Alpha
Engineering Consultant

PROJECT QUALITY PLAN

PROPOSED CONDOMINIUM HOUSING DEVELOPMENT COMPRISING 8 BLOCKS OF 5-STOREY RESIDENTIAL BUILDING (WITH BASEMENT & ATTIC) AND COMMUNAL FACILITIES INCLUDING CARPARK, SWIMMING POOL (TOTAL: 176 UNITS) ON LOT/S 4230, 4231, 4232, 4233 MK 4 AT MT SINAI LANE

For

M/S LEONIE COURT PTE LTD

Copy No.	1

Prepared By: Chim Heng Leong

Authorised By: Richard Teo

Date: 19 June 2003

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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	1341-PQP File	19 June 2003
2	Chim Heng Leong	19 June 2003

1.2 Revision Record

Revision	Date of Issue	Section Reference	Page(s)	Remarks
0	19 June 2003	1 to 10	27	

SECTION 2

PROJECT INFORMATION

2.1 Project Description

Type of Development	

Statistics of Development	
Site Area, m²	20631.20
Nett Floor Area, m²	-
Gross Floor Area, m²	28883.68
Covered Carpark, m²	13,255.285
No. of Covered Carpark Lots	248
No. of Apartments/Houses	176
No. of Beds (for Hospitals)	-
No. of Guestroom (for Hotels)	-
No. of Blocks / No. of Storeys	8 Blocks of 5 Storeys
No. of Phases	1

2.2 Project Cost

M&E Services Cost Plan (S$ x 1M)										
Services	EI	ACVI	LEI	FFAI	PSI	SPFI				
Estimate										
Awarded	2.75	1.865	1.722	0.39	1.85	0.3				

Total Project Construction Cost (S$ x1M)			
	Site Clearance	Piling Works	Main Contract
Estimate	-	-	-
Awarded	-	-	51.7

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.									
FLUSHFLOOR TRUNKING									

(✓*where applicable*)

2.3.3 Submission to Relevant Authorities by Others

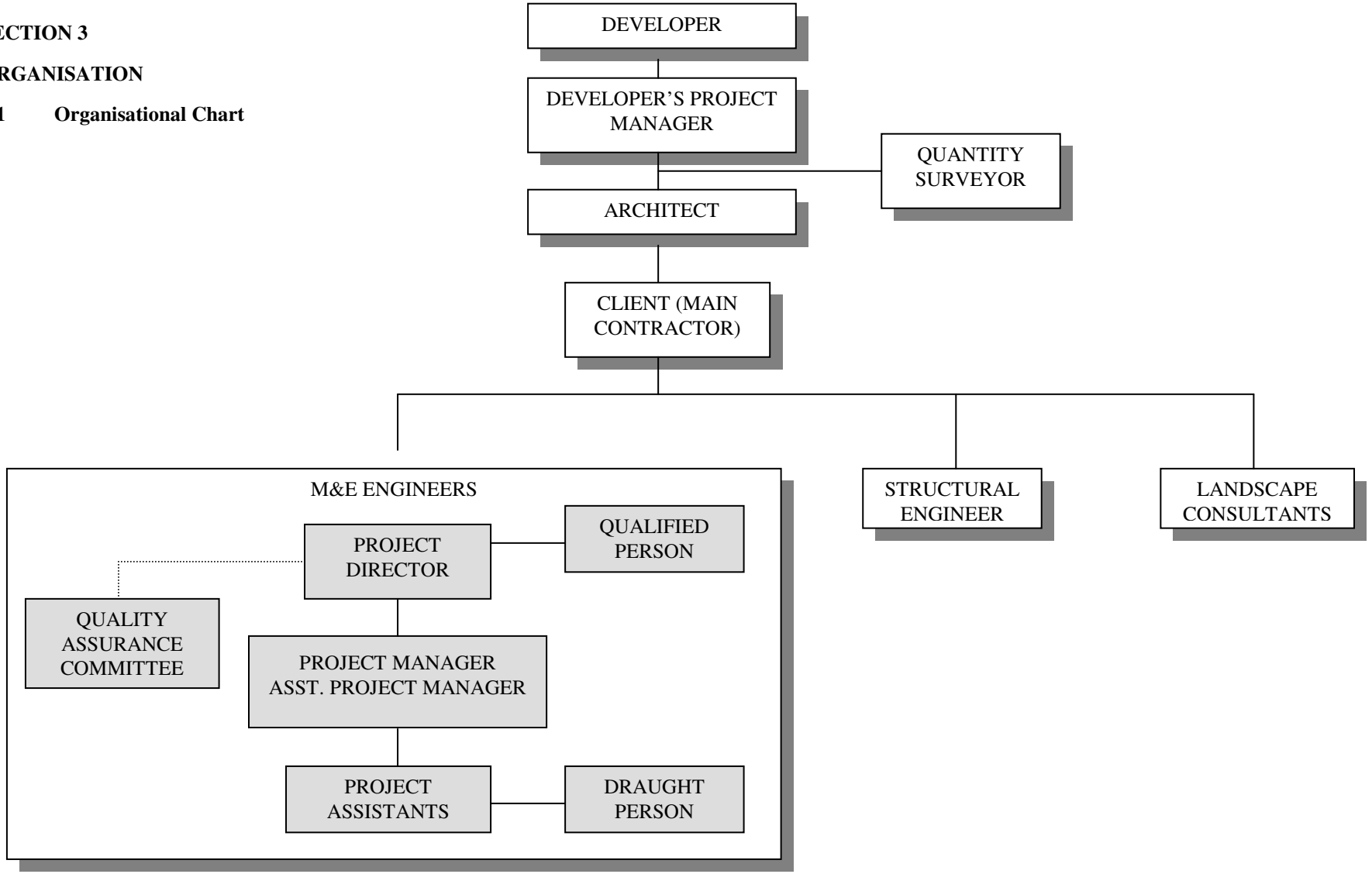
EJECTOR & DIVERTER	✓	SUMP PUMP	✓	FUEL OIL TANK		LIFT & ESCALATOR		PRESSURE VESSEL		HOISTS		FOAM	

(✓*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 (RT)
Qualified Person	Mechanical	Loh Chew Thong (LCT)
	Electrical	Richard Teo (RT)
Project Manager		Chim Heng Leong (CHL)
Assistant Project Manager		Goh Soon Huat (GSH)
Project Assistant (Mech)		-
Project Assistant (Elect)		Teh Yong Hui (TYH)
Draughtsperson		Common Pool
Resident Engineer (M&E)		-
Assistant Resident Engineer (M&E)		-
Clerk-of-Work (M&E)		-

3.3 Developer's/Client's Representatives

Developer:-	Leonie Court Pte Ltd	Client:	Nakano Singapore (Pte) Ltd
Address:-	8 Shenton Way #21-01 Temasek Tower Singapore 068811	Address:	1 Coleman Street #06-02 The Adelphi Singapore 179803
Tel:- Fax:-	6820 2188 6820 8679	Tel: Fax:	6333 4933 6338 8568 / 6333 9230

Client's Representatives:-

Name of Firm	Contact Person	Contact
Leonie Court Pte Ltd	Name: Mr Lee Yew Kwung Position: Project Director	Tel: 6820 2188 Fax: 6820 8679 Pager: - Handphone: - Email: -
Nakano Singapore (Pte) Ltd	Name: Mr H Ikeue Position: Project Manager	Tel: 6462 5127 / 6462 5128 Fax: 6462 5328 Pager: - Handphone: 9743 0107 Email: -
	Name: Position:	Tel: Fax: Pager: Handphone: Email:
	Name: Position:	Tel: Fax: Pager: Handphone: Email:
	Name: Position:	Tel: Fax: Pager: Handphone: Email:

3.4 **Other Consultants** (Local)

Function / Name of Firm	Contact Person	Contact
Architect MKPL Architects	Name: Ms Cheng Pai Ling Position: Director	Tel: 6223 4633 Fax: 6223 4233 Pager: - Handphone: - Email: mkpl@mkpl.com.sg
Quantity Surveyor Davis Landon & Seah Singapore Pte Ltd	Name: Mr David/Ms Tan Chin Bee Position: Quantity Surveyor	Tel: 6222 3888 Fax: 6224 7089 Pager: - Handphone: - Email: mailqs@dls.com.sg
Structural Engineer P&T Consultants Pte Ltd	Name: Mr Yiong Hoi Liong Position: Engineer	Tel: 6532 5529 Fax: 6535 1283 Pager: - Handphone: - Email: pta@ptcon.com.sg
Interior Designer N.A.	Name: - Position: -	Tel: - Fax: - Pager: - Handphone: - Email: -
Lighting Consultant N.A.	Name: - Position: -	Tel: - Fax: - Pager: - Handphone: - Email: -
Acoustic Consultant N.A.	Name: - Position: -	Tel: - Fax: - Pager: - Handphone: - Email: -
Landscape Architect Earth N Trees Studio Steed Pte Ltd	Name: Ms Lynette Lim Position: Designer	Tel: 6883 2721 Fax: 6883 2329 Pager: - Handphone: - Email: -

3.4 Other Consultants (Overseas)

NOT USED

3.5 Contractors/Sub-Contractors

Function / Name of Firm	Contract *	Contact Person	Contact
Main Contractor Nakano Singapore (Pte) Ltd	DC	Name: Mr H Ikeue Position: Project Manager	Tel: 6333 4933 Fax: 6338 8568 Pager: - Handphone: 9743 0107 Email: nakano@cyberway.com.sg
Air Conditioning & Ventilation Installation Sub-Contractor Design Aire Engineering (S) Pte Ltd	DSC	Name: Mr William Liew Position: Director	Tel: 6746 9611 Fax: 6747 4922 Pager: - Handphone: 9672 6277 Email: deaire@mbox3.singnet.com.sg
Plumbing & Sanitary Installation Sub-Contractor WTC Engineering Pte Ltd	DSC	Name: Mr Denis Loh Position: Project Manager	Tel: 6745 9733 Fax: 6745 6806 Pager: - Handphone: 9238 1413 Email: wtc97@mbox2.singnet.com.sg
Electrical Installation Sub-Contractor Asiatech Entity Pte Ltd	DSC	Name: Mr Brandon Wong Position: Assistant Project Manager	Tel: 6745 5057 Fax: 6745 9590 Pager: - Handphone: 9794 4119 Email: atentity@singnet.com.sg
Lift & Escalator Installation Sub-Contractor Hitachi Elevator Engineering (S) Pte Ltd	DSC	Name: Sunny Chong S K Position: Manager	Tel: 6394 2622 Fax: 6295 3678 Pager: - Handphone: - Email: sunny.chong@hees.hitachi.com.sg
Fire Fighting & Alarm Installation Sub-Contractor Design Aire Engineering (S) Pte Ltd	DSC	Name: Mr William Liew Position: Director	Tel: 6746 9611 Fax: 6747 4922 Pager: - Handphone: 9672 6277 Email: deaire@mbox3.singnet.com.sg
Swimming Pool Filtration Plant Installation Sub-Contractor Hydrotech M&E Services Pte Ltd	DSC	Name: Mr Lai Heng Tong Position: Director	Tel: 6748 4779 Fax: 6748 8016 Pager: - Handphone: 9026 1457 Email: Hydrotech3@yahoo.com.sg
Carpark System Installation Sub-Contractor		Name: Position:	Tel: Fax: Pager: Handphone: Email:
_____		Name: Position:	Tel: Fax: Pager: Handphone: Email:

** 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	Mr Teo Koi Heng	6823 8008
(b) Sub-Station	Mr Chin Yoke Fah	6823 8556
(c) Installation	-	-
(d) Meter Section	-	-
(e) Road Lighting	-	-
(f) Diversion	-	-
Telecom:		
(a) Planning/Line Plant	Mr Ong Boon Tat	9859 0426
(b) Installation	-	-
(c) Diversion	-	-
BCD:		
(a) Building Plan	-	-
FSSD:		
(a) Building Plan	-	-
(b) M&E Section	-	-
PUB (Water)		
(a) Water Conservation	-	-
(b) Plumbing Plan	Mr Lim Chee Leong	6731 3695
(c) Diversion	-	-
PowerGas:		
(a) Planning/Submission	Mr Liew K B	6586 8846
(b) Installation/Inspection	Mr Lim Teck Seng	6586 8872
(c) Diversion	-	-
ENV (Sewerage):		
(a) Building Plan	-	-
(b) M&E Section	-	-
(c) Diversion	-	-
ENV (Pollution Control)		
(a) Planning/Submission	-	-
(b) Inspection	-	-

SECTION 4

PROGRAMME

4.1 Overall Programme (see attached)

ID	TASK NAME	MONTHS	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
1.	Preliminary Planning																									
2.	Planning Submission																									
3.	Detail Design																									
4.	BP Submission																									
5.	BP Submission (Amendments)																									
6.	Tender Period for Piling																									
7.	Tender Period for Sub-Structure																									
8.	Tender Period for Super-Structure																									
9.	Piling Period																									
10.	Sub-Structure Construction Period																									
11.	Super-Structure Construction Period																									
12.	TOP																									
13.	CSC																									

MASTER NETWORK

NO.

PROJECT NAME: GlenTrees Condominium
MASTER SCHEDULE

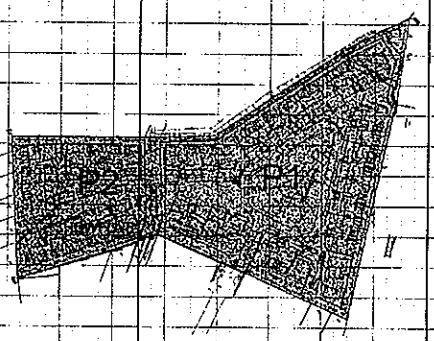
CLIENT: LEONIE COURT PTE LTD
ARCHITECT: MKPL ARCHITECTS
STRUCTURAL ENGINEER: P & T CONSULTANTS PTE LTD
M & E ENGINEER: ALPHA ENGINEERING CONSULTANTS
TOTAL FLOOR AREA:
NO. OF STOREY: 5-STOREY AND ATTIC
CONSTRUCTION PERIOD: 28 MTHS
CHECKED BY: Mr. IKEUE
DATE: JULY '2002

NAKANO SINGAPORE (PTE) LTD
No. 1 COLEMAN STREET #06-02
THE ADELPHI SINGAPORE 179803
Tel : 6333 4933 Fax : 6338 8568
Telex : RS 33197 NASIN

SCHEDULE DATE

Years	2002						2003												2004										
Mths	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Construction Schedule	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

TEMPORARY WORK
ROOF
ATTIC LEVEL
5th FLOOR
4th FLOOR
3rd FLOOR
2nd FLOOR
1st FLOOR
POOL DECK LEVEL
BASEMENT 1
EXCAVATION / PILECAP
PILING
EARTH WORK
EXTERNAL WORK
PLUMBING
A/C, M/V
ELECTRICAL
LIFT
EVENT



TEMPORARY FACILITIES
TOWERCRANE 1/2
TC 3
TC1 DISMANTLE
TC2
TC3
EXTERNAL SCAFFOLDING
METAL ROOF P1
METAL ROOF P2
M & E WORKS
TESTING & COMMISSIONING
WATERPROOFING P1 / P2
FLOOR FINISHING
BRICKWALL WIP / WINDOW / DOOR FRAME / PLASTER (A)
MABLE / TILE / PARQUET (B)
FITTINGS / PAINTING (C)
SITE POSSESSION
DESIGN DEVELOPMENT
STRUCTURE WORK
SWIMMING POOL / POOLDECK
TESTING / COMMENT
LANDSCAPING
CLUBHOUSE
TILE / GRANITE
SHOP
BRICKWALL / WINDOW / DOOR FRAME / PLASTER
SHORING
EXTRACTION
SUB-STATION STRUCTURE
FINISHING
DRAINAGE WORK
STRUCTURE WORK
LANDSCAPE FINISHING / TENNIS COURT
WATER / GAS / SANITARY PIPE
PREPARATION
BASEMENT I.C / PIPING
FITTINGS
TESTING / COMMISSIONING
PREPARATION
FLOOR CONCEALED PIPE
BASEMENT DUCT / CONCEALED PIPE
FCU / CU / FITTINGS
TESTING / COMMISSIONING
UNDERGROUND WORK
WIRING 1ST FIXING
2ND FIXING / CONNECTION
TESTING / COMMISSIONING
SHOPDRAWING
APPROVAL
CONFIRM
FABRICATION
SHAFT INSPECTION
LIFT INSTALLATION
TESTING / COMMISSIONING
RI
BCA
TOP
COMPLETION
DEMOLISH SHOWFLAT
S/S INSPECTION
SUB-STATION HANDOVER
PUB ELECTRICAL TURN ON
PUB WATER TURN ON

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									
Power Supply Substation	PowerGrid Pte Ltd	31/8/02	1/8/02	13/8/02	4/12/03	-	-	-	-	9/12/02
Main Single Line Diagram	Power Supply Pte Ltd	15/9/02								
Consumer Switchroom Layout	PowerGrid Pte Ltd									
Metering Layout	PowerGrid Pte Ltd	15/9/03								
Sanitary Installation	ENV (Sewerage)	31/7/02	13/8/02	-	-	-	-	-	-	15/8/02
Domestic Water Supply	PUB (Water)	15/3/03	12/5/03	30/5/03						
Gas Supply Installation	PowerGas Pte Ltd	15/2/02	18/12/02	30/12/02	2/1/03	-	-	-	-	7/1/03
Air Conditioning & Ventilation Inst.	Fire Safety Bureau	30/9/03								
Fire Fighting & Alarm Installation	Fire Safety Bureau	30/9/03	16/9/03							
Telephone Installation	Telecom (Broadband)									
	Telecom (TDCS)									
	Telecom (Domestic Operation)	31/12/02	6/1/03	29/1/03	6/5/03	-	-	-	-	14/5/03
Fuel Storage	Fire Safety Bureau									
	Pollution Control Department									

SECTION 4

PROGRAMME

4.3 Authority Submission Status for M&E Services (Amendments) - 2nd Submission (Not Used)

Service	Authority	Original Submission		Comments/Resubmission						Approval/ Clearance
		Scheduled	Actual	Comment	Resubmit	Comment	Resubmit	Comment	Resubmit	
Application for Electricity Supply	Power Supply Pte Ltd									
Power Supply Substation	PowerGrid Pte Ltd									
Main Single Line Diagram	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									

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	
-SC	✓	-QM		-MT	
-AI	✓	-EC/MC	✓	-DF	
-SQ		-MC		-EOT	
-CO	✓	-PP			

Service Files to be initiated by PM as and when required

	Service										
File Ref:	ACVI	FFAI	PSI	EI	LI	SPFP					
-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	Teh Yong Hui (TYH)
Incoming Architectural Sketches/Details	Teh Yong Hui (TYH)
Incoming Structural Drawings	Teh Yong Hui (TYH)
M&E Drawings	
- Electrical Installation	Teh Yong Hui (TYH)
- Lift & Escalator Installation	Teh Yong Hui (TYH)
- Air Conditioning & Ventilation Installation	Chim Heng Leong (CHL)
- Fire Fighting & Alarm Installation	Chim Heng Leong (CHL)
- Plumbing & Sanitary Installation	Chim Heng Leong (CHL)
- Swimming Pool & Filtration Installation	Chim Heng Leong (CHL)
Other Drawings	
- Interior Design	Teh Yong Hui (TYH)
- Landscape/Waterscape	Teh Yong Hui (TYH)

SECTION 6

INTERFACING

6.1 Method of Interface

Description	Method of Interface	
Client's Review & Approval	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 – Not Used

Item No.	Description*	Required From	Required By	Date Required	Remarks

** 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	C	C	I	I	
b.	Project Administration	I	I	I	I	I	
c.	Project Cost Estimate/Contract Cost	A	I	I	-	C	
2.	**Drawings**						
a.	Outline Design Drgs.	C	C	C	C	-	
b.	Sketch Design Drgs.	I	I	C	C	-	
c.	Final Design Drgs.	A	A	I	I	-	
d.	Shop Drawings	C	C	C/A	C	-	
e.	As Built Drgs.	I	I	-	-	-	
3.	**Other Document**						
a.	Specification	-	-	-	-	-	
b.	Tender Document	-	-	-	-	-	
c.	Tender Evaluation Report	-	-	-	-	-	
d.	Design Report	-	-	-	-	-	
e.	Progress Report	-	-	-	-	-	
f.	Financial Report	-	-	-	-	-	
g.	Minutes of Meeting	I	I	I	I	I	
h.	Inspection Report	I	I	I	-	-	
i.	Testing & Comm. Report	I	I	I	-	-	
j.	O & M Manual	C/I	C/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
NA	NA

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 Installation	~~BS~~	SS			
Dry 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	~~BS~~	SS	~~NFPA~~	~~AS~~	

(Delete where necessary)

SECTION 8

DESIGN INPUT & METHODOLOGY

8.3 List of Design Guide or Handbook Used

ASHRAE Handbooks

Institute of Plumbing's Plumbing Services Design Guide

8.4 List of Applicable Quality System Procedures

Alpha Engineering Consultant's Quality Management System Procedures

Section	Title
M4	Design Change Control
M6	Authority Submission
M7	Construction Process Control
M8	Testing and Commissioning
S1	Document Control
S2	Documentation of Quality Management System Procedure
S3	Documentation of Project Quality Plan
S6	Archive Control
S8	Drawing Control

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	

(✓*where applicable*)

SECTION 9

CLIENT'S REQUIREMENTS

9.1 List of Output Required by Client:-

Item	* Remarks
M&E Design Report	C, A
M&E Cost Estimate Report	-
Pre-Qualification of Tenderers	-
Tender Documents	-
Tender Report	-
Payment Valuation for QS	-
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)*

SECTION 10

LIST OF SUB-JOB

10.1 List of Sub-Job Numbers – Not Used

Sub Job No	Description	Allocation Details