Alpha
Consulting Engineers Pte Ltd

PROJECT QUALITY PLAN

PROPOSED UPGRADING OF EXISTING SENG KANG PRIMARY SCHOOL

For

MINISTRY OF EDUCATION

Copy No.	1

Prepared By: Lim Chai Hoon / Chan Sheh Wei

Authorised By: Loh Fook Yuen

Date: 30 March 2012

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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	6122 – PQP file	30 March 2012

1.2 Revision Record

Revision	Date of Issue	Section Reference	Page(s)	Remarks
0	6 May 2010	1 to 11	28	+ 2 pgs (Section 4.1 – Overall Programme and Section 9.1 – Green Mark Criteria)
1	12 January 2011	1 to 11	28	+ 1 pg (Section 4.1 – Overall Programme) and 1 pg (Section 9.1 – Green Mark Criteria)
2	30 March 2012	1 to 11	28	+ 1 pg (Section 4.1 – Overall Programme) and 1 pg (Section 9.1 – Green Mark Criteria)

SECTION 2

PROJECT INFORMATION

2.1 Project Description

Type of Development	Upgrading of School

Statistics of Development	
Site Area, m²	18,000.00
Nett Floor Area, m²	
Gross Floor Area, m²	21,049.19 (New and A&A area only)
Covered Carpark, m²	N.A
No. of Covered Carpark Lots	N.A
No. of Apartments/Houses	N.A
No. of Beds (for Hospitals)	N.A
No. of Guestroom (for Hotels)	N.A
No. of Blocks / No. of Storeys	1 Block/2-Storeys, 1 Block/3-Storeys, 1 Block/4-Storeys, 1 Block/5-Storeys & 2 Blocks/6-Storeys
No. of Phases	4

2.2 Project Cost

M&E Services Cost Plan (S$ x 1M)										
Services	EI	ACVI	LEI	FFAI	PSI	SPFI				
Estimate	4.1					-				
Awarded	2.68	1.228	0.304	0.480	0.9318					

Total Project Construction Cost (S$ x1M)			
	Site Clearance	Piling Works	Main Contract
Estimate	-	0.9	18.0
Awarded			

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

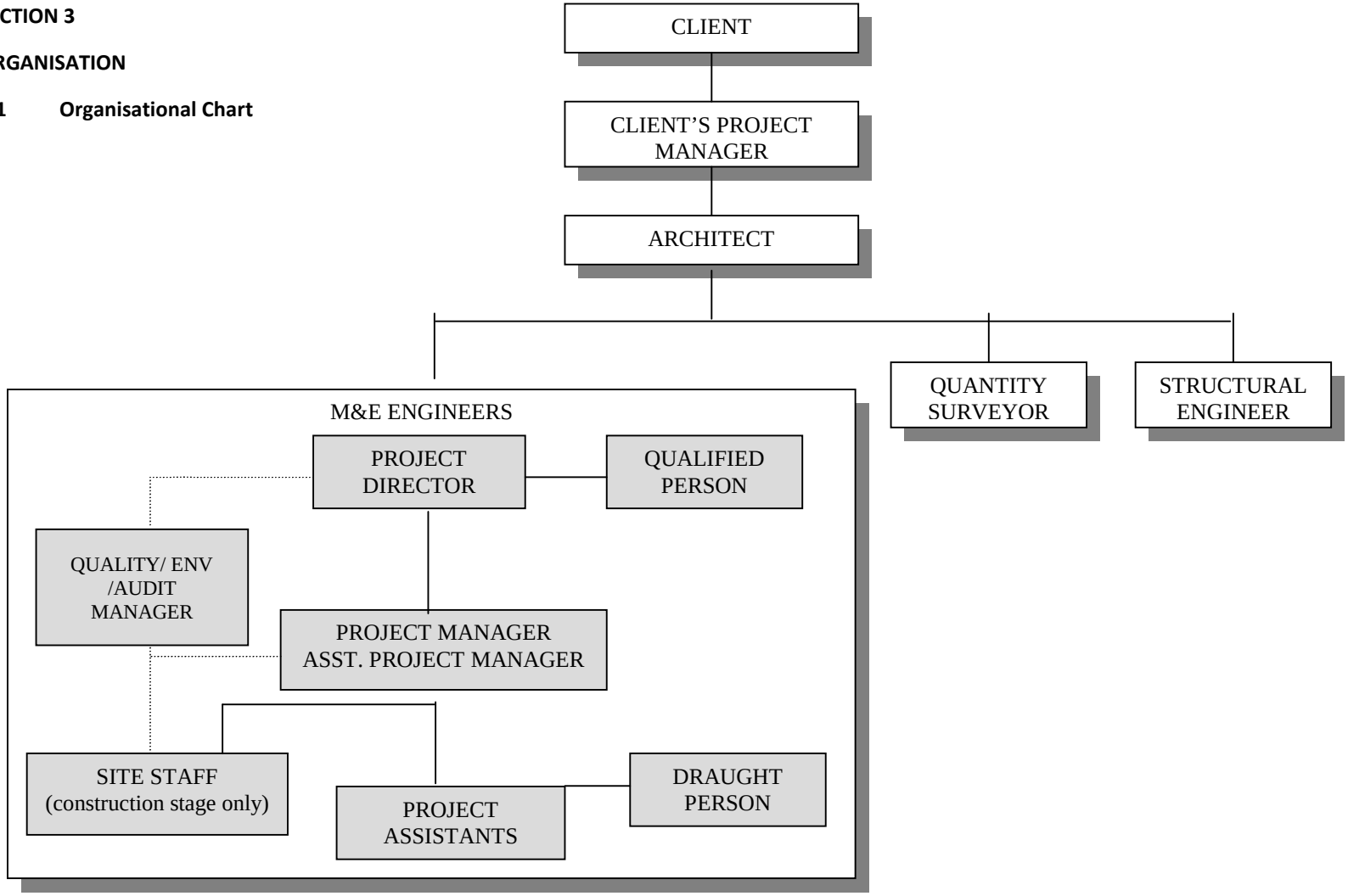
EJECTOR & DIVERTER		SUMP PUMP		FUEL OIL TANK		LIFT ~~&~~ ~~ESCALATOR~~	✓	PRESSURE VESSEL		HOISTS		FOAM	

(✓*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		Ang Wee Loong (AWL)
Assistant Project Manager		Lim Chai Hoon (LCY)
Project Assistant (Mech)		Bertrand Chin (BC)
Project Assistant (Elect)		Chan Sheh Wei (CSW)
Draughtsperson		Common Pool
Resident Engineer (M&E)		-
Assistant Resident Engineer (M&E)		-
Clerk-of-Work (M&E)		-

3.3 Client/Client's Representatives

Client: (Developler)	Ministry of Education	Client: (Project Manager)	PM Link Pte Ltd
Address:	285 Ghim Moh Road Blk C Level 3 3Singapore 279622	Address:	70 Bendemeer Road #03-01 Luzerne Singapore 339940
Tel:	6597 6545	Tel:	6391 7088
Fax:	6776 3850	Fax:	6391 7033

Client's Representatives:-

Name of Company	Contact Person	Contact
Ministry of Education	Name: Ms Carmen Hong Position: Infrastructure Executive, Finance and Development	Tel: 6597 6545 Fax: 6776 3852 Handphone:- Email: Carmen_HONG@moe.gov.sg
PM Link Pte Ltd	Name: Ms Melody See-Lam Sau Lai Position: Senior Project Manager	Tel: 6301 7041 Fax: 6391 7033 Handphone: 9875 0409 Email: see.lam.sau.lai@pmlink.com.sg
	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 Company	Contact Person	Contact
Architect SAA Architects Pte Ltd	Name: Ms Therese Lee Shu Zhen Position: Design Associates	Tel: 6514 0808 Fax: 6224 9929 Handphone: 8161 6086 Email: lee.therese@saarchitects.com.sg
Quantity Surveyor CPG Consultants Pte Ltd	Name: Ms Eden Heng Chew Looi Position: Principal Quantity Surveyor	Tel: 6357 4819 Fax: 6357 4668 Handphone:- Email: eden.heng@cpgcorp.com.sg
Structural Engineer P&T Consultants Pte Ltd	Name: Mr Tan Chee Hean Position: Senior Associate	Tel: 6309 0273 Fax: 6534 5496 Handphone:- Email: chtan@ptcon.com.sg
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:
_____	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 Kuan Aik Hong Construction Pte Ltd		Name: Chua Ga Wong Position: Senior Site Engineer	Tel: 6749 5000 Fax: 6746 2900 Handphone: 9232 7219 Email: kah@kuanaikhong.com
Air Conditioning & Ventilation Installation Sub-Contractor Paw Leck Engineering Pte Ltd	DSC	Name: - Position: -	Tel: 6755 2777 Fax: 6758 0614 Handphone: Email: pawleck@singnet.com.sg
Plumbing & Sanitary Installation Sub-Contractor Full House Building Construction Pte Ltd	DSC	Name: Position:	Tel: 6483 4440 Fax: 6483 3440 Handphone: Email:
Electrical Installation Sub-Contractor INTAC System Solution Pte Ltd	DSC	Name: Position:	Tel: 6842 7318 Fax: 6842 7319 Handphone: Email:
Lift & Escalator Installation Sub-Contractor Hop On Elevator Installation	DSC	Name: Position:	Tel: Fax: Handphone: Email:
Fire Fighting & Alarm Installation Sub-Contractor Quantum Automation Pte Ltd	DSC	Name: Position:	Tel: 6744 2921 Fax: 6748 6801 Handphone: Email: sales@qa.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		
(b) Diversion	Ms Chew Li Hua	9475 7975
SP Services:		
(a) Customer Supply		
(b) Installation		
(c) Meter Section		
(d) Road Lighting		
TFCC:		
(a) SCV		
(b) SingTel	Mr Lim Qi Kang	9721 6031
(c) IDA		
BCA:		
(a) Building Plan		
FSSD:		
(a) Building Plan		
(b) M&E Plan		
PUB (Water Supply) Network Dept:		
(a) Water Conservation		
(b) Plumbing Plan		
(c) Diversion		
PUB Water Reclamation (Network) Dept:		
(a) Building Plan/CBPU		
(b) M&E Plan		
(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 (refer to attached master programme)

			2010																					
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																									
7.	Phase 1 Construction																									
8.	Phase 2 Construction																									
9.	Phase 3A Construction																									
10.	Phase 3B Construction																									
11.	Phase 3C Construction																									
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	-	NA							
Power Supply Substation	SP PowerGrid Ltd	-	NA							
Sanitary Installation	PUB Water Reclamation (Network) Dept	13/4/11	31/10/11							1/11/11
Domestic Water Supply	PUB (Water Supply) Network Dept	21/3/11	16/6/11	12/7/11	22/8/11					17/10/11
Gas Supply Installation	City Gas Pte Ltd	4/4/11	5/8/11							25/8/11
Air Conditioning & Ventilation Inst.	FSSD	9/5/11	17/02/11							
Fire Fighting & Alarm Installation	FSSD	23/5/11	23/12/11							20/1/12
Telephone Installation	TFCC	30/4/11	6/5/11	17/6/11						
Broadband Co-axial Cable System (BCS)	TFCC	30/4/11	6/5/11	17/6/11						
Fuel Storage	FSSD	-								
	NEA (Pollution Control)	-								

SECTION 4

PROGRAMME

4.3 Authority Submission Status for M&E Services (Amendments) - 2nd Submission – NOT USED

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									
Fire Fighting & Alarm Installation	FSSD									
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 / CF	✓	- PQP/QSP	✓

Project Files to be initiated by PM as and when required

File Ref:		File Ref:		File Ref:	

(✓*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	AWL/LCY (All project drawings in soft copy to be saved in server)
Incoming Architectural Sketches/Details	
Incoming Structural Drawings	
M&E Drawings - Electrical Installation - Lift & Escalator Installation - Air Conditioning & Ventilation Installation - Fire Fighting & Alarm Installation - Plumbing & Sanitary 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

Item No.	Description*	Required From	Required By	Date Required	Remarks
	Electrical load for the following items: - ACMV equipment	AWL	LCY	October 2010	Completed
	- Domestic Water Pump				
	- Hosereel Pump				

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

SECTION 8

DESIGN INPUT & METHODOLOGY

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

ITEM	KEPT BY
MOE Handbook	Intranet

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~~
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~~	
~~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

DESCRIPTION/ PACKAGE NAME	VERSION	SUPPLIER/ SOURCE	PURPOSE	
Dialux	4.8	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	See Attach
Green Design Features	TBA

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	A
M&E Cost Estimate Report	I, A
Pre-Qualification of Tenderers	-
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.

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