
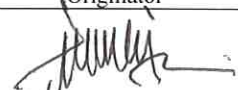
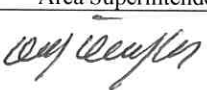
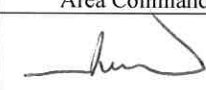


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|---|---|------------|----|---------------|
|  | ST. JOHN AMBULANCE OF MALAYSIA, NORTH EAST AREA, STATE OF PENANG STANDARD OPERATING PROCEDURES | | | |
| SOP. No. : | NEA-SOP-CADET-003 | Rev. No. : | 00 | Page : 1 of 2 |
| SOP Title : | CADET SERVICE AWARD APPLICATION PROCEDURE | | | |

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 for the achievement of Cadet Service Award and its application procedure.

2.0 Scope:

Applicable for SJAM Cadet/s only

3.0 Requirements / Conditions:

All cadets are required to achieve their efficiency requirement in order to stay active within the division and/or the organisation.

As quoted from SJAM General Regulation:

Chapter 7 – Cadet Regulations ; Part 2 - Qualifications

Para 7.9. Efficiency

For efficiency, Cadets are required to:-

- (a) Pass an annual re-certification in Essential of First Aid or Basic First Aid as part of their normal training programme.
- (b) Be present at the Annual State/Regional or Divisional Inspection.
- (c) Attend not less than twelve Divisional Instructional Meetings
- (d) Carry out their SJAM obligations to the satisfaction of their officers.

Para 7.13. Efficiency in the Year of Joining

In order to count service in the year of joining, a Cadet must :-

1. Join not later than 30th September
2. Have passed the Essential First Aid or Basic First Aid examination.
3. Attend the Annual Inspection (if held after the day of joining)
4. Attend at least 12 Divisional Instructional Meetings

Para 7-15. Failure of Maintain Efficiency

Membership of the SJAM lapses automatically in the case of Cadets who are returned non-efficient for two consecutive years. However, Cadets returned inefficient for a period exceeding two years due to sickness, travelling, examinations or urgent private affairs should be encouraged to apply, through the usual channels, to the State/Regional Commander or Area Commander, seek exemption from efficiency requirements for the period and for reinstatement to efficient status.



Chapter 9 – Awards ; Part 6 – Cadet Awards


Para 9-21 Cadet Service Awards

- (a) Cadet Service Badges. The following awards may be earned by Cadets for each year of efficient service.

4.0 Entitlement - Badges & Certificates:

Any cadet who has successfully achieved the efficiency requirement shall be awarded with Cadet Service Award badge (Service Stripe / Service Star) and certificate issued by State Headquarter. Below table shows the achievement category, badge and position of wearing on Duty Uniform.

| Category | Badge | Position |
|--------------|---|---|
| First Year |  1 Service Stripe | Horizontally with point to forward At the center and 1cm above the end of the left sleeve. |
| Second Year | 2 Service Stripe | One stripe directly above and touching the first stripe |
| Third Year |  1 Service Star | At the center and 1cm above the end of the left sleeve. |
| Fourth Year | 1 Service Stripe & 1 Service Star | One stripe directly above the star |
| Fifth Year | 2 Service Stars | 2 stars vertically |
| Sixth Year | 1 Service Stripe & 2 Service Stars | One stripe directly above the 2 vertical stars |
| Seventh Year | 3 Service Stars | 3 stars vertically |

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5.0 Application Procedure

- Award application notification shall be issued by Area Headquarter by 1st week of January of each calendar year.
- The Efficiency Year period is to be counted from 1st January to 31st December of each calendar year.
- Division Hon. Secretary ensure all cadets BFC4 card is updated before submission of application
- Division Hon. Secretary shall submit a Cadet Service Award Application Form (CSA-A) together with all successful candidates' BFC4 cards to Area Hon. Secretary for validation and processing.
- Closing date for complete form submission together with BFC4 card/s as evidence is latest by end of February of each calendar year. Incomplete documents submitted will results for failure of award application.
- The result of application shall be notified by Area Headquarter through usual communication channel within 2 months period.

6.0 Application Validation Procedures by Award Committee

- An Area Award Committee will be formed to process for all awards application. Validation and processing shall be completed within 2 months upon received.
- The committee member consist of Area Superintendent (Operations), Area Hon. Secretary and Area Staff Officer (Cadets).
- Upon received for all application documents, Area Staff Officer (Cadets) call a meeting to review all applications and segregate out those that are qualified and not qualified applications.
- Once completed, qualified application/s shall submit to Area Commander for final approval.
- After final approval, the committee shall process for badge and certificate issuance.
- Area Commander shall notify to division for the application result through usual communication channel.

7.0 Repeal

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

8.0 General

The Headquarter reserve the rights to amend, vary, withdraw, impose, add, cancel any of the terms 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.

9.0 Form : NEA-FOM-CADET-003(00)



NEA-FOM-CADET-00
3(00) CSA Applicator