

DEPARTMENT / DIVISION/ Office	ENGINEERING AND MAINTENANCE SECTION						
PURPOSE	To upgrade sports facilities with global standards and						
Functional OBJECTIVE	To prepare a plan & design, submit documents for approval up to implementation of the projects						
ACTIVITY/ PROCESS	Control Methods/ Process SOP/ Guidelines/ Procedures	Process Output	Responsible Authorities	RISK	IMPACT/ CONSEQUENCES	CONTROL MEASURE/ Action Plan	Opportunities
ENGINEERING							
Request for new construction/renovation /improvement/upgrading of facilities	Inspection and Evaluation of Engineers/Architects	Planning Designing Preparation of Detailed estimates, Scope works, Program of works Technical Specifications Approved Budget for the Contract Construction and S-curve	Consultants Engineers Architects	Undelivered target time duration of preparation of pertinent documents for bidding process	Delay of bidding procedure	Ready for bidding implementation Issue Notice of Award, Contract, Notice to Proceed	Implementation
Implementation of Approved Infra-projects	Supervision of Engineers/Architects	Checking & review of Plans & drawings, scope of works, program of works, technical specification for conformity	Chairman Executive Director Acting Head of Engineering Section Inspector(Engineer/Architect) Contractor	Negative slippage Liquidated damages Unforeseen works Additional time extension	Deductive Works Additive works Justifications	Adherence to contract/agreement Strictly compliance in the scope of work and program of works construction schedule compliance documents COA	Globally standard facilities
Preparation of Accomplishment Work	Conduct evaluation of work percentage	Submission of Billing letter request, Accomplishment Report, Detailed Estimates for the Contract, Bill of Quantity Take-off, Bidding Documents submitted, Plans & drawing (original & as- built plans, Certification of Final Completion & Acceptance, Certification of 100% Completed, Surety Bond, Performance Bond, Warranty Bond)	Chairman Executive Director Chief of Sports Facilities Division Head of Engineering Section Inspector(Engineer/Architect) Contractor	1.) Lack of documents	Delay payment	1.) COMPLIANCE TO ACCOUNTING DIVISION 2.) COMPLIANCE TO COA REQUIREMENT	GLOBALLY STANDARD FACILITIES

Emergency Maintenance	Conduct ocular inspection	Request letter for approval	Executive Director Sports Facilities Division/Engineering & Maintenance Section	1.) malfunctioning of the equipments and machines. 2.) deteriorated/corroided metal surfaces of machines and equipments 3.) busted wirings	additional purchase of equipments and machines change of specifications for new model equipments & machines	operable	globally high end new technology
Corrective Maintenance	Conduct ocular inspection and evaluation	Request letter for approval	Executive Director Sports Facilities Division/Engineering & Maintenance Section	1.) malfunctioning of the equipments and machines. 2.) deteriorated/corroided metal surfaces of machines and equipments	major repair	functioning/operable	new model/specifications
Preventive Maintenance	Conduct ocular inspection and evaluation	Request letter for approval	Executive Director Sports Facilities Division/Engineering & Maintenance Section	1.) malfunctioning of the equipments and machines. 2.) deteriorated/corroided metal surfaces of machines and equipments	major repair	functioning/operable	new model/specification