jabatan Bomba . Ya / Tidak

Jenis Starter

Saiz Fuse bagi motor

Jockey	Duty	Stand-by

Over load trip dipasang

Ada / Tidak

Over load trip dipasang pada : 1) Jockey Pam.

4) Duty Pam.

3) Stand-by Pam.

Jenis Charger : ..... rating bagi Charder ..... amps.

J) Adakah perkara-perkara berikut dikemukakan

i) Hydraulik calculation Ada / Tidak

ii) Sijil Pam Panel Ada / Tidak

iii) Maintenance and instruction manual Ada / Tidak

K) Am.

Jenis Hose : .....

Panjang / garis pusat : .....

Bilangan : .....

Nama Pembuat : .....

Jenis Nozzle : .....

Nama Pembuat : .....

Ukuran Muncung : .....

Air release Valve : ..... Kedudukan .....

Pressure reducer jika ada : .....

Lain-lain hal :

.....  
.....  
.....  
.....  
.....  
.....  
.....

.....  
( Tandatangan Orang Yang Mengemukakan )

---

UNTUK KEGUNAAN RASMI SAHAJA  
ULASAN PEGAWAI PEMERIKSAAN

.....  
.....  
.....  
.....  
.....  
.....  
.....

.....  
( Tandatangan Orang Yang Melakukan Pemeriksaan )

# PERAKUAN PEMASANGAN PERALATAN DAN SISTEM KEBOMBAAN

Yang Setia,  
Pengarah,  
Ibu Pejabat Bomba Negeri,  
Jabatan Bomba Dan Penyelamat Negeri Sarawak,  
Kuching

No Fail Bomba :.....

Nama Projek :.....  
.....  
.....  
.....  
.....

Bahawasanya adalah diakui dan disahkan Sistem-sistem Kebombaan Dan Pemasangan Mencegah serta melawan Kebakaran / dinding Pengasing dinding pangsa dan dinding dua pihak di projek sepertimana tersebut di atas telah disempurnakan mengikut Piawaian-Piawaian LAWS OF SARAWAK CHAPTER 8 BUILDING ORDINANCE 1994 atau Piawaian-Piawaian yang diperakui oleh Jabatan Bomba Dan Penyelamat Malaysia serta berpandu kepada keperluan-keperluan yang ada dalam surat-surat Jabatan Bomba Dan Penyelamat Malaysia yang berkaitan dan projek tersebut.

Sekian terima kasih,

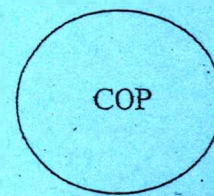
Saya yang benar,

Tandatangan :.....

Nama :.....

Status Firma / Syarikat :.....  
.....

Tarikh :.....



Bahagian Pencegah Dan Keselamatan Kebakaran  
Jabatan Bomba dan Penyelamat Malaysia

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## SENARAI SEMAK PERMOHONAN PEMERIKSAAN

No. Fail: \_\_\_\_\_

Nama Projek : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Senarai Semak Rujukan dan Dokumen:  
(Tandakan / jika lengkap dan TB jika tiada berkaitan)

- |    |  |                          |
|----|--|--------------------------|
| 1. | Kelulusan Pelan Arkitekural  | <input type="checkbox"/> |
| 2. | Kelulusan Pelan M & E  | <input type="checkbox"/> |
| 3. | Borang Bayaran Pemeriksaan PU (A) 207  | <input type="checkbox"/> |
| 4. | Borang Biru daripada Arkitek   | <input type="checkbox"/> |
| 5. | Borang Biru daripada Jurutera M & E  | <input type="checkbox"/> |
| 6. | Lampiran C1, C2, C3 dan salinan kelulusan bahan daripada Jabatan Bomba dan Penyelamat Malaysia Senarai seperti pada Lampiran 1 | <input type="checkbox"/> |
| 7. | Borang A (sprinkler system)  | <input type="checkbox"/> |
| 8. | Borang B (Lain-lain system)  | <input type="checkbox"/> |
| 9. | Salinan resit H13 untuk APA dan jumlah   | <input type="checkbox"/> |

Tandatangan:

Dikemukakan oleh:  
(Nama Penuh)

Nota: Borang perlu dilengkapkan oleh pemohon semasa mengemukakan permohonan pemeriksaan.



Lampiran 1

1. Lampu tanda KELUAR
  2. Lampu kecemasan
  3. Pintu rintangan api
  4. Fire damper
  5. Fire roller shutter
  6. Cement sand brick
  7. Bahan-bahan Kelas O
  8. Firestop
  9. Drywall construction
  10. Hollow concrete block
  11. Lif landing door ( fire rated)
  12. Smoke Detector
  13. Heat Detector
  14. Manual call point
  15. Alarm bell
  16. Fire resistant cable
  17. Hose reel
  18. Sprinkler head
  19. Fire resistant duct
  20. Smoke curtain
  21. Smoke extractor system
  22. Fire alarm panel
  23. Clean agent system/gas
- 
- 
-



**BAHAGIAN PENCEGAHAN DAN KESELAMATAN KEBAKARAN  
JABATAN BOMBA DAN PENYELAMAT NEGERI SARAWAK**

**BORANG SEMAKAN PEMBAYARAN  
UNTUK PEMERIKSAAN DAN UJIAN**

1.	<b>NAMA DAN ALAMAT ARKITEK / KONSULTAN</b>	
2.	<b>NO : RUJUKAN FAIL PROJEK</b>	<b>JBPM / SK /</b>
3.	<b>JUMLAH PEMBAYARAN :</b>	<b>RM :</b>
4.	<b>DISAHKAN OLEH :</b>	Tandatangan : ..... Nama : ..... Tarikh : .....

☼ Hendaklah diisi oleh pegawai yang telah memproses pelan M&E bagi projek berkenaan

Untuk Perhatian :-  
( Borang ini diisi dalam dua salinan )

JABATAN BOMBA DAN PENYELAMAT MALAYSIA  
NEGERI SARAWAK

PERMOHONAN PEMERIKSAAN DAN UJIAN

No. Rujukan Fail : \_\_\_\_\_

A. Nama : \_\_\_\_\_ No. Tel. \_\_\_\_\_

Alamat : \_\_\_\_\_

Nama Pemeriksaan/Ujian: \_\_\_\_\_

B. Pemeriksaan bangunan-bangunan baru, tambahan dan pembaharuan:-

(a) @ RM1.00 bagi pemeriksaan pertama Bilangan \_\_\_\_\_ x RM1.00 = RM \_\_\_\_\_

(b) @ RM100.00 bagi tiap-tiap pemeriksaan Bilangan \_\_\_\_\_ x RM100.00 = RM \_\_\_\_\_

C. Alat-alat kebombaian bagi (Nama & Alamat tempat pemeriksaan)

Telah dipadang dengan sempurna seperti dikehendaki oleh Jabatan Bomba dan Penyelamat Negeri. Bayaran mengikut P.U. (A) 207 dalam Warta Kerajaan bertarikh 7hb, Julai, 1977 telah dijelaskan bagi system seperti yang disenaraikan dibawah:

No. resit: \_\_\_\_\_ dirujuk

1. Mengujikan Alat-alat Pemadam Api,  
@ RM5.00 tiap-tiap satu

(Sila bayar dibalai Bomba berhampiran dengan  
Tempat pemeriksaan)

Bilangan \_\_\_\_\_ x RM5.00 = RM \_\_\_\_\_

2. Menguji system Pancur Kering/Dry Riser  
Systems) @ RM50.00 tiap-tiap satu

Bilangan \_\_\_\_\_ x RM50.00 = RM \_\_\_\_\_

3. Menguji Sistem Pancur Basah (Wet Riser Systems)  
atau Sistem Pili Bomba

@RM100.00 tiap-tiap satu ujian.  
bagi tiap-tiap satu pancur atau system (Kira bagi  
pam adalah seperti No.8B

Bilangan \_\_\_\_\_ x RM100.00 = RM \_\_\_\_\_

4. Menguji gelung hos Bantu mula (First Aid Hose Reels)  
Termasuk pam-pam berkaitan dengan system  
tersebut @ RM5.00 tiap-tiap ujian bagi tiap-tiap  
satu gelung

Bilangan \_\_\_\_\_ x RM5.00 = RM \_\_\_\_\_

5. Menguji penggera kebakaran @ RM2.00 tiap-tiap satu ujian bagi satu breakglass point Bilangan \_\_\_\_\_ x RM2.00= RM \_\_\_\_\_
6. Menguji Pengesan Otomatik (Automatic Detectors) @RM1.00 bagi tiap-tiap satu ujian bagi tiap-tiap satu pengesan Haba/Asap Bilangan \_\_\_\_\_ x RM1.00= RM \_\_\_\_\_
7. Menguji system Perhubungan (Communication Systems) Dalam Bangunan @RM5.00 bagi tiap-tiap Satu sistem Bilangan \_\_\_\_\_ x RM5.00= RM \_\_\_\_\_
8. (a) Menguji Penyembur Air Otomatik (Automatic Systems) @ RM0.50 bagi tiap-tiap satu kepala Bilangan \_\_\_\_\_ x RM0.50= RM \_\_\_\_\_
- (b) Menguji Pam @ RM50.00 bagi satu pasang Bilangan \_\_\_\_\_ x RM50.00= RM \_\_\_\_\_
9. Menguji Sesekat Api (Fire Dampers) @ RM5.00 bagi tiap-tiap satu Bilangan \_\_\_\_\_ x RM5.00= RM \_\_\_\_\_
10. Menguji Pintu Gerobok Api (Fire Doors) @RM1.00 tiap-tiap satu Bilangan \_\_\_\_\_ x RM1.00= RM \_\_\_\_\_
11. Menguji Panel Penggera Kebakaran (Fire Alarm Panels) @ RM20.00 bagi tiap-tiap satu Bilangan \_\_\_\_\_ x RM20.00= RM \_\_\_\_\_
12. Menguji Sistem Pengasingan Asap (Smoke Extract System) @ RM50.00 bagi tiap-tiap satu Bilangan \_\_\_\_\_ x RM50.00= RM \_\_\_\_\_
13. Menguji Lof Api (Fire Lifts) @ RM50.00 tiap-tiap Satu Lift Bilangan \_\_\_\_\_ x RM50.00= RM \_\_\_\_\_
- \_\_\_\_\_
- Jumlah : RM \_\_\_\_\_  
=====

Bayaran yang dibuat kurang daripada jumlah sebenarnya dan jelaskan bakinya dalam tempoh 7 hari dari penerima bil.

- Saya/Kami memohon sekiranya pihak tuan mengadakan pemeriksaan/ujian di alamat yang tersebut di atas tarikh dan masa yang sesuai bagi pihak tuan.
- Alat Pemadam Api hendaklah dikemukakan ke Balai bomba yang berdekatan sekali untuk diuji.
- Sila Potong mana-mana yang tidak berkaitan.

Nota: Bayaran bagi menguji Sistem Pesangan Tetap Co2 dan lain-lain adalah seperti No 3.

\_\_\_\_\_  
(Tarikh)

\_\_\_\_\_  
(Tandatangan Pemohon/Cop)