PROJECT QUALITY PLAN

MAYBANK PROJECT AT 2 BATTERY ROAD

For

M/S MALAYAN BANKING BERHAD

Copy No.	

Prepared By: Choong Choon Guan

Authorised By: Richard Teo

Date: 14 February 2001

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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	1177-PQP File	8 August 1998
2	Choong C G	14 February 2001

1.2 Revision Record

Revision	Date of Issue	Section Reference	Page(s)	Remarks
1/0	8 August 1998	1 to 9	27	1st Issue
2	7 January 1999	1 to 10	26	-
3	16 June 1999	1, 2, 3.3 to 3.5, 4.1 – 4.2 & 5	9	-
4	15 September 1999	1, 2, 3.5, 4.2 & 5	5	-
5	11 October 1999	1 & 3.2	2	-
6	14 February 2001	1 to 10	26	-

SECTION 2

PROJECT INFORMATION

2.1 Project Description

Type of Development	Office Development

Statistics of Development	
Site Area, m²	1132
Nett Floor Area, m²	9397
Gross Floor Area, m²	15,750
Covered Carpark, m²	1870
No. of Covered Carpark Lots	40
No. of Apartments/Houses	-
No. of Beds (for Hospitals)	-
No. of Guestroom (for Hotels)	-
No. of Blocks / No. of Storeys	32-Storeys
No. of Phases	1

2.2 Project Cost

M&E Services Cost Plan (S$ x 1M)										
Services	EI	ACVI	LEI	FFAI	PSI					
Estimate	3.9	4.3	4.1	1.3	1.2					
Awarded	3.5	3.4	2.7	1.2	0.87					

Total Project Construction Cost (S$ x1M)			
	Site Clearance	Piling Works	Main Contract
Estimate	0.3	2.1	53
Awarded	0.233	2.97	50

Site Clearance shall include earth work, soil improvement, service diversion and termination.

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				MEDICAL GAS			
DATA COMM.		STRUCTURED CABLE SYSTEM	✓						
FLUSHFLOOR TRUNKING									

(✓ *where applicable*)

2.3.3 Submission to Relevant Authorities by Others

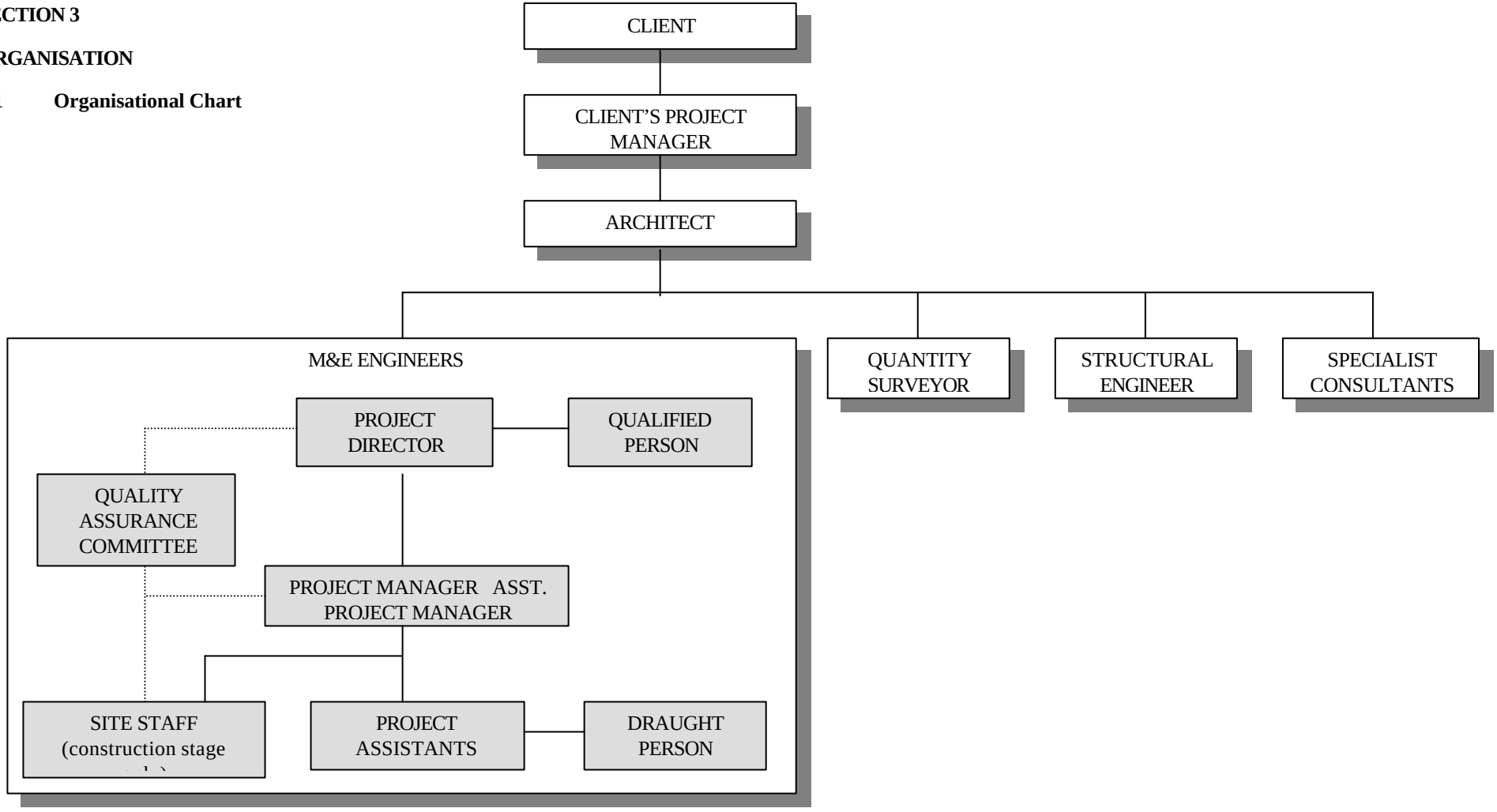
EJECTOR & DIVERTER		SUMP PUMP	✓	FUEL OIL TANK	✓	LIFT & ESCALATOR	✓	PRESSURE VESSEL		HOISTS		FOAM	

(✓ *where applicable*)

SECTION 3

ORGANISATION

3.1 Organisational Chart



SECTION 3

ORGANISATION

3.2 AEC's Project Team Member

TITLE		NAME
Project Director		Richard Teo
Qualified Person	Mechanical	Andrew Loh
	Electrical	Richard Teo
Project Manager		Choong C G
Assistant Project Manager		Joyce Lam
Project Assistant (Mech)		Daniel Kam
Project Assistant (Elect)		Chiam B Y
Draughtsperson		Common Pool
Assistant Resident Engineer (M&E)		Chee Wee Meng
Clerk-of-Work (M&E)		Leck Jin Chwee

3.3 Client/Client's Representatives

Client:- Malayan Banking Berhad

Address:- No. 1 Ang Mo Kio St 64
Maybank Centre
Singapore 569083

Tel:- 486 9780

Fax:- 484 0575

Client's Representatives:-

Name of Firm	Contact Person	Contact
Malayan Banking Berhad	Name: Ms Han Li Position: Project Director	Tel: 486 9750 (DID) Fax: 484 0776 Pager: - Handphone: - Email: -
Malayan Banking Berhad	Name: Mr Liew Bau Ji Position: Project Assistant	Tel: 486 9780 Fax: 484 0575 Pager: - Handphone: - Email: -
Malayan Banking Berhad	Name: Mr William Aw Position: Project Assistant	Tel: 486 9778 (DID) Fax: 484 0575 Pager: - Handphone: - Email: -
Malayan Banking Berhad	Name: Mr Daniel Seow Position: Project Assistant	Tel: 486 9780 Fax: 484 0575 Pager: - Handphone: - Email: -

3.4 Other Consultants (Local)

Function / Name of Firm	Contact Person	Contact
Client's Project Manager Realty Management Pte Ltd	Name: Mr David Lim Position: Project Manager	Tel: 225 9931 (DID) Fax: 226 3424 Pager: - Handphone: 9787 1023 Email: -
Architect SYL Architects (overall) DP consultants Pte Ltd (assist SYL in execution of contract)	Name: Mr Sitoh Yih Liang Position: Project Architect Name: Mr Lawrence Foong Position: Architect	Tel: 252 0722 Fax: 252 0922 Pager: - Handphone: 9664 2232 Email: sitoh-yl@pacific.net.sg. Tel: 338 3988 Fax: 337 9989 Pager: - Handphone: - Email:dpa@dparchitects.com
Quantity Surveyor Davis Langdon & Seah Singapore Pte Ltd	Name: Mr Ng See Wah Position: Project Manager	Tel: 239 8235 (DID) Fax: 224 7089 Pager: - Handphone: - Email: dlssp2@pacific.net.sg
Structural Engineer TY Lin South East Asia Pte Ltd	Name: Mr Lim Kok Kim Position: Project Manager	Tel: 437 3512 (DID) Fax: 533 2622 Pager: - Handphone: - Email: kklim@tylin.com.sg
Acoustic Consultant CCW Acoustics Pte Ltd	Name: Mr Cheah Beng Kin Position: Project Director	Tel: 468 3766 Fax: 468 1940 Pager: - Handphone: - Email: -
Accredited Checker SBT Consultants & Accredited Checkers	Name: Mr Sim Bee Teck Position: Project Director	Tel: 336 3500 Fax: 336 3572 Pager: - Handphone: - Email: -
Traffic Impact Assessment Consultant Oscar Faber Consultants Pte Ltd	Name: Mr Antony R Millward Position: Project Manager	Tel: 336 7277 Fax: 338 1076 Pager: - Handphone: - Email: -
Soil Investigation Works & Geotechnical Engineering Moh & Associates (S) Pte Ltd	Name: Mr Kong Position: Project Manager	Tel: 295 0611 Fax: 298 7653 Pager: - Handphone: - Email: -
Security Consultants CISCO Security Consultancy	Name: Ms Caroline Ho Position: Project Manager	Tel: 747 2888 Fax: 741 7652 Pager: - Handphone: - Email: -
Interior Designer Axis Point Design Pte Ltd	Name: Ms Tan Mei Ferng Position:	Tel: 533 0112 Fax: 533 2409 Pager: - Handphone: - Email:

3.4 **Other Consultants** (Overseas)

Function / Name of Firm	Contact Person	Contact
Curtain Wall Consultant Manz Facade Engineering Sdn Bhd c/o Arup Façade Sydney	Name: Mr Peter Lalas Position: Project Manager	Tel: 61 2 320 9320 (Sydney) Fax: 61 2 320 9321 (Sydney) Pager: - Handphone: - Email: -
Architect (Design) Kwan & Associates Architects Ltd (Hong Kong)	Name: Mr Vincent Ng Position: Project Architect	Tel: 852 2 880 1128 Fax: 852 2 811 0780 Pager: - Handphone: - Email: kwanarch@pop.vol.net
M&E Consultant -	Name: - Position: -	Tel: - Fax: - Pager: - Handphone: - Email: -
Quantity Surveyor -	Name: - Position: -	Tel: - Fax: - Pager: - Handphone: - Email: -
Structural Engineer -	Name: - Position: -	Tel: - Fax: - Pager: - Handphone: - Email: -
Interior Designer -	Name: - Position: -	Tel: - Fax: - Pager: - Handphone: - Email: -
Lighting Consultant -	Name: - Position: -	Tel: - Fax: - Pager: - Handphone: - Email: -
Acoustic Consultant -	Name: - Position: -	Tel: - Fax: - Pager: - Handphone: - Email: -

3.5 Contractors/Sub-Contractors

Function / Name of Firm	Contract *	Contact Person	Contact
Demolition Contractor Ong Hoo Kim Construction Pte Ltd	DC	Name: Mr Ong Hoo Kim Position: Project Manager	Tel: Fax: Pager: - Handphone: - Email: -
Foundation Contractor Bored Piling (Pte) Ltd	DC	Name: Mr Lee Hong Keow Position: Project Manager	Tel: 281 7622 Fax: 281 6028 Pager: - Handphone: - Email: -
Main Contractor Eng Lim Construction Co Pte Ltd		Name: Mr Yew Chew Long Position: Project Manager Name: Mr Jerry Low Position: M&E Co-ordinator	Tel: 466 8200 Fax: 466 1943 Pager: 9309 3343 Handphone: 9817 3343 Email: elcyew@newspage.com.sg
Cable/Underground Services Detection Contractor H H Tan Technical Services	DC	Name: Mr H H Tan Position: Project Manager	Tel: 352 6180 Fax: 352 6181 Pager: - Handphone: - Email: -
Air Conditioning & Ventilation Installation Sub-Contractor Fettle Engineering Co (S) Pte Ltd	NSC	Name: Mr William Lee Position: Project Manager	Tel: 278 7666 Fax: 278 7555 Pager: 9410 8384 Handphone: - Email: fettle@pacific.net.sg
Plumbing & Sanitary Installation Sub-Contractor APP Engineering Pte Ltd	DSC	Name: Mr Sebastian Chia Position: Project Engineer Name: Mr Lee Lit Lern (Licensed Plumber)	Tel: 268 6964 Fax: 265 9537 Pager: 9605 4829 Handphone: - Email:
Electrical Installation Sub-Contractor Ngee Cheng Electric Co (Pte) Ltd	NSC	Name: Mr Fam Wee Keng Position: Project Manager	Tel: 459 9996 Fax: 457 4707 Pager: - Handphone: - Email: ngee@cyberway.com.sg
Lift & Escalator Installation Sub-Contractor Schindler Lifts (S) Pte Ltd	NSC	Name: Mr Ivan Ho Position: Project Manager	Tel: 843 3535 Fax: 846 2212 Pager: - Handphone: - Email: Ivan_Ho@Schindler.com
Fire Fighting & Alarm Installation Sub-Contractor Admiralty Engineering Pte Ltd	NSC	Name: Mr Eric Goh Position: Project Manager	Tel: 268 0881 Fax: 268 0355 Pager: - Handphone: - Email: aeploi@pacific.net.sg

** 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/Fax Nos./E-mail
PowerGrid/Power Supply:		
(a) Customer Supply	Mrs G Gomez/Mr Lee Chi Ming	Tel: 733 1668
(b) Sub-Station	Mr Mohd Anwar Yunos	Tel: 831 8554 (DID)
(c) Installation	-	-
(d) Meter Section	-	-
(e) Road Lighting	Mr Teo Hin Choon	Tel: 359 4924
(f) Diversion	-	-
Telecom:		
(a) Planning/Line Plant	Mr Thong Yam Ser	
(b) Installation	-	-
(c) Diversion	-	-
BCD:		
(a) Building Plan	-	-
FSB:		
(a) Building Plan	Mr Choh Choon Jun	Tel: 838 6409
(b) M&E Section	Mr Chor Kok Wai	Tel: 838 6391
PUB (Water)		
(a) Water Conservation	Mr David Loh	Tel: 731 3518
(b) Plumbing Plan	Mr Yap Ah Ming/ Mr Kuang Kim Yaw	Tel: 731 3557
(c) Diversion	Ms Wong Wai Cheng	Tel: 731 3546
PowerGas:		
(a) Planning/Submission	-	-
(b) Installation/Inspection	-	-
(c) Diversion	-	-
ENV (Sewerage):		
(a) Building Plan	Mr David Lim	Tel: 731 6929 (DID)
(b) M&E Section	Mr Chow Yew Meng	Tel: 731 9630 (DID)
(c) Diversion	-	-
ENV (Pollution Control)		
(a) Planning/Submission	-	-
(b) Inspection	-	-

SECTION 4

PROGRAMME

4.1 Overall Programme

Main Contract Commencement: 15 April 1999

Main Contract Completion:	17 February 2001
TOP Target:	March 2001
CSC Target:	June 2001

Note: Project delayed, awaiting catch-up schedule from Main Contractor.

SECTION 4

PROGRAMME

4.2 Authority Submission Status for M&E Services - 1st Submission

Service	Authority	Original Submission		Comments/Resubmission						Approval/ Clearance
		Scheduled	Actual	Comment	Resubmit	Comment	Resubmit	Comment	Resubmit	
Application for Electricity Supply	Power Supply Pte Ltd	Mar 98	27/3/98	31/3/98	-					6/4/98
Power Supply Substation	PowerGrid Pte Ltd	Jul 98	6/7/98	21/7/98	18/8/98					21/8/98
Main Single Line Diagram	Power Supply Pte Ltd	15/7/99	30/6/99							10/7/99
Consumer Switchroom Layout	PowerGrid Pte Ltd	NA								
Metering Layout	PowerGrid Pte Ltd	13/4/00								
Sanitary Installation	ENV (Sewerage)	16/6/99	14/6/99	16/6/99	29/6/99					30/6/99
Domestic Water Supply	PUB (Water)	Jan 00	24/1/00	3/3/00						
Gas Supply Installation	PowerGas Pte Ltd	NA								
Air Conditioning & Ventilation Inst.	Fire Safety Bureau	5/5/00								
Fire Fighting & Alarm Installation	Fire Safety Bureau	13/4/00								
Telephone Installation	Telecom (Broadband)	15/11/98	16/10/98	15/12/98	30/12/98					16/3/99
	Telecom (TDCS)	NA								
	Telecom (Domestic Operation)	NA								
Fuel Storage	* Fire Safety Bureau	-								
	Pollution Control Department	NA								
Power Supply Substation	PowerGrid Pte Ltd		16/8/99	26/8/99	2/12/99					14/12/99
(Amendment to Approved Plan)										

* *By Contractor's PE and Structural Engineer's PE.*

SECTION 4

PROGRAMME

4.3 Authority Submission Status for M&E Services (Amendments) - 2nd Submission

NOT USED

SECTION 5

PROJECT RECORDS

5.1 List of Internal Files

Standard Files

File Ref:		File Ref:	
-CM	✓	-QSP	✓
-PC	✓	-BD	✓
-AE	✓	-CC	✓
-AM	✓	-CF	✓
-AA	✓	-GC	✓
-PQP	✓		

Project Files to be initiated by PM as and when required

File Ref:		File Ref:		File Ref:	
-SM	✓	-SR	✓	-ET/MT	✓
-SC	✓	-EC/MC	✓	-MT	
-AD/AI	✓	-PP	✓	-DF	✓
-SQ	✓	-VO	✓	-EOT	✓
-CO	✓			-601	✓

Service Files to be initiated by PM as and when required

	Service										
File Ref:	ACVI	FFAI	PSI	EI	LI	BS					
-G	✓	✓	✓	✓	✓	✓					
-Q				✓							
-VO											
-PP	✓	✓	✓	✓	✓						
-AI	✓	✓	✓	✓	✓						
-AD											
-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	Daniel Kam
Incoming Architectural Sketches/Details	Daniel Kam
Incoming Structural Drawings	Daniel Kam
M&E Drawings	
- Electrical Installation	Chiam B Y
- Lift & Escalator Installation	Chiam B Y
- Air Conditioning & Ventilation Installation	Daniel Kam
- Fire Fighting & Alarm Installation	Daniel Kam
- Plumbing & Sanitary Installation	Daniel Kam
- Swimming Pool & Filtration Installation	-
Other Drawings	
Curtain Wall	Daniel Kam

INTERFACING

6.1 Method of Interface

Description	Method of Interface	
Client's Review & Approval (By Client's Project Manager)	M&E Design Report	✓
	Pre-planned meeting at fixed intervals	✓
	Telefax, letter and telephone	✓
	Email	
Interface With External Design Teams	M&E Design Report	✓
	Pre-planned meeting at fixed intervals	✓
	Telefax, letter and telephone	✓
	Email	✓
Interface Between Internal Design Teams	Telephone	✓
	Email	✓
	Internal Project Team Meeting	✓
	Circulation of Information	✓

(✓ *where applicable*)

SECTION 6

INTERFACING

6.2 Internal Design Interface

Item No.	Description*	Required From	Required By	Date Required	Remarks
1.	P/S electrical load	CTT	BY	Feb 1999	
2.	FP electrical load	CTT	BY	Feb 1999	
3.	ACMV electrical load	CTT	BY	Feb 1999	

** Information required by INTERNAL DESIGN TEAM MEMBERS*

SECTION 6

INTERFACING

6.3 Circulation of Documents to External Parties

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

SECTION 7

WORK AUTHORISATION

Activity \ Authorised Signatories	PD	QP	PM	SS
General Correspondences with Client			✓	
General Correspondences with Other Consultants			✓	
M&E Cost Estimate Report	✓			
M&E Design Report	✓			
Check Prints			✓	
Tender Drawing Approval			✓	
Tender Specification Approval	✓			
List of Tenderers	✓			
Tender Questionaires			✓	
Tender Reports	✓			
Draft Letter of Award	✓			
Review of Contractor's Shop Drawing			✓	✓
Review of Contractor's Technical Submittal			✓	✓
Review of Contractor’s Sample Submittal			✓	✓
Contractor’s Request for Deviation			✓	
Progress Payment Valuation Form	✓			
Final Account Valuation	✓			
Draft Variation Order			✓	
Engineer/Architect’s Instruction/Direction			✓	
Site Instruction/Direction				✓
Correspondence/Submission to Authorities		✓		

(✓ *where authorised*)

Key to abbreviations:-

PD : Project Director
QP : Qualified Person
PM : Project Manager/Assistant Project Manager
SS : AEC Site Staff

SECTION 8

DESIGN INPUT & METHODOLOGY

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

ITEM	KEPT BY
Design criteria dated 17 December 1997 established by Clients Project Manager	1177-PC File

8.2 List of Applicable Code of Practice and Regulations

Electrical Wiring	~~BS~~	SS	~~IEE~~	~~NFPA~~	
Lightning Protection System	~~BS~~	SS			
Emergency Voice Communication System	~~BS~~	SS	~~NFPA~~		
Air Conditioning & Ventilation Installation	~~BS~~	~~AS~~	~~NFPA~~	SS	~~MS~~
Lift & Escalator Installation	~~BS~~	SS			
Sprinkler System	~~BS~~	SS	~~NFPA~~	~~AS~~	~~LPC~~
Wet Riser System	~~BS~~	SS	~~NFPA~~	~~AS~~	~~MS~~
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~~	

(Delete where necessary)

SECTION 8

DESIGN INPUT & METHODOLOGY

8.3 List of Design Guide or Handbook Used

Carrier's Handbook of Air Conditioning System Design

ASHRAE Handbooks

Institute of Plumbing's Plumbing Services Design Guide

8.4 List of Applicable Quality System Procedures

Alpha Engineering Consultant's Quality System Procedures

Section	Title
A2	Documentation of Project Quality Plan
A3	Administration Control
A4	Document Control
A6	Archive Control
B3	Design Control
B4	Design Change Control
B5	Drawing Control
B6	Specification Control
B7	Tender Process and Evaluation
C1	Construction Process Control
C2	Testing and Commissioning

8.5 List of Software Used For Design/Analysis

DESCRIPTION/ PACKAGE NAME	VERSION	SUPPLIER/ SOURCE	PURPOSE	
Calculux	2.30	Philips	Lighting design	
Cophos	3.31	Zumtobel	Lighting design	
Carrier E20-II	3.21	Carrier	Programme for determination of heat load, duct size and its losses, etc.	✓
Gensize 2	2.1	Onan	Generator sizing	
Lift Traffic	-	Alpha Engineering	Lift traffic calculation	✓
Econdial	2.5	Merlin Gerlin	Design for low voltage network	
Hyena	4.00.1	ACADS-BSG	Fire Sprinkler & Hydrant Analysis	
Fault Level Calculation	-	Alpha Engineering	Calculation of voltage drop and fault level	
BEST	-	National University of Singapore	Building energy analysis	✓

(✓ *where applicable*)

SECTION 9

CLIENT'S REQUIREMENTS

9.1 List of Output Required by Client:-

Item	* Remarks
M&E Design Report	A
M&E Cost Estimate Report	A
Pre-Qualification of Tenderers	A
Tender Documents	A
Tender Report	A
Payment Valuation for QS	I
Certificates of Supervision for TOP/CSC	Re

** 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)*

9.2.1 Prequalification of M&E Tenderers

9.2.2 Project heading & description of development – Refer memo issued on 23 March 1998 by Client's Project Manager (i.e. short heading like 'Maybank Project' for day to day correspondence etc.).

SECTION 10

LIST OF SUB-JOB

10.1 List of Sub-Job Numbers

Job No.	Description	Remarks
1177-601	Tenancy Fitting-Out Works	