
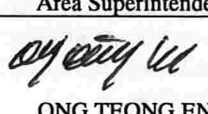
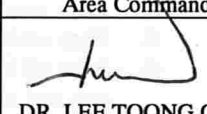


ST. JOHN AMBULANCE OF MALAYSIA, NORTH EAST AREA, STATE OF PENANG STANDARD OPERATING PROCEDURES				
SOP. No. :	NEA-SOP-CADET-002	Rev. No. :	00	Page : 1 of 2
SOP Title :	AWARDS PRESENTATION OR RANK PROMOTION CEREMONY			

APPROVAL:

Group	Originator	Area Superintendent	Deputy Area Commander	Area Commander	Date Release
Name & Signature	 LEONG KHAI SHEONG	 ONG TEONG ENG	NA	 DR. LEE TOONG CHOW	31 Jan 2017

1.0 Objective:

To provide a standard guideline or procedure for SJAM Award Presentation and Rank Promotion Ceremony

2.0 Scope:

- Adult and Cadet's Non-Commissioned Officer Promotion Ceremony
- Cadet Service Award Presentation Ceremony
- Cadet Special Service Shield Award Presentation Ceremony

3.0 Procedure of Ceremony Event

- It is advisable such ceremony to be conducted during General Meetings or special occasion where it is held with the presence of all members, cadets, officers, school personals and even parents.
- The ceremony event may be organised by Division level or Area Headquarter.
- Shall any recipients is receiving badge or rank upgrading, he/she should not remove the existing badge or epaulette that is currently worn. During the ceremony, the presenting officer shall attach the new badge on top of the existing badge. In the case of adult member rank epaulette, the officer shall replace the existing epaulette with new one.

4.0 Dress Code:


- Proper dress code is required in order to show respect for the ceremony. Below shows the dress code requirements:-

Category	Dress Code
Officer	Ceremonial Order (A) - <i>encouraged</i> Service Order (B1 – Male) / (B2 – Female) with peak cap / hat
Member / Cadet	Service Order (B1 – Male) / (B2 – Female) School Uniform (<i>for those who have yet to obtain Uniform No 2</i>)
School Personal (Teacher / Headmaster)	Formal Attire
Parents	Formal Attire

5.0 Ceremony Order

- The event shall carry out a rehearsal by event NCO / Officer to ensure smoothness flow of the event.
- All recipients shall be seated according to a name list which is arranged from lowest to highest award or rank to be issued. Other participants, invited parents shall be seated behind the recipients' row.
- All badges and certificates or rank chevron and letter of appointment shall be ready before the event starts.
- When event starts, all participants shall be in standing position to welcome the VIP and invited guest(s) to enter the hall. They shall be seated at the most front row.
- The ceremony shall starts with singing the 3 anthems as below. School Anthem is optional.
 - National anthem : Negaraku
 - State Anthem : Untuk Negeri Kita
 - SJAM Song : Berkhidmat Bagi Manusia
- For ceremony which number of recipients are not more than 20 persons.
 - When the recipient name is called, he or she shall:
 1. Be ready at the front right corner of the stage. Then march towards and halt in front of the Officer.
 2. Salute the officer. Then perform forward step/s to get closer to the officer.
 3. Depending to the type of badge to be presented, he/she shall position herself as below table

Category	Position on Uniform	Position to turn
Cadet Service Award	Left arm - 38mm from bottom of sleeve	Right Turn
Cadet Special Service Shield	Right front chest above nametag	Stand still
Cadet NCO Promotion	Center of right arm	Left Turn
Adult NCO Promotion	Epaulette on both shoulders	Stand still

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4. After received the badge, he / she turn and face towards the officer.
5. Then shake the officer's hand and receive the certificate or letter if available
6. After all has been done, perform similar step/s backward, salute the officer then follow by left turn or about turn and march out to return back to the seating area.

- For ceremony which numbers of recipient are greater than 20 persons.
 1. During the presentation ceremony, Emcee shall call min of 5 recipient names at a time.
 2. All recipients names that been called shall form a line according to name called and be ready at most right corner of the stage.
 3. Then the 1st person shall lead the line, march towards and halt at the front center of the stage. Then he/she shall command the line to perform left turn to face the audience.
 4. When the presenting officer walks towards each recipient, the recipients shall salute the officer in front of him/her, perform step/s forward to get close to the officer if needed. Then the officer shall then put the badge at the correct position on the recipient's uniform.
 5. Then the recipients shall shake the officer's hand and then receive the certificate or letter if available.
 6. After that he/she shall perform similar step/s backward, salute the officer, and then stand still until the very last person has completed and the officer has walk back to the starting position.
 7. Then the 1st person shall command the line to perform right turn and then march out to return back to the seating area.
 8. This process shall be continued until the all presentations are completely issued.
- When the ceremony is organised at indoor, foot drill stepping shall be done in soft and gentle. Otherwise it should be in firm and steady if the ceremony is carry out at outdoor.

6.0 Repeal

This standard procedure supersedes any similar procedure introduced by the Headquarter prior to its implementation date

7.0 General

The Headquarter reserve the rights to amend, vary, withdraw, impose, add, cancel any of the term's and conditions of this Standard procedure at any time. Each application shall be considered on its own merit. The Headquarter reserves all rights not to approve an application to eligible candidates for whatsoever reason without assigning any reasons to the eligible candidate.

8.0 Form : N/A