# PROJECT QUALITY PLAN

CONDOMINIUM AT NASSIM ROAD

For

M/S HONG LEONG HOLDING

| | |
|---|---|
| Copy No. | |

Prepared By: Alan Lau

Authorised By: Tan L S

Date: 6 June 1997

PROJECT QUALITY PLAN
Project No.: 1109
Version : 1/0
Date: 6 June 1997

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**SECTION 1**

**QUALITY PLAN CONTROL AND DISTRIBUTION**

## 1.1 List of Copy Holders

| Copy No. | Copy Holder | Date of Issue |
|---|---|---|
| 1 | Alan Lau/Serene Teh | 12 June 1997 |
| 2 | Richard Wan | 12 June 1997 |
| 3 | Tan L S | 12 June 1997 |
| 4 | Andrew Loh | 12 June 1997 |

## 1.2 Revision Record

| Version | Date of Issue | Section Reference | Page(s) | Remarks |
|---|---|---|---|---|
| | | | | |
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**SECTION 2**

**PROJECT INFORMATION**

## 2.1 Project Description

| | |
|---|---|
| BP No: | BP PWD BCD 3-83524-1996 |
| Type of Development | Apartment Development (Condominium) |

| Size of Development | |
|---|---|
| Site Area, m² | 6959 |
| Nett Floor Area, m² * | - |
| Gross Floor Area, m² | 9743 |
| Covered Carpark, m² | 4500 |
| Total Built-up Area m² | 14242 |
| No. of Covered Carpark Lots | 80 |
| No. of Apartments/Houses | 32 |
| No. of Storeys | 4 + 1 Basement |
| No. of Phases | 01 |

*** Excludes Covered Carpark**

## 2.2 Cost Plans

| M&E Services Cost Plan (S$ x 1M) | | | | | | | | Non-M&E | |
|---|---|---|---|---|---|---|---|---|---|
| Services | EI | ACVI | LEI | FFAI | PSI | SPFI | | | |
| Estimate** | 1.47 | 1.4 | 1.5 | 0.35 | 1.3 | 0.12 | | | |
| Awarded | - | - | - | - | - | - | | | |

| Total Project Construction Cost (S$ x1M) | | | | |
|---|---|---|---|---|
| | Site Clearance | Piling | Sub-Structure * | Super-Structure * |
| Estimate | | | | |
| Awarded | 0.06 | 0.69 | 2.5 | 24 |

*Site Clearance shall include earth work, soil improvement, service diversion and termination.*
** Include provision for M&E Services*

## 2.3 Scope of Works

### 2.3.1 Scope of Consultancy Services

| | |
|---|---|
| Conceptual/Schematic Design | ▯ |
| Detailed Design | ▯ |
| Tender Documentation | ▯ |
| Tender Evaluation | ▯ |
| Contract Supervision | ▯ |
| M&E Costing | ▯ |
| Submissions to Authority | ▯ |

(✓ *where applicable*)

### 2.3.2 Scope of M&E Services

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| ELECTRICAL | ▯ | AIR CONDITIONING | ▯ | SPRINKLER | ▯ | SANITARY | ▯ | SWIMMING POOL | ▯ |
| LIFT | ▯ | MECHANICAL VENTILATION | ▯ | FIRE ALARM | ▯ | COLD WATER | ▯ | STEAM BOILER | |
| ESCALATOR | | MECHANICAL SMOKE EXTRACT | | HOSEREEL | ▯ | HOT WATER | ▯ | FUEL STORAGE | |
| PABX | | COMPUTER A/C | | WET RISER | | TOWN GAS | ▯ | | |
| SECURITY | ▯ | BST CARPARK EXH | ▯ | DRY RISER | ▯ | LPG GAS | | | |
| TELELIFT | | HEATING | | | | | | | |
| DATA COMM. | | | | | | | | | |
| FLUSHFLOOR TRUNKING | | | | | | | | | |

(✓ *where applicable*)

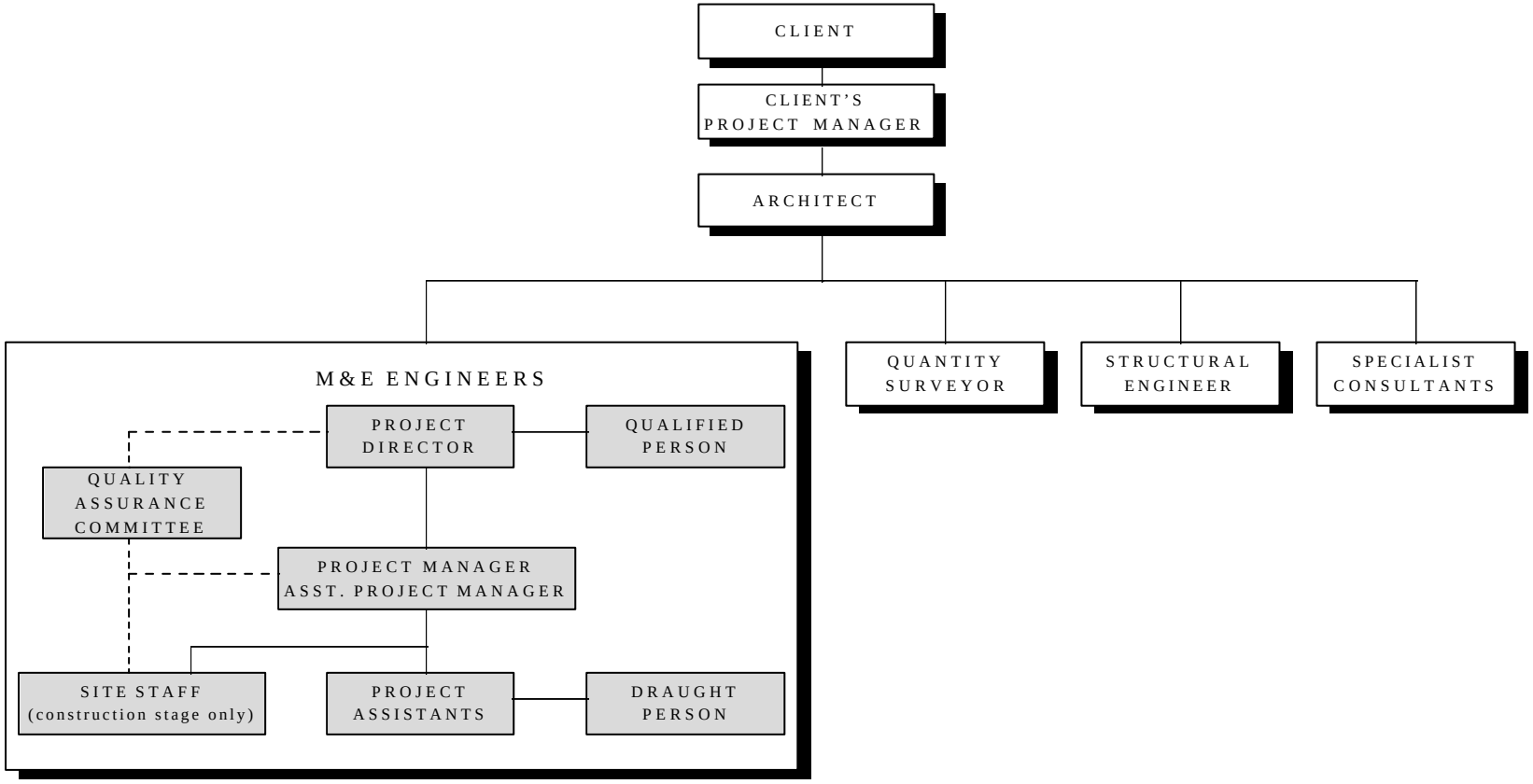
### 2.3.3 Submission to Relevant Authorities by Others

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EJECTOR & DIVERTER | | SUMP PUMP | ▯ | FUEL OIL TANK | | LIFT & ESCALATOR | | PRESSURE VESSEL | | HOISTS | | FOAM | |

**SECTION 3**

**ORGANISATION**

### 3.1 Organisational Chart



**SECTION 3**

**ORGANISATION**

### 3.2 Project Related Staff

| TITLE | | NAME |
|---|---|---|
| Project Director | | Tan L S |
| Qualified Person | Mechanical | Andrew Loh |
| | Electrical | Tan L S |
| Project Manager | | Alan Lau |
| Assistant Project Manager | | Richard Wan |
| Project Assistant (Mech) | | Serene Teh |
| Project Assistant (Elect) | | - |
| Draughtsperson | | - |
| Resident Engineer | | - |
| Assistant Resident Engineer | | - |
| Clerk-of-Work (M&E) | | - |
| | | |
| | | |

### 3.3 Client/Client's Representatives

Client:- Hong Leong Holding

Address:- 16 Raffles Quay
#25-00 Hong Leong Building
Singapore 048581

Tel:- 2209911

Fax:- 2250929

Client's Representative Related Staff:-

| NAME | POSITION | DID/TEL NO. | REMARKS |
|---|---|---|---|
| Ronnie Tok | Project Manager | 220 9911 | |
| S K Chen | APM | 220 9911 | |
| | | | |
| | | | |
| | | | |
| | | | |

### 3.4 Other Consultants (Local)

| Function / Name of Firm | Contact Person and Position | Telephone/ Fax/Pager Nos. |
|---|---|---|
| Architect<br>DP Architect | Heng Chiang Hock/<br>Toh Kwee Jong/<br>Teoh Siew Hoong/<br>Teh Beng Siang/<br>Peter Lee | Tel: 338 3988<br>Fax: 337 9989 |
| Quantity Surveyor<br>BEC Consultants Quantity Surveyors | S H Look<br>M H Tan | Tel: 296 3188<br>Fax: 296 6160 |
| Structural Engineer<br>HCE Engineering Pte Ltd | Dennis Ong/Fu Hong | Tel: 337 5555<br>Fax: 337 2649 |
| Interior Designer | | |
| Lighting Consultant | Nil | |
| Acoustic Consultant | Nil | |
| Client's Project Manager | Nil | |
| Other Specialist<br>Landscape Consultant | | |

### 3.5 Contractors/Sub-Contractors

| Function / Name of Firm | * Type | Contact Person and Position | Telephone/Fax/Pager Nos. |
|---|---|---|---|
| 1. Main Contractor | | | |
| 2. Air Conditioning & Ventilation Installation Sub-Contractor ..... | | | |
| 3. Plumbing & Sanitary Installation Sub-Contractor ..... | | | |
| 4. Electrical Installation Sub-Contractor ..... | | | |
| 5. Lift & Escalator Installation Sub-Contractor ..... | | | |
| 6. Fire Fighting & Alarm Installation Sub-Contractor ..... | | | |
| 7. Swimming Pool Filtration Plant Installation Sub-Contractor ..... | | | |
| 8. Carpark System Installation Sub-Contractor ..... | | | |
| ..... | | | |

** Type of Contract* - *NSC (Nominated Sub-Contract)*
- *DSC (Domesticated Sub-Contract)*
- *DC (Direct Contract)*
- *NS (Nominated Supplier)*

### 3.6 Authorities

| Authorities/Department | Contact Person | Tel No:/Fax No: |
|---|---|---|
| PowerGrid/Power Supply: | | |
| (a) Customer Supply | Mr Quek Swee Kuan/Ms Loh Ying Keng | 831 8283 / 831 8284 |
| (b) Sub-Station | Mr Lee Chi Meng | 831 8281 |
| (c) Installation | | |
| (d) Meter Section | | |
| (e) Road Lighting | | |
| (f) Diversion | | |
| Telecom: | | |
| (a) Planning/Line Plant | Mr Gilbert Ho | 838 2867 |
| (b) Installation | Mr Hassim Soo | 838 2038 |
| (c) Diversion | | |
| BCD: | | |
| (a) Building Plan | | |
| (b) Air-Cond & Vent Plan | | |
| FSB: | | |
| (a) Building Plan | | |
| (b) M&E Section | | |
| PUB (Water) | | |
| (a) Water Conservation | | |
| (b) Plumbing Plan | | |
| (c) Diversion | | |
| PowerGas: | | |
| (a) Planning/Submission | | |
| (b) Installation/Inspection | | |
| (c) Diversion | | |
| ENV (Sewerage): | | |
| (a) Building Plan | Mr Yip Kwok Hoong | 731 9783 |
| (b) M&E Section | | |
| (c) Diversion | | |
| ENV (Pollution Control) | | |
| (a) Planning/Submission | | |
| (b) Inspection | | |

**SECTION 4**

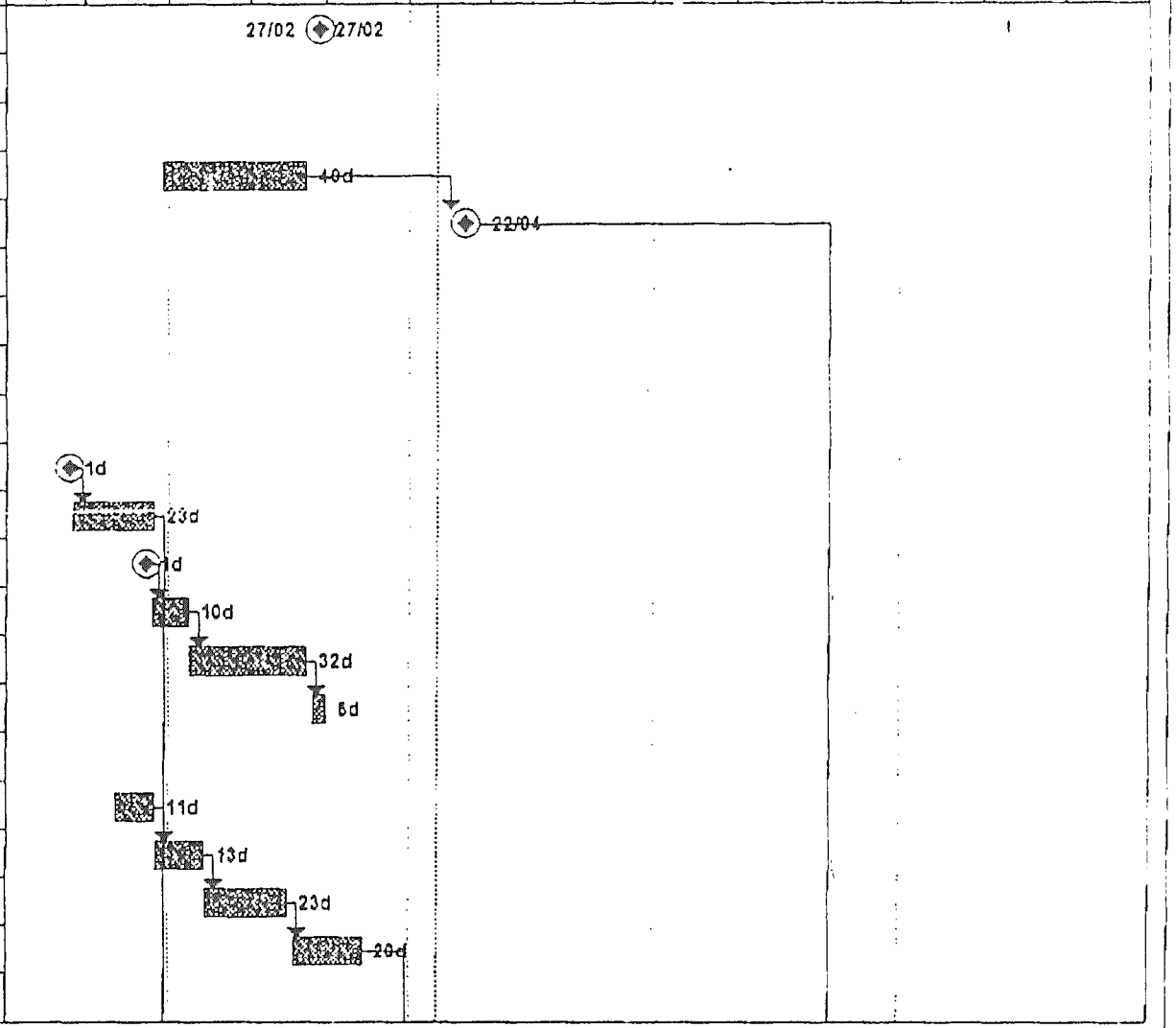
**PROGRAMME**

## 4.1 Overall Programme

*See enclosed.*

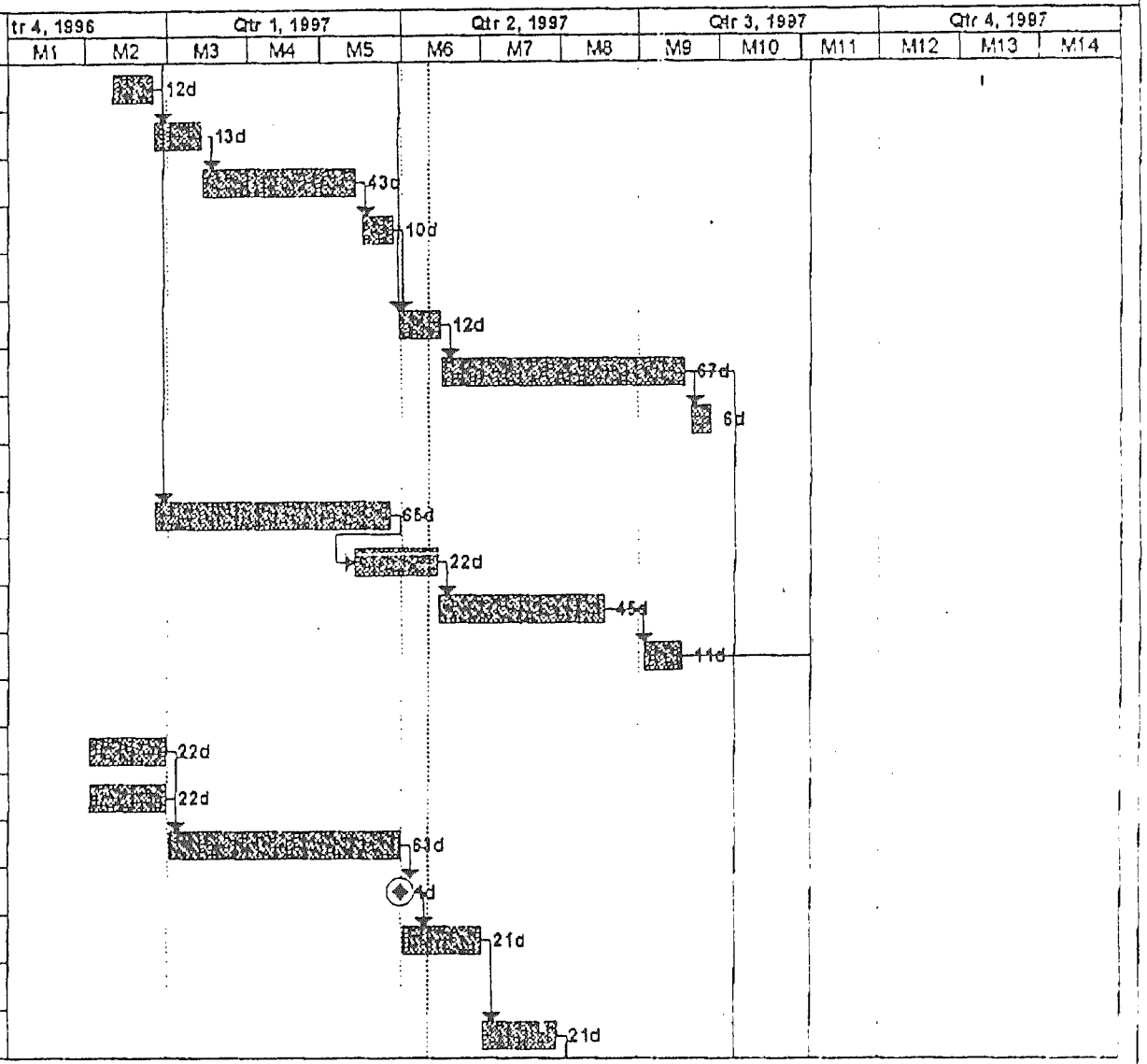
PROPOSED NASSIM CONDOMINIUM — DP ARCHITECTS PTE LTD

| ID | Task Name | Duration |
|---|---|---|
| 1 | Obtain WP | 1d |
| 2 | BP SUBMISSION | 80d |
| 3 | BCD | 80d |
| 4 | Compliance and Re-submission to BCD | 40d |
| 5 | Obtain BP Approval | 0d |
| 6 | SWIMMING POOL | 71d |
| 11 | POWERGRID SUBSTATION | 71d |
| 16 | SHOWFLAT | 120d |
| 24 | PILING DESIGN & SUBMISSION | 70d |
| 25 | Completion of Schematic Design | 1d |
| 26 | Piling Design | 23d |
| 27 | Appointment of AC Checker | 1d |
| 28 | AC Checking | 10d |
| 29 | BSL Submission & Approval | 32d |
| 30 | Apply Permit to Commence Piling Works | 5d |
| 31 | DEMOLITION DOCUMENTATION & TENDER | 67d |
| 32 | Tender | 11d |
| 33 | Evaluation | 13d |
| 34 | Award | 23d |
| 35 | Demolition of existing buildings | 20d |
| 36 | PILING DOCUMENTATION & TENDER | 78d |



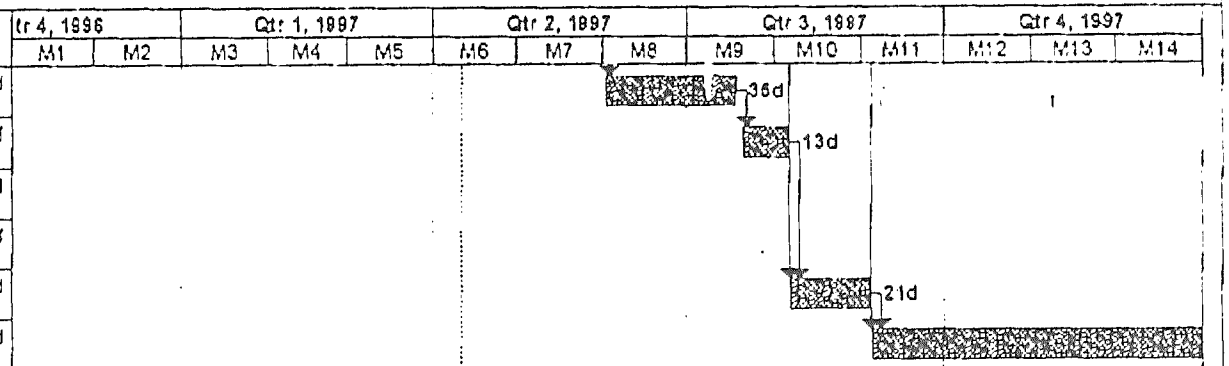
PROPOSED NASSIM CONDOMINIUM — DP ARCHITECTS PTE LTD

| ID | Task Name | Duration |
|---|---|---|
| 37 | Contact Document | 12d |
| 38 | Tender | 13d |
| 39 | Evaluation | 43d |
| 40 | Award | 10d |
| 41 | PILING INSTALLATION | 86d |
| 42 | Mobilisation | 12d |
| 43 | Piling | 67d |
| 44 | Handover | 6d |
| 45 | STRUCTURE DESIGN & SUBMISSION | 144d |
| 46 | Design/Plan Preparation | 65d |
| 47 | AC Checking | 22d |
| 48 | BSL Submission & Approval | 45d |
| 49 | Apply Permit to Commence Work | 11d |
| 60 | MAIN CONTRACT TENDER DOCUMENT | 108d |
| 61 | Design Input from Interior Designer | 22d |
| 62 | Design Input from Landscape Designer | 22d |
| 63 | Architecture | 63d |
| 64 | Last Drawing to QS | 1d |
| 66 | QS Preparation of Document | 21d |
| 66 | MAIN CONTRACT TENDER | 69d |
| 67 | Tender Period | 21d |



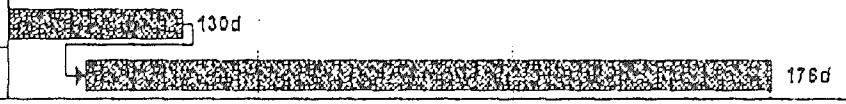
PROPOSED NASSIM CONDOMINIUM — DP ARCHITECTS PTE LTD

| ID | Task Name | Duration |
|---|---|---|
| 68 | Tender Evaluation | 35d |
| 69 | Tender Award | 13d |
| 80 | SUB-CONTRACT TENDER | 1d |
| 86 | MAIN CONTRACT CONSTRUCTION | 302d |
| 86 | Mobilisation | 21d |
| 87 | Sub-structure & Super-structure | 130d |
| 88 | Building Works | 176d |



PROPOSED NASSIM CONDOMINIUM — DP ARCHITECTS PTE LTD

| ID | Task Name | Qtr 1, 1998 | | | Qtr 2, 1998 | | | Qtr 3, 1998 | | | Qtr 4, 1998 | | | Qtr 1, 1999 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | M15 | M16 | M17 | M18 | M19 | M20 | M21 | M22 | M23 | M24 | M25 | M26 | M27 | M28 | M29 |
| 68 | Tender Evaluation | | | | | | | | | | | | | | | |
| 69 | Tender Award | | | | | | | | | | | | | | | |
| 80 | SUB-CONTRACT TENDER | | | | | | | | | | | | | | | |
| 86 | MAIN CONTRACT CONSTRUCTION | | | | | | | | | | | | | | | |
| 86 | Mobilisation | | | | | | | | | | | | | | | |
| 87 | Sub-structure & Super-structure | | | | | | | | | | | | | | | |
| 88 | Building Works | | | | | | | | | | | | | | | |



## SECTION 4 - PROGRAMME

### 4.2 Overall Internal Programme 1997

| ID | TASK NAME | WEEKS | JAN | | FEB | | MAR | | APR | | MAY | | JUN | | JUL | | AUG | | SEP | | OCT | | NOV | | DEC | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. | First Project Meeting | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Project Quality Plan | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | Conceptual Design | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Design Review | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | M&E Design Brief | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | Riser Duct/Core Layout | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | Reflected Ceiling Plan | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | Coordinated Services Plan | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | Design Review Meeting | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. | Plumbing & Sanitary Installation | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Detail Design | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Design Review<br>Draughting | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Specification | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Design Check | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Tender | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. | Air Conditioning & Ventilation Installation | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Detail Design | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Design Review | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Draughting | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Specification | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Design Check | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Tender | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. | Fire Fighting & Alarm Installation | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Detail Design | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Design Review | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Draughting | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Specification | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Design Check | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Tender | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. | Electrical Installation | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Detail Design | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Design Review | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Draughting | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Specification | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Design Check | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Tender | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Lift Installation | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Detail Design | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Design Review | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Draughting | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Specification | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Design Check | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Tender | | | | | | | | | | | | | | | | | | | | | | | | | |

**SECTION 4**

**PROGRAMME**

## 4.3 Authority Submission Status for M&E Services (Main Building)

| Service | Authority | Original Submission | | Comments/Resubmission | | | | | Approval/ Clearance |
|---|---|---|---|---|---|---|---|---|---|
| | | Scheduled | Actual | Comment | Resubmit | Comment | Resubmit | Comment | Resubmit |
| Application for Electricity Supply | Power Supply Pte Ltd | | 24.4.96 | | | | | | |
| Power Supply Substation<br>Main Single Line Diagram | PowerGrid Pte Ltd<br>Power Supply Pte Ltd | 12 '97 | 6.11.96 | 2.12.96 | 4.2.97 | | | | |
| Consumer Switchroom Layout | PowerGrid Pte Ltd | NA | | | | | | | |
| Metering Layout | PowerGrid Pte Ltd | 12 '97 | | | | | | | |
| Sanitary Installation | ENV (Sewerage) | | 8.11.96 | 17.12.96 | | | | | |
| Domestic Water Supply | PUB (Water) | 12 '97 | | | | | | | |
| Gas Supply Installation | PowerGas Pte Ltd | 12 '97 | | | | | | | |
| Air Conditioning & Ventilation Inst. | Building Control Division | 06 '98 | | | | | | | |
| | Fire Safety Bureau | 06 '98 | | | | | | | |
| Fire Fighting & Alarm Installation | Fire Safety Bureau | 06 '98 | | | | | | | |
| | Telecom (Broadband) | 12 '97 | | | | | | | |
| Telephone Installation | Telecom (TDCS) | 06 '98 | | | | | | | |
| | Telecom (Domestic Operation) | 06 '98 | | | | | | | |
| Fuel Storage | Fire Safety Bureau | NA | | | | | | | |
| | Pollution Control Department | NA | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

N.R. denotes NOT REQUIRED

**SECTION 4**

**PROGRAMME**

## 4.4 Authority Submission Status for M&E Services (Amendments)

| Service | Authority | Original Submission | | Comments/Resubmission | | | | | Approval/ Clearance |
|---|---|---|---|---|---|---|---|---|---|
| | | Scheduled | Actual | Comment | Resubmit | Comment | Resubmit | Comment | Resubmit |
| Application for Electricity Supply | Power Supply Pte Ltd | | | | | | | | 090597 |
| Power Supply Substation<br>Main Single Line Diagram | PowerGrid Pte Ltd<br>Power Supply Pte Ltd | | | | | | | | |
| Consumer Switchroom Layout | PowerGrid Pte Ltd | | | | | | | | |
| Metering Layout | PowerGrid Pte Ltd | | | | | | | | |
| Sanitary Installation | ENV (Sewerage) | | | | | | | | |
| Domestic Water Supply | PUB (Water) | | | | | | | | |
| Gas Supply Installation | PowerGas Pte Ltd | | | | | | | | |
| Air Conditioning & Ventilation Inst. | Building Control Division | | | | | | | | |
| | Fire Safety Bureau | | | | | | | | |
| Fire Fighting & Alarm Installation | Fire Safety Bureau | | | | | | | | |
| | Telecom (Broadband) | | | | | | | | |
| Telephone Installation | Telecom (TDCS) | | | | | | | | |
| | Telecom (Domestic Operation) | | | | | | | | |
| Fuel Storage | Fire Safety Bureau | | | | | | | | |
| | Pollution Control Department | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | | | | | |

**SECTION 4**

**PROGRAMME**

### 4.5 Work Progress - Design and Tender Stage - NOT USED

M&E Services

| | SERVICES | | EI | ACVI | LEI | FFAI | PSI | SPFI |
|---|---|---|---|---|---|---|---|---|
| 1. | Number of Drawings | | | | | | | |
| 2. | Preliminary Design Completed | 25% | | | | | | |
| | | 50% | | | | | | |
| | | 75% | | | | | | |
| | | 100% | | | | | | |
| 3. | Detailed Design Completed | 25% | | | | | | |
| | | 50% | | | | | | |
| | | 75% | | | | | | |
| | | 100% | | | | | | |
| 4. | Tender Document Completed | 25% | | | | | | |
| | | 50% | | | | | | |
| | | 75% | | | | | | |
| | | 100% | | | | | | |
| 5. | TENDER | | | | | | | |
| | Tender Date | | | | | | | |
| | Tender Evaluation Report | | | | | | | |
| | Tender Award | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**SECTION 5**

**PROJECT RECORDS**

### 5.1 List of Internal Files

**Standard Files**

| File Ref: | | File Ref: | |
|---|---|---|---|
| -CM | ▤ | -QSP | ▤ |
| -PC | ▤ | -BD | ▤ |
| -PUB/TAS | ▤ | -CC | ▤ |
| -BCD/FSB | ▤ | -GC | ▤ |
| - ENV | ▤ | -CF | ▤ |
| -PQP | ▤ | | |

**Project Files to be initiated by PM as and when required**

| File Ref: | | File Ref: | | File Ref: | |
|---|---|---|---|---|---|
| -SM | ▤ | -SR | | -ET | |
| -SC | ▤ | -QM | | -MT | |
| -AI | ▤ | -EC/MC | ▤ | -DF | |
| -SQ | | - PP | ▤ | -EOT | |
| -CO | | | | | |

**Service Files to be initiated by PM as and when required**

| | Service | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| File Ref: | ACVI | FFAI | PSI | EI | LI | SPFP | | | | | |
| -G | ▤ | ▤ | ▤ | ▤ | ▤ | ▤ | | | | | |
| -Q | | | | | | | | | | | |
| -VO | | | | | | | | | | | |
| -P | | | | | | | | | | | |
| -AI | | | | | | | | | | | |
| -AD | | | | | | | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|
| -CF | | | | | | | | | | | |

**SECTION 5**

**PROJECT RECORDS**

### 5.2 Filing of Drawings

The following team members shall take charge of filing of drawings, stamping "SUPERSEDED" drawings, etc.

| Description | Team Member |
|---|---|
| Incoming Architectural Floor Plans | Richard Wan |
| Incoming Architectural Sketches/Details | Richard Wan |
| Incoming Structural Drawings<br>M&E Drawings | Richard Wan |
| - Electrical Installation | Richard Wan |
| - Lift & Escalator Installation | Richard Wan |
| - Air Conditioning & Ventilation Installation | Alan Lau |
| - Fire Fighting & Alarm Installation | Alan Lau |
| - Plumbing & Sanitary Installation | Alan Lau |
| Other Drawings | |
| | |
| | |
| | |
| | |
| | |

**INTERFACING**

### 6.1 Method of Interface

| Description | Method of Interface |
|---|---|
| Interface with Client: | - Client Consultants Meeing<br>every Wednesday (10.00 am) |
| Interface With External Design Teams | - Client Consultants Meeing<br>every Wednesday (10.00 am) |
| Interface Between Internal Design Teams | - Ad-hoc Meeting as required by Project Staff |

**SECTION 6**

**INTERFACING**

**6.2 Internal Design Interface - To be filled separately**

| Item No. | Description* | Required From | Required By | Date Required | Remarks |
|---|---|---|---|---|---|
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** Information required by INTERNAL DESIGN TEAM MEMBERS*

**SECTION 6**

**INTERFACING**

### 6.3 Circulation of Documents to External Parties

| | Code:<br>A - Approval Required<br>C - For Comments<br>I - For Information Only | Client/ Client Rep. | Architect | Structural Engineer | Quantity Surveyor | |
|---|---|---|---|---|---|---|
| **1.** | **Letters/Fax:** | | | | | |
| a. | Project Design | C | C | C | C | |
| b. | Project Administration | C | C | C | C | |
| c. | Project Cost Estimate/Contract Cost) | A | I | I | I | |
| **2.** | **Drawings** | | | | | |
| a. | Outline Design Drgs. | | C | C | | |
| b. | Sketch Design Drgs. | I | C | C | | |
| c. | Final Design Drgs. | I | I | I | | |
| d. | Shop Drawings | I | A | A | | |
| e. | As Built Drgs. | C | C | | | |
| **3.** | **Other Document** | | | | | |
| a. | Specification | C | C | | C | |
| b. | Tender Document | C | C | | C | |
| c. | Tender Evaluation Report | C | C | | | |
| d. | Design Report | A | A | | | |
| e. | Progress Report | I | I | | I | |
| f. | Financial Report | C | I | | I | |
| g. | Minutes of Meeting | I | I | | | |
| h. | Inspection Report | I | I | | | |
| i. | Testing & Comm. Report | I | I | | | |
| j. | O & M Manual | I | | | | |
| | | | | | | |

**SECTION 7**

**WORK AUTHORISATION**

| Activity \ Authorised Signatories | PD | QP | PM | SS |
|---|---|---|---|---|
| Checklists | | | ▤ | |
| Client Correspondence/Fax | | | ▤ | |
| Other Consultants Correspondence/Fax | | | ▤ | |
| Contractor's Drawing. Review | | | ▤ | ▤ |
| Contractor's Technical Submittals | | | ▤ | ▤ |
| Contract Correspondence | ▤ | | ▤ | |
| Contract Payment Certificates | | | ▤ | |
| Final Account Certificates | | | ▤ | |
| Site Instruction/Direction | | | ▤ | |
| Architect Instruction/Direction | | | ▤ | |
| Site Progress Reports | | | ▤ | |
| Design Drawing. Approval | | ▤ | ▤ | |
| Design Drawing. Checking | | ▤ | ▤ | |
| Local Authority Correspondence/Submission | | ▤ | | |

* *Tick where authorised.*

Key to abbreviations:-

PD : Project Director

QP : Qualified Person

PM : Project Manager/Assistant Project Manager

SS : (Designated) Site Staff

**SECTION 8**

**DESIGN INPUT & METHODOLOGY**

**8.1 List of Client's Standards, Reference Documents or Brief - NA**

| ITEM | KEPT BY |
|---|---|
| | |
| | |
| | |

**8.2 List of Applicable Code of Practice and Regulations**

| | | | | | |
|---|---|---|---|---|---|
| Electrical Wiring | BS | SS | ~~IEE~~ | ~~NFPA~~ | |
| Lightning Protection System | ~~BS~~ | SS | | | |
| Air Conditioning & Ventilation Installation | BS | ~~AS~~ | ~~NFPA~~ | SS | ~~MS~~ |
| Lift & Escalator Installation | BS | SS | | | |
| Automatic Fire Alarm System | BS | SS | ~~NFPA~~ | ~~AS~~ | ~~MS~~ |
| Sanitary System | BS | SS | ~~NFPA~~ | ~~AS~~ | ~~MS~~ |
| Plumbing System | BS | SS | ~~NFPA~~ | ~~AS~~ | ~~MS~~ |
| Town Gas/LPG Supply System | BS | SS | ~~NFPA~~ | ~~AS~~ | |
| Swimming Pool & Filtration System | BS | SS | | | |

**SECTION 8**

**DESIGN INPUT & METHODOLOGY**

**8.3 List of Design Guide or Handbook Used**

**8.4 List of Applicable Quality System Procedures**

Alpha Engineering Consultant's Quality System Procedures

**SECTION 9**

**CLIENT'S REQUIREMENTS**

**9.1 Specific Documents/Reports Required by Client:-**

| Item | Date Complete | * Remarks |
|---|---|---|
| M&E Design Report | | |
| Preliminary Tender Documents | | |
| Tender Report | | |
| Progress Report | | |
| Payment Valuation for QS | | |
| O&M Manuals | | |
| As-Built Drawings | | |
| | | |
| | | |
| | | |

* *Remarks*

*A: for approval C: for comment I: for Information Re: for record*

*Other purposes and for action: please specify.*

**9.2 Specific Procedures Required By Client** *(If applicable)*