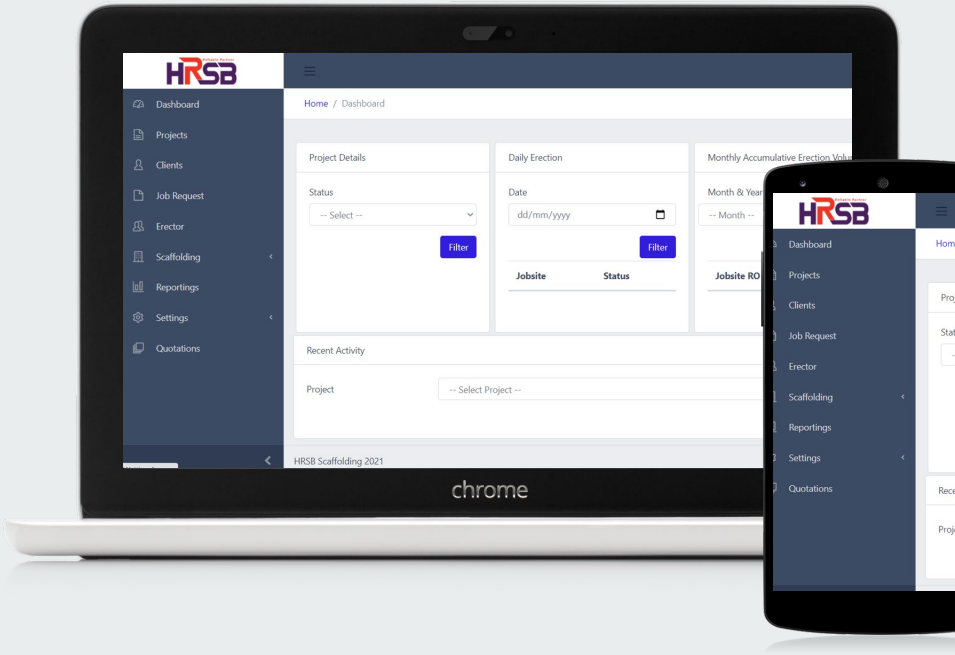
System Guideline

HRSB Scaffolding Module



Outline

The Process Flow . . . 3

Registering Projects & Clients . . . 5

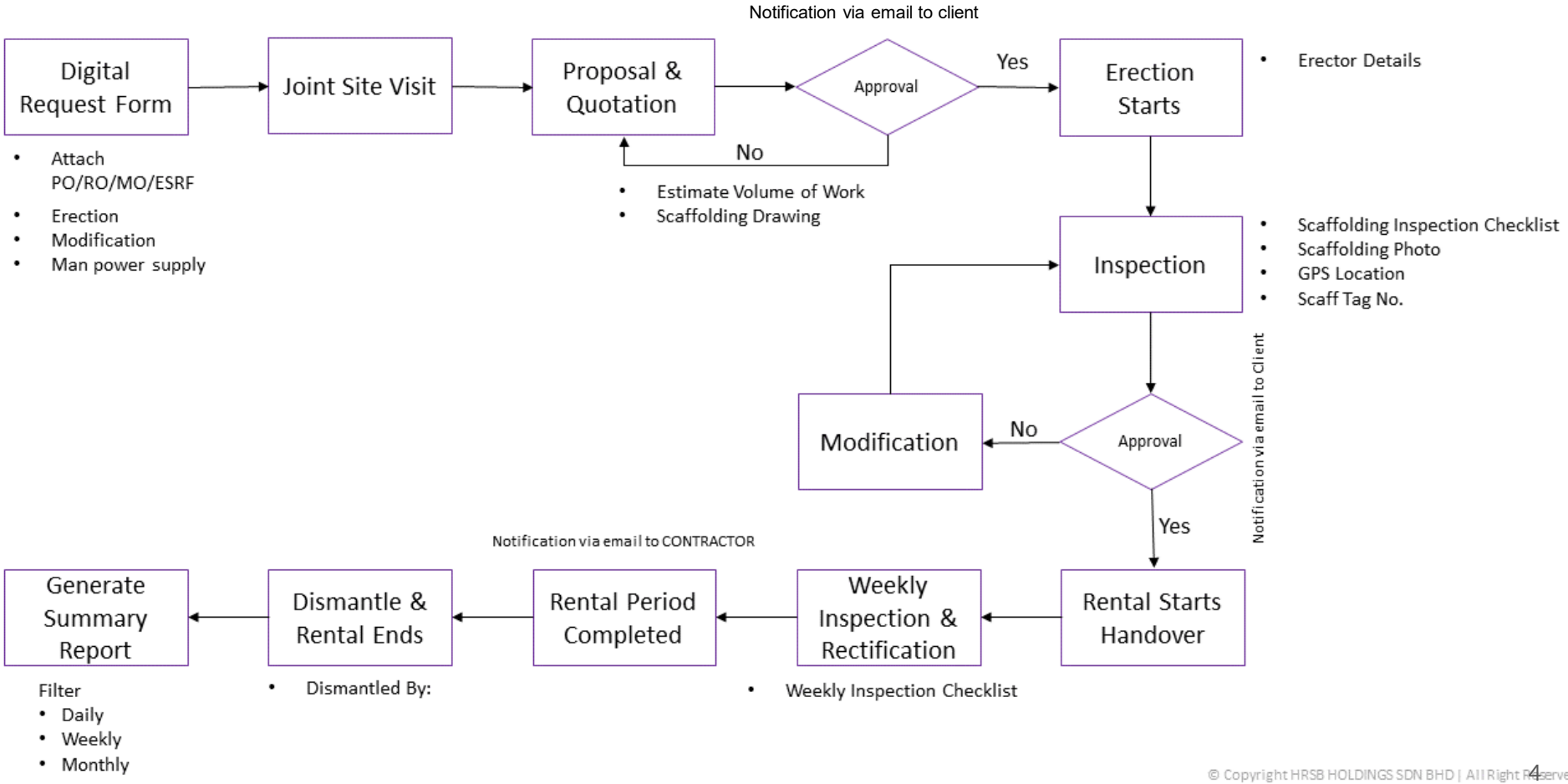
Creating Job Request . . . 14

Modification & Maintenance Structure . . . 49

Generating Report . . . 57

The Process Flow

HRSB Scaffolding Module Process Flow



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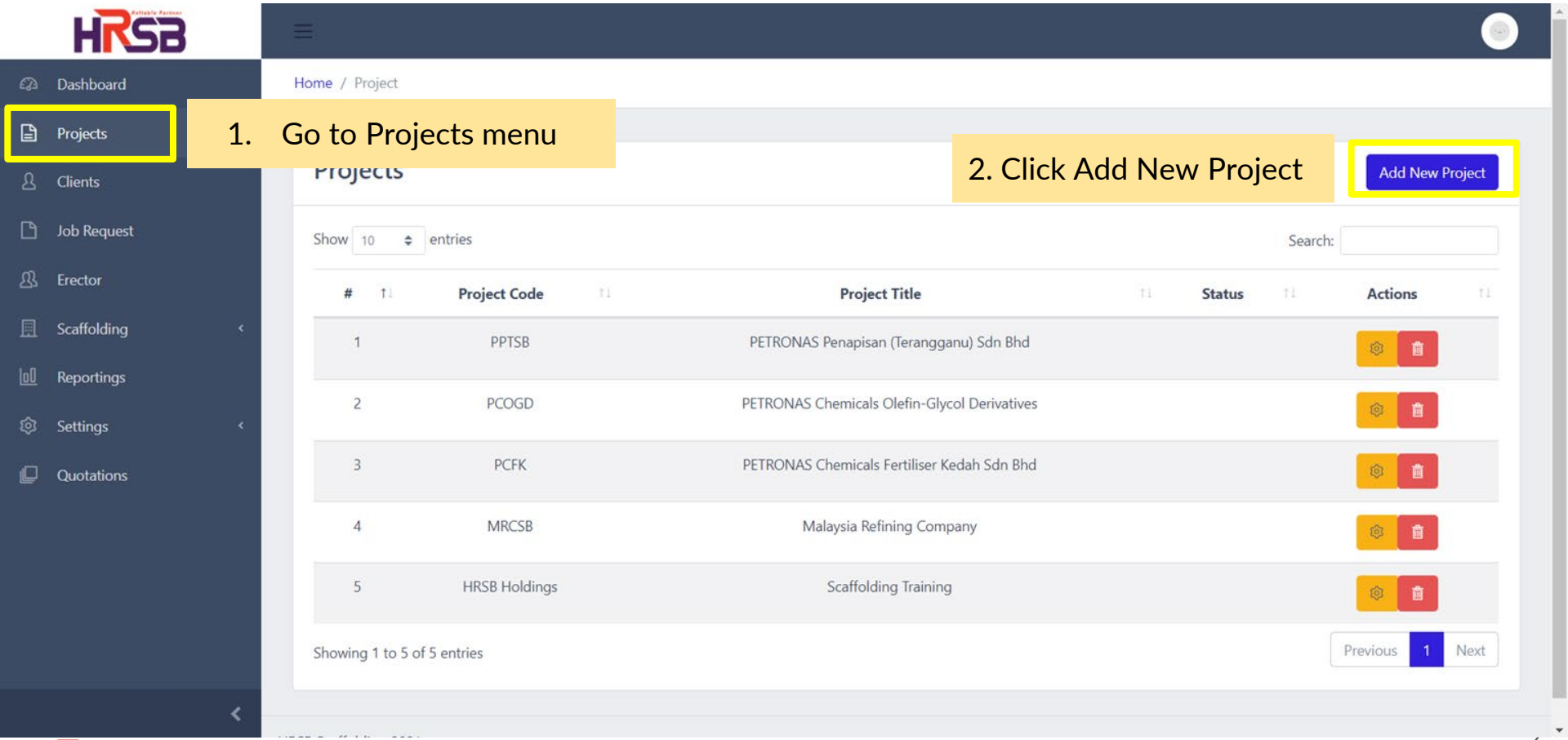
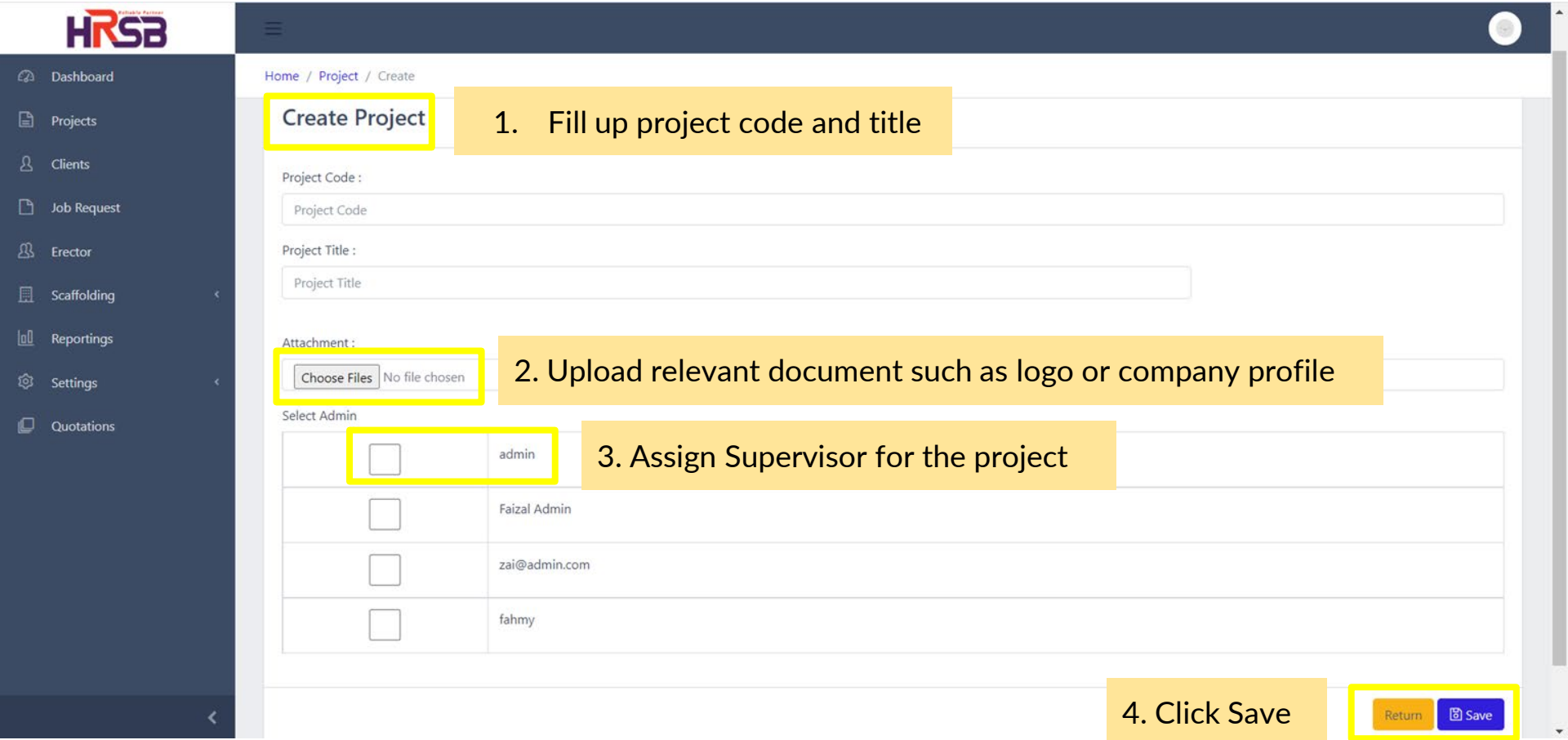
Registering Projects

REGISTER PROJECT



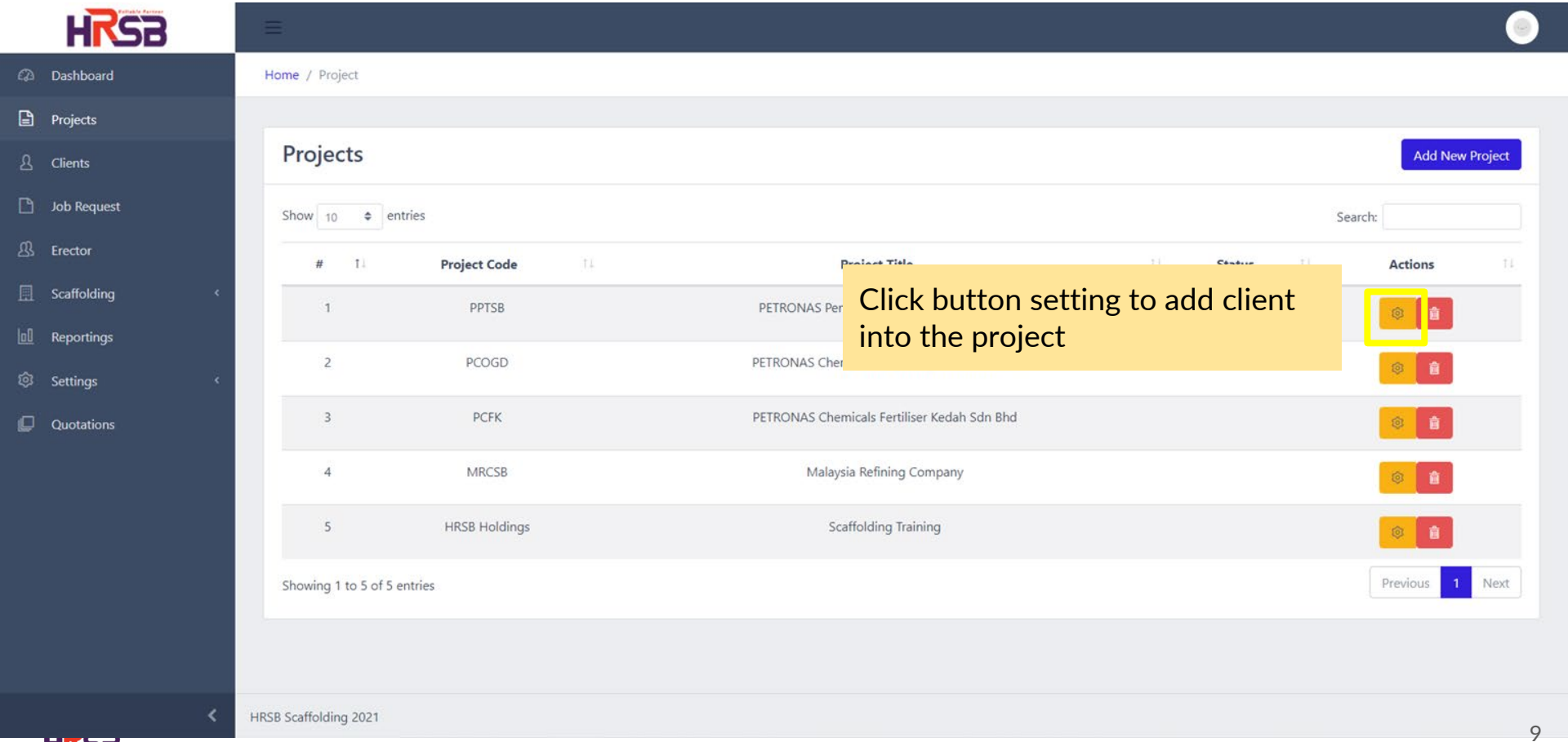
REGISTER PROJECT



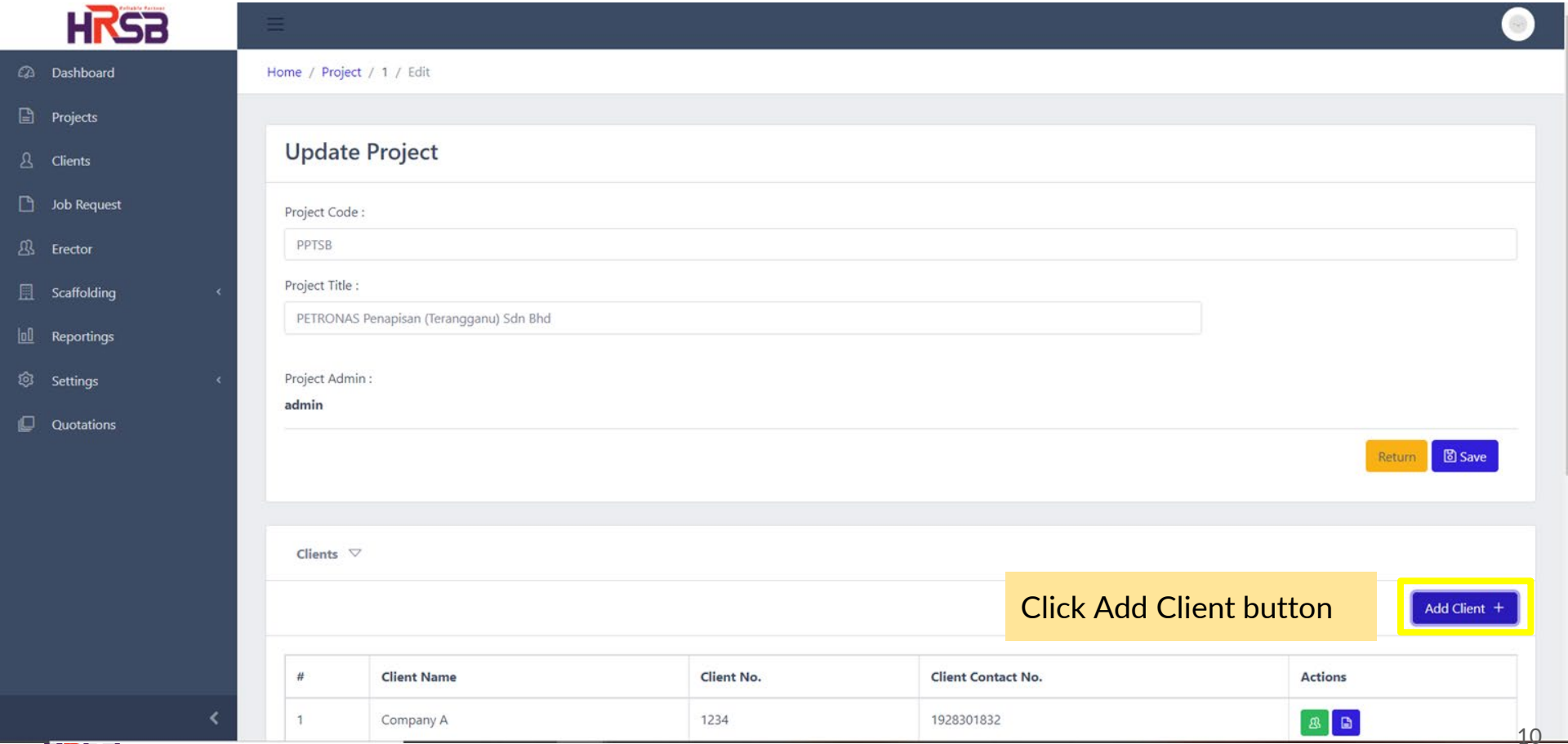
Registering Clients

REGISTER CLIENT

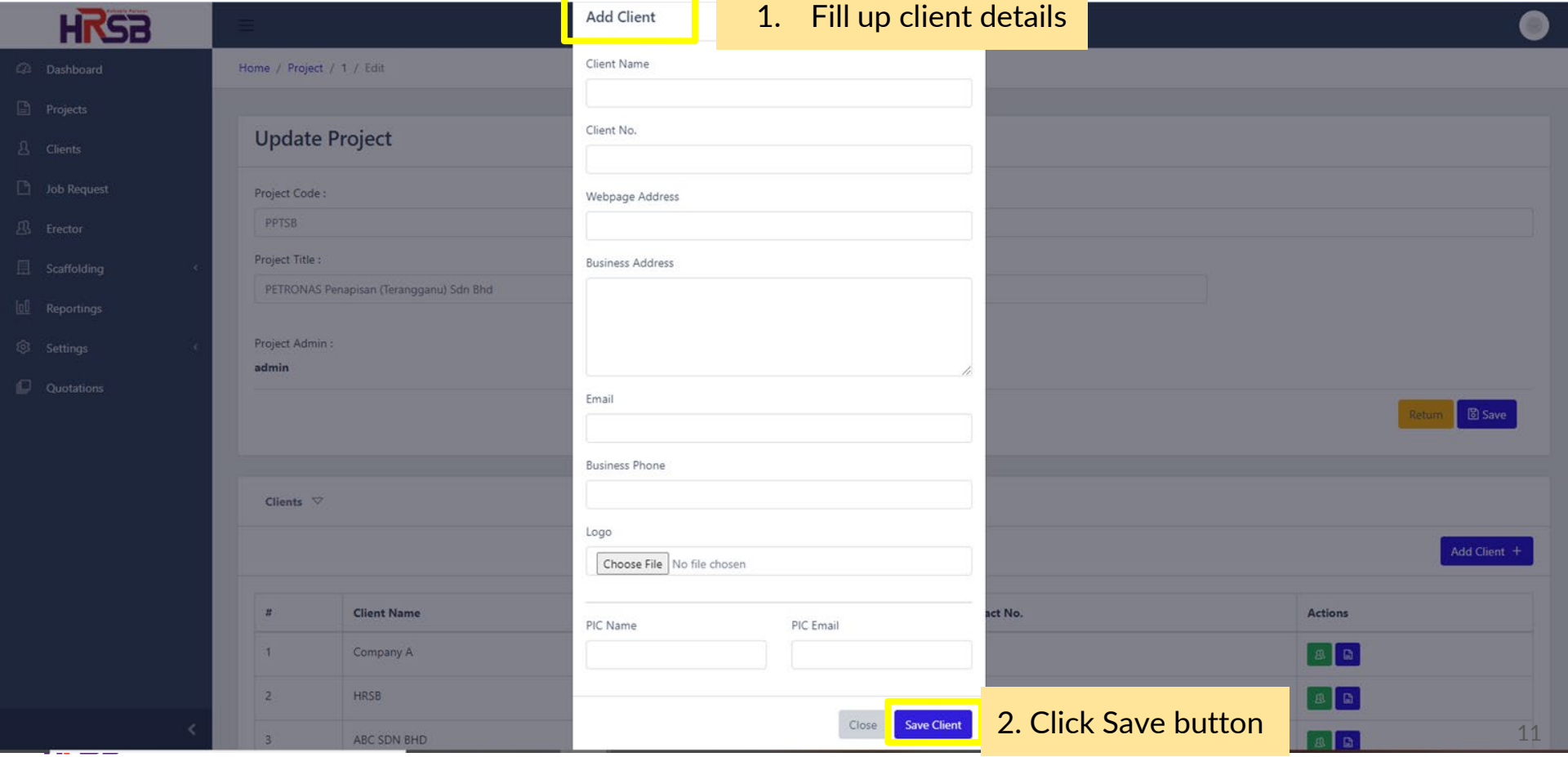
Method 1: Register client from projects tab



REGISTER PROJECT

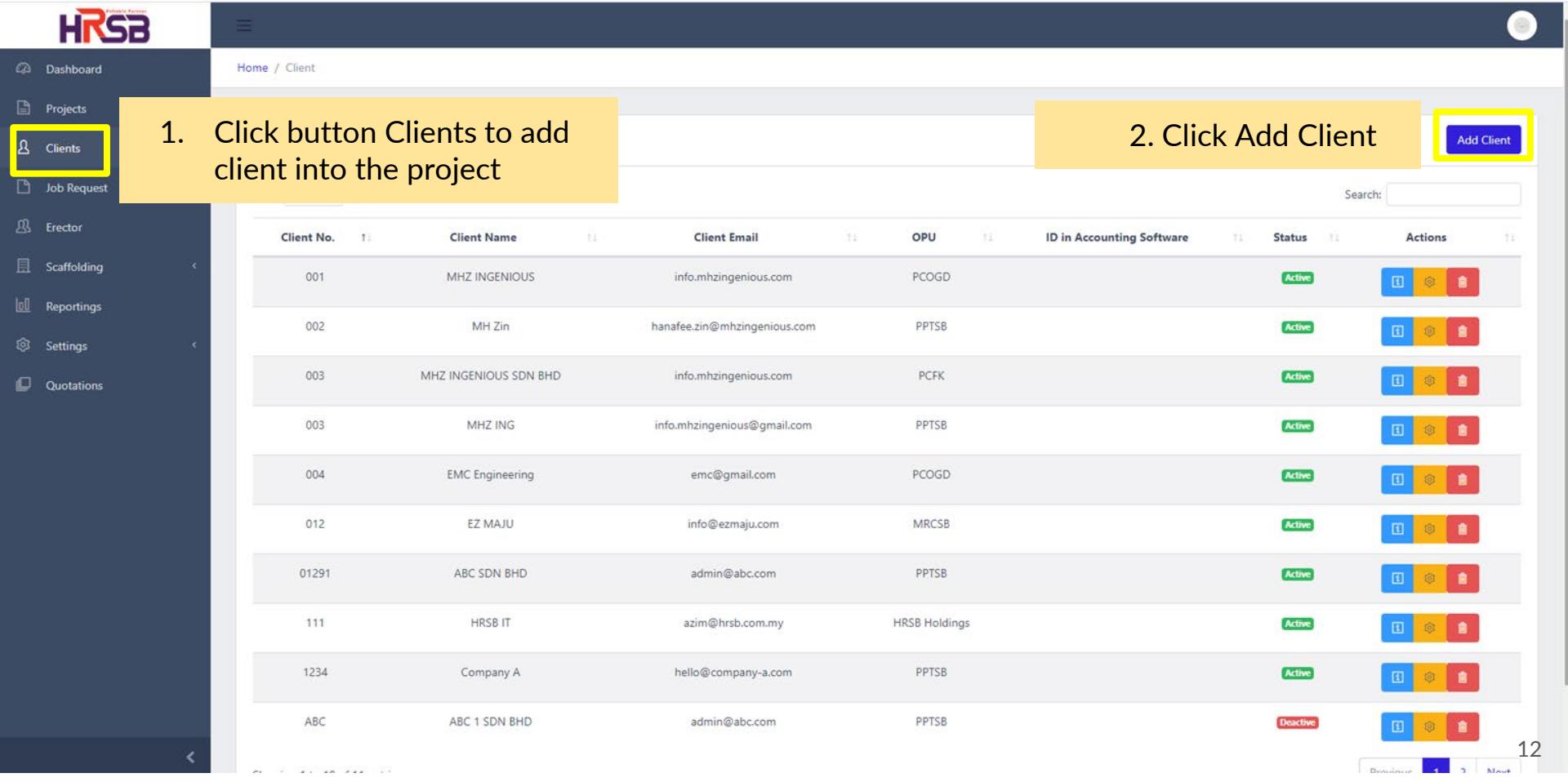


REGISTER PROJECT



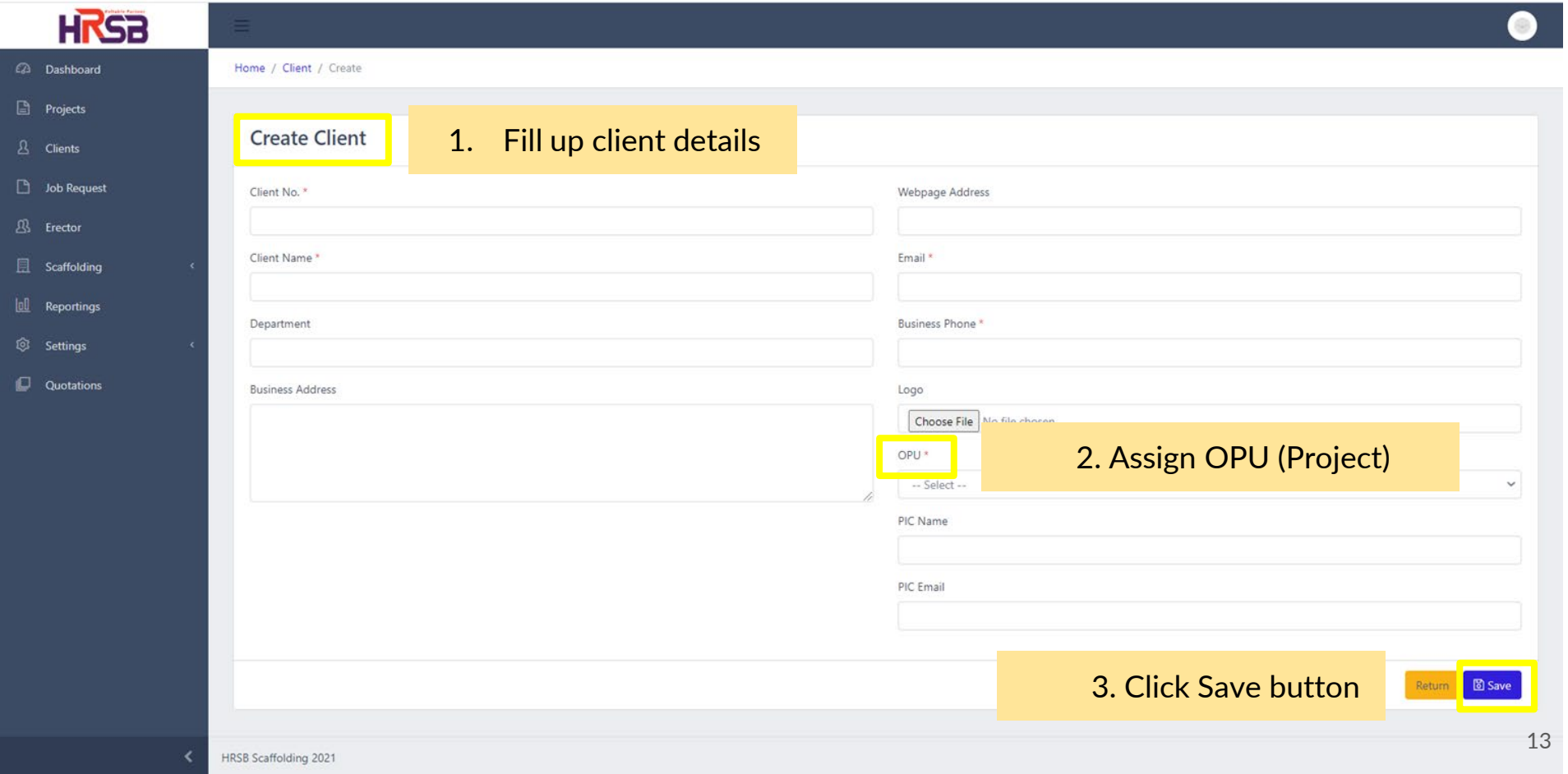
REGISTER CLIENT

Method 2: Register client from client menu



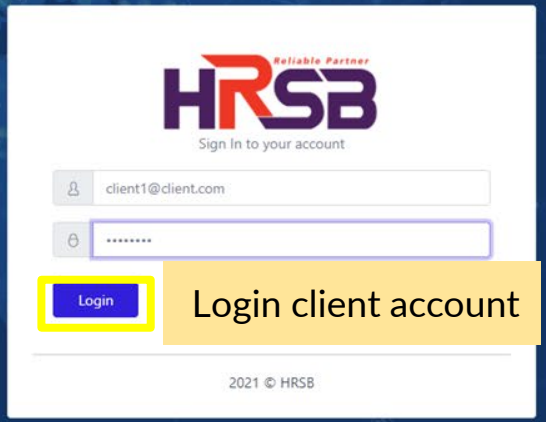
REGISTER CLIENT

Method 2: Register client from client menu

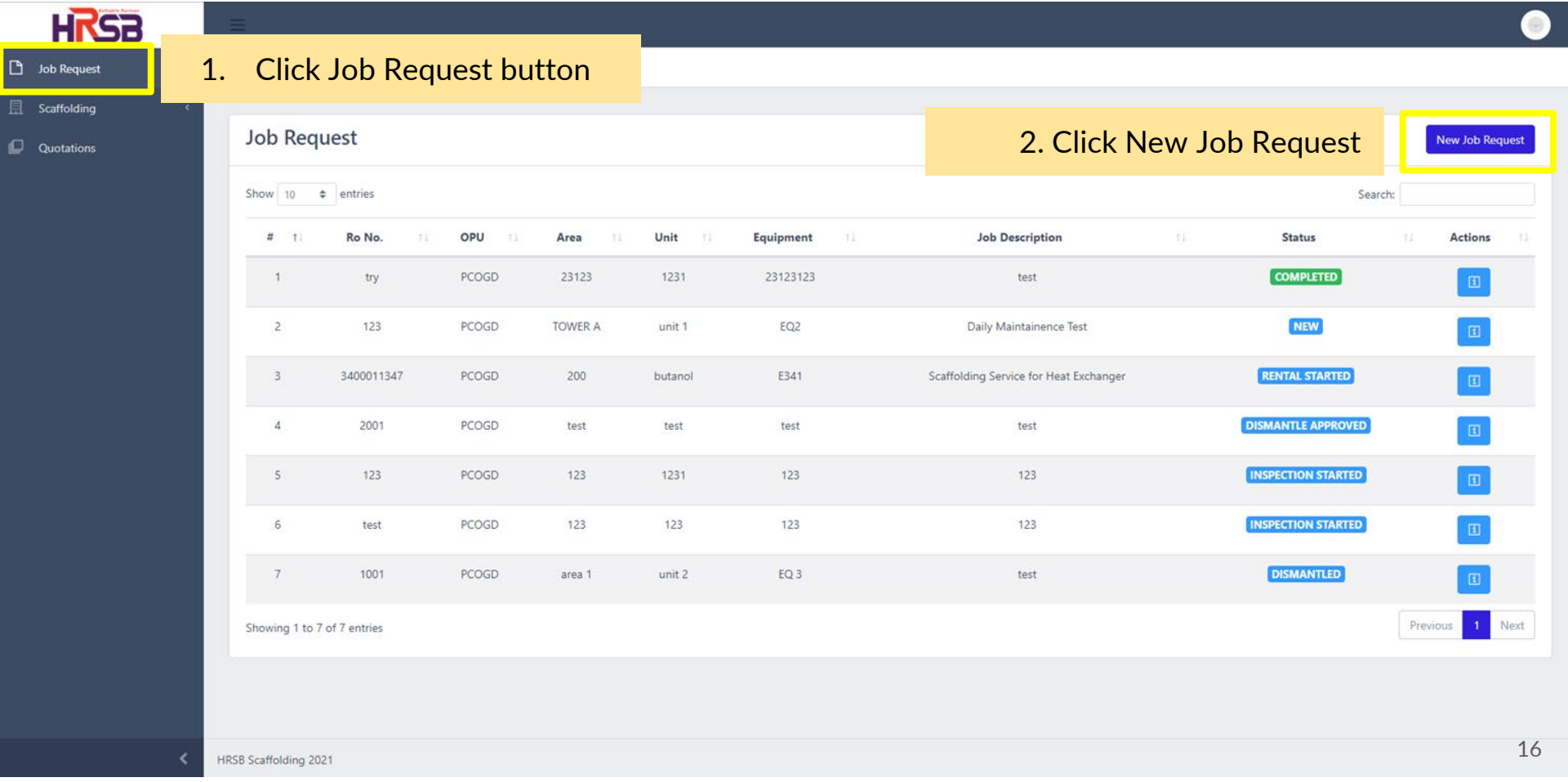


Job Request

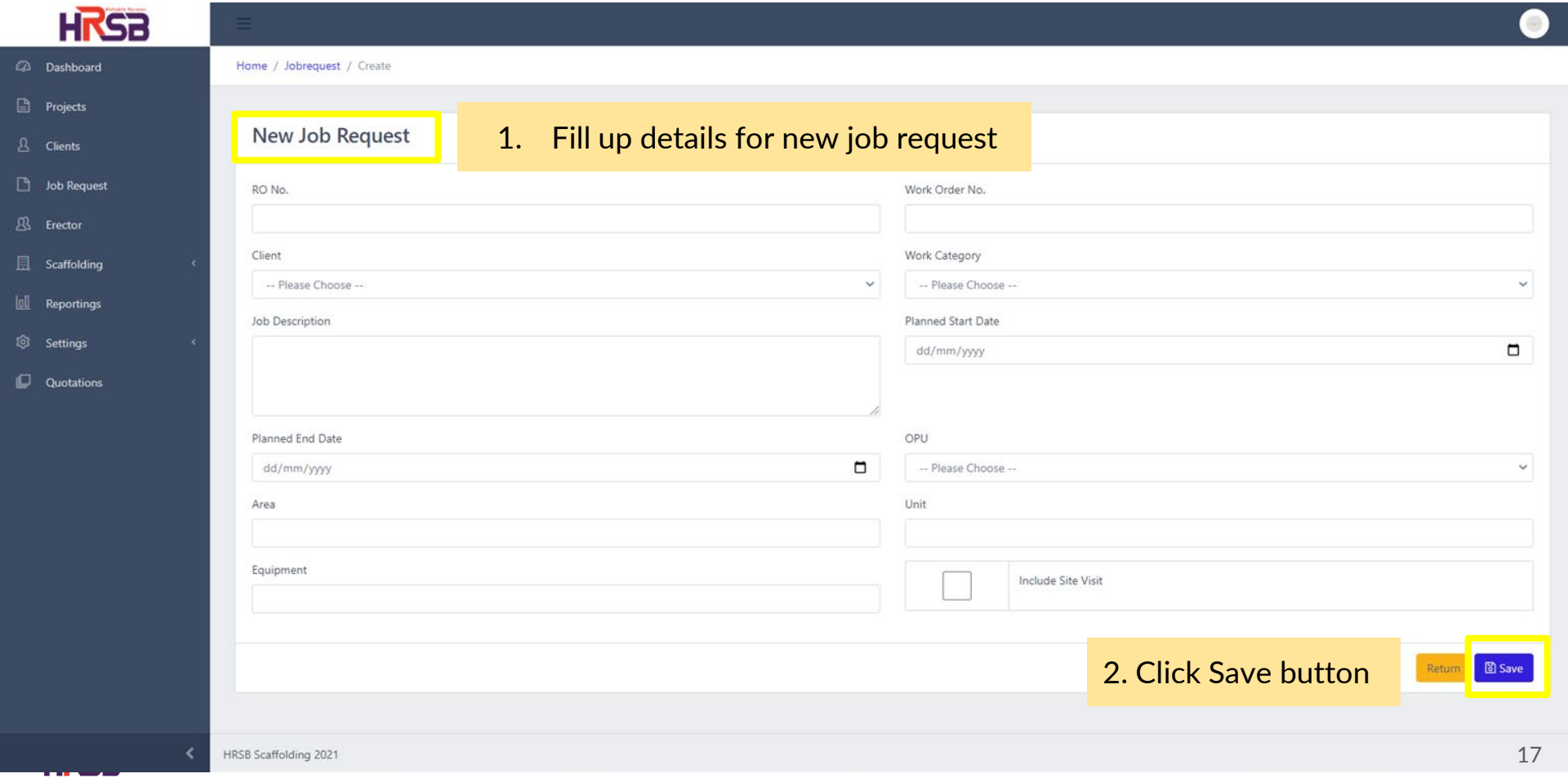
JOB REQUEST


Reliable Partner
HRSB
Sign In to your account
client1@client.com
Login
Login client account
2021 © HRSB

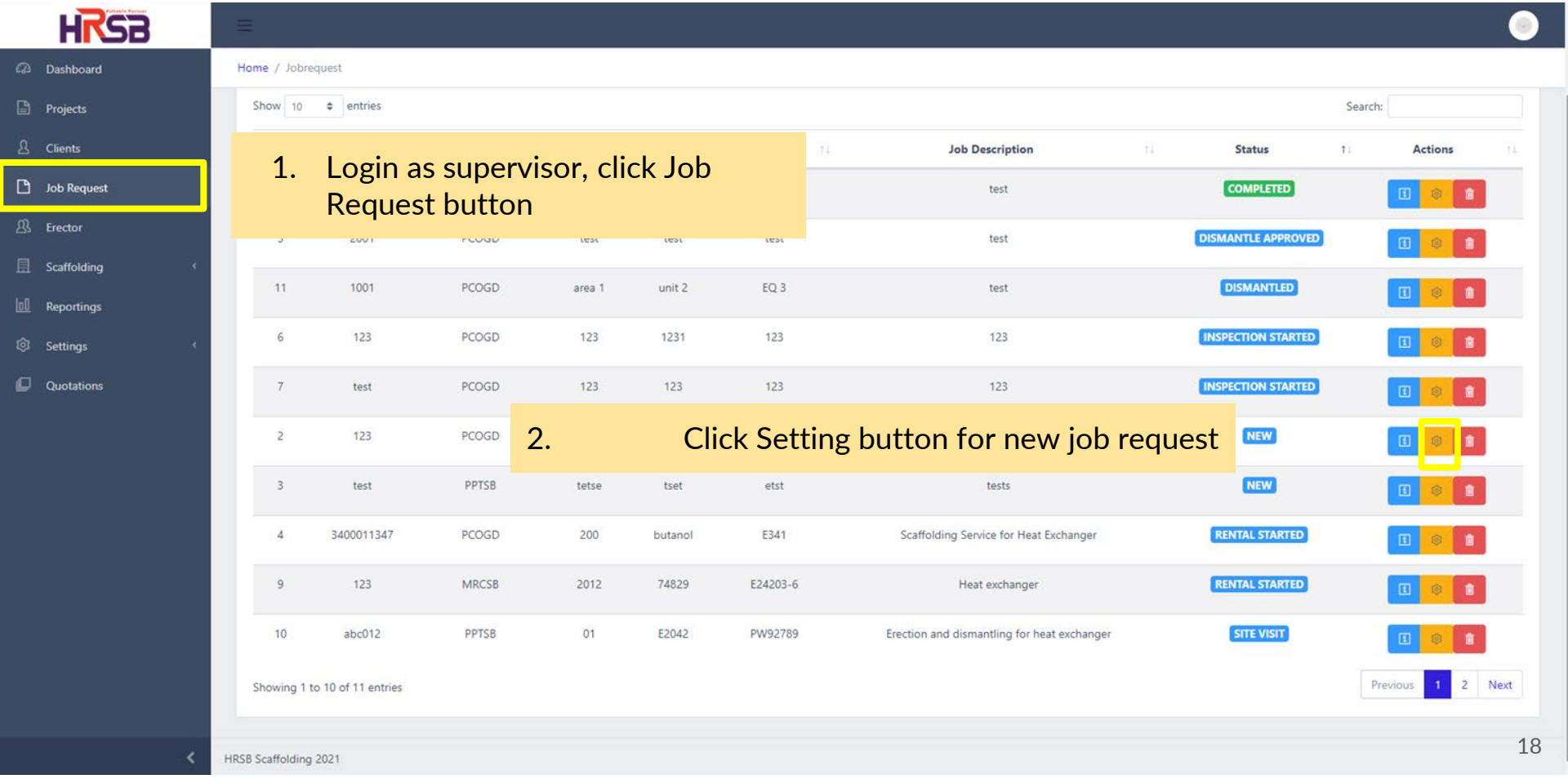
JOB REQUEST


HRSB
Job Request
Scaffolding
Quotations
1. Click Job Request button
Job Request
2. Click New Job Request
New Job Request
Show 10 entries
Search:
Ro No. OPU Area Unit Equipment Job Description Status Actions
1 try PCOGD 23123 1231 23123123 test COMPLETED
2 123 PCOGD TOWER A unit 1 EQ2 Daily Maintainence Test NEW
3 3400011347 PCOGD 200 butanol E341 Scaffolding Service for Heat Exchanger RENTAL STARTED
4 2001 PCOGD test test test test DISMANTLE APPROVED
5 123 PCOGD 123 1231 123 123 INSPECTION STARTED
6 test PCOGD 123 123 123 123 INSPECTION STARTED
7 1001 PCOGD area 1 unit 2 EQ 3 test DISMANTLED
Showing 1 to 7 of 7 entries
Previous 1 Next
HRSB Scaffolding 2021

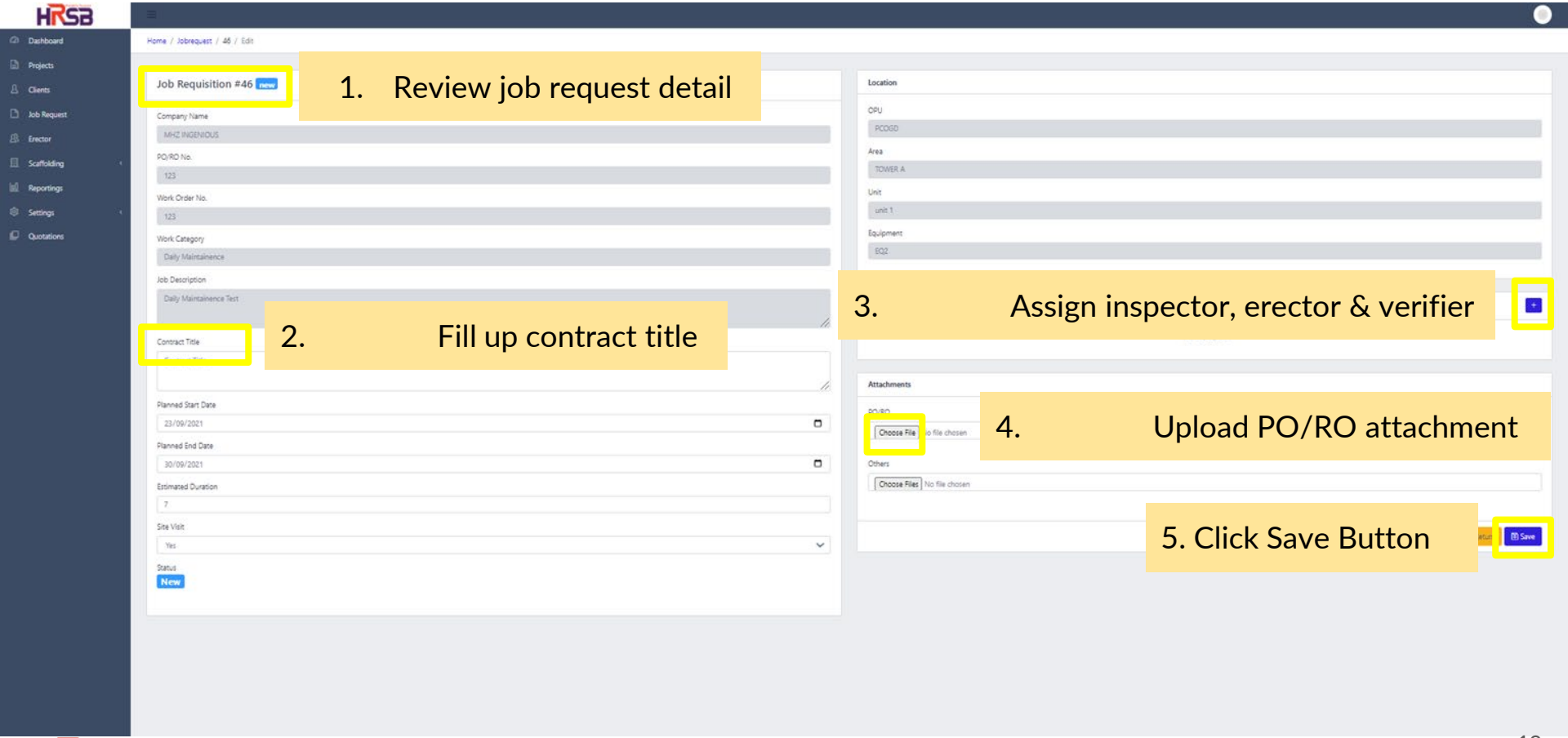
JOB REQUEST


HRSB
Dashboard
Projects
Clients
Job Request
Erector
Scaffolding
Reportings
Settings
Quotations
Home / Jobrequest / Create
New Job Request
1. Fill up details for new job request
RO No.
Work Order No.
Client
-- Please Choose --
Work Category
-- Please Choose --
Job Description
Planned Start Date
dd/mm/yyyy
Planned End Date
dd/mm/yyyy
OPU
-- Please Choose --
Area
Unit
Equipment
Include Site Visit
2. Click Save button
Return
Save
HRSB Scaffolding 2021

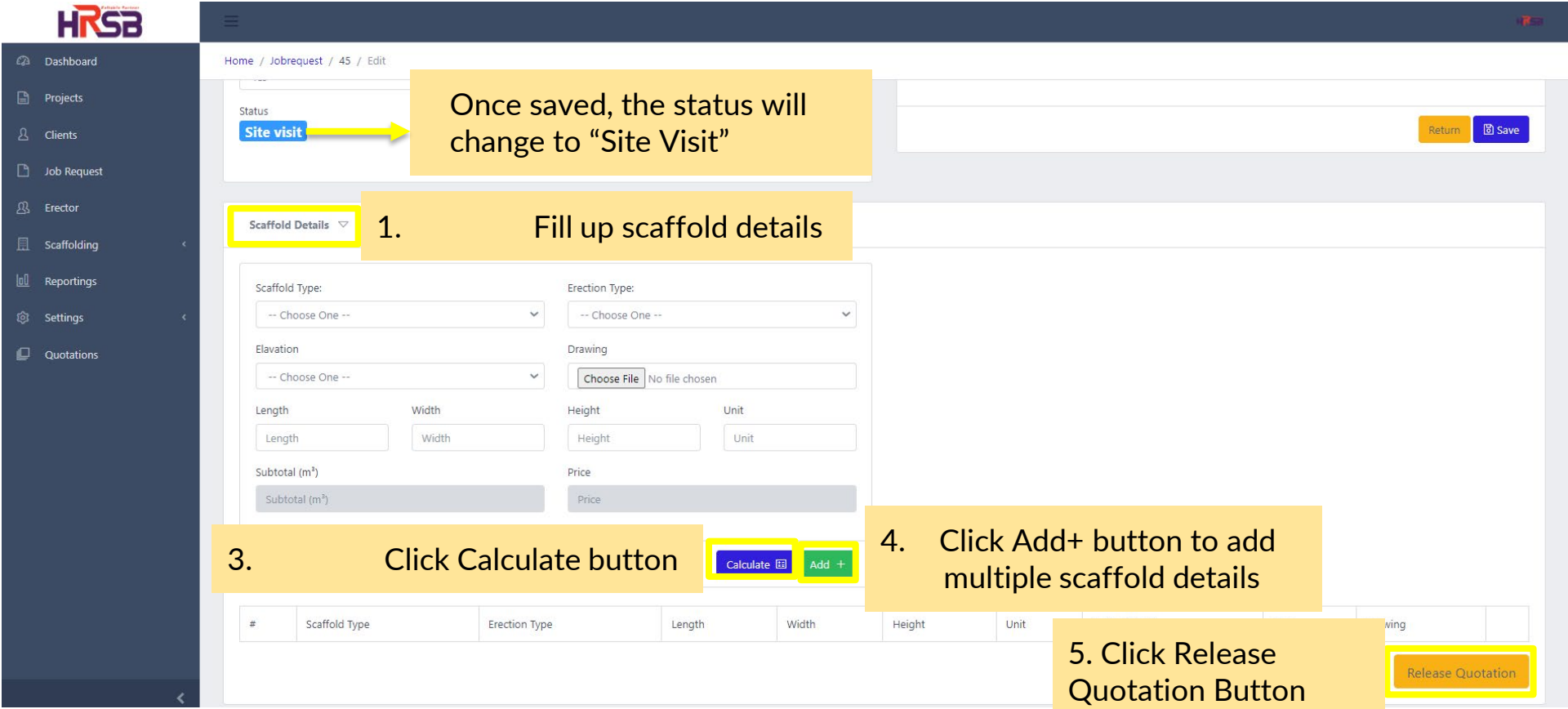
JOB REQUEST


HRSB
Dashboard
Projects
Clients
Job Request
Erector
Scaffolding
Reportings
Settings
Quotations
Home / Jobrequest
Show 10 entries
Search:
1. Login as supervisor, click Job Request button
Job Description
Status
Actions
test
COMPLETED
test
DISMANTLE APPROVED
11 1001 PCOGD area 1 unit 2 EQ 3 test DISMANTLED
6 123 PCOGD 123 1231 123 123 INSPECTION STARTED
7 test PCOGD 123 123 123 123 INSPECTION STARTED
2. Click Setting button for new job request
2 123 PCOGD NEW
3 test PPTSB tetse tset etst tests NEW
4 3400011347 PCOGD 200 butanol E341 Scaffolding Service for Heat Exchanger RENTAL STARTED
9 123 MRCSB 2012 74829 E24203-6 Heat exchanger RENTAL STARTED
10 abc012 PPTSB 01 E2042 PW92789 Erection and dismantling for heat exchanger SITE VISIT
Showing 1 to 10 of 11 entries
Previous 1 2 Next
HRSB Scaffolding 2021

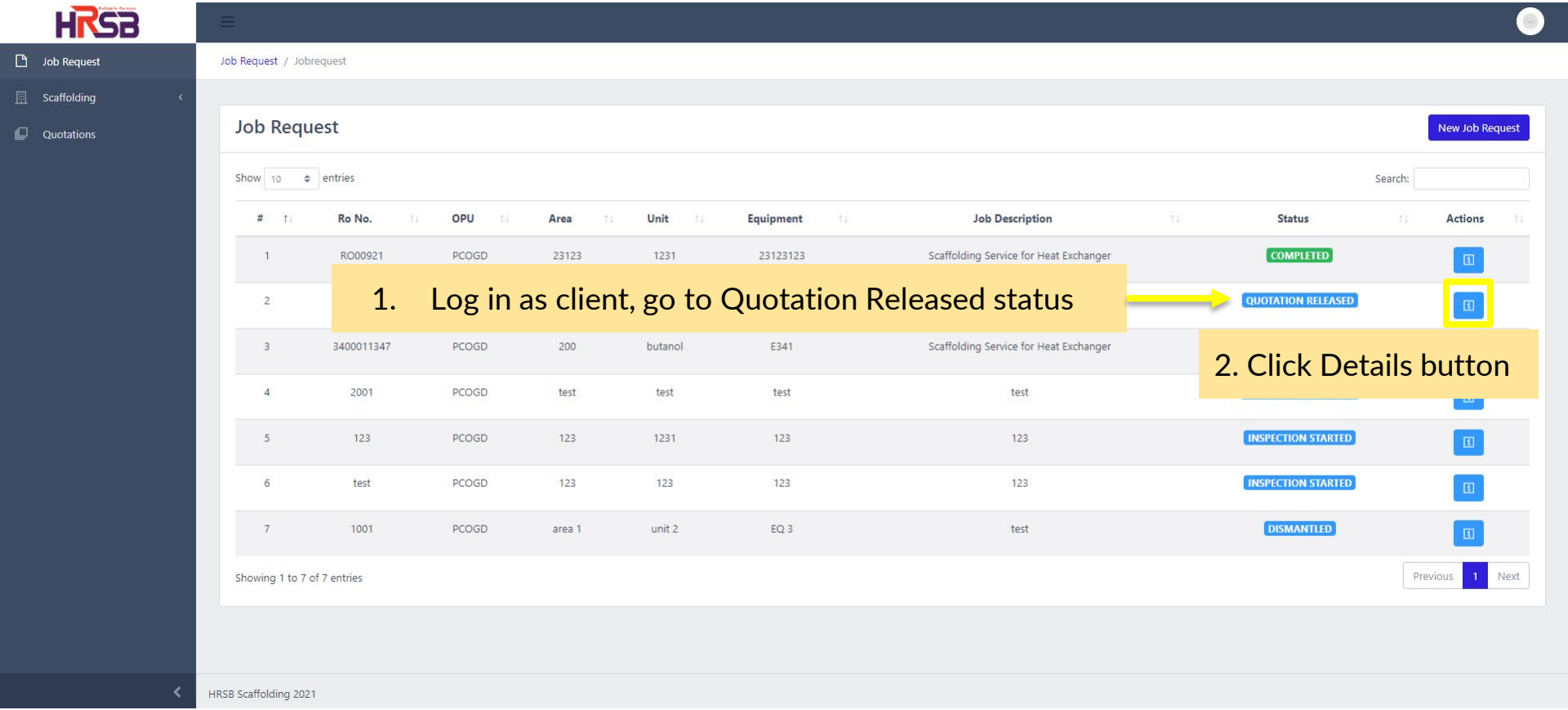
JOB REQUEST


1. Review job request detail
2. Fill up contract title
3. Assign inspector, erector & verifier
4. Upload PO/RO attachment
5. Click Save Button

JOB REQUEST


HRSB
Dashboard
Projects
Clients
Job Request
Erector
Scaffolding
Reportings
Settings
Quotations
Home / Jobrequest / 45 / Edit
Status
Site visit
Once saved, the status will change to “Site Visit”
Return
Save
Scaffold Details
1. Fill up scaffold details
Scaffold Type:
-- Choose One --
Erection Type:
-- Choose One --
Elavation
-- Choose One --
Drawing
Choose File
No file chosen
Length
Width
Height
Unit
Subtotal (m³)
Price
3. Click Calculate button
Calculate
Add +
4. Click Add+ button to add multiple scaffold details
#
Scaffold Type
Erection Type
Length
Width
Height
Unit
5. Click Release Quotation Button
Release Quotation

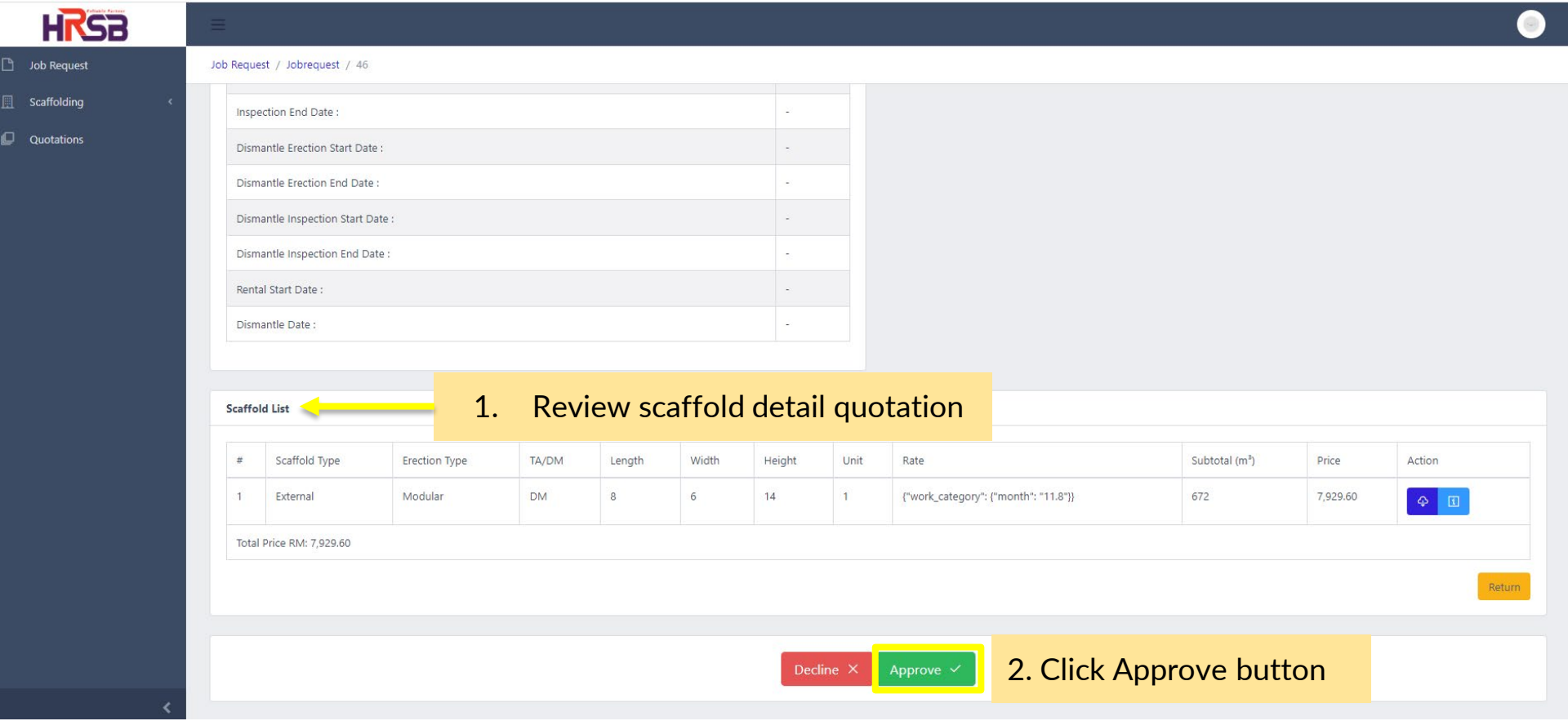
JOB REQUEST



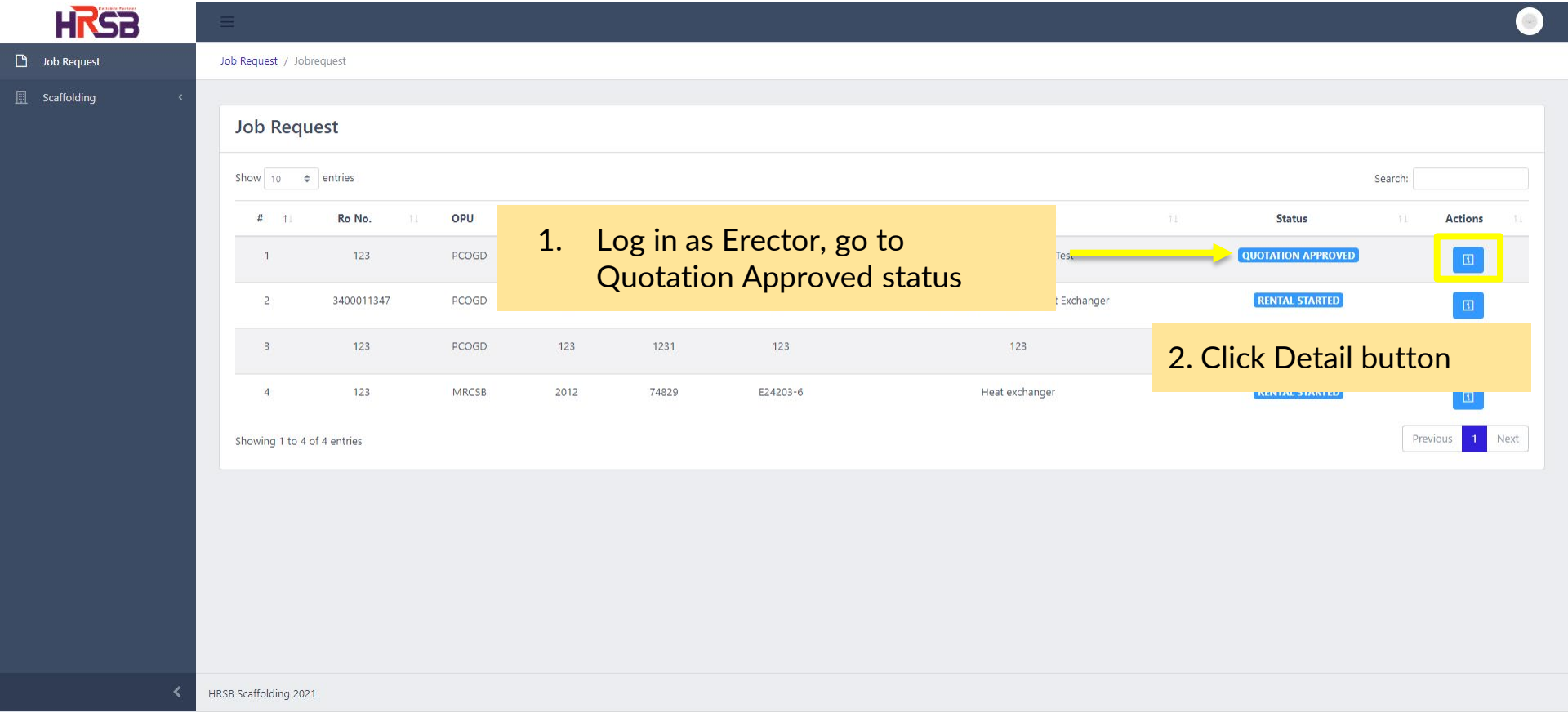
1. Log in as client, go to Quotation Released status

2. Click Details button

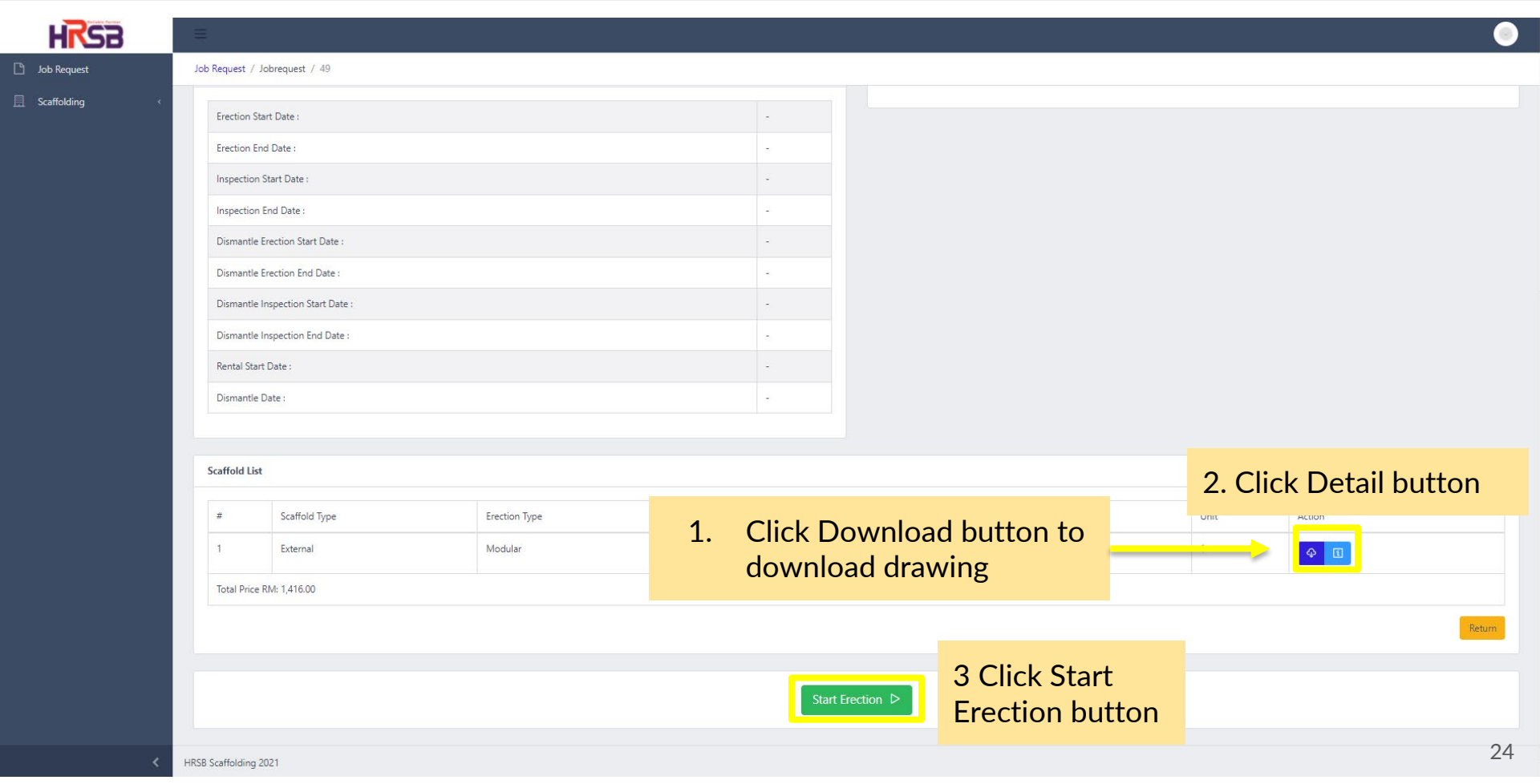
JOB REQUEST


HRSB
Job Request
Scaffolding
Quotations
Job Request / Jobrequest / 46
Inspection End Date : -
Dismantle Erection Start Date : -
Dismantle Erection End Date : -
Dismantle Inspection Start Date : -
Dismantle Inspection End Date : -
Rental Start Date : -
Dismantle Date : -
Scaffold List
1. Review scaffold detail quotation
| Scaffold Type | Erection Type | TA/DM | Length | Width | Height | Unit | Rate | Subtotal (m³) | Price | Action
1 | External | Modular | DM | 8 | 6 | 14 | 1 | {"work_category": {"month": "11.8"}} | 672 | 7,929.60
Total Price RM: 7,929.60
Return
Decline
Approve
2. Click Approve button

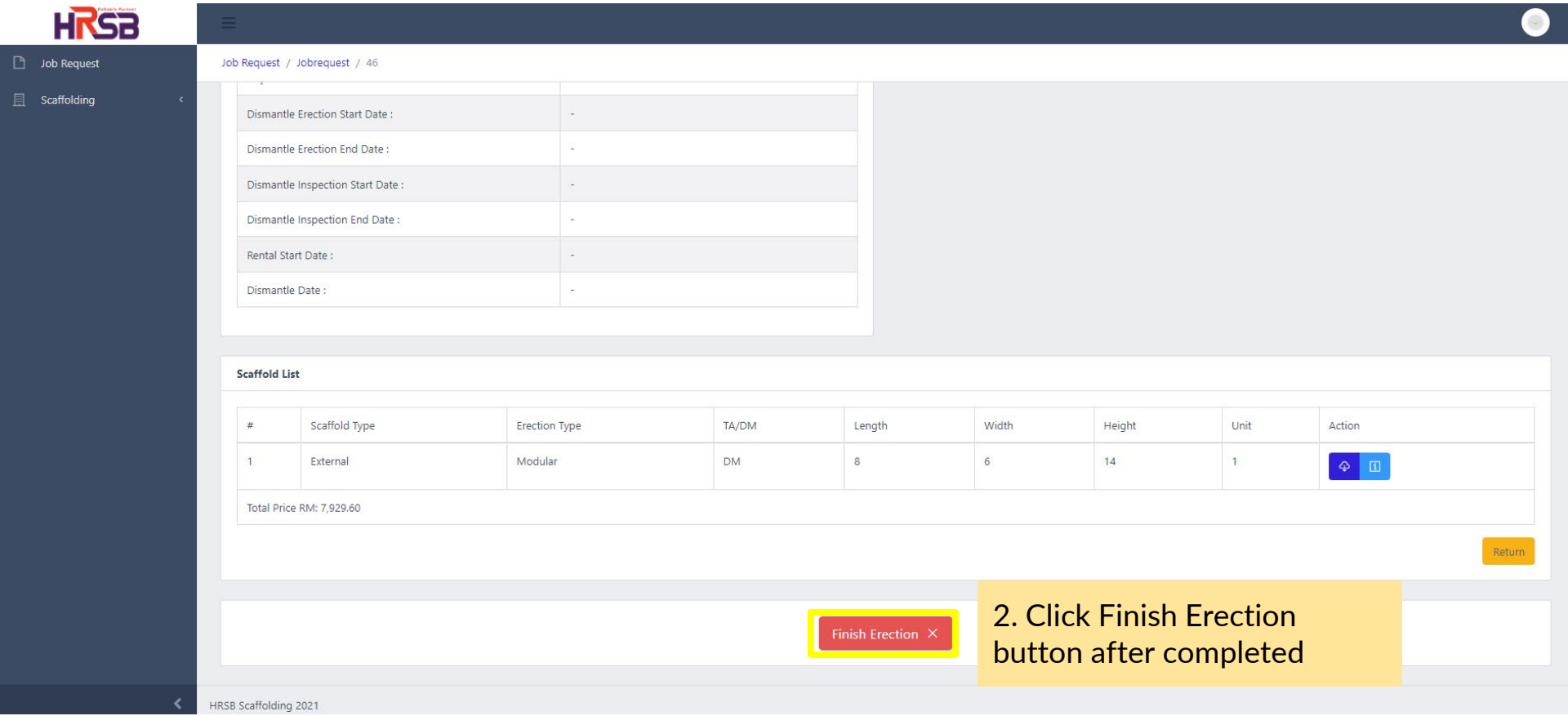
JOB REQUEST


Job Request
Scaffolding
Job Request / Jobrequest
Job Request
Show 10 entries
Search:
Ro No. OPU Status Actions
1 123 PCOGD QUOTATION APPROVED
2 3400011347 PCOGD RENTAL STARTED
3 123 PCOGD 123 1231 123 123
4 123 MRCSB 2012 74829 E24203-6 Heat exchanger
Showing 1 to 4 of 4 entries
Previous 1 Next
1. Log in as Erector, go to Quotation Approved status
2. Click Detail button
HRSB Scaffolding 2021

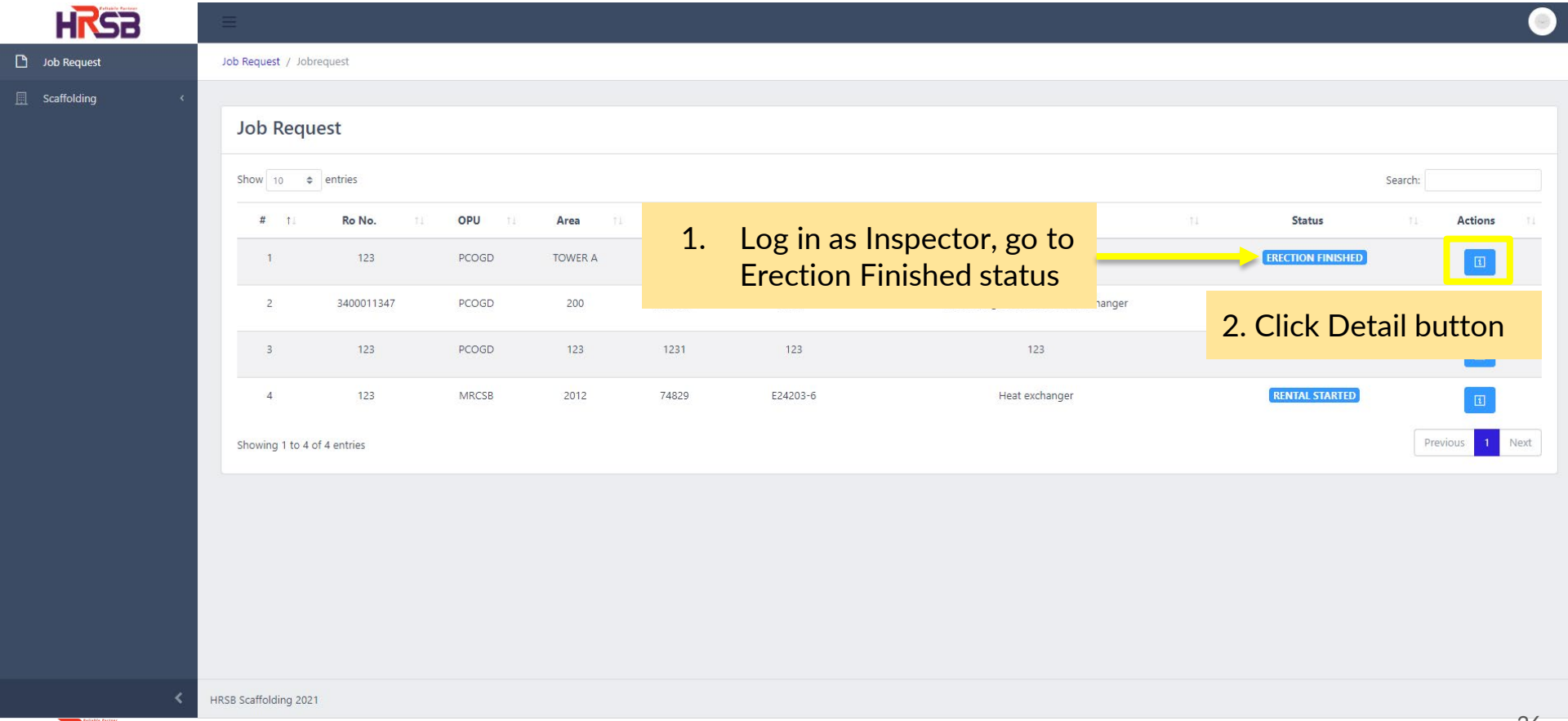
JOB REQUEST


HRSB
Job Request
Scaffolding
Job Request / Jobrequest / 49
Erection Start Date :
Erection End Date :
Inspection Start Date :
Inspection End Date :
Dismantle Erection Start Date :
Dismantle Erection End Date :
Dismantle Inspection Start Date :
Dismantle Inspection End Date :
Rental Start Date :
Dismantle Date :
Scaffold List
Scaffold Type Erection Type
1 External Modular
Total Price RM: 1,416.00
Return
Start Erection
1. Click Download button to download drawing
2. Click Detail button
3 Click Start Erection button
HRSB Scaffolding 2021

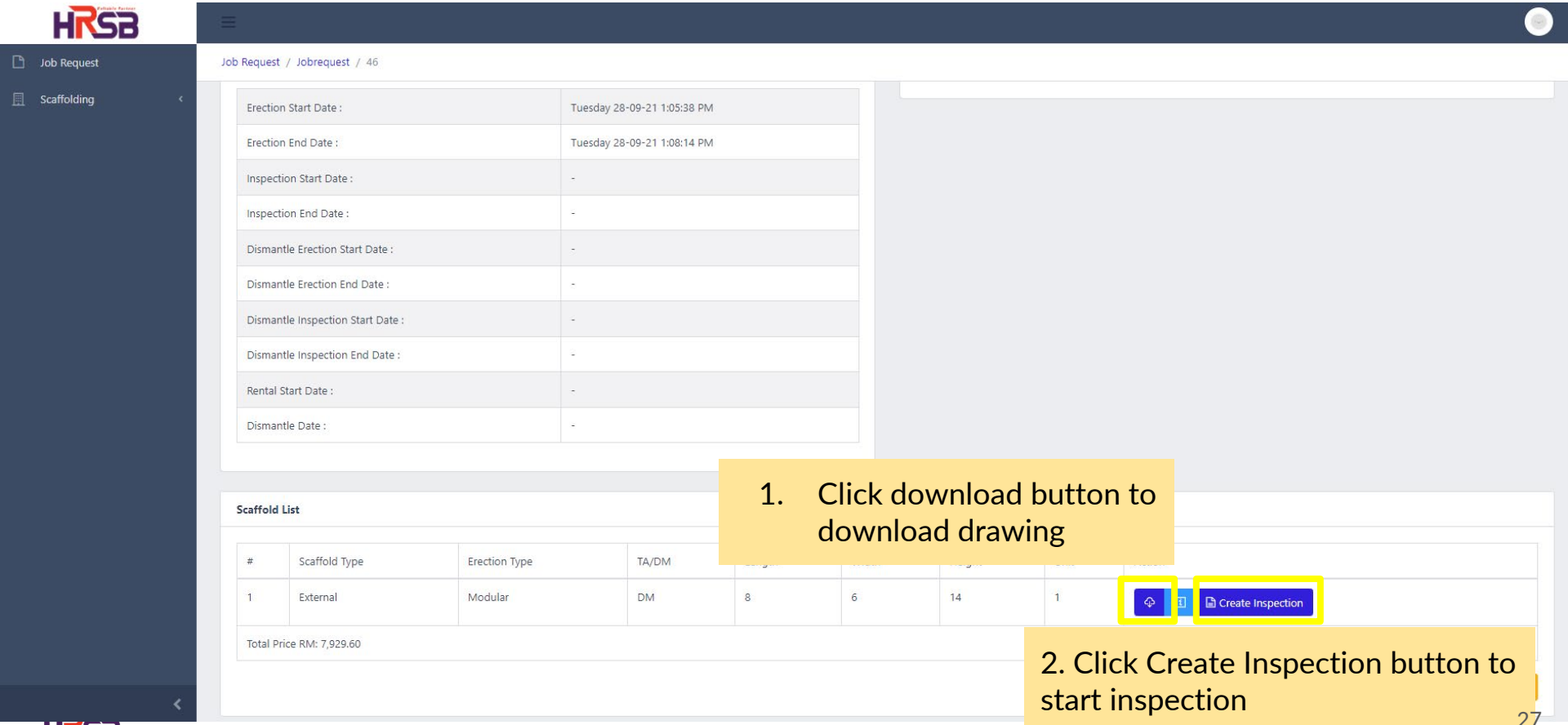
JOB REQUEST


Job Request
Scaffolding
Job Request / Jobrequest / 46
Dismantle Erection Start Date : -
Dismantle Erection End Date : -
Dismantle Inspection Start Date : -
Dismantle Inspection End Date : -
Rental Start Date : -
Dismantle Date : -
Scaffold List
Scaffold Type Erection Type TA/DM Length Width Height Unit Action
1 External Modular DM 8 6 14 1
Total Price RM: 7,929.60
Return
Finish Erection
2. Click Finish Erection button after completed
HRSB Scaffolding 2021

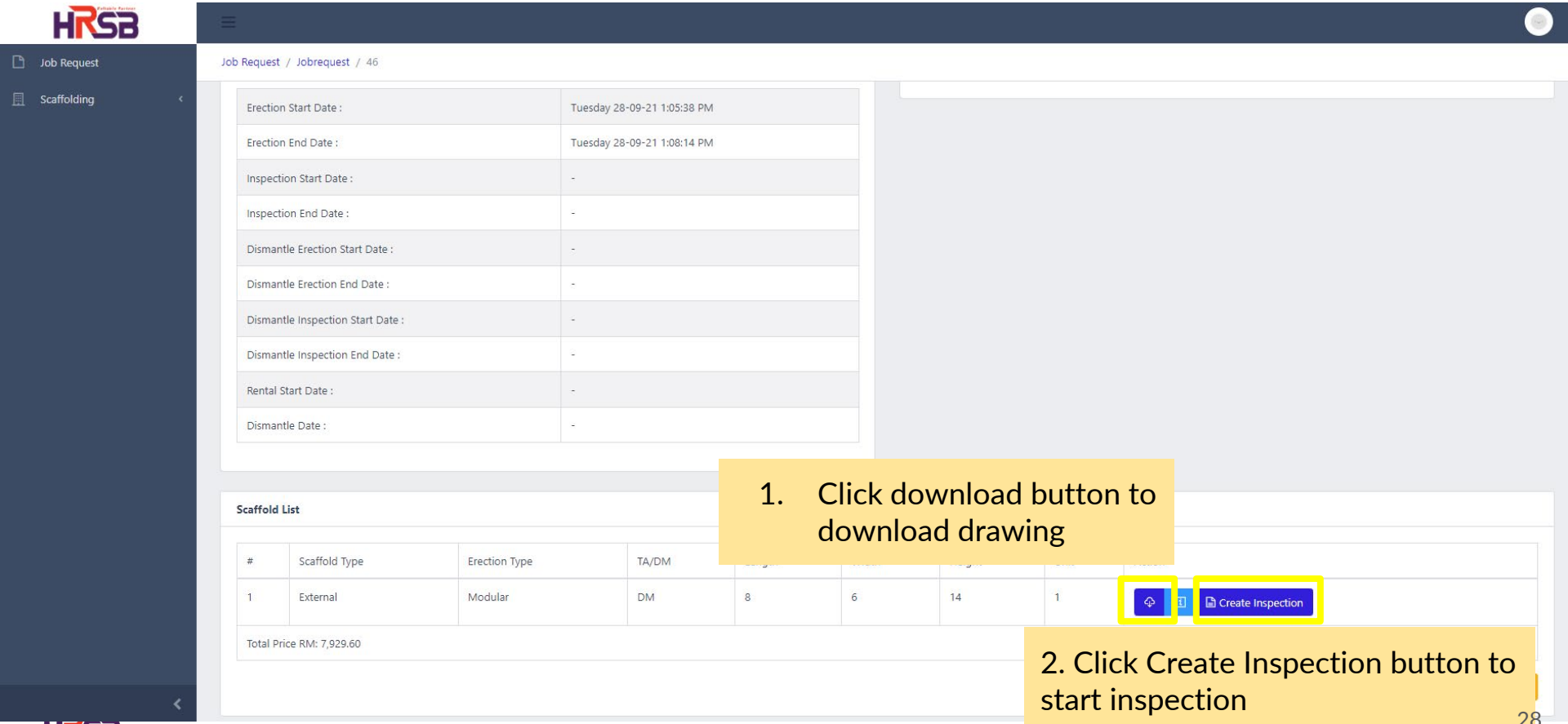
JOB REQUEST


Job Request
Scaffolding
Job Request / Jobrequest
Job Request
Show 10 entries
Search:
Ro No. OPU Area Status Actions
1 123 PCOGD TOWER A ERECTION FINISHED
2 3400011347 PCOGD 200
3 123 PCOGD 123 1231 123 123
4 123 MRCSB 2012 74829 E24203-6 Heat exchanger RENTAL STARTED
Showing 1 to 4 of 4 entries
Previous 1 Next
1. Log in as Inspector, go to Erection Finished status
2. Click Detail button
HRSB Scaffolding 2021

JOB REQUEST


HRSB
Job Request
Scaffolding
Job Request / Jobrequest / 46
Erection Start Date : Tuesday 28-09-21 1:05:38 PM
Erection End Date : Tuesday 28-09-21 1:08:14 PM
Inspection Start Date : -
Inspection End Date : -
Dismantle Erection Start Date : -
Dismantle Erection End Date : -
Dismantle Inspection Start Date : -
Dismantle Inspection End Date : -
Rental Start Date : -
Dismantle Date : -
Scaffold List
Scaffold Type Erection Type TA/DM
1 External Modular DM 8 6 14 1
Create Inspection
Total Price RM: 7,929.60
1. Click download button to download drawing
2. Click Create Inspection button to start inspection

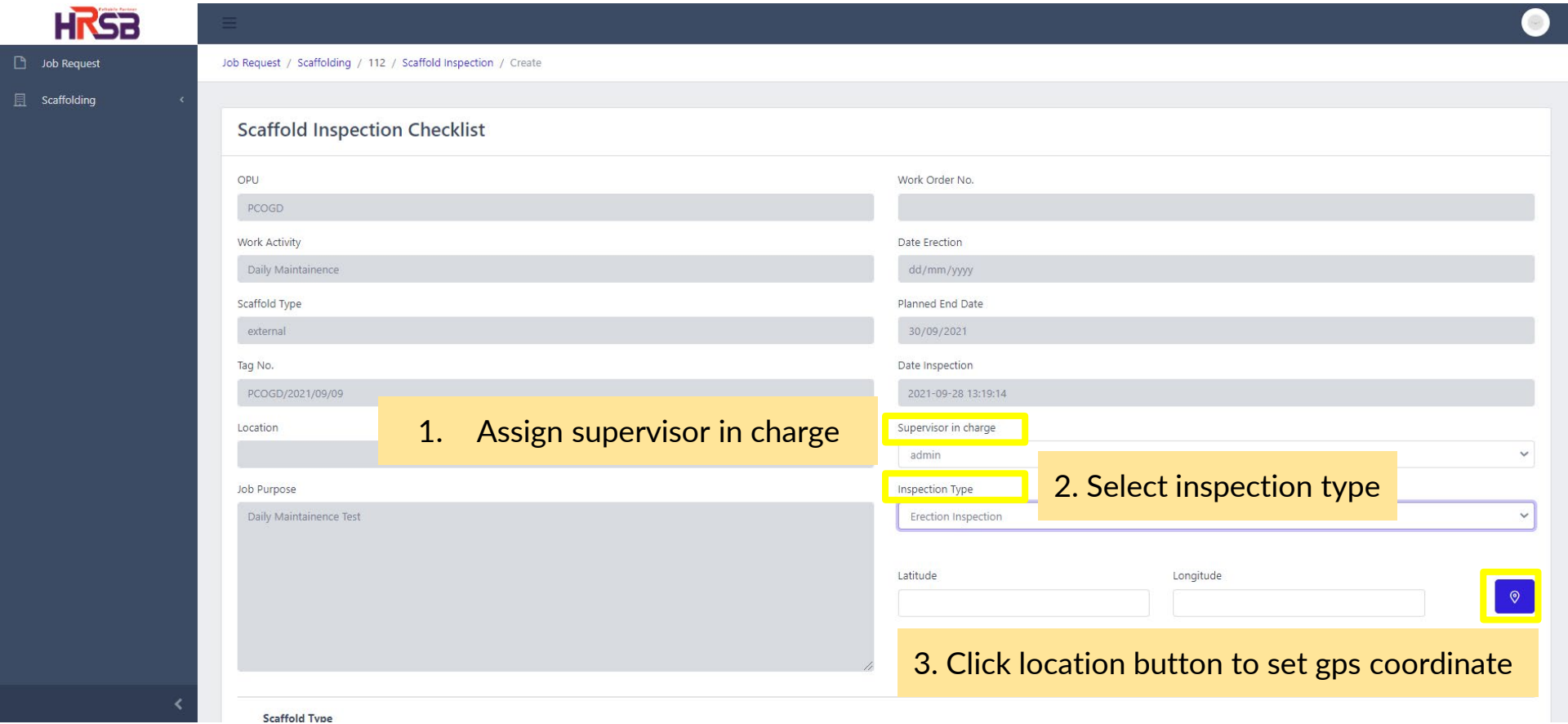
JOB REQUEST



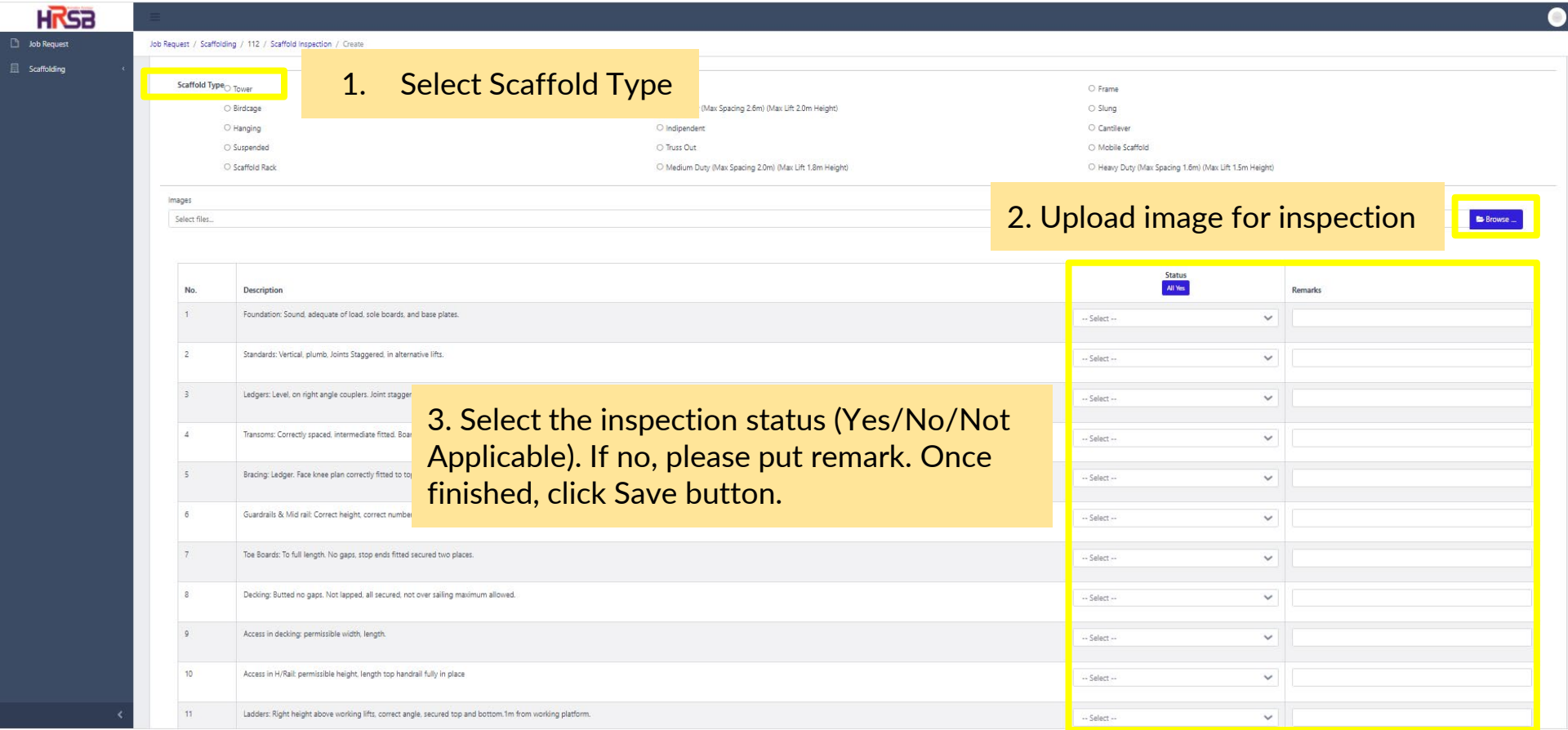
1. Click download button to download drawing

2. Click Create Inspection button to start inspection

JOB REQUEST


HRSB
Job Request
Scaffolding
Job Request / Scaffolding / 112 / Scaffold Inspection / Create
Scaffold Inspection Checklist
OPU
PCOGD
Work Order No.
Work Activity
Daily Maintainence
Date Erection
dd/mm/yyyy
Scaffold Type
external
Planned End Date
30/09/2021
Tag No.
PCOGD/2021/09/09
Date Inspection
2021-09-28 13:19:14
Location
Supervisor in charge
admin
Job Purpose
Daily Maintainence Test
Inspection Type
Erection Inspection
Latitude
Longitude
1. Assign supervisor in charge
2. Select inspection type
3. Click location button to set gps coordinate
Scaffold Type

JOB REQUEST

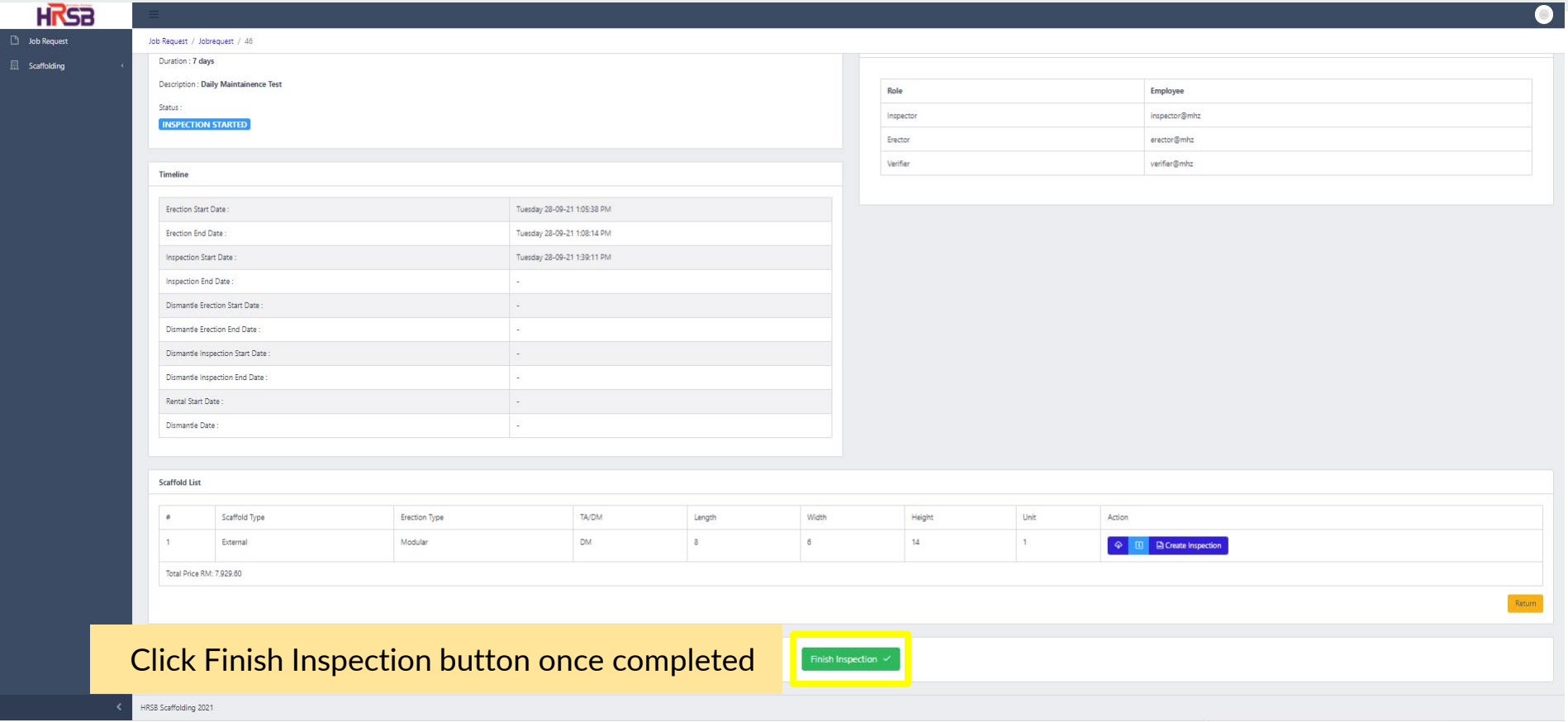


1. Select Scaffold Type

2. Upload image for inspection

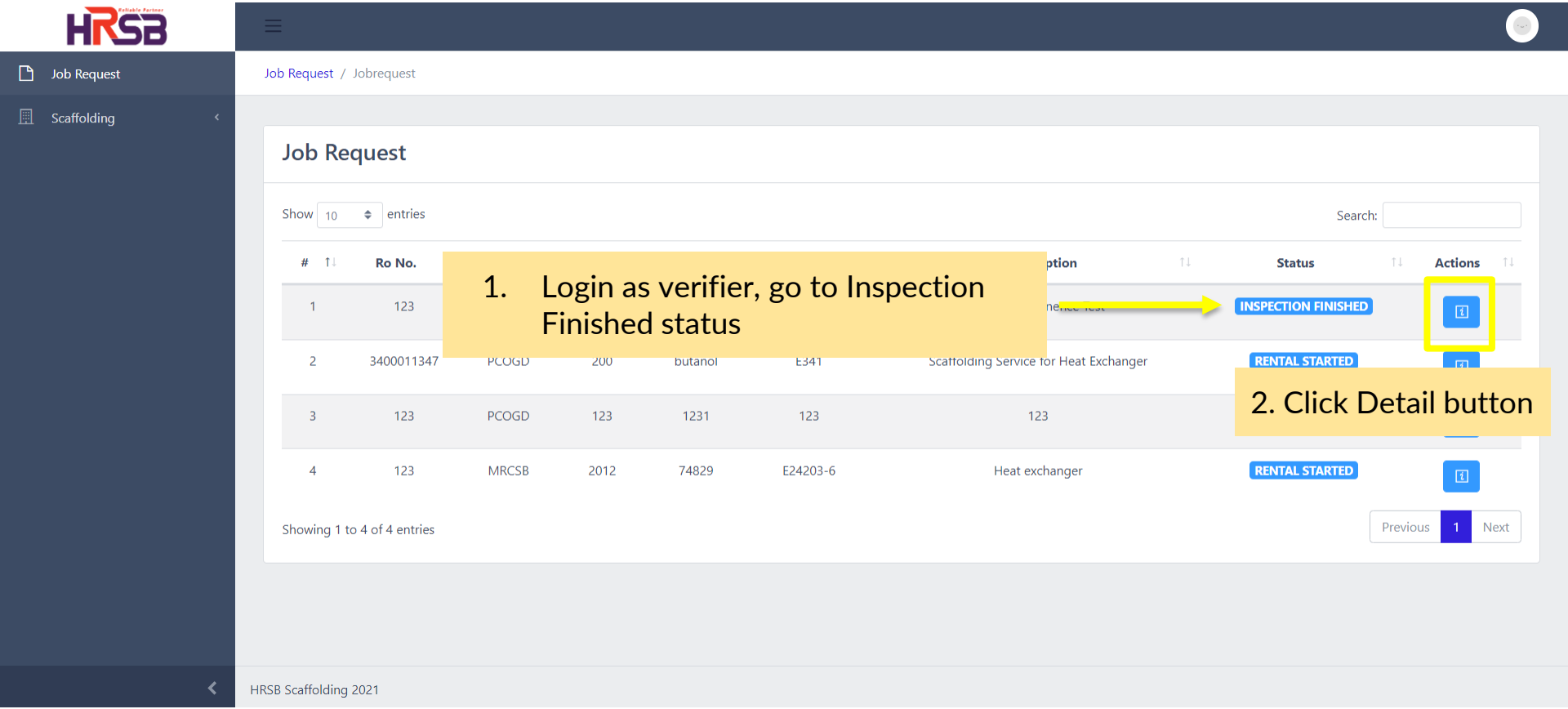
3. Select the inspection status (Yes/No/Not Applicable). If no, please put remark. Once finished, click Save button.

JOB REQUEST

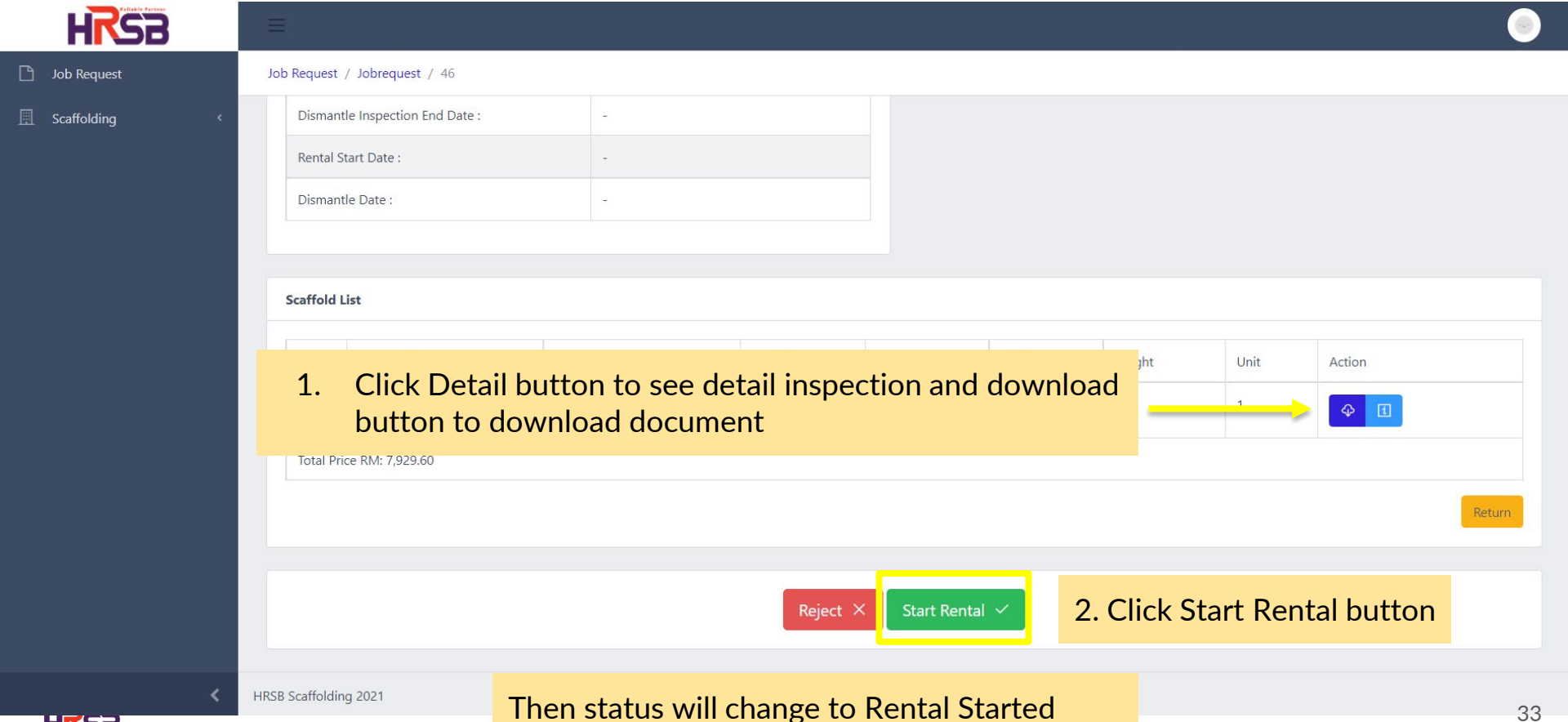


Click Finish Inspection button once completed

JOB REQUEST


Job Request
Scaffolding
Job Request / Jobrequest
Job Request
Show 10 entries
Search:
Ro No. ption Status Actions
1 123 INSPECTION FINISHED
2 3400011347 PCOGD 200 butanol E341 Scaffolding Service for Heat Exchanger RENTAL STARTED
3 123 PCOGD 123 1231 123 123
4 123 MRCSB 2012 74829 E24203-6 Heat exchanger RENTAL STARTED
Showing 1 to 4 of 4 entries
Previous 1 Next
1. Login as verifier, go to Inspection Finished status
2. Click Detail button
HRSB Scaffolding 2021

JOB REQUEST

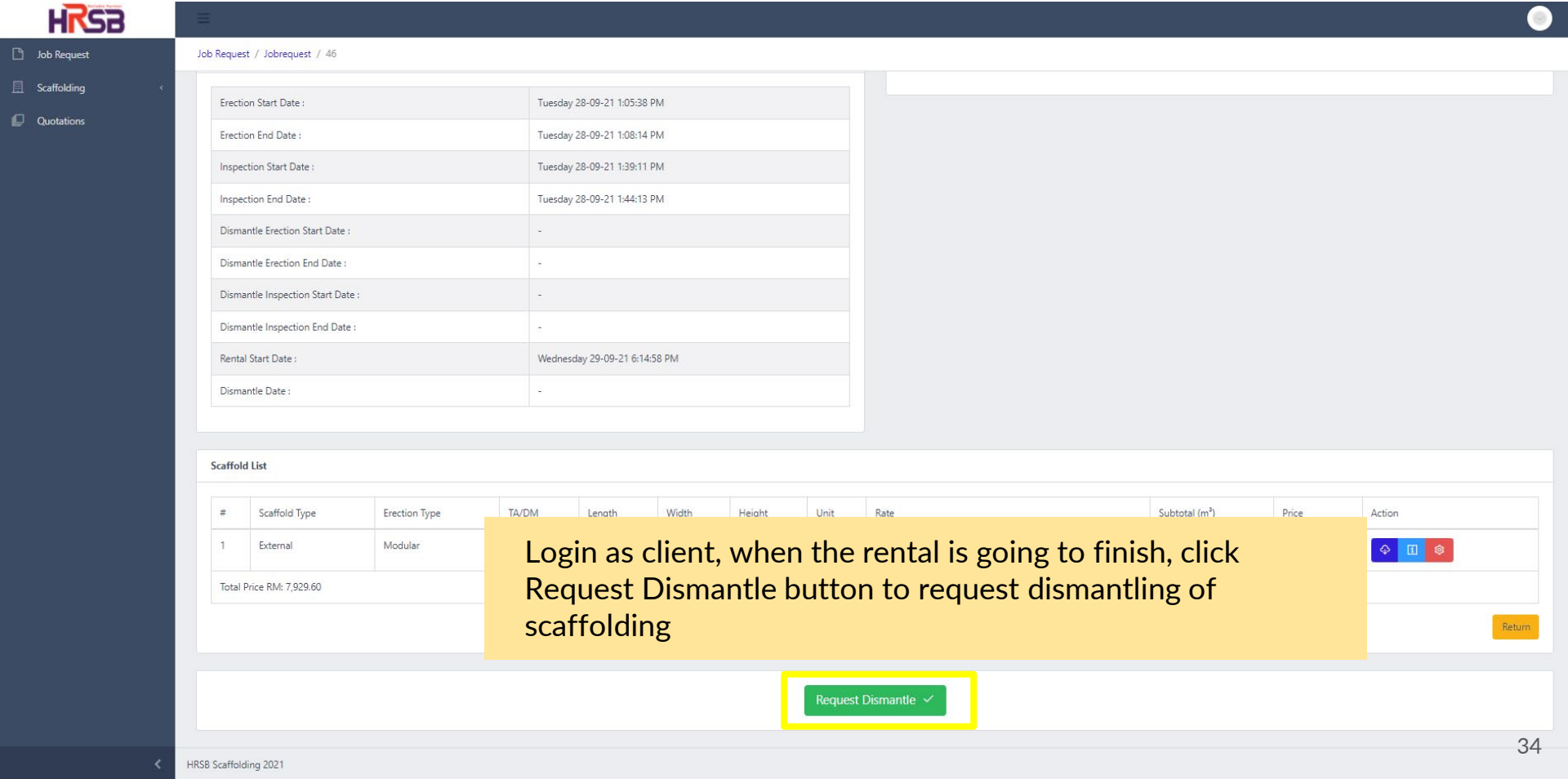


1. Click Detail button to see detail inspection and download button to download document

2. Click Start Rental button

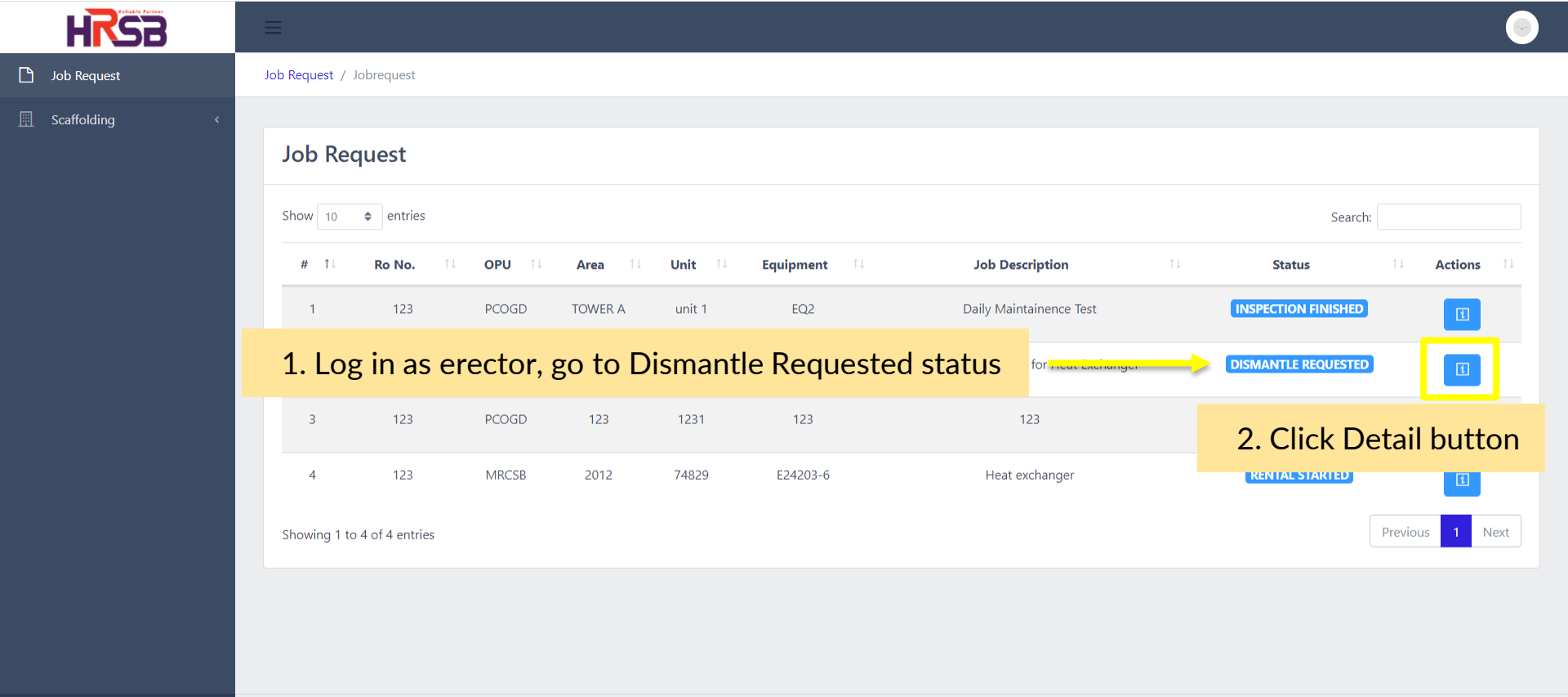
Then status will change to Rental Started

JOB REQUEST

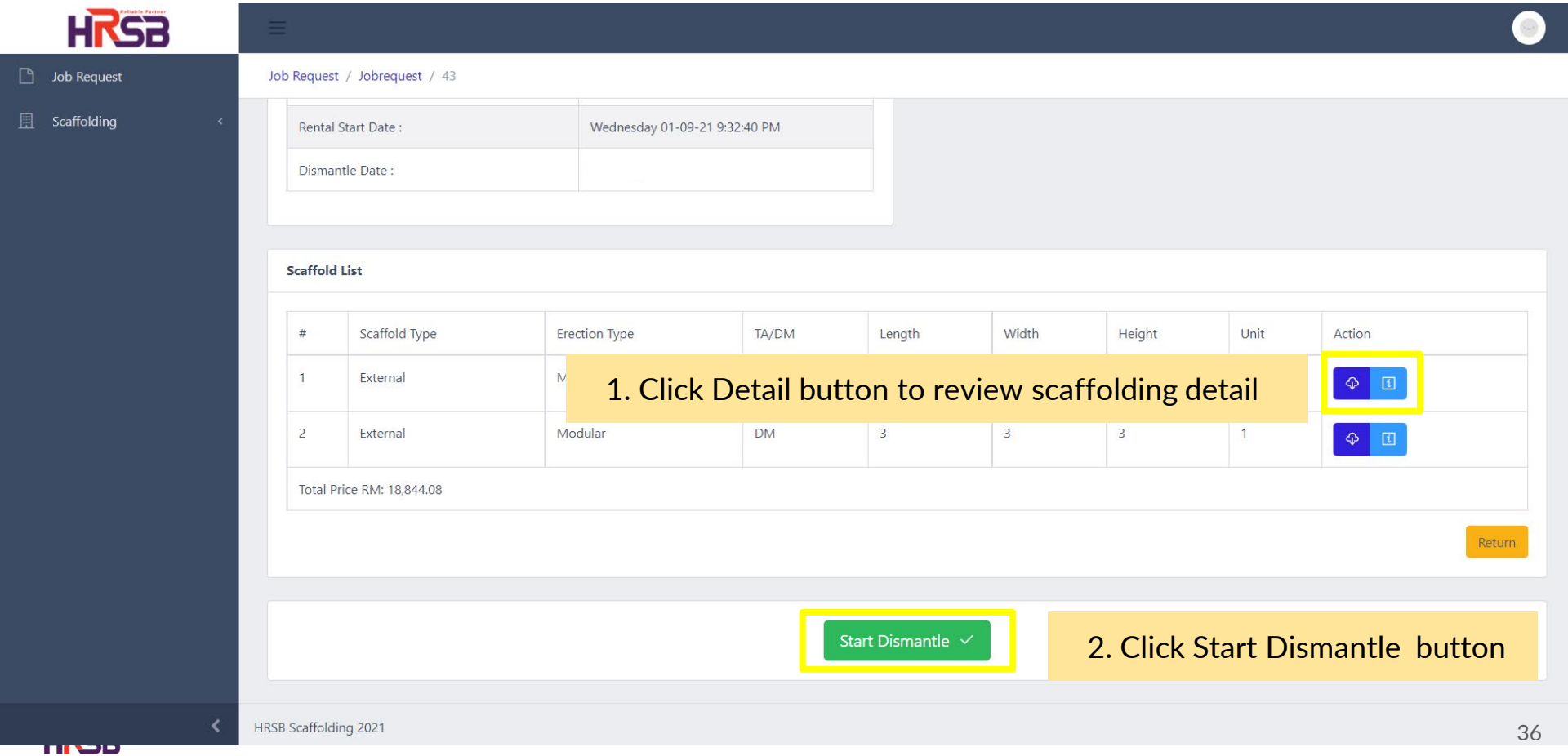


Login as client, when the rental is going to finish, click Request Dismantle button to request dismantling of scaffolding

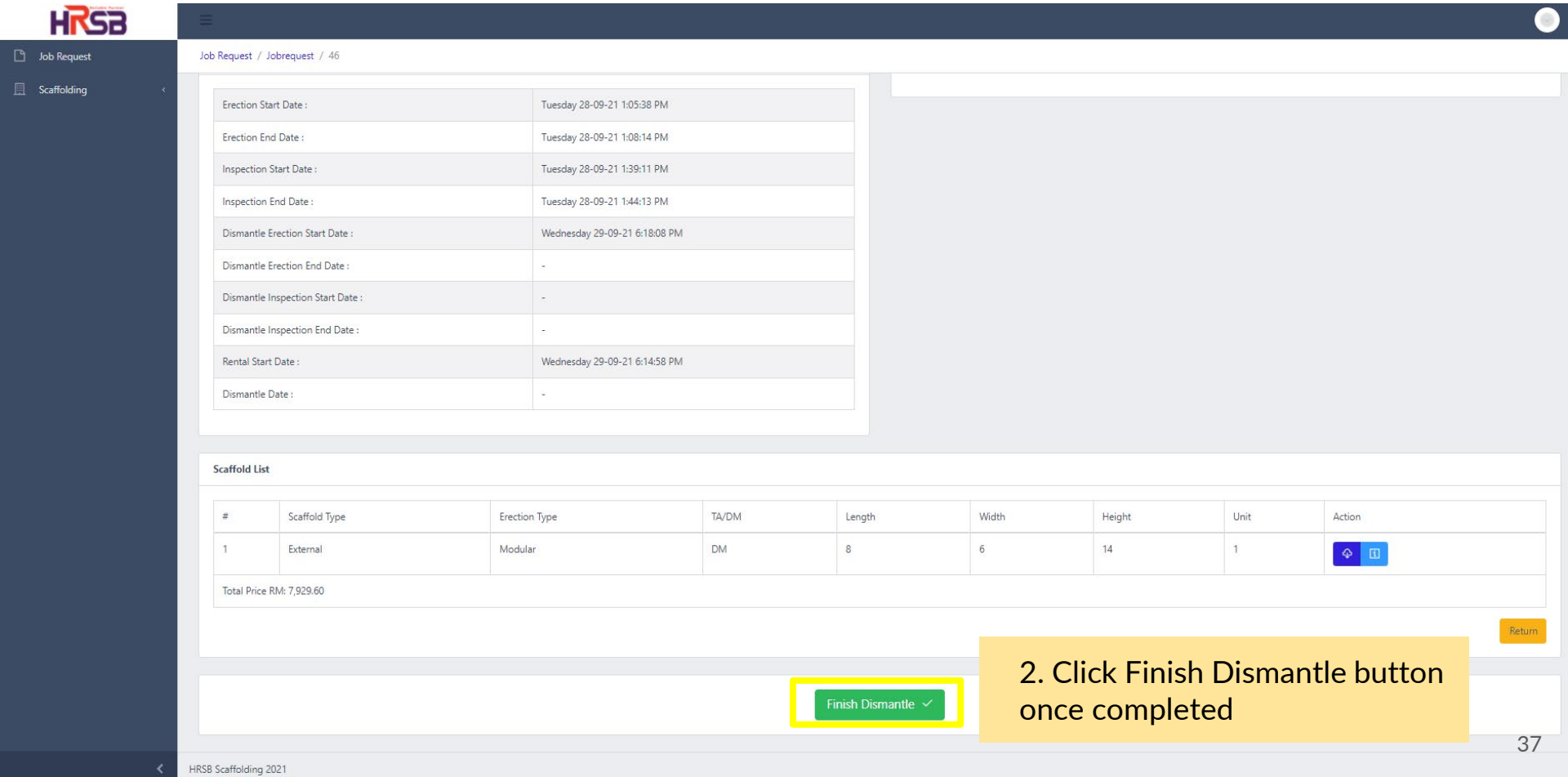
JOB REQUEST


Job Request
Scaffolding
Job Request / Jobrequest
Job Request
Show 10 entries
Search:
Ro No. OPU Area Unit Equipment Job Description Status Actions
1 123 PCOGD TOWER A unit 1 EQ2 Daily Maintainence Test INSPECTION FINISHED
for DISMANTLE REQUESTED
3 123 PCOGD 123 1231 123 123
4 123 MRCSB 2012 74829 E24203-6 Heat exchanger RENTAL STARTED
Showing 1 to 4 of 4 entries
Previous 1 Next
1. Log in as erector, go to Dismantle Requested status
2. Click Detail button

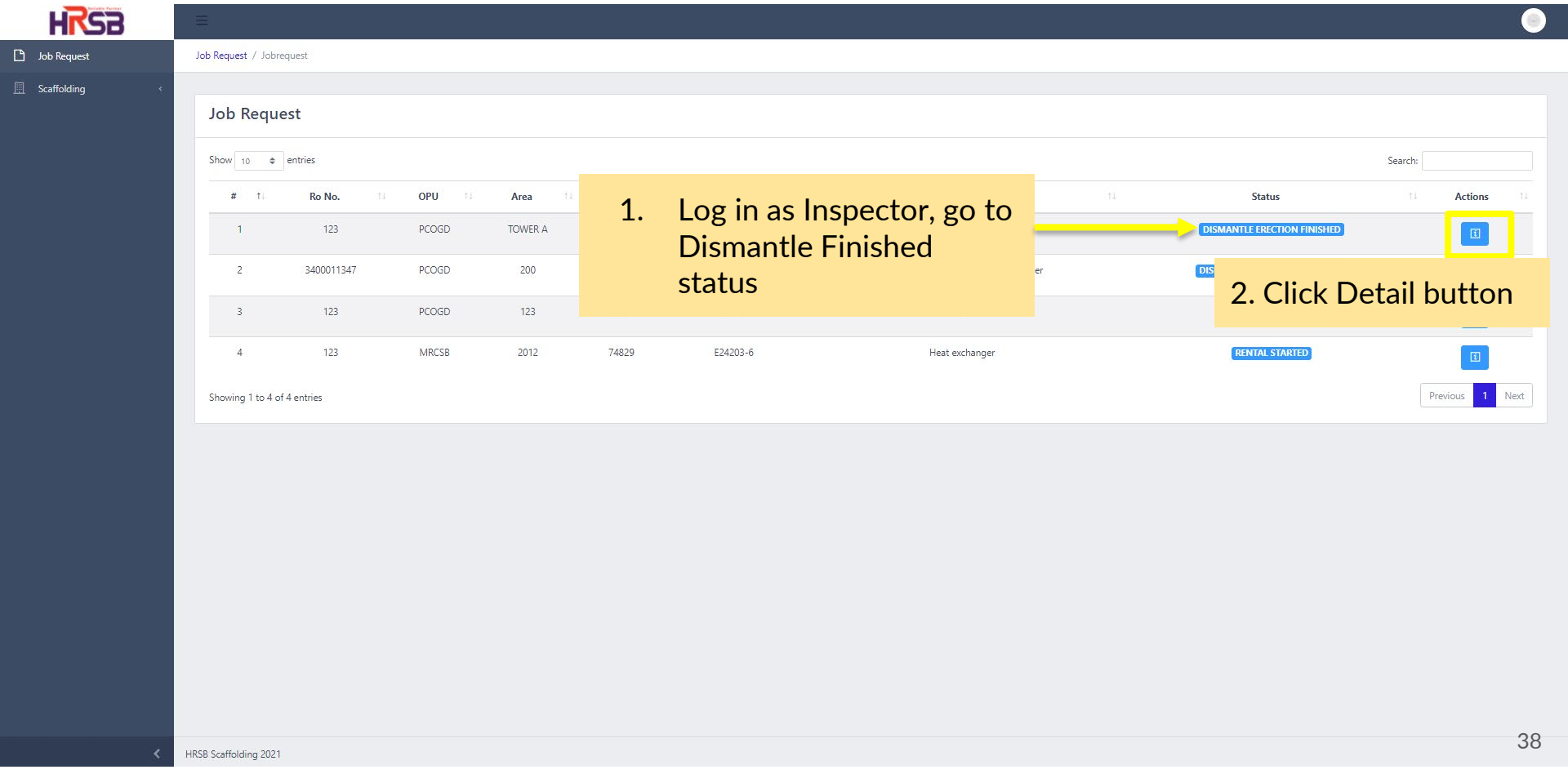
JOB REQUEST


Job Request
Scaffolding
Job Request / Jobrequest / 43
Rental Start Date :
Wednesday 01-09-21 9:32:40 PM
Dismantle Date :
Scaffold List
Scaffold Type Erection Type TA/DM Length Width Height Unit Action
1 External
2 External Modular DM 3 3 3 1
Total Price RM: 18,844.08
Return
1. Click Detail button to review scaffolding detail
Start Dismantle
2. Click Start Dismantle button

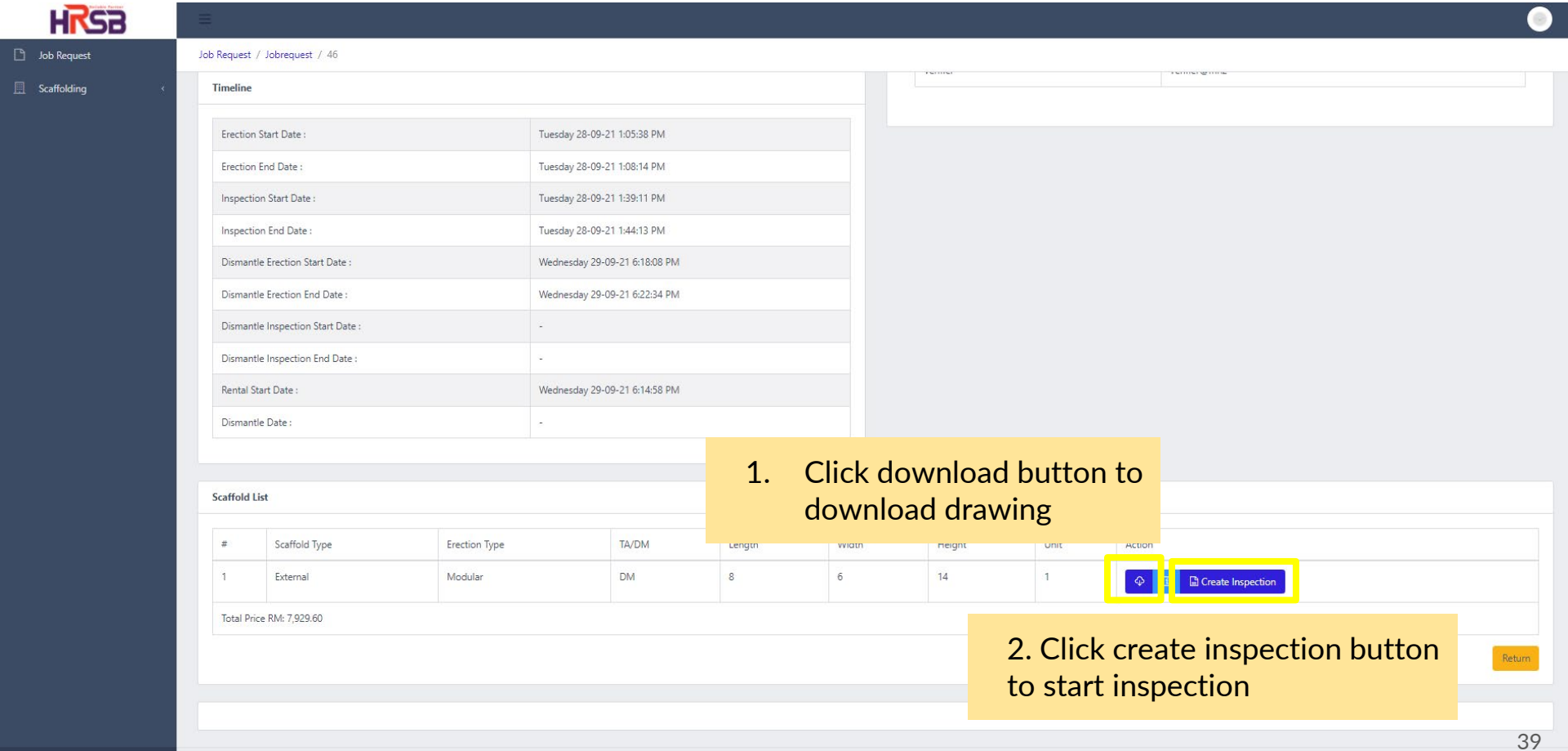
JOB REQUEST


HRSB
Job Request
Scaffolding
Job Request / Jobrequest / 46
Erection Start Date : Tuesday 28-09-21 1:05:38 PM
Erection End Date : Tuesday 28-09-21 1:08:14 PM
Inspection Start Date : Tuesday 28-09-21 1:39:11 PM
Inspection End Date : Tuesday 28-09-21 1:44:13 PM
Dismantle Erection Start Date : Wednesday 29-09-21 6:18:08 PM
Dismantle Erection End Date : -
Dismantle Inspection Start Date : -
Dismantle Inspection End Date : -
Rental Start Date : Wednesday 29-09-21 6:14:58 PM
Dismantle Date : -
Scaffold List
Scaffold Type Erection Type TA/DM Length Width Height Unit Action
1 External Modular DM 8 6 14 1
Total Price RM: 7,929.60
Return
Finish Dismantle
2. Click Finish Dismantle button once completed
HRSB Scaffolding 2021

JOB REQUEST


HRSB
Job Request
Scaffolding
Job Request / Jobrequest
Job Request
Show 10 entries
Search:
Ro No. OPU Area Status Actions
1 123 PCOGD TOWER A DISMANTLE ERECTION FINISHED
2 3400011347 PCOGD 200
3 123 PCOGD 123
4 123 MRCSB 2012 74829 E24203-6 Heat exchanger RENTAL STARTED
Showing 1 to 4 of 4 entries
Previous 1 Next
1. Log in as Inspector, go to Dismantle Finished status
2. Click Detail button
HRSB Scaffolding 2021

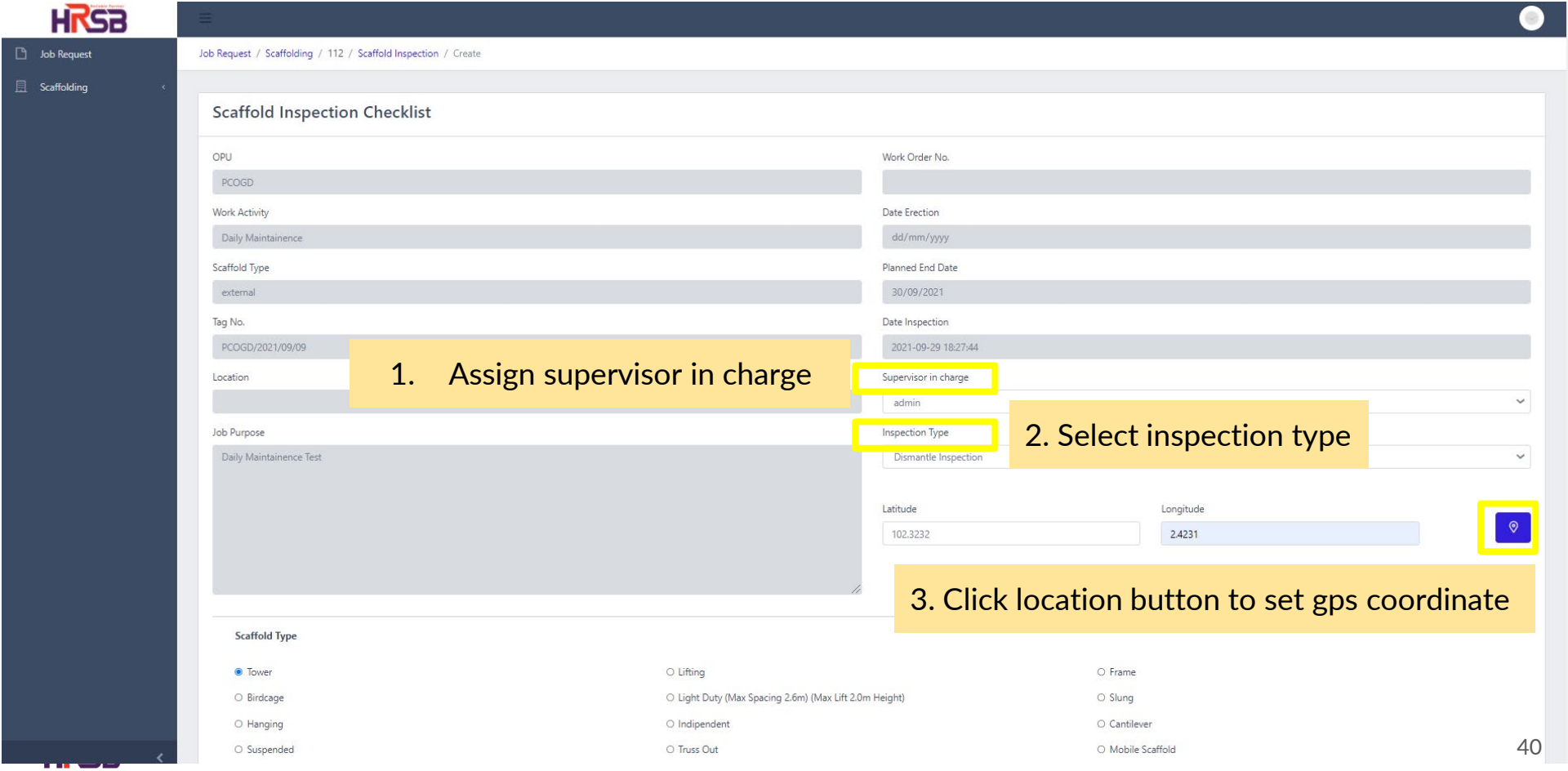
JOB REQUEST



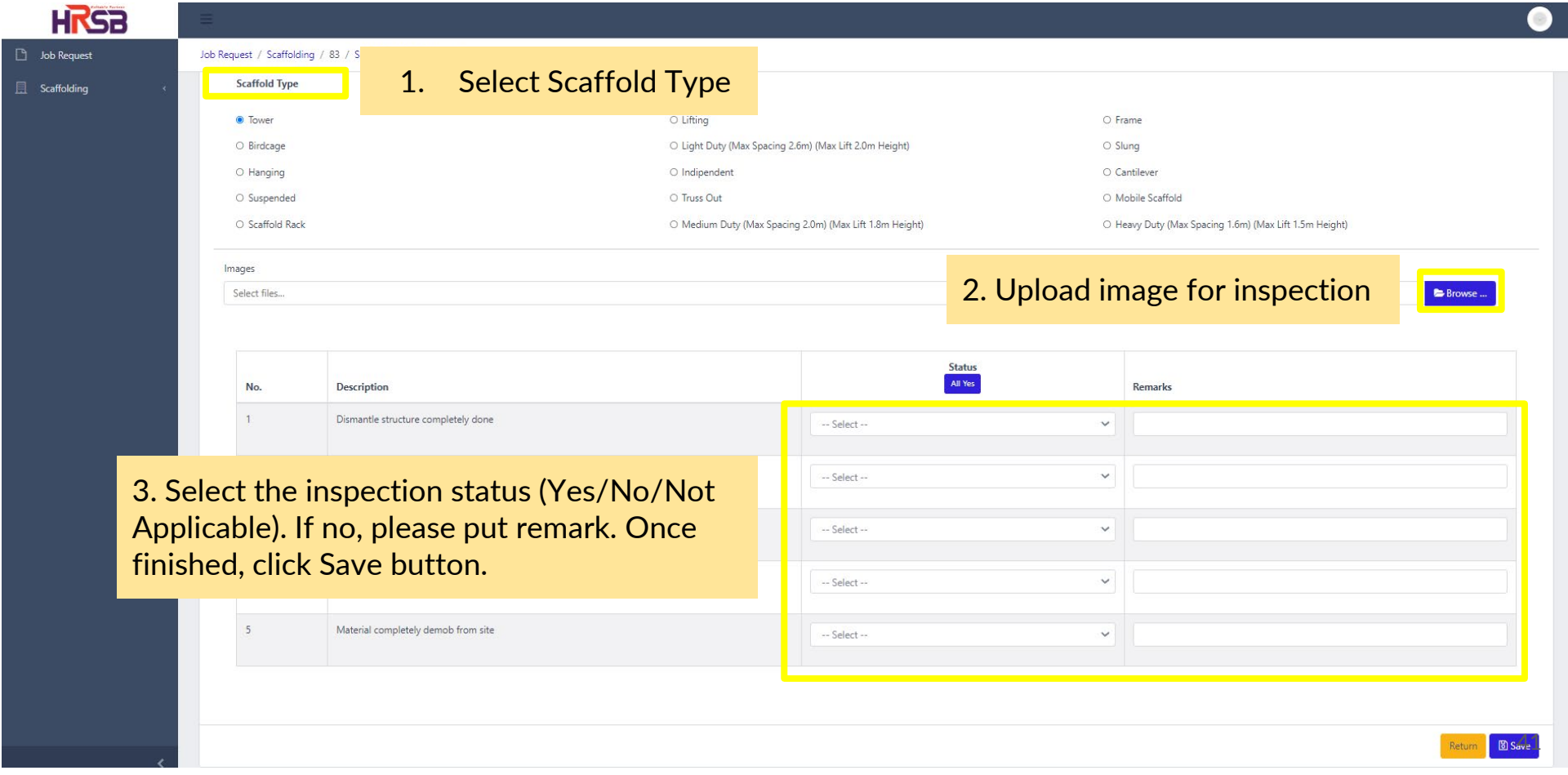
1. Click download button to download drawing

2. Click create inspection button to start inspection

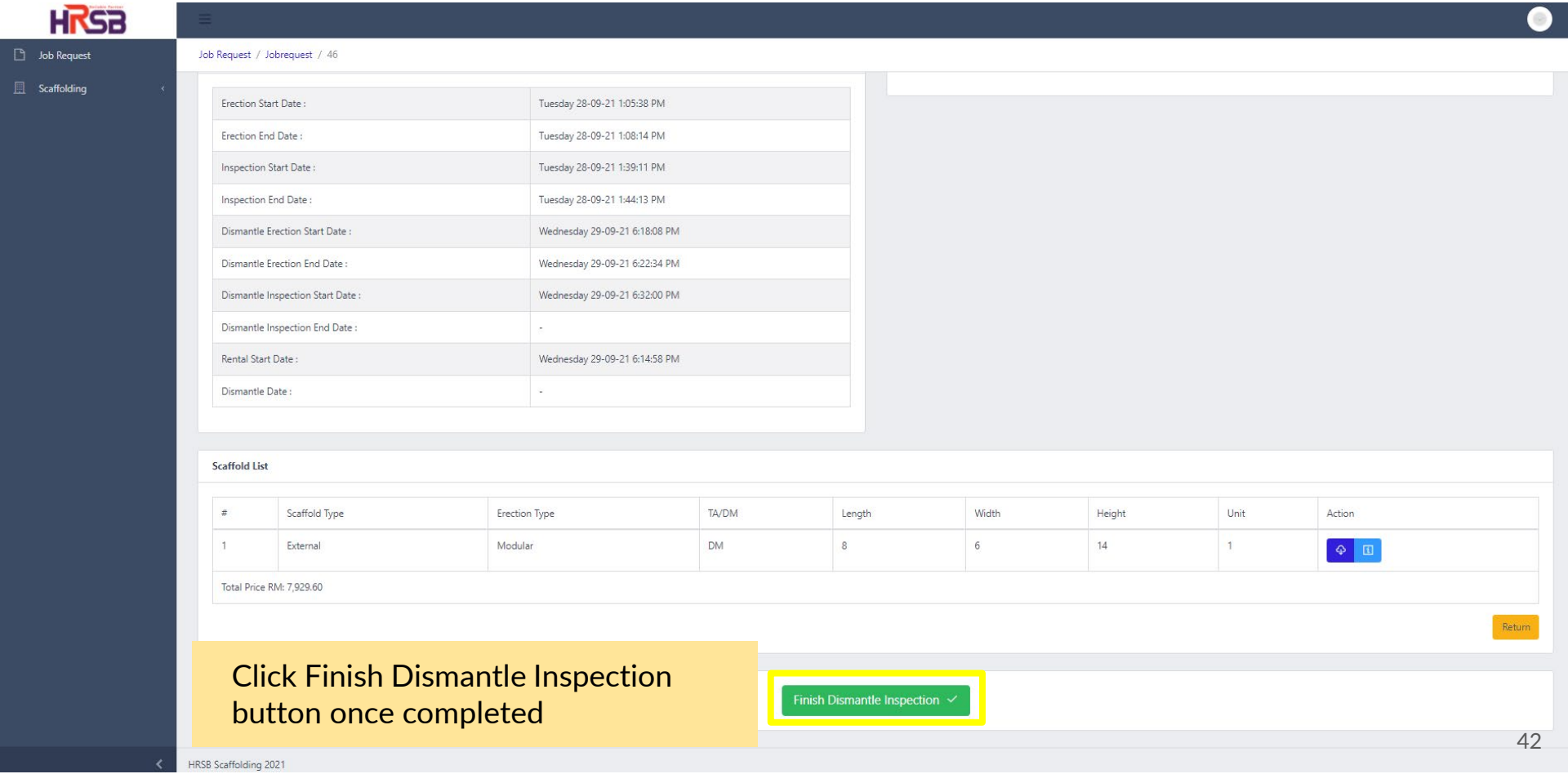
JOB REQUEST


HRSB
Job Request
Scaffolding
Job Request / Scaffolding / 112 / Scaffold Inspection / Create
Scaffold Inspection Checklist
OPU
PCOGD
Work Order No.
Work Activity
Daily Maintainence
Date Erection
dd/mm/yyyy
Scaffold Type
external
Planned End Date
30/09/2021
Tag No.
PCOGD/2021/09/09
Date Inspection
2021-09-29 18:27:44
Location
Supervisor in charge
admin
Job Purpose
Daily Maintainence Test
Inspection Type
Dismantle Inspection
Latitude
102.3232
Longitude
2.4231
1. Assign supervisor in charge
2. Select inspection type
3. Click location button to set gps coordinate
Scaffold Type
Tower
Lifting
Frame
Birdcage
Light Duty (Max Spacing 2.6m) (Max Lift 2.0m Height)
Slung
Hanging
Indipendent
Cantilever
Suspended
Truss Out
Mobile Scaffold

JOB REQUEST

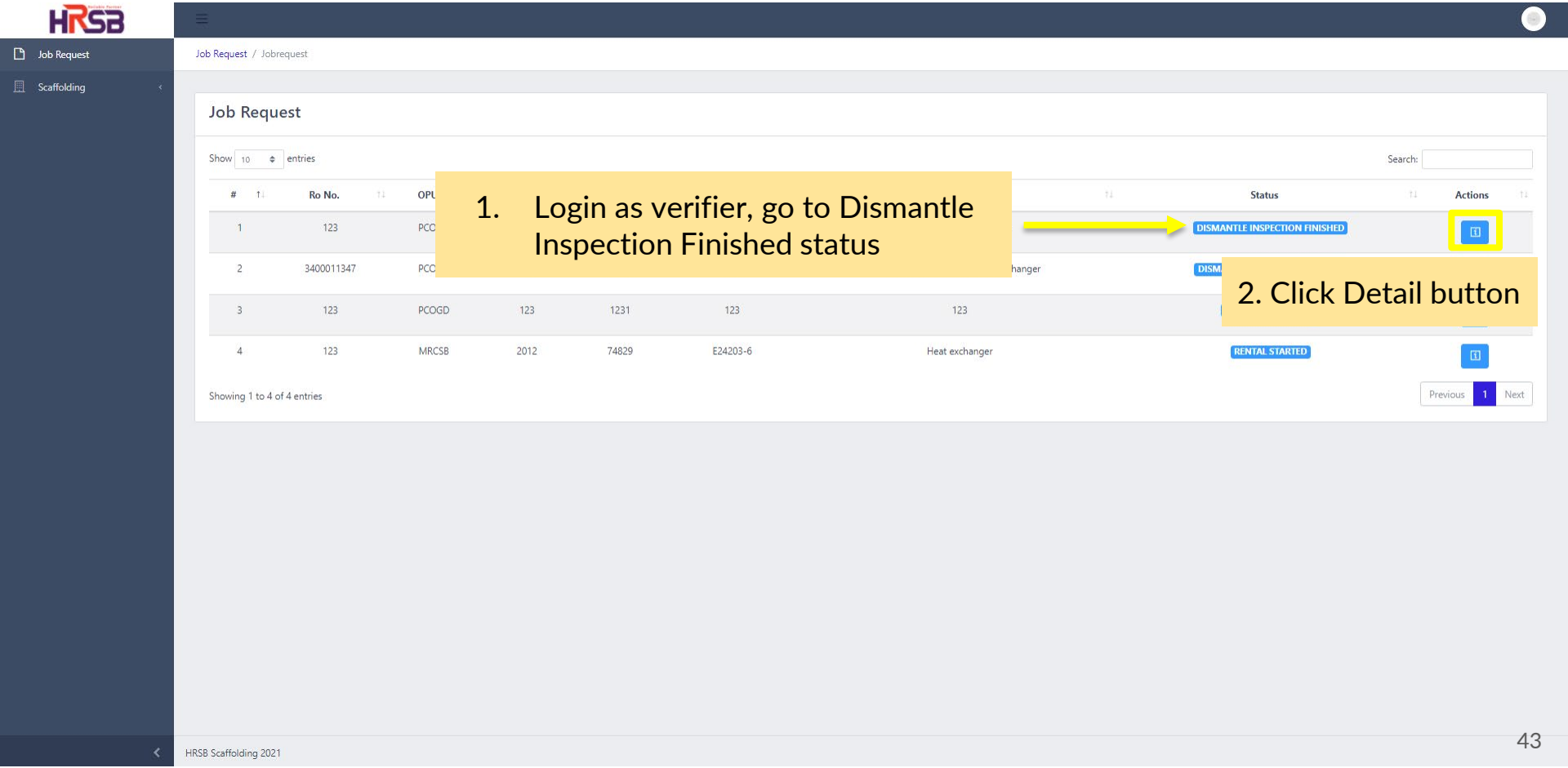

HRSB
Job Request
Scaffolding
Job Request / Scaffolding / 83 / S
Scaffold Type
1. Select Scaffold Type
Tower
Birdcage
Hanging
Suspended
Scaffold Rack
Lifting
Light Duty (Max Spacing 2.6m) (Max Lift 2.0m Height)
Indipendent
Truss Out
Medium Duty (Max Spacing 2.0m) (Max Lift 1.8m Height)
Frame
Slung
Cantilever
Mobile Scaffold
Heavy Duty (Max Spacing 1.6m) (Max Lift 1.5m Height)
Images
Select files...
2. Upload image for inspection
Browse ...
No.
Description
Status
All Yes
Remarks
1
Dismantle structure completely done
5
Material completely demob from site
-- Select --
3. Select the inspection status (Yes/No/Not Applicable). If no, please put remark. Once finished, click Save button.
Return
Save

JOB REQUEST

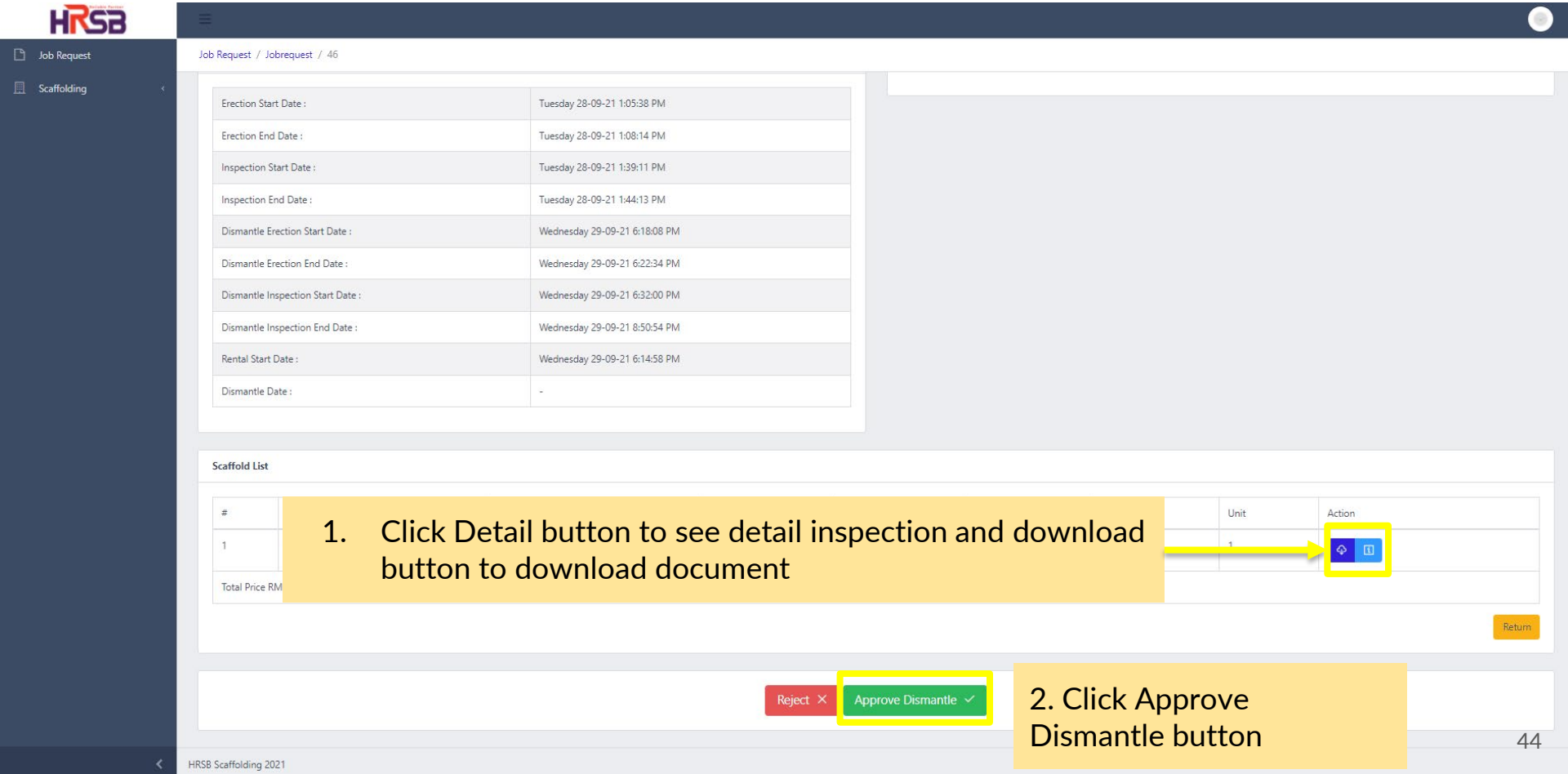


Click Finish Dismantle Inspection button once completed

JOB REQUEST


HRSB
Job Request
Scaffolding
Job Request / Jobrequest
Job Request
Show 10 entries
Search:
Ro No. OPU Status Actions
1 123 PCO DISMANTLE INSPECTION FINISHED
2 3400011347 PCO hanger DISM
3 123 PCOGD 123 1231 123 123
4 123 MRCSB 2012 74829 E24203-6 Heat exchanger RENTAL STARTED
Showing 1 to 4 of 4 entries
Previous 1 Next
1. Login as verifier, go to Dismantle Inspection Finished status
2. Click Detail button
HRSB Scaffolding 2021

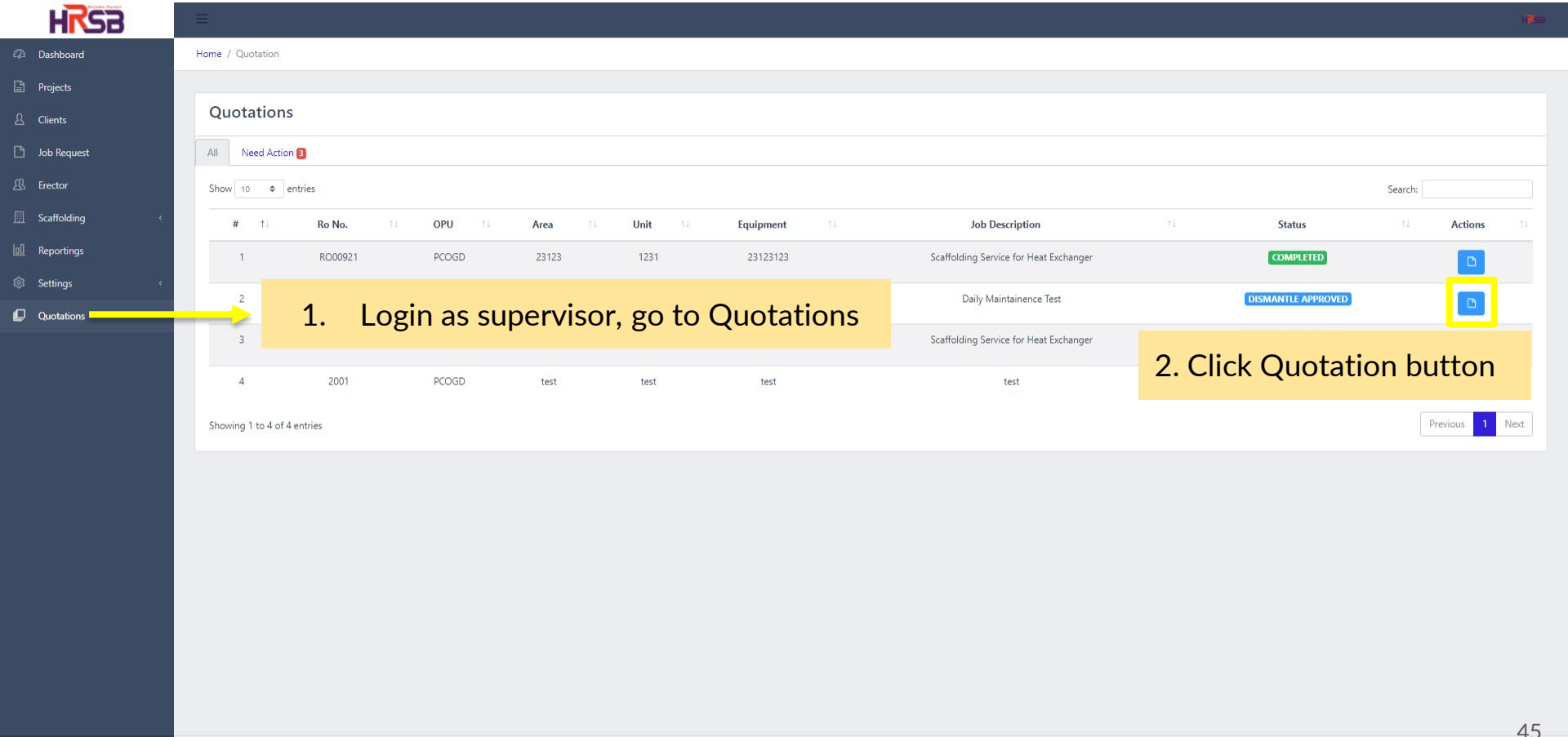
JOB REQUEST



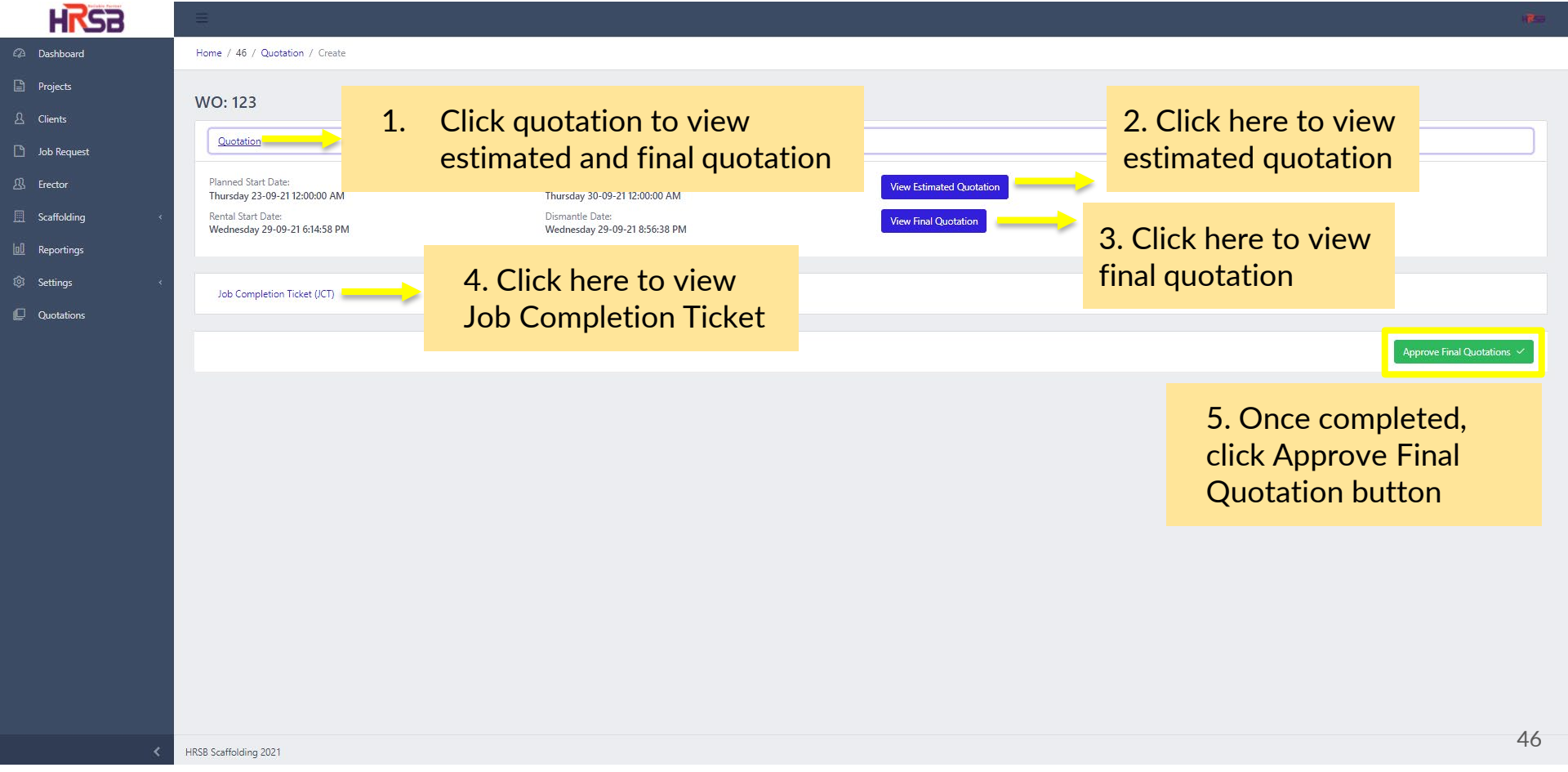
1. Click Detail button to see detail inspection and download button to download document

2. Click Approve Dismantle button

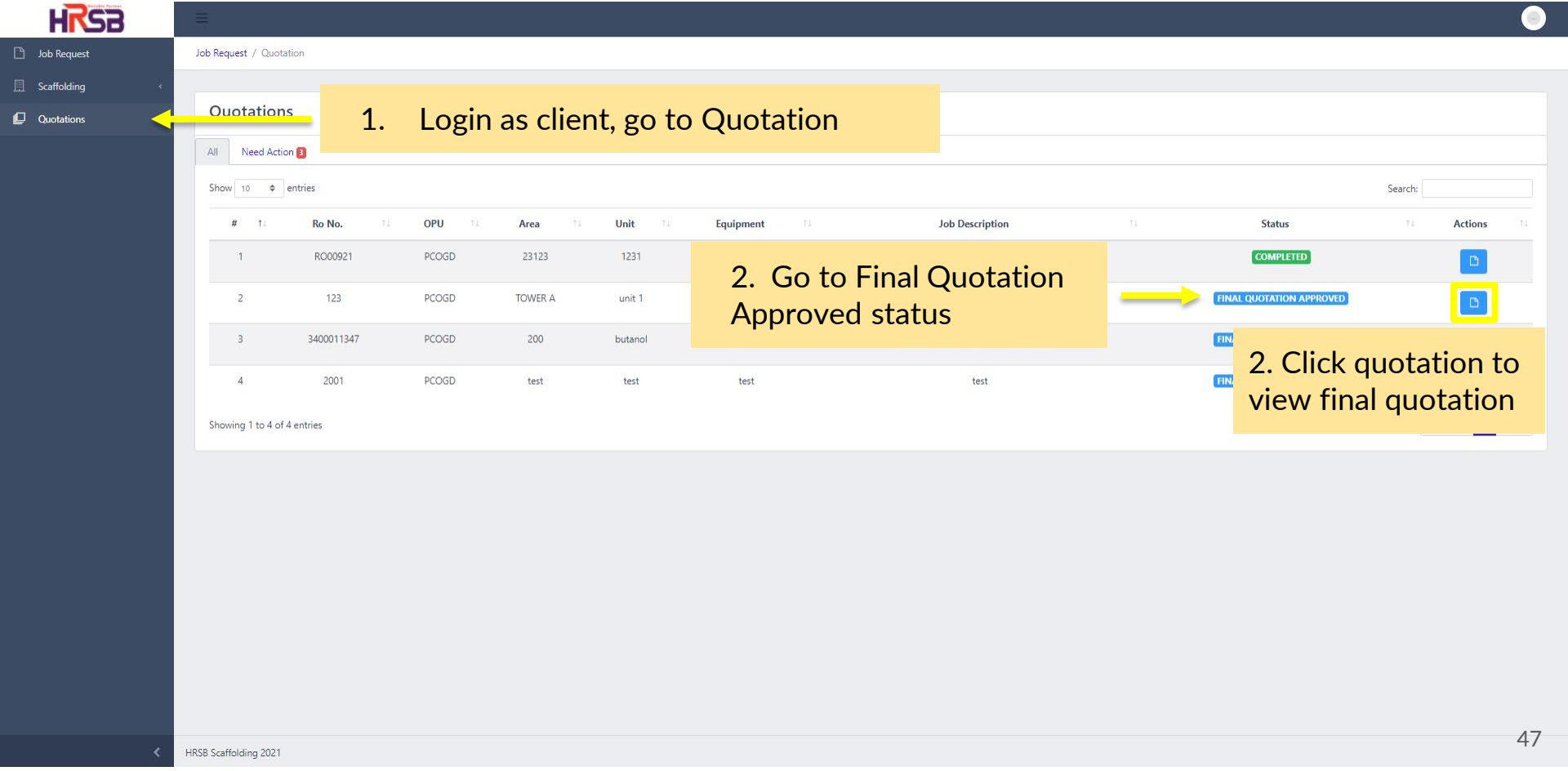
JOB REQUEST


HRSB
Dashboard
Projects
Clients
Job Request
Erector
Scaffolding
Reportings
Settings
Quotations
Home / Quotation
Quotations
All
Need Action 3
Show 10 entries
Search:
| Ro No. | OPU | Area | Unit | Equipment | Job Description | Status | Actions
1 | RO00921 | PCOGD | 23123 | 1231 | 23123123 | Scaffolding Service for Heat Exchanger | COMPLETED
2 | Daily Maintainence Test | DISMANTLE APPROVED
3 | Scaffolding Service for Heat Exchanger
4 | 2001 | PCOGD | test | test | test | test
Showing 1 to 4 of 4 entries
Previous 1 Next
1. Login as supervisor, go to Quotations
2. Click Quotation button

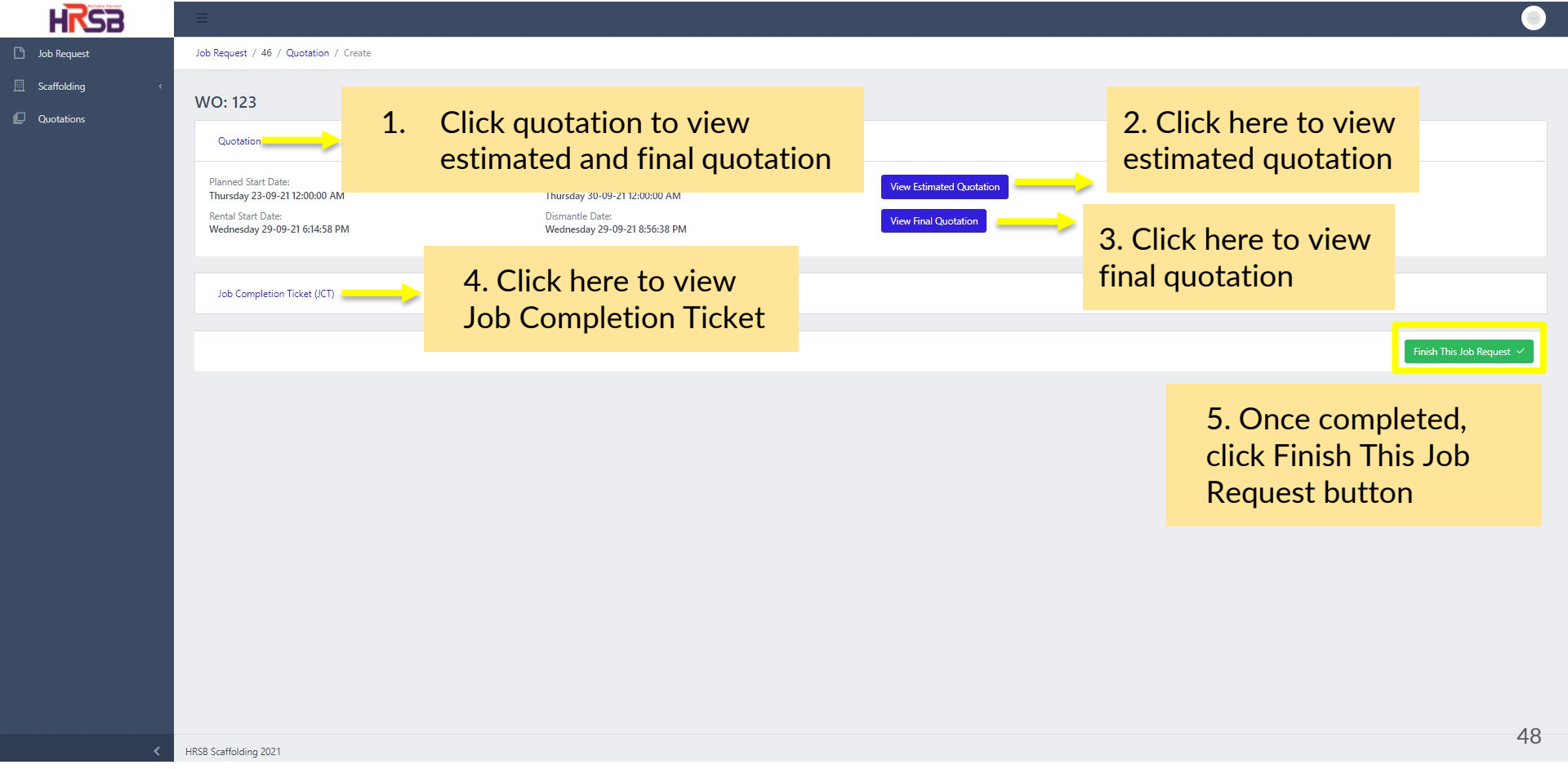
JOB REQUEST


HRSB
Dashboard
Projects
Clients
Job Request
Erector
Scaffolding
Reportings
Settings
Quotations
Home / 46 / Quotation / Create
WO: 123
Quotation
Planned Start Date:
Thursday 23-09-21 12:00:00 AM
Rental Start Date:
Wednesday 29-09-21 6:14:58 PM
Thursday 30-09-21 12:00:00 AM
Dismantle Date:
Wednesday 29-09-21 8:56:38 PM
View Estimated Quotation
View Final Quotation
Job Completion Ticket (JCT)
Approve Final Quotations
1. Click quotation to view estimated and final quotation
2. Click here to view estimated quotation
3. Click here to view final quotation
4. Click here to view Job Completion Ticket
5. Once completed, click Approve Final Quotation button

JOB REQUEST

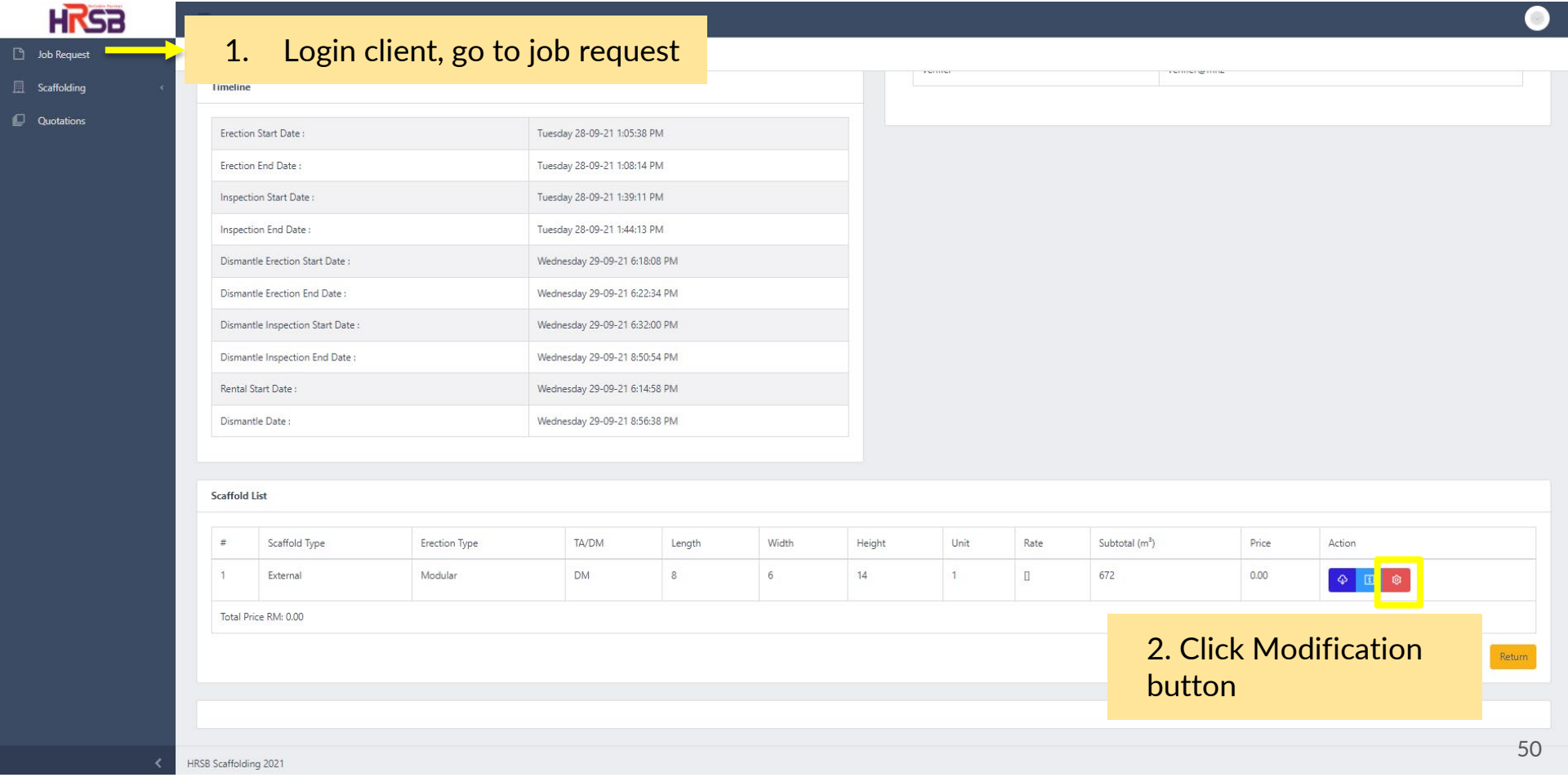

HRSB
Job Request
Scaffolding
Quotations
Job Request / Quotation
Quotations
1. Login as client, go to Quotation
All
Need Action 3
Show 10 entries
Search:
Ro No. OPU Area Unit Equipment Job Description Status Actions
1 RO00921 PCOGD 23123 1231 COMPLETED
2 123 PCOGD TOWER A unit 1 FINAL QUOTATION APPROVED
3 3400011347 PCOGD 200 butanol
4 2001 PCOGD test test test test
Showing 1 to 4 of 4 entries
2. Go to Final Quotation Approved status
2. Click quotation to view final quotation
HRSB Scaffolding 2021

JOB REQUEST

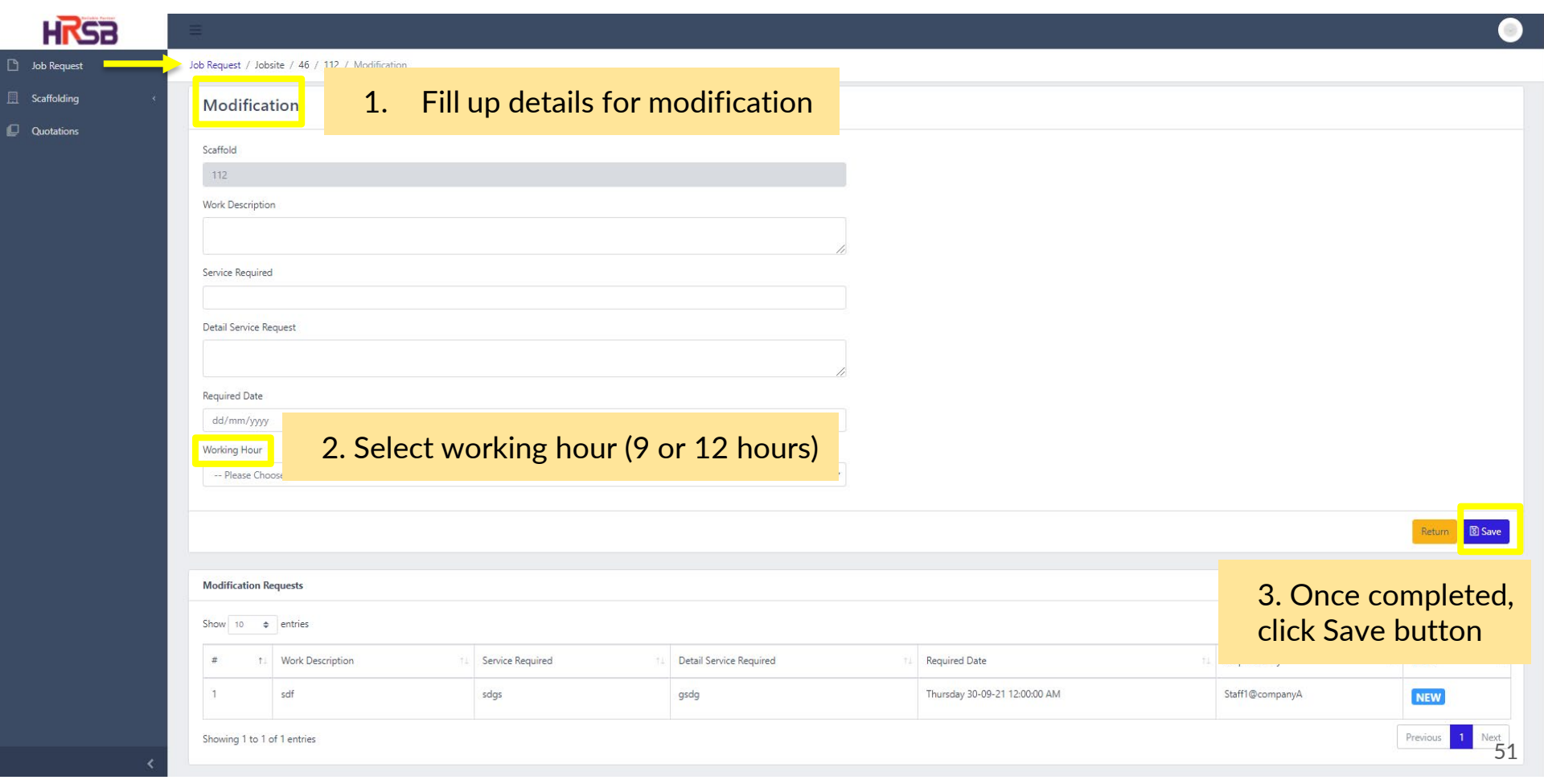

HRSB
Job Request
Scaffolding
Quotations
Job Request / 46 / Quotation / Create
WO: 123
Quotation
Planned Start Date:
Thursday 23-09-21 12:00:00 AM
Rental Start Date:
Wednesday 29-09-21 6:14:58 PM
Thursday 30-09-21 12:00:00 AM
Dismantle Date:
Wednesday 29-09-21 8:56:38 PM
View Estimated Quotation
View Final Quotation
Job Completion Ticket (JCT)
Finish This Job Request
1. Click quotation to view estimated and final quotation
2. Click here to view estimated quotation
3. Click here to view final quotation
4. Click here to view Job Completion Ticket
5. Once completed, click Finish This Job Request button

Modification & Maintenance Structure

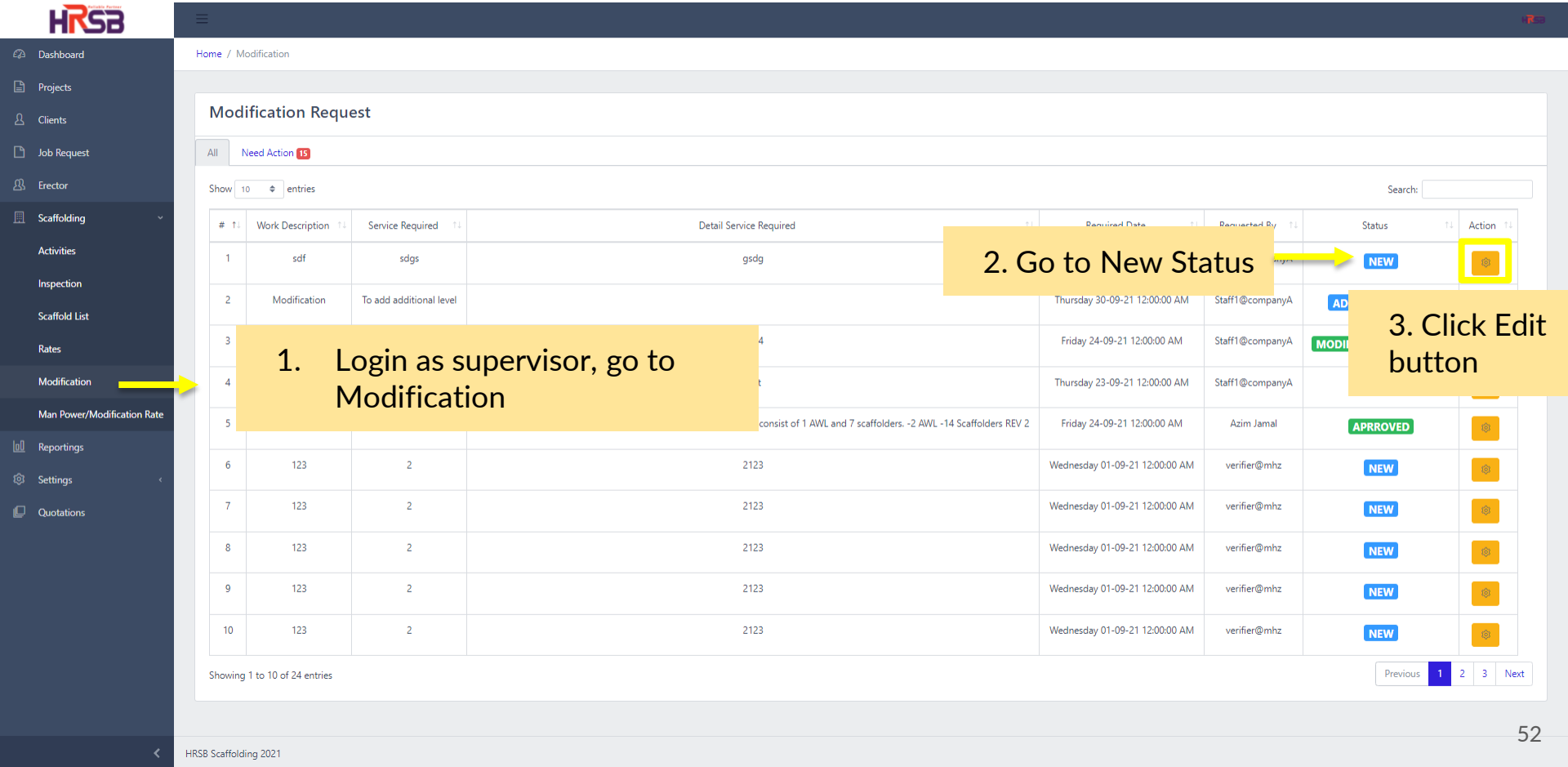
JOB REQUEST


HRSB
Job Request
Scaffolding
Quotations
1. Login client, go to job request
Timeline
Erection Start Date : Tuesday 28-09-21 1:05:38 PM
Erection End Date : Tuesday 28-09-21 1:08:14 PM
Inspection Start Date : Tuesday 28-09-21 1:39:11 PM
Inspection End Date : Tuesday 28-09-21 1:44:13 PM
Dismantle Erection Start Date : Wednesday 29-09-21 6:18:08 PM
Dismantle Erection End Date : Wednesday 29-09-21 6:22:34 PM
Dismantle Inspection Start Date : Wednesday 29-09-21 6:32:00 PM
Dismantle Inspection End Date : Wednesday 29-09-21 8:50:54 PM
Rental Start Date : Wednesday 29-09-21 6:14:58 PM
Dismantle Date : Wednesday 29-09-21 8:56:38 PM
Scaffold List
Scaffold Type Erection Type TA/DM Length Width Height Unit Rate Subtotal (m³) Price Action
1 External Modular DM 8 6 14 1 [] 672 0.00
Total Price RM: 0.00
2. Click Modification button
Return
HRSB Scaffolding 2021

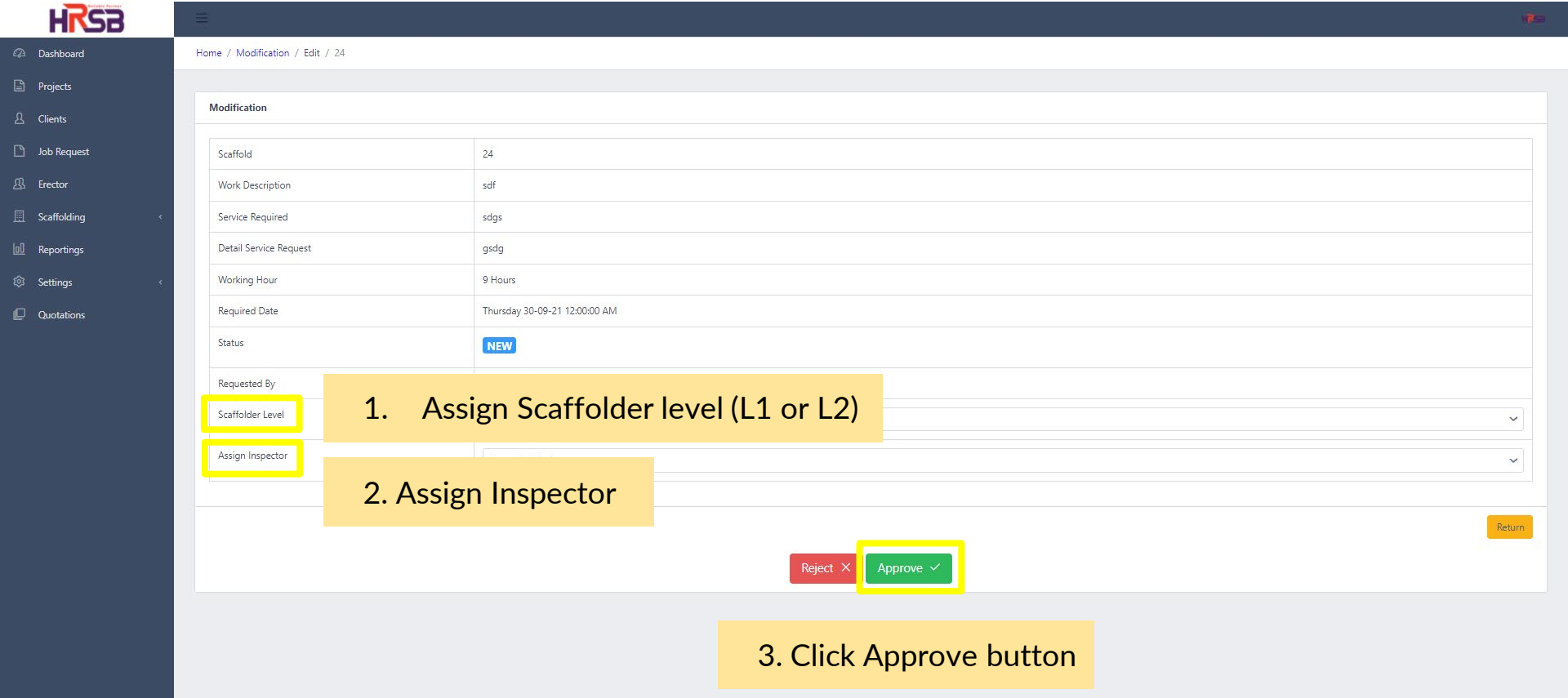
JOB REQUEST


HRSB
Job Request
Scaffolding
Quotations
Job Request / Jobsite / 46 / 112 / Modification
Modification
1. Fill up details for modification
Scaffold
112
Work Description
Service Required
Detail Service Request
Required Date
dd/mm/yyyy
Working Hour
2. Select working hour (9 or 12 hours)
Return
Save
3. Once completed, click Save button
Modification Requests
Show 10 entries
Work Description Service Required Detail Service Required Required Date
1 sdf sdgs gsdg Thursday 30-09-21 12:00:00 AM Staff1@companyA NEW
Showing 1 to 1 of 1 entries
Previous 1 Next

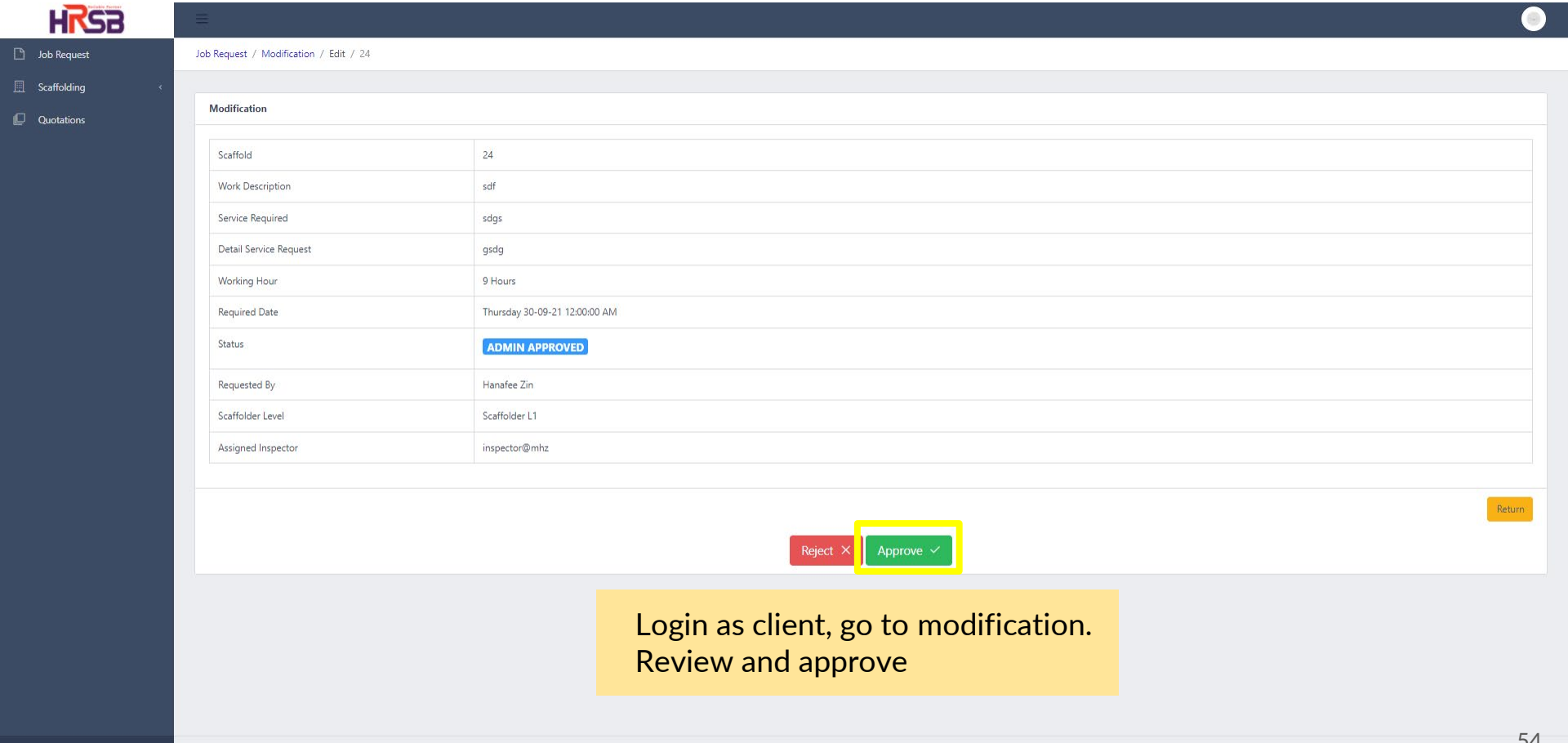
JOB REQUEST


HRSB
Dashboard
Projects
Clients
Job Request
Erector
Scaffolding
Activities
Inspection
Scaffold List
Rates
Modification
Man Power/Modification Rate
Reportings
Settings
Quotations
Home / Modification
Modification Request
All
Need Action 15
Show 10 entries
Search:
| Work Description | Service Required | Detail Service Required | Required Date | Requested By | Status | Action
1 | sdf | sdgs | gsdg | | | NEW |
2 | Modification | To add additional level | | Thursday 30-09-21 12:00:00 AM | Staff1@companyA | AD |
3 | | | 4 | Friday 24-09-21 12:00:00 AM | Staff1@companyA | MODI |
4 | | | t | Thursday 23-09-21 12:00:00 AM | Staff1@companyA | |
5 | | | consist of 1 AWL and 7 scaffolders. -2 AWL -14 Scaffolders REV 2 | Friday 24-09-21 12:00:00 AM | Azim Jamal | APRROVED |
6 | 123 | 2 | 2123 | Wednesday 01-09-21 12:00:00 AM | verifier@mhz | NEW |
7 | 123 | 2 | 2123 | Wednesday 01-09-21 12:00:00 AM | verifier@mhz | NEW |
8 | 123 | 2 | 2123 | Wednesday 01-09-21 12:00:00 AM | verifier@mhz | NEW |
9 | 123 | 2 | 2123 | Wednesday 01-09-21 12:00:00 AM | verifier@mhz | NEW |
10 | 123 | 2 | 2123 | Wednesday 01-09-21 12:00:00 AM | verifier@mhz | NEW |
Showing 1 to 10 of 24 entries
Previous 1 2 3 Next
1. Login as supervisor, go to Modification
2. Go to New Status
3. Click Edit button

JOB REQUEST

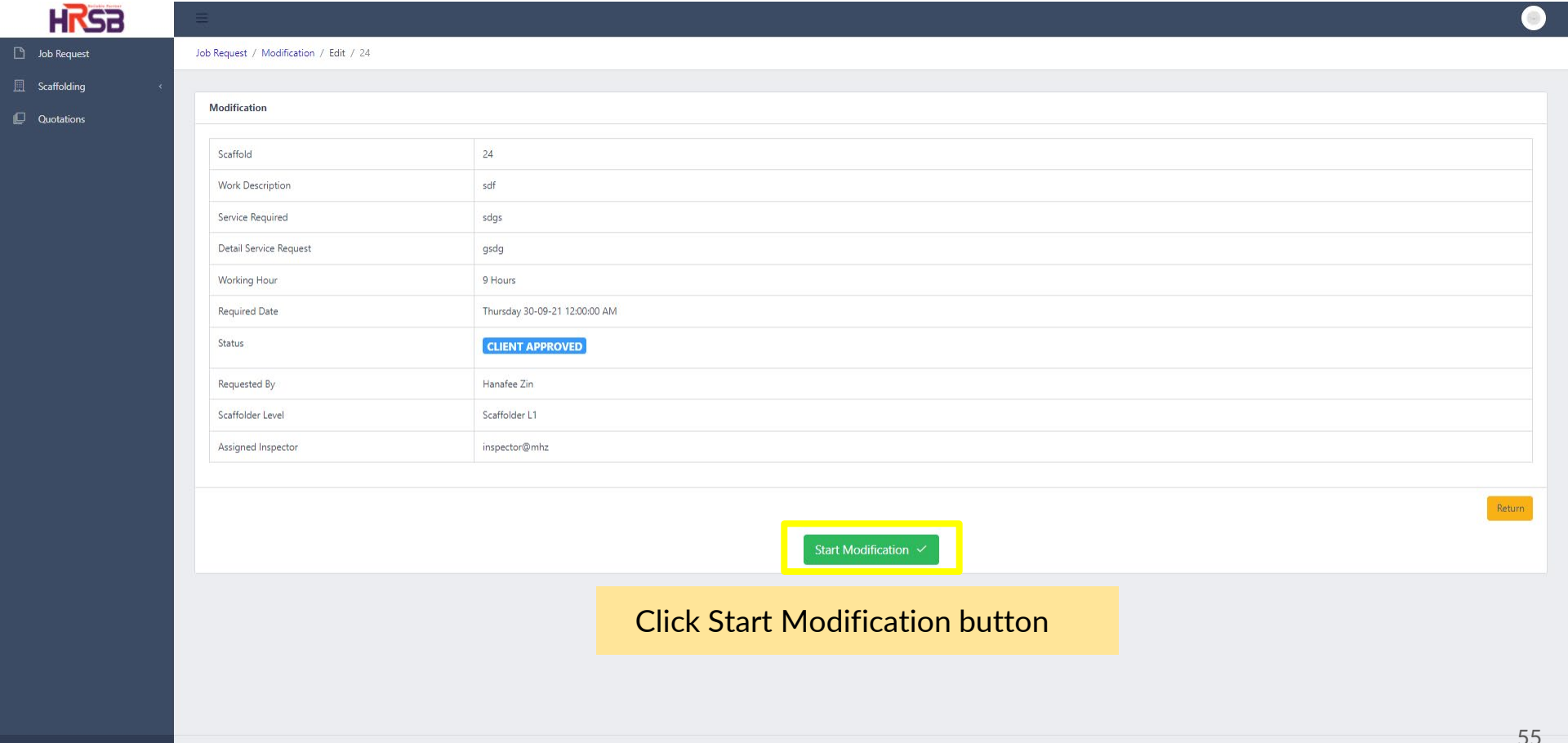

HRSB
Dashboard
Projects
Clients
Job Request
Erector
Scaffolding
Reportings
Settings
Quotations
Home / Modification / Edit / 24
Modification
Scaffold
24
Work Description
sdf
Service Required
sdgs
Detail Service Request
gsdg
Working Hour
9 Hours
Required Date
Thursday 30-09-21 12:00:00 AM
Status
NEW
Requested By
Scaffolder Level
Assign Inspector
1. Assign Scaffolder level (L1 or L2)
2. Assign Inspector
Return
Reject
Approve
3. Click Approve button

JOB REQUEST

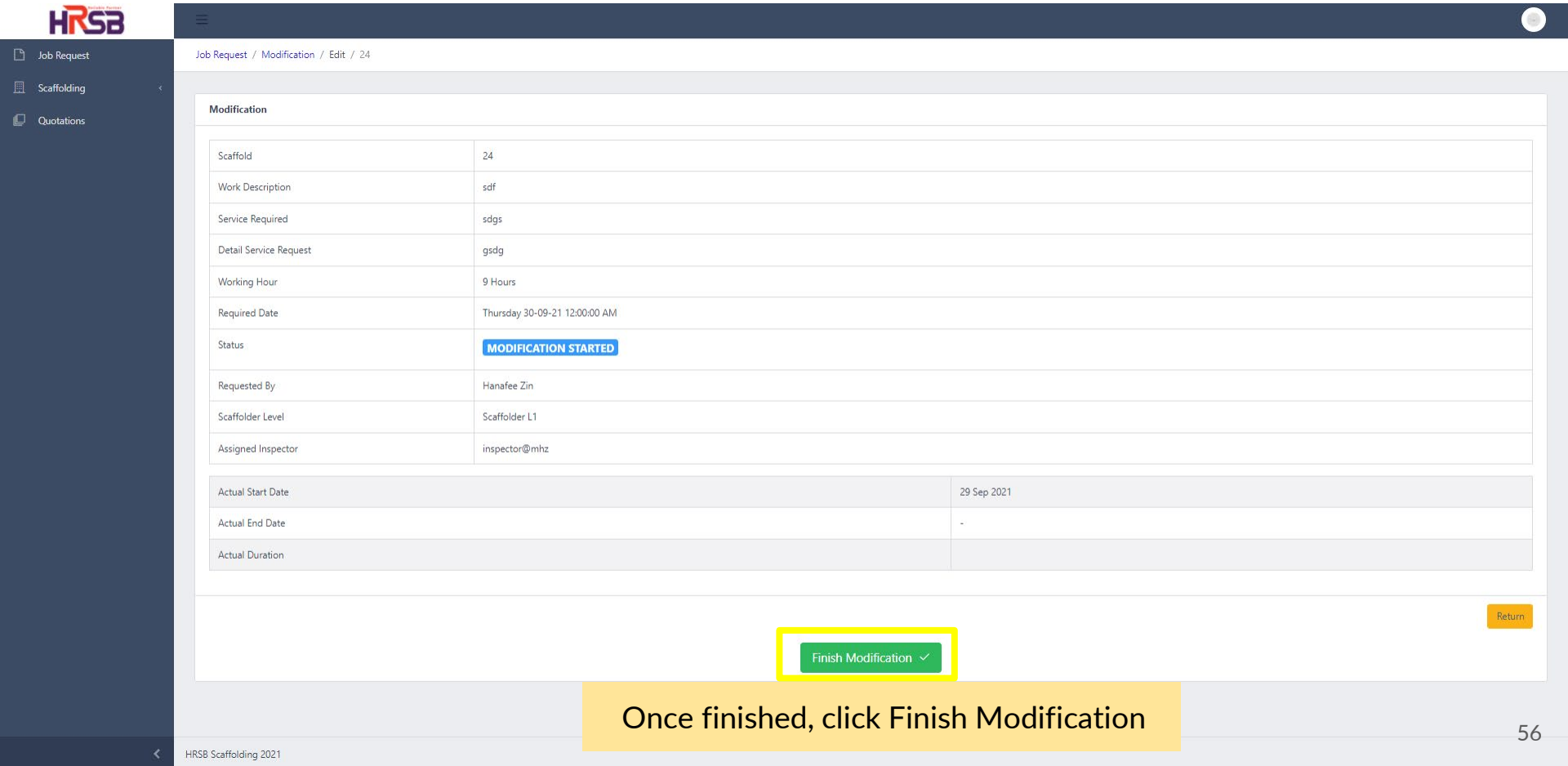


Login as client, go to modification.
Review and approve

JOB REQUEST


HRSB
Job Request
Scaffolding
Quotations
Job Request / Modification / Edit / 24
Modification
Scaffold 24
Work Description sdf
Service Required sdgs
Detail Service Request gsdg
Working Hour 9 Hours
Required Date Thursday 30-09-21 12:00:00 AM
Status CLIENT APPROVED
Requested By Hanafee Zin
Scaffolder Level Scaffolder L1
Assigned Inspector inspector@mhz
Return
Start Modification
Click Start Modification button
HRSB Scaffolding 2021

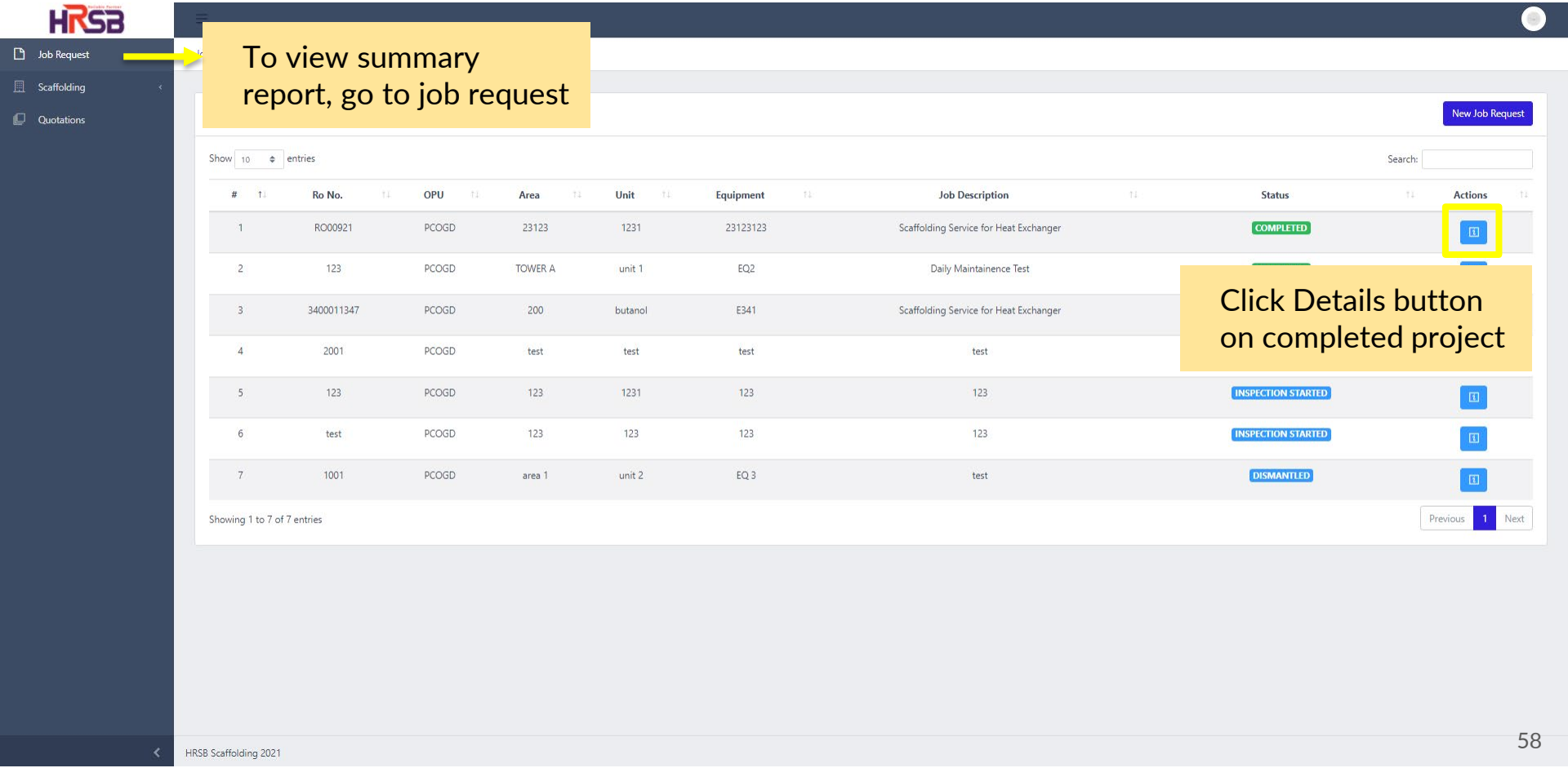
JOB REQUEST



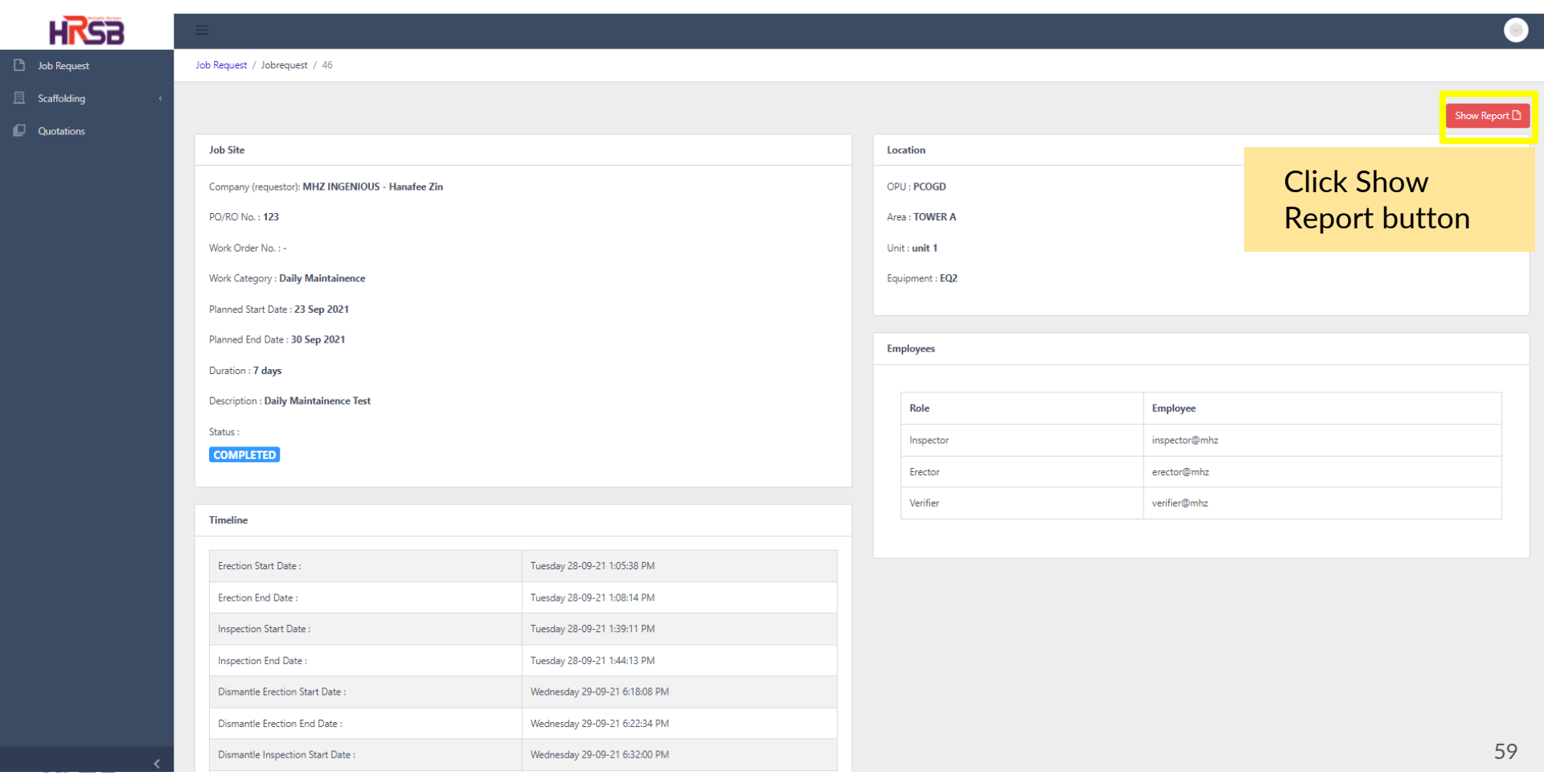
Once finished, click Finish Modification

Generate Report

JOB REQUEST


HRSB
Job Request
Scaffolding
Quotations
To view summary report, go to job request
New Job Request
Show 10 entries
Search:
Ro No. OPU Area Unit Equipment Job Description Status Actions
1 RO00921 PCOGD 23123 1231 23123123 Scaffolding Service for Heat Exchanger COMPLETED
2 123 PCOGD TOWER A unit 1 EQ2 Daily Maintainence Test
3 3400011347 PCOGD 200 butanol E341 Scaffolding Service for Heat Exchanger
4 2001 PCOGD test test test test
5 123 PCOGD 123 1231 123 123 INSPECTION STARTED
6 test PCOGD 123 123 123 123 INSPECTION STARTED
7 1001 PCOGD area 1 unit 2 EQ 3 test DISMANTLED
Click Details button on completed project
Showing 1 to 7 of 7 entries
Previous 1 Next
HRSB Scaffolding 2021

JOB REQUEST


HRSB
Job Request
Scaffolding
Quotations
Job Request / Jobrequest / 46
Show Report
Job Site
Company (requestor): MHZ INGENIOUS - Hanafee Zin
PO/RO No. : 123
Work Order No. : -
Work Category : Daily Maintainence
Planned Start Date : 23 Sep 2021
Planned End Date : 30 Sep 2021
Duration : 7 days
Description : Daily Maintainence Test
Status :
COMPLETED
Location
OPU : PCOGD
Area : TOWER A
Unit : unit 1
Equipment : EQ2
Click Show Report button
Employees
Role
Employee
Inspector
inspector@mhz
Erector
erector@mhz
Verifier
verifier@mhz
Timeline
Erection Start Date : Tuesday 28-09-21 1:05:38 PM
Erection End Date : Tuesday 28-09-21 1:08:14 PM
Inspection Start Date : Tuesday 28-09-21 1:39:11 PM
Inspection End Date : Tuesday 28-09-21 1:44:13 PM
Dismantle Erection Start Date : Wednesday 29-09-21 6:18:08 PM
Dismantle Erection End Date : Wednesday 29-09-21 6:22:34 PM
Dismantle Inspection Start Date : Wednesday 29-09-21 6:32:00 PM

Thank You