

Quality Procedure

Reviewed by:

**Mas Azreena
Binti Majenis**

1st Feb 2026

Approved by;

**Nurfarathul Aqma
Binti Julani**

1st Feb 2026

Online copy of this documented information is the latest

Document No. : QP-CM-SB-03
Revision No. : 4
Effective Date : 1st Feb 2026

Purpose

This procedure establishes and maintains the work environment at Pustaka Negeri Sarawak, Sibul, to ensure it supports staff performance, comfort, and process.

Scope

This procedure applies to all work areas within Pustaka Negeri Sarawak, Sibul, and covers the identification, planning, implementation, monitoring, and control of physical and environmental factors affecting the workplace.

Factor	Responsibility
A) Physical Factors	Facility Management

Process Details

1.0 Determination of Workplace Factors and Conditions

- 1.1 The Assistant Engineer (JA) or Designated Officer (DO) shall identify and document the relevant environmental conditions of the workplace based on floor plans and physical inspections. This information shall be recorded in the Schedule of Workplace Physical Factors and Conditions.
- 1.2 The responsibility for determining workplace factors is assigned as follows:

Factor	Responsibility
(a) Existing workplace	Facility Management
(b) New working area	Facility Management

- 1.3 The scope of workplace factors include the following physical elements:
 - i) Temperature
 - ii) Humidity
 - iii) Cleanliness

Online copy of this documented information is the latest

Document No. : QP-CM-SB-03
Revision No. : 4
Effective Date : 1st Feb 2026

2.0 Planning for Environmental Control

- 2.1 Based on the determined conditions, the responsible JA shall establish appropriate methods and criteria for control or prevention.
- 2.2 All identified physical and environmental factors (e.g., temperature, humidity, cleanliness) shall be documented in the Schedule of Workplace Physical Factors and Conditions, including their predetermined target conditions and acceptable limits.

3.0 Implementation of Controls

- 3.1 The JA shall ensure that the workplace environment is maintained in accordance with the targets and limits specified in the Schedule of Workplace Physical Factors and Conditions.
- 3.2 Any non-conformity with the established conditions shall trigger an immediate inspection by the JA. Refer to procedure QP-CM-SB-04 (Corrective Maintenance of Building, Facilities and Equipment) for subsequent corrective actions.

4.0 Monitoring and Measurement

- 4.1 The JA shall monitor and measure the workplace environmental conditions at planned intervals, as defined in the Schedule of Workplace Physical Factors and Conditions. Results shall be recorded in the Workplace Physical Factors Monitoring Record.
- 4.2 If monitoring results indicate an unfavourable trend or a breach of limits, the JA shall immediately notify the DO to initiate action plans for rectification.

5.0 Control of Documented Information

- 5.1 Upon completion of the work environment management activities, the JA shall archive the associated records in the designated "Management of Work Environment" file maintained by the Facility Management Unit.
 - 5.1.1 The Schedule of Workplace Physical Factors and Conditions (CHT-CM-SB-01) is classified as an "Open" document, accessible to all relevant staff.
 - 5.1.2 The retention period for the Schedule of Workplace Physical Factors and Conditions (CHT-CM-SB-01) is a maximum of five (5) years.
 - 5.1.3 The Workplace Physical Factors Monitoring Record (FRM-CM-SB-06) is classified as an "Open" document, accessible to all relevant staff.
 - 5.1.4 The retention period for the Workplace Physical Factors Monitoring Record (FRM-CM-SB-06) is a minimum of one (1) year.

Online copy of this documented information is the latest

Document No. : QP-CM-SB-03
Revision No. : 4
Effective Date : 1st Feb 2026

6.0 Disposal of Documented Document

- 6.1 Once the retention period for a record has expired, the DO shall consult the Departmental Record Officer to authorize and execute its secure disposal in accordance with the organization's document management policy.

Annexes

-

Online copy of this documented information is the latest

Document No. : QP-CM-SB-03
Revision No. : 4
Effective Date : 1st Feb 2026