



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-ADM-SOP-09	REVISION	01

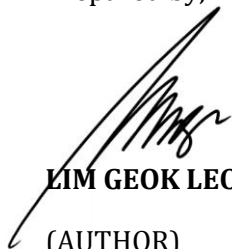


ST. JOHN AMBULANS MALAYSIA

(NATIONAL HEADQUARTERS OPERATIONS MANUAL)

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Date: 01 June 2018



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-ADM-SOP-09	REVISION	01

CONTENTS

CONTENTS.....	2
LIST OF ABBREVIATIONS	4
OBJECTIVE.....	5
SCOPE	5
REFERENCES.....	5
RESPONSIBILITY	5
1.0 THE REGISTRATION OF SJAM UNIT	6
1.1. REGISTRATION OF DIVISION AND CORPS.....	6
1.2 FORMATION OF AREA PROCESS	7
1.3 ANNUAL EFFICIENCY OF ESTABLISHMENT.....	8
2.0 SJAM EMBLEM DESIGN AND APPLICATION.....	8
2.1 INTRODUCTION	8
2.2 SJAM EMBLEM.....	8
2.3 APPLICATION	9
2.4 ORDER OF ST. JOHN EMBLEM	9
3.0 APPOINTMENTS, PROMOTIONS AND RANKS	10
3.1 APPOINTMENTS.....	10
3.2 12	
3.3 PRE-REQUISITES AND PROMOTION REQUIREMENTS	13
4.0 SERVICE AWARD APPLICATION	14
4.1 INTRODUCTION	14
4.2 EFFICIENCY REQUIREMENTS.....	14
4.3 APPLICATION PROCESS.....	14
4.4 APPLICATION DURATION.....	14
5.0 PARADE.....	15
5.1 GENERAL.....	15
5.2 PARADE COMMANDER.....	15
5.3 SALUTE.....	16
5.4 RECORDS.....	16



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-ADM-SOP-09	REVISION	01

6.0 MEMBERSHIP	16
6.1 JOINING	16
6.2 ANNUAL EFFICIENCY	17
APPENDIX I - Establishments.....	18
APPENDIX II - Efficiency.....	19
APPENDIX III - Parade.....	20
SAMPLE ITINERARY	20
DRILL COMMAND AND MOVEMENT	21

Definitions:

- Any phrase that contains the word "State" is with reference to the State and Region.
- Any phrase that contains the word "Division" is with reference to the Division and Corps.
- Any **St. John unit** mentioned in this Guideline refers to all uniform units of the *St. John Ambulance of Malaysia* which include National, State or Region, Area, Corps and Division.



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

LIST OF ABBREVIATIONS

AFA	Advanced First Aid
ASO	Area Staff Officer
DO	Divisional Officer
HQ	Headquarters
NCO	Non-commissioned Officer
OTC	Officers' Training Course
SSO	State Staff Officer
Supt.	Superintendent
TtT	Training the Trainers



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

OBJECTIVE

To serve as a guide for the day to day management of SJAM Operations.

SCOPE

This document covers processes related to registration of SJAM Division, SJAM Emblem Design and Application, Appointments and Promotions of SJAM Ranks, Service Award Application Process, and the organizing of The Annual Review in SJAM.

REFERENCES

1. ISO 9001 Clause 7.5 (Documented Information)
2. ISO 9001 Clause 8.5 (Production and service Provision)
3. ISO 9001 Clause 8.6 (Release of products and services)

RESPONSIBILITY

State/Regional/Area Commander
State/Regional/Area Deputy Commander
Divisional Superintendent
State/Regional/Area/Divisional Honorary Secretary
State/Regional/Area Staff Officer (Records)



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

1.0 THE REGISTRATION OF SJAM UNIT

1.1. REGISTRATION OF DIVISION AND CORPS

- 1.1.1. Divisions may be numbered or may have the name of the Government Department or Social or Business Organization. In either case the name of the locality must be included.
- 1.1.2. Combined Divisions may be formed and composed of members from at least any two of the following:
 - 1.1.2.1. Ambulance Member
 - 1.1.2.2. Ambulance Cadet
 - 1.1.2.3. Nursing Member
 - 1.1.2.4. Nursing Cadet
 - 1.1.2.5. St. John Juniors
- 1.1.3. Combined Divisions that include members of both genders and have a divisional strength of 15 or more must have at least one male officer and one female officer.
- 1.1.4. On the formation of a new Division/Corps, the Area Hon. Secretary will prepare the BFRS¹ forms. The form front page is to be completed by the Area Hon. Secretary and inner pages are to be signed by the founding members of the Division.
- 1.1.5. The application of new Division/Corps except for Junior Division is to be submitted together with the application of the SJAM ID Card and First Aid Certificate in accordance to the Administration SOP. Together with the BFRS form, these 3 sets of documents form the application bundle. New Junior Division application requires the submission of only the BFRS.
- 1.1.6. The application bundle must be submitted together. Lacking any of which will cause delay in the approval.
- 1.1.7. The application bundle must be submitted through the electronic service. In parallel, the hardcopy of BFRS¹ form will be forwarded to National Headquarters through the State Headquarters; hardcopies of the other documents (SJAM ID Card and First Aid Certificate) shall be forwarded to National Headquarters.
- 1.1.8. Application of New Division/Corps shall require active approval from the State Commander.
- 1.1.9. The Processing Centre shall forward the application to the Chief-of-Staff (Operations) for approval.
- 1.1.10. If the formation is approved, the State/Regional Commander will be informed through the electronic service. The date of registration shall be the date the Commander-in-Chief

¹ Registration of New Divisions - SJAM-OPS-06-BFRS



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

signs the BFRS² form. Upon approval, the new Division will be added to Master Division List within **30 days** by the National Headquarters. The Certificate of Registration will be issued within **60 days** from the date of the application is received.

1.2 FORMATION OF AREA PROCESS

- 1.2.1. Any district with not less than **SIX** Adult Divisions and a minimum strength of 200 qualified Adult members is required may apply to the Commander-in-Chief, through the usual channels, for the formation of an Area.
- 1.2.2. The application to form an Area must be done by the State Headquarters through the electronic service. The Certificates of Registration of the Divisions and BF1³ form of the said Divisions are to be enclosed together with the application. Hardcopies of the BF1³ form shall be forwarded to Commander-in-Chief for consideration.
- 1.2.3. No District can have more than one Area. Any exception will require special consent from the Commander-in-Chief.
- 1.2.4. The State Commander will be informed the outcome of the application. The new Area will be added to the Master Division List within 30 days of the application. The new Area must call the first General Meeting within 90 days from the date of approval. The date of approval will be the date of forming of the new Area.

² Registration of New Divisions - SJAM-OPS-06-BFRS

³ Annual Returns Form - SJAM-OPS-01-BF1



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

1.3 ANNUAL EFFICIENCY OF ESTABLISHMENT

- 1.3.1. All establishments (State, Area, Corps and Divisions) are required to report their latest statistic to the National Headquarters.
- 1.3.2. Superintendent is responsible to complete the Annual Returns (BF1)⁴ and submit to National Headquarters through electronic service before 28 February of every year.
- 1.3.3. If a Corps/Division which failed to submit Annual Returns will be referred to the respective Commander for follow up action. Corps/Division which failed to present Annual Returns for consecutive 2 years will be considered disbanded and removed from Master Division List.

2.0 SJAM EMBLEM DESIGN AND APPLICATION

2.1 INTRODUCTION

- 2.1.1. This document serves as a guideline on how the SJAM Emblem may be lawfully applied/used by Members of SJAM at the National, State, Area, Corps and Divisional levels. The SJAM Emblem is regulated by the St. John Ambulance of Malaysia (Incorporation) Act 1972 and is a registered Trademark of St. John Ambulance Malaysia.

2.2 SJAM EMBLEM

- 2.2.1 The authorised emblem of the SJAM is as follow:-



⁴ Annual Returns Form - SJAM-OPS-01-BF1



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

- 2.2.2 It may be printed or painted on all articles of equipment belonging to SJAM. In all cases the artwork design must be in black and white only. It may also be used on flyers, leaflets, pamphlets, posters and banners promoting SJAM activities and functions. It may not be made use of in any way in connection with commercial advertisements except in relation to specific sponsorship authorised by the Commander-in-Chief.
- 2.2.3 The emblem must always be used as a whole as shown above. It shall not be altered or used in part, or in any other colour. An approved and authorized artwork design of the emblem, showing the correct design and colour, is obtainable from SJAM Website www.sjam.org.my/download or on request from the National Headquarters.
- 2.2.4 No advertising material of any description is to be affixed to any ambulance, property, equipment, or vehicle belonging to SJAM without specific sanction of the Commander-in-Chief. This will normally only be given in relation to specific sponsorship. The device shall be used on all official correspondence and shall be deemed as the only official device in the organisation.

2.3 APPLICATION

- 2.3.1. The SJAM emblem cannot be altered nor be included in any designs of any other logo. However, for special events such as commemoratives, anniversaries, etc, a written request shall be forwarded to the Commander-in-Chief through the Honorary Secretary General for consent of use.

2.4 ORDER OF ST. JOHN EMBLEM

- 2.4.1 State/Regional/Area/ Division may display the official emblem of The Order of St. John.



- 2.4.2 However, such display must be accompanied by the SJAM emblem.



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

3.0 APPOINTMENTS, PROMOTIONS AND RANKS

3.1 APPOINTMENTS

- 3.1.1 Officers (other than National President's appointments) shall be appointed, promoted or transferred by the Commander-in-Chief. Recommendation for appointment or promotion of Officers must be submitted through the Chief-of-Staff (Operations).
- 3.1.2 All Officers' appointment is valid for three years and shall be eligible for reappointment.
- 3.1.3 All appointments of officers are to end on **30 September**.
- 3.1.4 The descriptions of the appointments are as follow:

National President's Appointments	<p>The Commander-in-Chief shall be appointed triennially by the National President.</p> <p>The following Officers of the SJAM will be appointed triennially by the National President on the recommendation of the Commander-in-Chief:</p> <ol style="list-style-type: none">1. National Headquarters<ol style="list-style-type: none">a. Deputy Commander-in-Chiefb. Chief-of-Staff (Training)c. Chief-of-Staff (Operations)2. States/Regions<ol style="list-style-type: none">a. State/Regional Presidentsb. State/Regional Commandersc. Deputy State/Regional Commanders
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STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

National/State/Area Council	Honorary Secretary and Honorary Treasurer are elected in the Council Meeting.
Appointment of Officers	<ol style="list-style-type: none">1. Officers (other than National President's appointments) shall be appointed, promoted or transferred by the Commander-in-Chief. Recommendation for appointment or promotion of Officers must be submitted through the Chief-of-Staff (Operations). All officers' appointment is valid for three years and shall be eligible for reappointment.2. It is of great importance that persons proposed as Officers are of high character, suitable age and education, all of which are necessary to ensure their having proper influence over members under their command. Length of service alone is not a deciding factor in recommending for appointment or promotion.3. Officers appointed to be in-charge of Cadets shall normally be below the age of 45 on first appointment. Such Officers must have proven ability to interest and lead boys and girls. This is a highly specialized task for which knowledge of First Aid and Nursing alone does not constitute adequate qualification. Those in charge of Adults shall normally be below the age of 55 on first appointment.4. The minimum age for the appointment of all officers is 19 but in special cases recommendations may be submitted to the Chief-of-Staff (Operations) for the appointment of those who have reached their 18th birthday and who have had at least one year's experience in an Adult Division. Such appointments shall be on probation for six months or until their 19th birthday whichever is the longer period.



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

Medical Officers	Medical Officers must be Medical Practitioners recognized in Malaysia and registered with the Malaysian Medical Council. They are not required to hold a First Aid certificate and to take a promotion examination. However, before a Medical Officer is being appointed to an administrative appointment, he must pass the Officers' Promotion Examination conducted by the National Headquarters.
Probationary Medical Officers	Probationary Medical Officers must be medical students who have completed two years of training. They are not required to hold a First Aid certificate or to take a promotion examination.
Nursing Officers	Nursing Officers must be Registered Nurses or holding diplomas according to the Nursing Regulations in Malaysia. They are not required to hold a First Aid certificate or Nursing certificate or to pass a promotion examination. The BF7 shall be signed by the Chief Nursing Officer. However, before a Nursing Officer is being appointed to an administrative appointment, she must pass the Officers' Promotion Examination conducted by the National Headquarters.
Transport Officers and NCOs	<ol style="list-style-type: none"> 1. Transport Officers and NCOs are required to hold the appropriate class of driving license and possess knowledge of vehicle maintenance. 2. They shall normally be above the age of 23 on the first appointment and have had at least one-year experience of driving.
Appointment of Sergeants-Major	Sergeants-Major shall be appointed by the respective Commanders to serve in the National/ State/Region/Area/Corps. They must have held the rank of Sergeant in SJAM or an equivalent rank in the Armed Forces.



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

3.2 PRE-REQUISITES AND PROMOTION REQUIREMENTS

- 3.2.1 All officers on the first appointment (other than National President's appointments, Medical Officers and Nursing Officers) are required to pass the National Officers' Training Course Promotion Examination conducted by the National Headquarters.
- 3.2.2 Subsequent promotions are to be reviewed through Promotion Board headed by the respective Commanders. It is noted that promotion shall fill the vacancy and needs of a unit.
- 3.2.3 Area/ State Superintendent are responsible to consolidate a list of officer candidates who have passed the National Officers' Training Course. Both hardcopy and softcopy of BF7⁵ form from the Area will be submitted to the State Headquarters. Once approved by the State Commander, the softcopy of BF7 form will be submitted via electronic service. In parallel, the hardcopy will be forwarded to the Processing Centre.
- 3.2.4 Processing Centre will forward the application to the Chief-of-Staff (Operations) for considerations. The approval will later be forwarded to the State Headquarters; appointment will be updated in National Officer Registrar within 14 days.
- 3.2.5 A warrant will be issued to the Officer concerned once the appointment is approved by the Commander-in-Chief and the appointment is valid for three (3) years within 60 days from the date of application received by Processing Centre.

⁵ Application for Appointment or Promotion (SJAM-OPS-04-BF7)



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

4.0 SERVICE AWARD APPLICATION

4.1 INTRODUCTION

- 4.1.1. SJAM Service Award:
- Five (5) Years' Service Medal
 - Service Medal of The Order of St. John
 - Service Medal Bar of The Order of St. John

4.2 EFFICIENCY REQUIREMENTS

- 4.2.1. Officers and Members are required to be efficient each year and the efficiency requirements and terms are as stipulated in the **General Regulation – Chapter 2 (Part 2)**.

4.3 APPLICATION PROCESS

- 4.3.1 The application should be submitted using the following form by Area/State Hon. Secretary.

Reference/ Documentation	Purpose
SJAM-OPS-07-FSMA	Application for the 5 Years' Service Medal
SJAM-OPS-08-SMA	Application for the Service Medal of The Order
SJAM-OPS-09-SMBA	Application for the Service Medal Bar of The Order

- 4.3.2 All applications shall be submitted to the Chief-of-Staff (Operations) through electronic service. Application must be accompanied with original copies of the BF4/BFC4 ⁶Cards or any other supporting documents if required.
- 4.3.3 Medals/Bars are purchased by the State/Region. Purchase of Miniatures and Ribbons are borne by the respective individuals. However, Officers and Members who qualify for the Laurel Leaf will be presented by the National Headquarters.
- 4.3.4 Closing date for the application is **31st March of each calendar year**.

4.4 APPLICATION DURATION

- 4.4.1. The normal turnaround time for the application to be processed is two (2) months from the date of receipt by the Processing Centre. Upon received the application, status will be updated via electronic service.

⁶ Adult Members' Individual Record - SJAM-OPS-02-BF4 / Cadets Individual Record - SJAM-OPS-03-BFC4



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

5.0 PARADE

5.1 GENERAL

- 5.1.1 Reviews should be arranged on suitable occasions and may be inspected by such high-ranking personages as may be available. An appropriate occasion might arise when the Commander-in-Chief, State/Regional Commander or any of their senior staff are visiting the State/Region/Area/Corps.
- 5.1.2 Combined Parades of SJAM Units must receive the prior approval of the State/Regional/ Area Commander concerned.
- 5.1.3 Units may not accept any invitation to participate in a parade outside their own State/Region/Area without obtaining the written consent of the relevant State/Regional/Area Commanders concerned.
- 5.1.4 On all combined Parades the most senior Officer on parade shall command.
- 5.1.5 A Division or Divisions may not hold a Religious Parade, attend Services organised by the Local Authorities, or route march without permission from the State/Regional/Area Commander.
- 5.1.6 SJAM members in uniform must not take part in any public Parade, Procession or Display of any description without the written consent of the State/Regional/Area Commander.

5.2 PARADE COMMANDER

- 5.2.1 The recommended ranks for the Parade Commander for each level is as follow:

National	R8
State	R9
Area	R10
Divisional	Senior NCO



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

5.3 SALUTE

- 5.3.1 The order of salute for the level of officers are as follow:
- 5.3.2 Officers of R7 and above or equivalent are to be given the *hormat* command as follow:

“HORMAT PANGLIMA”

- 5.3.3 Officers of R8 and below or equivalent are to be given the *hormat* command as follow:

“HORMAT PEGAWAI”

5.4 RECORDS

- 5.4.1 All Uniformed Members are required to record their attendance in the BF18⁷ form. This form will serve as the reference for efficiency record.
- 5.4.2 All completed BF18⁸ forms must be submitted to the National Headquarters within 30 days after the inspection.
- 5.4.3 The BF18 form must be scanned into PDF format and submitted to National Headquarters through electronic services.

6.0 MEMBERSHIP

6.1 JOINING

- 6.1.1 Upon joining as Uniformed Member, individual need to follow process highlighted in the Administration SOP to sit for an examination and to apply for the ID Card.
- 6.1.2 When joining a new establishment, individual need to sign the BFRS⁹ or BF1¹⁰ forms. The date of signing will be the date of joining.

⁷ Annual Inspection/Review Form - SJAM-OPS-05-BF18

⁸ Annual Inspection/Review Form (SJAM-OPS-05-BF18)

⁹ Registration of New Divisions (SJAM-OPS-06-BFRS)

¹⁰ Annual Returns of Division/Corps/Area/State/Region (SJAM-OPS-01-BF1)



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

6.2 ANNUAL EFFICIENCY

- 6.2.1. It is responsibility of Superintendent of the various establishments to ensure that the Uniformed Members are efficient.
- 6.2.2. To achieve this objective and to comply with the General Regulations, establishment needs to ensure examination results and ID applications are ready before **30th September of each calendar year**.
- 6.2.3. Individual Records, in the BF4/BFC4¹¹ card need to be updated by **31st December of each calendar year** with the efficiency details as follow:
- Total Divisional Instructional Meetings attended (at least 12 Divisional Instructional Meetings)
 - Date of Annual Inspection attended
 - Date of Passing of the First Aid Re-Certification
 - Total number of voluntary service duty hours in each calendar year (at least 60 hours)
 - If member is efficient in that year
- 6.2.4. Once updated, the BF4/BFC4¹² card shall be returned to the individual member for verification. The member must initial on the card to verify that the information updated are accurate within 2 weeks.
- 6.2.5. After the verification by the individual member, the BF4/BFC4¹² card will then be sent to the State/Regional Headquarters to be inspected and verified by the State/Regional Commander. For individual members who qualify for a Service Medal/Bar, the State/Regional Headquarters will then make the necessary application for the award.
- 6.2.6. The BF4/BFC4¹² card which has been inspected and verified will then be returned to be kept under the custody of officer appointed to manage these records.

¹¹ Adult Members' Individual Record (SJAM-OPS-02-BF4) / Cadets Individual Record (SJAM-OPS-03-BFC4)

¹² Adult Members' Individual Record (SJAM-OPS-02-BF4) / Cadets Individual Record (SJAM-OPS-03-BFC4)



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

APPENDIX I - Establishments

- Areas**
1. Each State/Region may be sub-divided into Areas.
 2. An Area is an Administrative district of a State Government that is administered by an Area Commander.
 3. Any district with not less than six Adult Divisions and a minimum strength of 200 qualified Adult members may apply to the Commander-in-Chief, through the usual channels, for the formation of an Area.
 4. No district can have more than one Area.
 5. A number of Districts may, due to insufficient members, be merged together to form an Area.
 6. The Commander-in-Chief has the power to grant Area status to Closed Divisions of an organisation or Corporation that has branches in various parts of the country.

- Corps**
1. Corps are formed only in the Universities and Institutes of Higher Learning and administered by Corps Superintendents.
 2. A Corps will consist of three Adult Divisions with a minimum strength of 100 qualified Adult members.
 3. However, in cases where there are less than three Divisions or with less than 100 qualified Adult members, there shall be only Divisions.
 4. Not more than one Corps may be formed in any University or Institute of Higher Learning.

- Divisions**
1. A Division is the normal unit of the SJAM.
 2. An Adult Division consists of not less than 12 qualified Adult members.
 3. A Cadet Division consists of not less than 12 qualified Cadet members.
 4. Any Government Department or Social or Business Organisation may form special Divisions bearing the name of the entity, provided the consent of their Senior Officers or Management is obtained. Such Divisions are known as Closed Divisions.
 5. All School based Divisions are Closed Divisions. Only students of the particular school can be a member of the division.



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

APPENDIX II - Efficiency

2-4. Efficiency Requirements for Active List Members

- Except for the year in which the First Aid Certificate is re-validated, officers and members must each year pass an annual re-certification in First Aid.
- Those holding First Aid and Caring for the Sick Certificates must renew them before the end of their current three-year period of validity.
- Be present at the Annual Divisional/Area/State/Regional Inspection.
- Attend, if a member of a Division, at least twelve Divisional Instructional Meetings or, if a Staff Officer or President, perform a comparable number of specific duties.
- Carry out at least 60 hours of voluntary service in each calendar year.
- One year's service of a Cadet (not below the age of 10), who is not qualified to carry out public duties, counts as 6 months Qualifying Service.
- Service by a Cadet who is qualified to carry out public duties counts in all aspects as it does for an Adult.

2-5. Efficiency in the Year of Joining

In order to qualify for service efficiency in the year of joining a member must:-

- join no later than 30th September.
- have passed the First Aid Examination.
- attend the Annual Inspection or Review if held after the date of joining.
- attend at least twelve Divisional Instructional Meetings.

2-6. Efficiency Exemption for Part of Year

Members seeking exemption from efficiency requirements are allowed to compensate for their professional training or full-time duties as defined in Regulation 2-9 for part of a year only. Members must still comply with the regulations regarding the Annual Re-certification, attend Divisional Instructional meetings equivalent to the number of months in the unexempted period of the year and attend the Annual Inspection or Review if held during that period.

2-7. Efficiency When Changing Domicile

Members who move (in a year in which they are "Efficient") to other localities in which the SJAM is not represented may, with the permission of the State/Regional Commander, be retained in the SJAM on the State/Regional Pool and be granted efficiency for the next calendar year to enable them to make arrangements to carry out their duties or to raise a Division in their new locality.

2-8. Failure to Maintain Efficiency

Officers and members who are returned as Non-efficient for two consecutive years will ceased to be Uniformed Members of the SJAM and are not permitted to wear SJAM uniform.

However, they may apply through the usual channels to the State/Regional Commander for permission to be retained in the SJAM. In the case of officers this information must be passed on to the Chief-of-Staff (Operations) by the State/Regional Commander.



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

APPENDIX III - Parade

SAMPLE ITINERARY

The following sample itinerary can be used for the parade

**ST. JOHN AMBULANCE MALAYSIA
<NAME OF STATE/REGIONAL/AREA>
ANNUAL REVIEW**

- 0820 hrs : Parade Fall In
- 0830 hrs : Arrival of Guests
- 0845 hrs : Arrival of State/Regional/Area Commander (whichever is applicable)
- Arrival of Chief-of-Staff from NHQ
- Arrival of <NAME OF GUEST-OF-HONOUR>, Guest-of-Honour cum Inspecting Officer
- (After taking the General Salute, the Guest-of-Honour is invited to be seated)
- 0900 hrs : National Anthem: *Negaraku*
- : St. John Anthem: *Berkhidmat Bagi Manusia*
- : Inspection of Parade
- : March Past
- : Speeches
- : Presentation of Appointments / Awards
- : Parade Commander requests permission from the Inspecting Officer to fall out
- 1000 hrs : Dismiss
- : Light Refreshment



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

DRILL COMMAND AND MOVEMENT

BAHAGIAN 1 - PENANDA & KONTINGEN PERBARISAN MENGAMBIL KEDUDUKAN

Semua Penanda dan Kontinjen Perbarisan dikehendaki berbaris ditepi padang mengikut susunan. Ketua Penandan setiap barisan akan "MELURUSKAN BARISAN" dan berdiri dalam keadaan "SEDIA". Setelah itu, Sarjan Mejar akan memanggil Penanda untuk Masuk Baris.

1.1.	Penanda Masuk Baris	PENANDA DIAM, KELUAR PUSING	Sarjan Mejar
Penanda akan "CEPAT JALAN" dan akan "BERHENTI" ditempat masing-masing.			
1.2.	Penanda Menghadap Ke Hadapan	PENANDA-PENANDA, AKAN MENGHADAP KE HADAPAN, KE KIRI PUSING	Sarjan Mejar
1.3.	Penanda Meluruskan Barisan	a. KE KANAN.....LURUS	Sarjan Mejar
		b. PANDANG.....HADAPAN	Sarjan Mejar

Semua Kontinjen Perbarisan dikehendaki berdiri dalam keadaan "SEDIA" sebelum arahan "MASUK BARIS" diberi oleh Sarjan Mejar.

1.4.	Kontingen Masuk Baris	KONTINGEN-KONTINGEN, MASUK.....BARIS	Sarjan Mejar
Kontingen-kontingen akan masuk ke padang dan berhenti di kedudukan masing-masing disebelah Penanda.			
1.5.	Kontingen Menghadap Ke hadapan	KONTINGEN-KONTINGEN, AKAN MENGHADAP KE HADAPAN, KE KIRI PUSING	Sarjan Mejar
1.6.	Kontingen Buka Barisan	BUKA BARISAN.....GERAK	Sarjan Mejar
1.7.	Kontingen Meluruskan Barisan	a. KE KANAN.....LURUS	Sarjan Mejar
		b. PANDANG.....HADAPAN	Sarjan Mejar
1.8.	Perbarisan Senang Diri	SENANG.....DIRI	Sarjan Mejar

BAHAGIAN 2 - SARJAN MEJAR MENYERAHKAN PERBARISAN KEPADA TIMBALAN PEMERINTAH PERBARISAN

2.1.	Perbarisan Sedia	BARIS, BARIS.....SEDIA	Sarjan Mejar
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Sarjan Mejar akan MARA KEHADAPAN, BERHENTI, memberi TABIK dan MELAPORKAN kekuatan anggota dalam Perbarisan. Selepas melapor, Sarjan Mejar akan memberi TABIK dan mengambil tempat di belakang Perbarisan.



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

BAHAGIAN 3 - PEGAWAI-PEGAWAI MENGAMBIL TEMPAT DALAM PERBARISAN

Semua Pegawai yang mengetuai Kontingen Perbarisan dikehendaki berbaris dihadapan padang Perbarisan terlebih dahulu.

3.1.	Pegawai Masuk Baris	PEGAWAI-PEGAWAI, MASUK.....BARIS	Timbalan Pemerintah Perbarisan
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Pegawai-pegawai Kontingen Perbarisan akan "SEDIA" dan "MARA" ke Kontingen masing-masing. Apabila tiba dihadapan Kontingen Perbarisan masing-masing mereka akan "BERHENTI", "MENGHADAP KE HADAPAN" dan "MELURUSKAN BARISAN" masing-masing. Pada masa yang sama Pegawai Tidak Bertauliah (N.C.O.) akan "PUSING KE KANAN" dan mengambil tempat masing-masing dibelakang Kontingen.

3.2.	Perbarisan Senang Diri	BARIS, SENANG.....DIRI	Timbalan Pemerintah Perbarisan
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BAHAGIAN 4 - TIMBALAN PEMERINTAH PERBARISAN MENYERAHKAN PERBARISAN KEPADA PEMERINTAH PERBARISAN

Apabila Pemerintah Perbarisan tiba. Timbalan Pemerintah Perbarisan akan memberikan hukuman berikut:

4.1.	Perbarisan Sedia	BARIS, BARIS.....SEDIA	Timbalan Pemerintah Perbarisan
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Timbalan Pemerintah Perbarisan akan MARA KEHADAPAN, BERHENTI, memberi TABIK dan MELAPORKAN kekuatan anggota dalam Perbarisan. Selepas melapor, Sarjan Mejar akan memberi TABIK dan mengambil tempat di hujung kanan Kontingen Pertama Perbarisan. Selepas Timbalan Pemerintah Perbarisan mengambil tempat :

4.2.	Perbarisan Senang Diri	BARIS, SENANG.....DIRI	Pemerintah Perbarisan
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BAHAGIAN 5 - KETIBAAN PEMERINTAH, PEGAWAI PEMERIKSA PERBARISAN DAN NYANYIAN LAGU KEBANGSAAN & SJAM

Pengacara Majlis akan mengumumkan ketibaan Pemerintah.

5.1.	Perbarisan Sedia	BARIS, BARIS.....SEDIA	Pemerintah Perbarisan
5.2.	Hormat Pegawai	HORMAT PEGAWAI.....HORMAT	Pemerintah Perbarisan

Semua Pegawai dalam Perbarisan akan memberi "TABIK". Setelah Pemerintah beredar dari Pentas menerima Hormat, Ketua Perbarisan akan memberi hukuman berikut:

5.3.	Perbarisan Senang Diri	BARIS, SENANG.....DIRI	Pemerintah Perbarisan
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Pengacara Majlis akan mengumumkan ketibaan Pegawai Pemeriksa.

5.4.	Perbarisan Sedia	BARIS, BARIS.....SEDIA	Pemerintah Perbarisan
5.5.	Hormat Panglima	HORMAT PANGLIMA.....HORMAT	Pemerintah Perbarisan

Semua Pegawai dalam Perbarisan akan memberi "TABIK"

Lagu "NEGARAKU" dan Lagu "SJAM - PERKHIDMATAN BAGI MANUSIA" dinyanyikan. Ketika Lagu "NEGARAKU" dinyanyikan, Bendera Malaysia akan dinaikkan bersama Bendera St. John dan Negeri.



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

BAHAGIAN 7 - UPACARA LINTAS HORMAT

Pemerintah Perbarisan akan MARA KEHADAPAN, BERHENTI, memberi TABIK dan MEMOHON KEBENARAN untuk Upacara Lintas Hormat. Selepas melapor, Pemerintah Perbarisan akan TABIK dan mengambil tempat asalnya.

7.1.	Kontingen Tutup Barisan	TUTUP BARISAN.....GERAK	Pemerintah Perbarisan
7.2.	Kontingen Meluruskan Barisan	a. KE KANAN.....LURUS	Pemerintah Perbarisan
		b. PANDANG.....HADAPAN	Pemerintah Perbarisan
7.3.	Perbarisan Pusing Ke Kanan	BARIS AKAN BERJALAN LALU DIDALAM MASA CEPAT, DIDAHULUI BAHAGIAN XXX, BERGERAK KEKANAN BERTURUT-TURUT, KEKANAN.....PUSING	Pemerintah Perbarisan

Semua Pegawai Kontingen akan mengambil tempat masing-masing dihadapan Kontingen, manakala Pegawai Tidak Bertauliah (N.C.O.) akan mengambil tempat masing-masing di belakang kontingen.

Pemerintah Perbarisan akan mengambil tempat di hadapan kontingen yang mendahului Upacara Lintas Hormat.

Pengacara Majlis akan menjemput Pemeriksa Perbarisan diiringi Pemerintah untuk ke pentas untuk menerima Tabik Hormat.

7.4.	Upacara Lintas Hormat	BAHAGIAN (NO. BAHAGIAN) DARI KIRI, CEPAT.....JALAN	Pegawai Kontingen
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Satu demi satu Pegawai Kontingen akan memberi arahan kepada Kontingen masing-masing. Apabila tiba berdekatan Pentas Hormat, Ketua Kontingen akan memberi hukuman berikut:

7.5.	Pandang Kanan	BAHAGIAN (NO. BAHAGIAN) DARI KANAN, PANDANG.....KANAN	Pegawai Kontingen
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PERINGATAN : Hanya Pegawai Kontingen dan Pegawai-pegawai memberi Tabik Hormat.

Apabila melepasi Pentas Hormat hukuman berikut akan diberi:

7.6.	Pandang Hadapan	BAHAGIAN (NO. BAHAGIAN) DARI KANAN, PANDANG.....KANAN	Pegawai Kontingen
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Apabila semua Kontingen mengambil semula tempat masing-masing, hukuman berikut akan diberi.

7.7.	Perbarisan Menghadap Ke hadapan	BARIS AKAN MENGHADAP KE HADAPAN, KEKIRI.....PUSING	Pemerintah Perbarisan
7.8.	Perbarisan Buka Barisan	BUKA BARISAN.....GERAK	Pemerintah Perbarisan
7.9.	Perbarisan Meluruskan Barisan	a. KE KANAN.....LURUS	Pemerintah Perbarisan
		b. PANDANG.....HADAPAN	Pemerintah Perbarisan
7.10.	Hormat Panglima	HORMAT PANGLIMA.....HORMAT	Pemerintah Perbarisan
7.11.	Ketua Perbarisan Melapor dan Memohon Kebenaran untuk meneruskan aktiviti.		



STANDARD OPERATING PROCEDURES

SOP TITLE:	NATIONAL HQ OPERATIONS MANUAL		
SOP NUMBER:	SJAM-OPS-SOP-09	REVISION	01

BAHAGIAN 8 - UCAPAN-UCAPAN DAN PENGANUGERAHAN PINGAT-PINGAT

8.1.	Perbarisan Senang Diri	BARIS, SENANG DIRI	Ketua Perbarisan
8.2.	Sesi Ucapan daripada Penganjur Majlis dan Pegawai Pemeriksa		
8.3.	Upacara Penyampaian Sijil, Pingat dan sebagainya		
8.4.	Demonstrasi Pertolongan Cemas, Perawatan dan sebagainya.		

BAHAGIAN 9 - KELUAR BARIS DAN BERSURA

Pemerintah Perbarisan akan MARA KEHADAPAN, BERHENTI, memberi TABIK dan MEMOHON KEBENARAN untuk KELUAR BARIS. Selepas melapor, Pemerintah Perbarisan akan TABIK dan mengambil tempat asalnya.

Juru Acara Majlis akan mengucapkan terima kasih dan memaklumkan berakhirnya majlis dan mengumumkan keberangkatan pulang Pegawai Pemeriksa.

Timbalan Pemerintah Perbarisan akan MARA KEHADAPAN, BERHENTI, memberi TABIK dan mengambil alih Perbarisan. Selepas itu Timbalan Pemerintah Perbarisan mengambil tempat :

9.1.	Pegawai Keluar Baris	PEGAWAI-PEGAWAI, KELUAR.....BARIS	Timbalan Pemerintah Perbarisan
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Semua Pegawai MARA KEHADAPAN, BERHENTI DALAM SATU BARISAN, TABIK dan KELUAR dari padang.

Sarjan Mejar akan MARA KEHADAPAN, BERHENTI, memberi TABIK dan mengambil alih Perbarisan. Selepas itu Sarjan Mejar mengambil tempat :

9.2.	Kontingen Tutup Barisan	TUTUP BARISAN.....GERAK	Pemerintah Perbarisan
9.3.	Kontingen Meluruskan Barisan	a. KE KANAN.....LURUS	Pemerintah Perbarisan
		b. PANDANG.....HADAPAN	Pemerintah Perbarisan
9.4.	Perbarisan Pusing Ke Kanan	BARIS AKAN BERJALAN LALU DIDALAM MASA CEPAT, DIDAHULUI BAHAGIAN XXX, BERGERAK KEKANAN BERTURUT-TURUT, KEKANAN.....PUSING	Pemerintah Perbarisan

Kontinjen-kontinjen akan BERARAK KELUAR dari padang dengan Pasukan Pancaragam. Pegawai Kontingen akan MENGHENTIKAN pasukan dan seterusnya MENYURAIKAN Kontingen masing-masing.