

Quality Procedure

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Purpose

This procedure is established and maintained to ensure that Pustaka publications are managed systematically in accordance with the Quality Management System (QMS) practiced in Pustaka Negeri Sarawak.

Scope

This procedure shall be used in Pustaka Negeri Sarawak, Kuching, Miri and Sibü. It covers publication in various topics about Sarawak

1. *Cerita Rakyat Sarawak (Folklore)*
2. *Festival Sarawakiana*
3. *Permainan Tradisional Sarawak*
4. *Warisan Sejarah Suku Kaum*
5. *Warisan Budaya Sarawak*
6. *Makanan Tradisional*
7. *Kompilasi Karya Penulis Sarawak*
8. *Tokoh Sarawak*

Process Details**1.0 Identifications / Selections of Topics**

- 1.1 At the end of the preceding year, the Head of Division (HOD) / designated officer (DO) shall email all Responsible Officer (RO) in Kuching/Miri/Sibu to identify new topics for publications.
- 1.2 Upon receipt of new topics from RO, DO shall update the Publication Master List in MS TEAMS
- 1.3 Upon updating new topics, HOD shall instruct DO to arrange the pitching discussion among the RPC members, RO and the consultants.
 - 1.3.1 DO shall identify the date for the discussion
 - 1.3.2 DO shall book zoom link with ICT Infrastructure Division
 - 1.3.3 DO to arrange discussions date with RPC members, RO and consultants.

2.0 Presentation of Proposal

- 2.1 Upon confirmation of discussion date, the Secretariat shall coordinate and notify RPC members, RO and the consultants for the discussion.
 - 2.1.1 RO shall invite consultants/writers to present.
- 2.2 After presentation by the consultants, RPC members shall evaluate and select the topics.

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- 2.2.1 If there are amendments to the proposals, the consultants/writers shall amend and resubmit the proposal.
- 2.2.2 If there are no amendments, the proposal shall be accepted and shall be presented in RPC Meeting.
- 2.2.3 If the topics is not within the scope of the publication and rejected by RPC Discussion, the process ends.

3.0 Approval by Research and Publication Committee (RPC) Meeting

- 3.1 Upon approval from RPC Meeting, the RO shall notify the consultants/ writers by issuing appointment letter.

4.0 Preparation of the Memorandum of Agreement (MOA)

- 4.1 Upon issuance of Service Order (SO), the RO shall prepare the draft of MOA to be signed by CEO and consultants/writers.
 - 4.1.1 If the MOA requires amendment, the consultants/writers will inform RO to update the MOA.
 - 4.1.2 If the MOA does not require amendment, the MOA shall be signed by both parties.

5.0 Monitoring the Publication Project

- 5.1 After the MOA has been signed and stamp-duty-paid, the Secretariat shall coordinate the monitoring of the publication project.

6.0 Jawatankuasa Perolehan Terus (JPT) Approval for Printing and Delivery

- 6.1 Upon completion of a publication project, the Secretariat / RO shall present the proposal for the printing of the publication for JPT approval.
 - 6.1.1 If the proposal is approved, the Secretariat/RO shall proceed with the procurement of the printing service.
 - 6.1.2 If the proposal requires amendment, the Secretariat/RO improve the proposal and submits it to the management.

- 6.2 Upon approval by JPT, the Secretariat/ RO shall request for final dummy

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from the printer company/consultants for approval by CEO.

- 6.2.1 If there are comments to the final dummy, the printer company/consultants shall make the necessary amendment.
- 6.3 When the dummy has been finalized, the secretariat/RO shall inform the printer company to start printing.
- 6.4 Upon completion of the printing, the printer company/consultants shall deliver the publications to the Secretariat/RO in Kuching, Sibul and Miri.

7.0 Control of Documented Information

7.1. After the completion of the Publication Master List, the Secretariat shall immediately keep it in softcopy in the Learning and Knowledge Creation (LKC) Directory in the MS TEAM.

7.1.1 The Publication Master List shall be categorised as "Open" document and can be accessed by every staff.

7.1.2 The Publication Master List shall be kept for as long as MS TEAM is in used.

7.2 After the MOA has been signed, the Secretariat shall place it in the Publication File and keep the file at the Central Registry

7.2.1 The Publication File shall be categorised as "Open" document and can be accessed by every staff.

7.2.2 The Publication File shall be kept for a minimum of 5 year

8.0 Disposal of Documented Information

- 8.1 When the Publication File has reached its retention period, the HOD shall seek advice of the Departmental Record Officer for the disposal of the documented information.

Annexes

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