PROJECT QUALITY PLAN

PROPOSED NEW ERECTION OF A 5-STOREY MOTOR VEHICLE SERVICE CENTRE (INCLUDING CAR REPAIRS AND MAINTENANCE) AND ANCILLARY MOTOR VEHICLE SHOWROOM, OFFICES AND STORAGE WITH 2 BASEMENT CARPARKS ON LOT 1955 MK 1 AT 305 ALEXANDRA ROAD

For

M/S REGENT MOTORS LIMITED

Copy No.	1

Prepared By: Heng Chye Hing

Authorised By: Andrew Loh

Date: 4 November 2005

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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	1363-PQP	5 March 2004
2	Heng Chye Hing	5 March 2004

1.2 Revision Record

Revision	Date of Issue	Section Reference	Page(s)	Remarks
0	5 March 2004	1 to 10	26	
1	17 January 2005	1 to 10	26	
2	4 November 2005	1 to 10	26	

SECTION 2

PROJECT INFORMATION

2.1 Project Description

Type of Development	Commercial/ Office Development

Statistics of Development	
Site Area, m²	6,930
Nett Floor Area, m²	
Gross Floor Area, m²	17,291
Covered Carpark, m²	10,000
No. of Covered Carpark Lots	295
No. of Apartments/Houses	-
No. of Beds (for Hospitals)	-
No. of Guestroom (for Hotels)	-
No. of Blocks / No. of Storeys	1 Block of 5-storey including 2 Basement
No. of Phases	1

2.2 Project Cost

M&E Services Cost Plan (S$ x 1M)										
Services	EI	ACVI	LEI	FFAI	TETP	PSI				
Estimate	1.65	2.4	0.5	1.255	0.2	0.78				
Awarded	1.19	2.0	0.354	0.83	0.153	0.71				

Total Project Construction Cost (S$ x1M)			
	Site Clearance	Piling Works	Main Contract
Estimate	-	-	30.56
Awarded	-	-	25.842

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

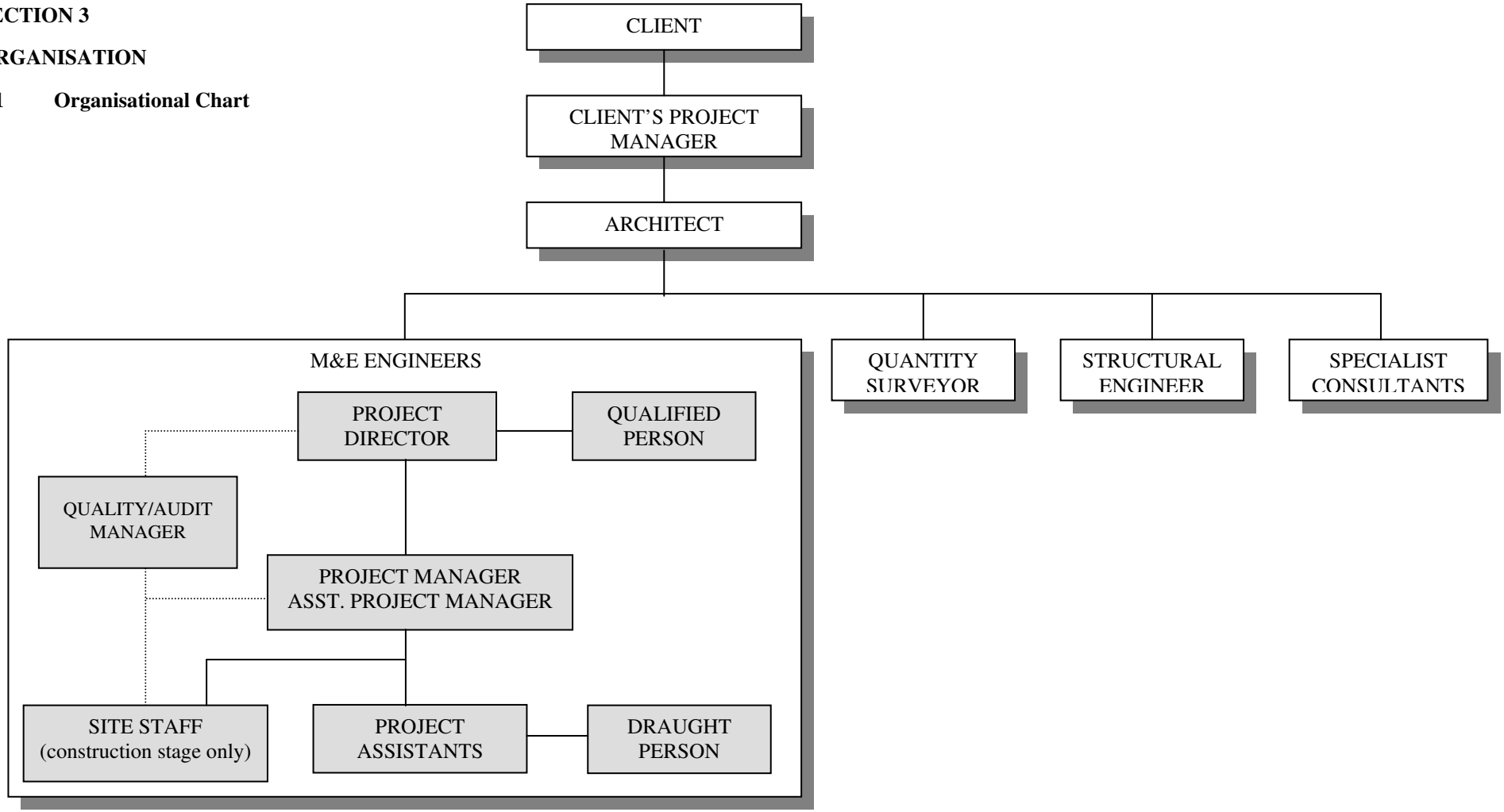
EJECTOR & DIVERTER	✓	SUMP PUMP	✓	FUEL OIL TANK		LIFT	✓	PRESSURE VESSEL		HOISTS		FOAM	

(✓*where applicable*)

SECTION 3

ORGANISATION

3.1 Organisational Chart



SECTION 3

ORGANISATION

3.2 AEC's Project Team Member

TITLE		NAME
Project Director		Tan Lai Siong
Qualified Person	Mechanical	Loh Chew Thong
	Electrical	Loh Fook Yuen
Project Manager		Heng Chye Hing
Assistant Project Manager		Loh Fook Yuen
Project Assistant (Mech)		Ang Wee Loong
Project Assistant (Elect)		Derek Ong
Draughtsperson		Common Pool
Resident Engineer (M&E)		-
Assistant Resident Engineer (M&E)		-
Clerk-of-Work (M&E)		Tang Weng Huat

3.3 Client/Client's Representatives

Client:- Sime Properties Singapore

Address:- 896 Dunearn Road, #04-05, Sime Darby Centre, Singapore 589472

Tel:- 6460 2873

Fax:- 6867 3701

Client's Representatives:-

Name of Firm	Contact Person	Contact
Sime Properties Singapore	Name: Chong Wong Mui Position: Project Manager	Tel: 6460 2873 Fax: 6467 3701 Handphone: 9684 3243 Email: wongmui.chong.sps@simedarby.com.sg
	Name: Position:	Tel: Fax: Handphone: Email:
	Name: Position:	Tel: Fax: Handphone: Email:
	Name: Position:	Tel: Fax: Handphone: Email:
	Name: Position:	Tel: Fax: Handphone: Email:

3.4 **Other Consultants** (Local)

Function / Name of Firm	Contact Person	Contact
Architect Consultants Incorporated Architects + Planners	Name: Mr Tham Tuck Cheong Position: Director	Tel: 6336 3900 Fax: 6339 6258 Handphone: - Email: ciapmail@singnet.com.sg
Quantity Surveyor WT Partnership	Name: Mr Yuen Chun Chin Position: Associate Director	Tel: 6533 0822 Fax: 6533 2833 Handphone: Email: wtpsin@singnet.com.sg
Structural Engineer Arup Singapore Pte Ltd	Name: Mr Mak Swee Chiang Position: Engineer	Tel: 6415 3500 Fax: 6415 3501 Handphone: - Email: Mak.Swee-Chiang@arup.com
Interior Designer Kingsmen Design Pte Ltd	Name: Mr Roy Ong Position: Design Director	Tel: 6880 0070 Fax: 6880 0078 Handphone: Email: royong@kingsmen-int.com
Lighting Consultant	Name: Position:	Tel: Fax: Handphone: Email:
Acoustic Consultant	Name: Position:	Tel: Fax: Handphone: Email:
_____	Name: Position:	Tel: Fax: Handphone: Email:
_____	Name: Position:	Tel: Fax: Handphone: Email:

3.4 **Other Consultants** (Overseas) – **NOT USED**

Function / Name of Firm	Contact Person	Contact
Architect	Name: Position:	Tel: Fax: Handphone: Email:
M&E Consultant	Name: Position:	Tel: Fax: Handphone: Email:
Quantity Surveyor	Name: Position:	Tel: Fax: Handphone: Email:
Structural Engineer	Name: Position:	Tel: Fax: Handphone: Email:
Interior Designer	Name: Position:	Tel: Fax: Handphone: Email:
Lighting Consultant	Name: Position:	Tel: Fax: Handphone: Email:
Acoustic Consultant	Name: Position:	Tel: Fax: Handphone: Email:
_____	Name: Position:	Tel: Fax: Handphone: Email:

3.5 Contractors/Sub-Contractors

Function / Name of Firm	Contract *	Contact Person	Contact
Main Contractor Shimizu Corporation	DC	Name: Mr. Simon Chan Position: Project Manager	Tel: 6472 5941 Fax: 6476 1252 Handphone: 9622 4864 Email: simon@hq.shimz.com.sg
Air Conditioning & Ventilation Installation Sub-Contractor Kilowatts Engineering & Construction Pte Ltd	NSC	Name:Mr Angelo Q Yumul Position: Project Manager	Tel: 6742 2617/6742 0096 Fax: 6742 2616 Handphone: 9748 8944 Email: kilowatt@singnet.com.sg
Plumbing & Sanitary Installation Sub-Contractor Hai Yong Engineering Pte Ltd	DSC	Name: Mr Allan Ng Chee Wah Position: Senior Project Manager	Tel: 6553 0503 Fax: 6553 0710 Handphone: 9003 5151 Email: hyengrg@mbox5.singnet.com.sg
Electrical Installation Sub-Contractor Ngee Cheong Contractors Pte Ltd	NSC	Name: Mr Lim Wan Pey Position: Project Engineer	Tel: 6293 6830 Fax: 6293 9095 Handphone: Email: wplim@ngeecheong.com.sg
Lift & Escalator Installation Sub-Contractor Fujitec Singapore Corporation Ltd	NSC	Name: Mr William Wong Position: Senior Manager	Tel: 6241 6222 Fax: 6444 7626 Handphone Email: fujitec@fujicsg.com
Fire Fighting & Alarm Installation Sub-Contractor Chubb Singapore Pte Ltd	NSC	Name: Mr Tan Lor Ann Position: Operations Manager	Tel: 6292 8421 Fax: 6298 7310 Handphone: 9101 8700 Email:
Spray Paint Booth Installation Autoland South East Asia Pte Ltd	DC	Name: Richard Loh Position: Director	Tel: 6256 3233 / 6256 2807 Fax: 6256 3689 Handphone: Email: richardloh@autoland.com.sg
Carpark System Installation Sub-Contractor		Name: Position:	Tel: Fax: Handphone: Email:
Trade Effluent Treatment Plant Installation Sub-Contractor ME Tech Engineering Pte Ltd	NSC	Name:Mr Yeo Hwee Kian Position: Director	Tel: 6841 5501 Fax: 6841 5512 Handphone: Email: metech@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
SP PowerGrid:		
(a) Sub-Station	Mr. Chin Yoke Fah	6823 8556/ 6823 8564
(b) Diversion	Mr. Ho Jin Cheng	6290 9103/ 6290 9110
SP Services:		
(a) Customer Supply	Mr. Rick Lim	6823 8008/ 6823 8289
(b) Installation		
(c) Meter Section		
(d) Road Lighting		
TFCC:		
(a) SCV		
(b) SingTel	Mr. Chiam Choong Juke (Planning) Mr Yong Joon Chon (Diversion)	6211 1830/ 6211 2116 6848 5614/ 6848 4110
(c) IDA		
BCA:		
(a) Building Plan		
FSSD:		
(a) Building Plan		
(b) M&E Plan	Mr Yong Yit Lee	6848 1463
PUB (Water Supply) Network Dept		
(a) Water Conservation		
(b) Plumbing Plan	Mr Tham Tuck Kuan	6731 3695
(c) Diversion		
PUB Water Reclamation (Network) Dept		
(a) Building Plan/CBPU		
(b) M&E Plan	Mr Gwee Yew Beng	6731 9576 / 6731 9725
(c) Diversion		
City Gas Pte Ltd:		
(a) Planning/Submission		
(b) Installation/Inspection		
PowerGas Pte Ltd:		
(a) Diversion		
NEA (Pollution Control)		
(a) Planning/Submission	Mr Wong Hin Mun	6731 9637 / 6731 9725
(b) Inspection		

SECTION 4

PROGRAMME

4.1 Overall Programme

		2003						2004			2005													2006		
ID	TASK NAME	March - July	A	S	O	N	D	J	Feb - May	June - Dec	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
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																								

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	SP Services Ltd	31/08/03	27/08/03							02/09/03
Power Supply Substation	SP PowerGrid Ltd	30/04/04	18/06/04	07/07/04	14/07/04					22/07/04
Metering Layout	SP Services Ltd	N.A								
Sanitary Installation	PUB (Water Reclamation) Network Dept	30/04/04	08/11/04							09/11/04
Domestic Water Supply	PUB (Water Supply) Network Dept	31/05/04	05/10/04	25/10/04	08/11/04					20/12/04
Gas Supply Installation	City Gas Pte Ltd	N.A								
Air Conditioning & Ventilation Inst.	FSSD	28/02/05	24/5/05							24/5/05
Fire Fighting & Alarm Installation	FSSD	14/03/05	9/6/05							21/7/05
Telephone Installation	TFCC (MDF room)	31/04/04	14/09/04							05/10/04
	TFCC- SCV (CDR room)	30/04/04	14/09/04							05/10/04

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	SP Services Ltd									
Power Supply Substation	SP PowerGrid Ltd									
Consumer Switchroom Layout	SP PowerGrid Pte Ltd									
Metering Layout	SP Services Ltd									
Sanitary Installation	PUB (Water Reclamation) Network Dept									
Domestic Water Supply	PUB (Water Supply) Network Dept									
Gas Supply Installation	City Gas Pte Ltd									
Air Conditioning & Ventilation Inst.	FSSD									
Fire Fighting & Alarm Installation	FSSD									
Telephone Installation	TFCC (MDF room)									
	TFCC- SCV (CDR room)									

SECTION 5

PROJECT RECORDS

5.1 List of Internal Files

Standard Files

File Ref:		File Ref:	
- Owners	✓	- Architect	✓
- Authorities	✓	- Other Consultants	✓
- Contractors	✓	- CC	✓
- CF	✓	- PQP	✓

Project Files to be initiated by PM as and when required

File Ref:		File Ref:		File Ref:	

Files under the old Filing System

File Ref: 1363		File Ref: 1363		File Ref: 1363	
-CM	✓	-BD	✓	-SM	✓
-PC	✓	-GC	✓	-SC	✓
-AE	✓	-SR	✓	-AI/AD	✓
-AM	✓	-EC/ MC	✓	-SQ	✓
-AA	✓	-PP	✓	-CO	✓
-A-G	✓	-F-G	✓	-P-G	✓
-E-G	✓	-L-G	✓	-A/F-P-SQ	✓
-E/L-SQ	✓	-VO	✓	-E/L-VO	✓
-A/P-VO	✓	-EOT	✓	-601 to 609	✓

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	Derek Ong
Incoming Architectural Sketches/Details	Derek Ong
Incoming Structural Drawings	Derek Ong
M&E Drawings	
- Electrical Installation	Derek Ong
- Lift Installation	Derek Ong
- Air Conditioning & Ventilation Installation	Ang Wee Loong
- Fire Fighting & Alarm Installation	Ang Wee Loong
- Plumbing & Sanitary Installation	Ang Wee Loong
Other Drawings	
- Trade Effluent Treatment Plant Installation	Ang Wee Loong

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

Item No.	Description*	Required From	Required By	Date Required	Remarks
1.	Mechanical equipment power requirement	HCH	LFY	1 Nov 03	Done
2.	Mechanical equipment essential load requirement	HCH	LFY	1 Nov 03	Done
3.	Mechanical equipment control panel & isolator location	HCH	LFY	1 Nov 03	Done
4.	Lift motor room heat load	LFY	HCH	1 Nov 03	Done

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

SECTION 7

WORK AUTHORISATION

Activity \ Authorised Signatories	PD	QP	PM	AE	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 Questionnaires	✓	✓	✓		
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
AE : Assistant Engineer
SS : AEC Site Staff

SECTION 8

DESIGN INPUT & METHODOLOGY

8.1 List of Client's Standards, Reference Documents or Brief – NOT USED

ITEM	KEPT BY
-	-

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 Installation	~~BS~~	SS				
Sprinkler System	~~BS~~	SS	NFPA	~~AS~~	~~LPC~~	FM
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/LPG Supply System	~~BS~~	SS	~~NFPA~~	~~AS~~		
Mechanical Smoke Control System	BS	~~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 Management System Procedures

Section	Title	✓ where applicable
M1	Preparation of Consultancy Offer	✓
M2	Project Commissioning and Service Agreement	✓
M3	Design Control	✓
M4	Design Change Control	✓
M5	Tender Process and Evaluation	✓
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	✓
S4	Specification Control	✓
S5	Library Control	✓
S6	Archive Control	✓
S7	Filing Control	✓
S8	Drawing Control	✓
S9	Administration Control	✓
S10	Purchasing Control	✓
S11	Training Control	✓
S12	Computer Control	✓
Q1	Quality System Audit	✓
Q2	Feedback Reporting	✓
Q3	Clients Feedback	✓
Q4	Management Review	✓

8.5 List of Software Used For Design/Analysis

DESCRIPTION/ PACKAGE NAME	VERSION	SUPPLIER/ SOURCE	PURPOSE	
Calculux	4.0	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	✓
Ecodial	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	A, C
M&E Cost Estimate Report	A, C
Pre-Qualification of Tenderers	NA
Tender Documents	C, I
Tender Report	A, C
Payment Valuation for QS	C, I (#)
Certificates of Supervision for TOP/CSC	I

** Remarks*

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

Other purposes and for action: please specify.

 # To be submitted within 7 days upon receipt of progress claim

9.2 Specific Procedures Required By Client *(If applicable)* – **NOT USED**

SECTION 10

LIST OF SUB-JOB

10.1 List of Sub-Job Numbers

Sub Job No	Description	Allocation Details
601	Trade Effluent Treatment Plant for Regent Motors	Manpower – HCH/LFY/DO/AWL Manhour – To be progressively recorded in timesheet
602	Spray Paint booth for Regent Motors	
603	Design changes to 5th storey for Regent Motors	
604	Changes in ID Layout for Regent Motors	
605	Water Recycling System for compliance with PUB requirements for Regent Motors	
606	Additional requirements from Client's direct contractors for Regent Motors	
607	Changes in warehouse racking layout for Regent Motors	
608	Changes in worker's rest room at 2nd Storey for Regent Motors	
609	RML – Additional air-con for Paint Mixing Store	