Alpha
Consulting Engineers Pte Ltd

PROJECT QUALITY PLAN

PROPOSED ADDITONS AND ALTERATIONS TO EXISTING OFFICE BUILDING (SOUTH TOWER) ON LOT 934W, 935V, 936P TS 23 AT 78 SHENTON WAY

For

SHENTON SINGAPORE PTE LTD

Copy No.	1

Prepared By: Chim Heng Leong

Authorised By: Loh Fook Yuen

Date: 11 June 2009

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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	6047-PQP	11 June 2009

1.2 Revision Record

Revision	Date of Issue	Section Reference	Page(s)	Remarks
0	11 June 2009	1 to 11	28	

SECTION 2

PROJECT INFORMATION

2.1 Project Description

Type of Development	Commercial

Statistics of Development	
Site Area, m²	-
Nett Floor Area, m²	6,500
Gross Floor Area, m²	-
Covered Carpark, m²	-
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	1/11
No. of Phases	-

2.2 Project Cost

M&E Services Cost Plan (S$ x 1M)							
Services	EI	ACVI	LEI	FFAI	PSI	SPFI	
Estimate	2.8	2.9	0.95	0.6	0.4		
Awarded	3.5	3.23	0.8865	1.16	0.668		

Total Project Construction Cost (S$ x1M)			
	Site Clearance	Piling Works	Main Contract
Estimate			-
Awarded			64.5

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

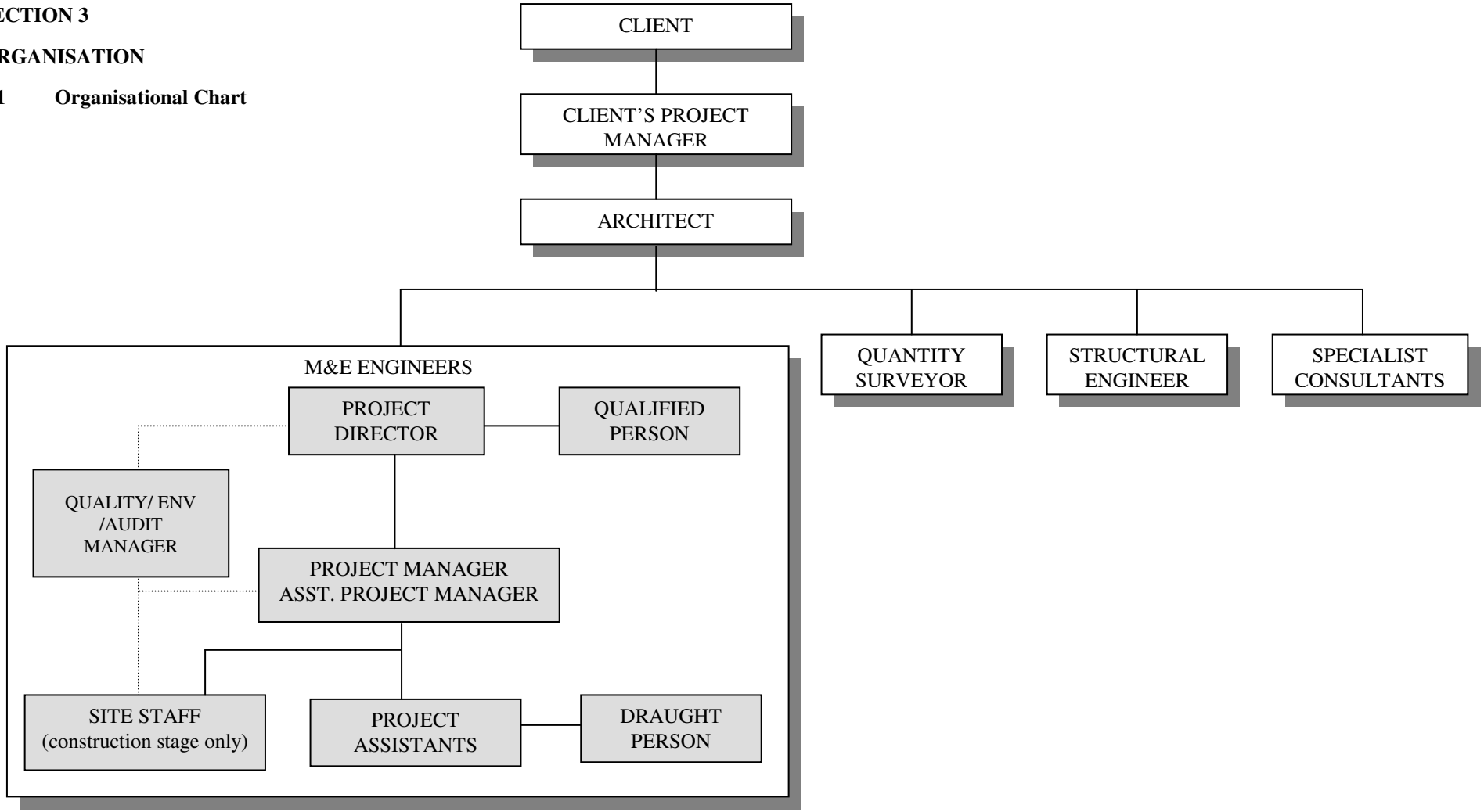
EJECTOR & DIVERTER		SUMP PUMP		FUEL OIL TANK		LIFT & ESCALATOR		PRESSURE VESSEL		HOISTS		FOAM	

(✓*where applicable*)

SECTION 3

ORGANISATION

3.1 Organisational Chart



SECTION 3

ORGANISATION

3.2 ACEPL's Project Team Member

TITLE		NAME
Project Director		Loh Fook Yuen (LFY)
Qualified Person	Mechanical	Andrew Loh (LCT)
	Electrical	Loh Fook Yuen (LFY)
Project Manager		Chim Heng Leong (CHL)
Assistant Project Manager		-
Project Assistant (Mech)		Chim Heng Leong (CHL)
Project Assistant (Elect)		Winston Chee (CW)
Draughtsperson		Common Pool
Resident Engineer (M&E)		-
Assistant Resident Engineer (M&E)		-
Clerk-of-Work (M&E)		Hamid Hussin

3.3 Client/Client's Representatives

Client: Shenton Singapore Holding Pte Ltd

Address: 9 Raffles Place #17-21/22
Republic Plaza II
Singapore 048619

Tel: 6416 7888

Fax: 6438 4284

Client's Representatives:-

Name of Company	Contact Person	Contact
CLSA Capital Partners (Singapore) Pte Ltd	Name: Mr Peter Tham Position: Development Director	Tel: 6416 7852 Fax: 6438 4284 Handphone: 9236 0235 Email: peter.tham@clsa.com
CLSA Capital Partners (Singapore) Pte Ltd	Name: Mr John Wong Position: Development Manager	Tel: 6512 2386 Fax: 6438 4284 Handphone: 9647 1721 Email: john.wong@clsa.com
Credit Suisse Asset Management (Singapore) Ltd	Name: Mr Benjamin Tan Position: Vice President	Tel: 6212 5006 Fax: 6303 1306 Handphone: - Email: ben.tan@credit-suisse.com
Credit Suisse Asset Management (Singapore) Ltd	Name: Mr Mario Holenstein Position: Vice President	Tel: 6212 5011 Fax: 6303 1111 Handphone: - Email: mario.holenstein@credit-suisse.com
	Name: Position:	Tel: Fax: Handphone: Email:

3.4 **Other Consultants** (Local)

Function / Name of Company	Contact Person	Contact
Architect Forum Architects	Name: Mr Wong Chin Wah Position: Associate	Tel: 6224 2778 Fax: 6323 4603 Handphone: - Email: chinwah@forumarchitects.com
Quantity Surveyor Rider Levett Bucknall	Name: Ms Ho Yei Shin Position: Quantity Surveyor	Tel: 6339-1500 Fax: 6339-1521 Handphone: - Email: ys.ho@sg.rlb.com
Structural Engineer T Y Lin International Pte Ltd	Name: Mr Kenneth Liew Position: Principle	Tel: 6278 3383 Fax: 6278 2622 Handphone: - Email: liewkh@tylin.com.sg
Interior Designer NA	Name: Position:	Tel: Fax: Handphone: Email:
Lighting Consultant Project Lighting Design Pte Ltd	Name: Ms Ong Swee Hong Position: Senior Designer	Tel: 62355880 Fax: 62355980 Handphone: 8201 1556 Email: sweehong@pld.com.sg
Acoustic Consultant NA	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 Company	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 Company	Contract *	Contact Person	Contact
Main Contractor Shimizu Corporation		Name: P S Tan Position: Senior Engineer	Tel: 6223 0766 Fax: 6223 3391 Handphone: 8180 1623 Email: tan.pengsiah@shimz.biz
Air Conditioning & Ventilation Installation Sub-Contractor Kurihara Kogyo Co.,Ltd		Name: Chan K H Position: Project Manager	Tel: 6271 9863 Fax: 6271 3548 Handphone: 9621 7969 Email: chankweehin@kurihara.com.sg
Plumbing & Sanitary Installation Sub-Contractor		Name: Galven Ang Position: Director	Tel: Fax: Handphone: 9455 8012 Email:
Electrical Installation Sub-Contractor Greenlite Electric Pte Ltd		Name: Yap S P Position: Project Manager	Tel: 6877 2911 Fax: 6877 2906 Handphone: 9855 1085 Email: glite@singnet.com.sg
Lift & Escalator Installation Sub-Contractor Kone Pte Ltd		Name: Muthukamatchi Murugan Position: Project Manager	Tel: 6424 6233 Fax: 6424 6346 Handphone: 9002 8462 Email: Murugan.Muthukamatchi@kone.com
Fire Fighting & Alarm Installation Sub-Contractor Active Fire Protection Systems Pte Ltd		Name: Dave Yeo Position: Project Manager	Tel: 6353 3371 Fax: 6353 3185 Handphone: 9847 0955 Email: dave@activefire.com.sg
Swimming Pool Filtration Plant Installation Sub-Contractor NA		Name: Position:	Tel: Fax: Handphone: Email:
Carpark System Installation Sub-Contractor NA		Name: Position:	Tel: Fax: Handphone: Email:
_____		Name: Position:	Tel: Fax: 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
SP PowerGrid:		
(a) Sub-Station	Frankie Wong	9821 3227
(b) Diversion		
SP Services:		
(a) Customer Supply		
(b) Installation		
(c) Meter Section		
(d) Road Lighting		
TFCC:		
(a) SCV	Lim Chee Yong	9238 0945
(b) SingTel	Tan Beng Hua	9735 3182
(c) IDA		
BCA:		
(a) Building Plan		
FSSD:		
(a) Building Plan		
(b) M&E Plan	Tan Chiew Sia	6848 1414
PUB (Water Supply) Network Dept:		
(a) Water Conservation		
(b) Plumbing Plan	Cheng Kia Yin	6731 3683
(c) Diversion		
PUB Water Reclamation (Network) Dept:		
(a) Building Plan/CBPU		
(b) M&E Plan	Tay Swee Hoe	6731 9653
(c) Diversion		
City Gas Pte Ltd:		
(a) Planning/Submission		
(b) Installation/Inspection		
PowerGas Pte Ltd		
(a) Diversion		
NEA (Pollution Control)		
(a) Planning/Submission		
(b) Inspection		

SECTION 4

PROGRAMME

4.1 Overall Programme

			2007						2008												2009						
ID	TASK NAME	MONTHS	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
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/
		Scheduled	Actual	Comment	Resubmit	Comment	Resubmit	Comment	Resubmit	Clearance
Application for Electricity Supply	SP Services Ltd		8/5/08	-	-	-	-	-	-	8/5/08
Power Supply Substation	SP PowerGrid Ltd	-	-	-	-	-	-	-	-	-
Metering Layout	SP Services Ltd	-	-	-	-	-	-	-	-	-
Sanitary Installation	PUB Water Reclamation (Network) Dept	-	5/2/08	-	-	-	-	-	-	12/2/08
Domestic Water Supply	PUB (Water Supply) Network Dept	-	21/2/08	14/3/08	16/4/08	15/5/08	15/5/08	-	-	27/5/08
Gas Supply Installation	City Gas Pte Ltd	-	-	-	-	-	-	-	-	-
Air Conditioning & Ventilation Inst.	FSSD	-	11/9/08	-	-	-	-	-	-	24/9/08
Fire Fighting & Alarm Installation	FSSD	-	17/7/08	-	-	-	-	-	-	23/7/08
Telephone Installation	TFCC	-	8/2/07							30/8/07
Broadband Co-axial Cable System (BCS)	Starhub Cable Vision									
Fuel Storage	FSSD									
	NEA (Pollution Control)									

SECTION 4

PROGRAMME

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

Service	Authority	Original Submission		Comments/Resubmission						Approval/
		Scheduled	Actual	Comment	Resubmit	Comment	Resubmit	Comment	Resubmit	Clearance
Application for Electricity Supply	SP Services Ltd									
Power Supply Substation	SP PowerGrid 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	-	21/5/09	-	-	-	-	-	-	2/6/09
Fire Fighting & Alarm Installation	FSSD	-	21/5/09	-	-	-	-	-	-	5/6/09
Telephone Installation	TFCC									
Broadband Co-axial Cable System (BCS)	Starhub Cable Vision									
Fuel Storage	FSSD									
	NEA (Pollution Control)									

SECTION 5

PROJECT RECORDS

5.1 List of Internal Files

Standard Files

File Ref:		File Ref:	
- Owner	✓	- Architect	✓
- Authorities	✓	- Other Consultants	✓
- Contractors	✓	- CC	✓
- CF	✓	- PQP/QSP	✓

Project Files to be initiated by PM as and when required

File Ref:		File Ref:		File Ref:	
- PP/VO	✓				

(✓*where applicable*)

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	Soft copy – server Hard copy - WC
Incoming Architectural Sketches/Details	
Incoming Structural Drawings	
M&E Drawings	
- Electrical Installation	WC
- Lift & Escalator Installation	WC
- Air Conditioning & Ventilation Installation	CHL
- Fire Fighting & Alarm Installation	CHL
- Plumbing & Sanitary Installation	CHL
- Swimming Pool & Filtration Installation	-
Other Drawings	

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

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 : ACEPL 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 & 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~~		
~~Boiler and Steam Supply System~~	~~ASME~~	~~BS~~	~~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 Consulting Engineers Pte Ltd'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 & Environmental 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	
QE1	Quality & Environmental System Audit	✓
QE2	Feedback Reporting	✓
QE3	Clients Feedback	✓
QE4	Management Review	

8.5 List of Software Used For Design/Analysis – NOT USED

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 Consulting Engineers Pte Ltd	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 Consulting Engineers Pte Ltd	Calculation of voltage drop and fault level	

(✓*where applicable*)

SECTION 9

ENVIRONMENTAL CONSIDERATIONS

9.1 Sustainable Design Features / Criteria

Item	Remarks
Green Mark criteria	NA
Green Design Features	NA

9.2 Site PPE Requirement

The necessary Personal Protective Equipment (detailed below) shall be provided by the main contractor / Company in accordance to the site EHS requirements prior to the site monitoring.

PPE	✓ where applicable
Safety Helmet	✓
Safety Shoes	✓
Eye Protection	✓
Ear Protection	✓
Safety Harness / Belt	✓
Others:	✓

9.3 Site Emergency Preparedness

Site staff shall comply with the site emergency preparedness and response procedure, established by the main contractor / owner, which shall include the following details.

Items	✓ where applicable
Evacuation Route	✓
Emergency Exit	✓
Assembly Point	✓
Emergency Contact List / Person	✓
Alarm system / methods	✓

SECTION 9

ENVIRONMENTAL CONSIDERATIONS

9.4 Reporting of Environmental Non-conformances

When encountering environmental non-conformances, Site Staff shall be responsible to feedback to the main contractor.

9.5 List of Applicable Environmental management system Procedures

Alpha Consulting Engineers Pte Ltd's Environmental Management System Procedures

Section	Title	✓ where applicable
E1	Aspect / Impact Identification, Risk Assessment & Risk Control	✓
E2	Identifying Legal & Other Requirements	✓
E3	Objectives, Targets & Programmes	✓
E4	Communication	✓
E5	Emergency Preparedness & Response	✓
E6	Monitoring & Measurement	✓
E7	Control of Air & Noise Pollution	✓
E8	Management of Wastes	✓

SECTION 10

CLIENT'S REQUIREMENTS

10.1 List of Output Required by Client:-

Item	* Remarks
M&E Design Report	C
M&E Cost Estimate Report	A/C
Pre-Qualification of Tenderers	NA
Tender Documents	C
Tender Report	A/C
Payment Valuation for QS	Re
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.

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

NOT USED

SECTION 11

LIST OF SUB-JOB

11.1 List of Sub-Job Numbers – NOT USED

Sub Job No	Description	Allocation Details