
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION/ISSUE NO. : 01
	REVISION NO. : 00
DESIGN CHANGES AND VARIATION ORDERS FOR UPGRADING PROJECTS	EFFECTIVE DATE : 23/10/2017
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DESIGN CHANGES AND VARIATION ORDERS FOR UPGRADING PROJECTS

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Position : Deputy Director (QS)	Position : Director Development Division
Date : 23/10/2017	Date : 23/10/2017

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1. OBJECTIVE

This procedure is prepared to describe the process involved in managing design changes and Variation Orders for Upgrading Works.

2. SCOPE

This procedure covers all the IIUM Upgrading Projects managed by the Development Division.


3. DEFINITION/ABBREVIATION

Definition :

3.1 End-User : Kulliyah/Centre/Division/Institute/Office of IIUM


Abbreviation :

3.2 IIUM : International Islamic University Malaysia

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	<p>Note : Refer to the attached S.O.P.</p>

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6. **RECORDS** (*any documents produced in the established procedure such as forms, approval letters, log book, timetable/schedule, etc.*)

NO.	RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	Approval of Variation Orders	Filing Cabinet	7 Years	Administrative Assistant

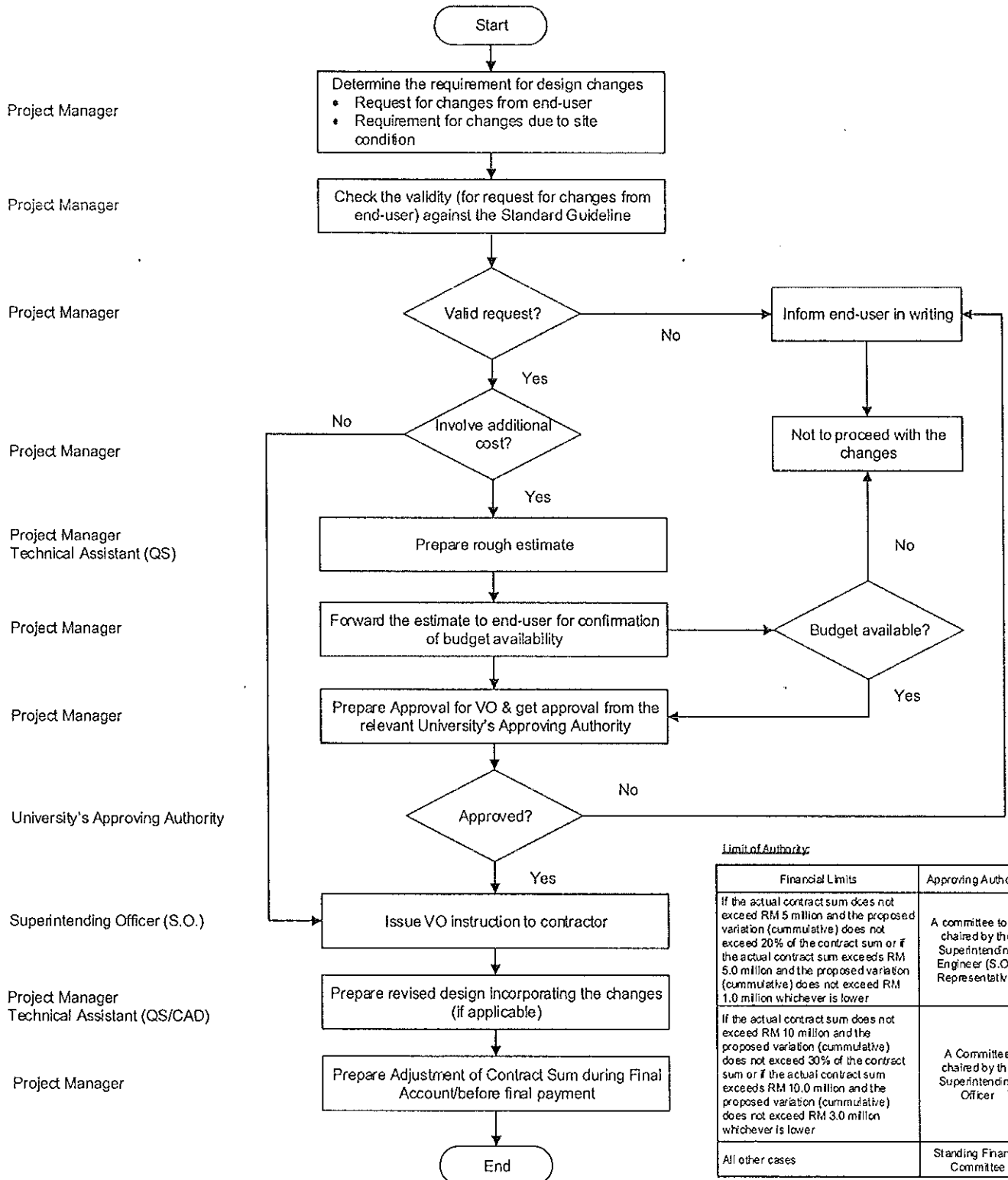
7. **FLOWCHART** : As per attached.

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S.O.P. for Design Changes & Variation Order
for Upgrading Projects

Responsibility

Process



Limit of Authority:

Financial Limits	Approving Authority
If the actual contract sum does not exceed RM 5 million and the proposed variation (cumulative) does not exceed 20% of the contract sum or if the actual contract sum exceeds RM 5.0 million and the proposed variation (cumulative) does not exceed RM 1.0 million whichever is lower	A committee to be chaired by the Superintending Engineer (S.O's Representative)
If the actual contract sum does not exceed RM 10 million and the proposed variation (cumulative) does not exceed 30% of the contract sum or if the actual contract sum exceeds RM 10.0 million and the proposed variation (cumulative) does not exceed RM 3.0 million whichever is lower	A Committee chaired by the Superintending Officer
All other cases	Standing Finance Committee

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