Alpha
Consulting Engineers Pte Ltd

PROJECT QUALITY PLAN

PROPOSED HOSTEL DEVELOPMENT AT MUSCAT, OMAN

For

M/S MECIT HOSTEL

Copy No.	1

Prepared By: Kwek Boon Teck

Authorised By: Choong Choon Guan

Date: 26 April 2010

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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	6123-PQP	26 April 2010

1.2 Revision Record

Revision	Date of Issue	Section Reference	Page(s)	Remarks
0	26 April 2010	1 to 11	28 pages	

SECTION 2

PROJECT INFORMATION

2.1 Project Description

Type of Development	Hostel

Statistics of Development	
Site Area, m²	
Nett Floor Area, m²	
Gross Floor Area, m²	
Covered Carpark, m²	-
No. of Covered Carpark Lots	-
No. of Apartments/Houses	-
No. of Beds (for Hospitals)	-
No. of Room (for Hostels)	576
No. of Blocks / No. of Storeys	1 Blk 3 Storey Admin/6 Blks 8 Storey Hostel
No. of Phases	-

2.2 Project Cost

M&E Services Cost Plan (S$ x 1M)										
Services	EI	ACVI	LEI	FFAI	PSI	SPFI				
Estimate										
Awarded										

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

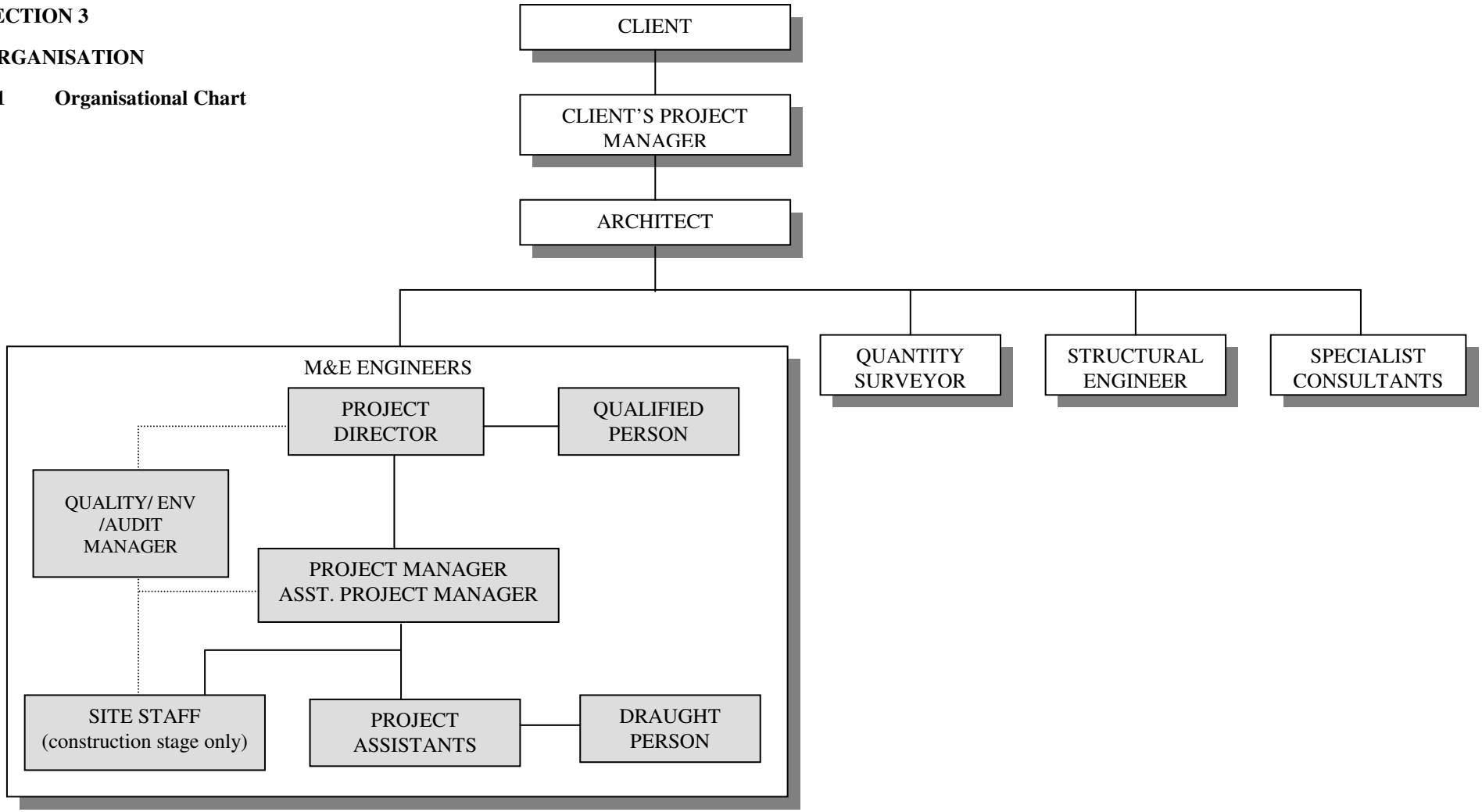
EJECTOR & DIVERTER		SUMP PUMP		FUEL OIL TANK		LIFT & ESCALATOR		PRESSURE VESSEL		HOISTS		FOAM	

(✓*where applicable*)

SECTION 3

ORGANISATION

3.1 Organisational Chart



SECTION 3

ORGANISATION

3.2 ACEPL's Project Team Member

TITLE		NAME
Project Director		Choong Choon Guan (CCG)
Qualified Person	Mechanical	-
	Electrical	-
Project Manager		Kwek Boon Teck (KBT)
Assistant Project Manager		-
Project Assistant (Mech)		-
Project Assistant (Elect)		Vivien Tan (VT)
Draughtsperson		Common Pool
Resident Engineer (M&E)		-
Assistant Resident Engineer (M&E)		-
Clerk-of-Work (M&E)		-

3.3 Client/Client's Representatives

Client:- HT Prime Consulting Pte Ltd

Address:- 83 Genting Lane
#06-01B Genting Building
Singapore 349568

Tel:- 6747 2648

Fax:- 6747 8378

Client's Representatives:-

Name of Company	Contact Person	Contact
HT Prime Consulting Pte Ltd	Name: Alvin Ng Position: Project Manager	Tel: 6747 2648 Fax: 6747 8378 Handphone: 9029 5989 Email: alvin.ng@htprime.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 Company	Contact Person	Contact
Architect -	Name: Position:	Tel: Fax: Handphone: Email:
Quantity Surveyor -	Name: Position:	Tel: Fax: Handphone: Email:
Structural Engineer ECAS-EJ Consultants Pte Ltd	Name: Dong Wei Bin Position: Director	Tel: 6533 6788 Fax: 6536 0229 Handphone: 9382 4373 Email: weibin@ecasej.com
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)

Function / Name of Company	Contact Person	Contact
Architect Ensemble	Name: Bijitth G. Bhaskar Position: Chief Architect	Tel: (91) 495 6522 800 Fax: Handphone: Email: ensemblearchitecture@yahoo.com
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 – NOT USED

Function / Name of Company	Contract *	Contact Person	Contact
Main Contractor		Name: Position:	Tel: Fax: Handphone: Email:
Air Conditioning & Ventilation Installation Sub-Contractor		Name: Position:	Tel: Fax: Handphone: Email:
Plumbing & Sanitary Installation Sub-Contractor		Name: Position:	Tel: Fax: Handphone: Email:
Electrical Installation Sub-Contractor		Name: Position:	Tel: Fax: Handphone: Email:
Lift & Escalator Installation Sub-Contractor		Name: Position:	Tel: Fax: Handphone: Email:
Fire Fighting & Alarm Installation Sub-Contractor		Name: Position:	Tel: Fax: Handphone: Email:
Swimming Pool Filtration Plant Installation Sub-Contractor		Name: Position:	Tel: Fax: Handphone: Email:
Carpark System Installation Sub-Contractor		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 – NOT USED

Authorities/Department	Contact Person	Tel/Fax Nos./E-mail
SP PowerGrid:		
(a) Sub-Station		
(b) Diversion		
SP Services:		
(a) Customer Supply		
(b) Installation		
(c) Meter Section		
(d) Road Lighting		
TFCC:		
(a) SCV		
(b) SingTel		
(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 – NOT USED

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																									

SECTION 4

PROGRAMME

4.2 Authority Submission Status for M&E Services - 1st 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 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		- PQP/QSP	✓

Project Files to be initiated by PM as and when required

File Ref:		File Ref:		File Ref:	
6123	✓				

(✓*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	Incoming Soft Copy in Server
Incoming Architectural Sketches/Details	Incoming Soft Copy in Server
Incoming Structural Drawings	Incoming Soft Copy in Server
M&E Drawings - Electrical Installation	VT
- Lift & Escalator Installation	VT
- Air Conditioning & Ventilation Installation	KBT
- Fire Fighting & Alarm Installation	KBT
- Plumbing & Sanitary Installation	KBT
- 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/C	-	-	-	-	
b.	Project Administration	-	-	-	-	-	
c.	Project Cost Estimate/Contract Cost	-	-	-	-	-	
2.	**Drawings**						
a.	Outline Design Drgs.	C			C		
b.	Sketch Design Drgs.	C			C		
c.	Final Design Drgs.	A					
d.	Shop Drawings	-	-	-	-	-	
e.	As Built Drgs.	-	-	-	-	-	
3.	**Other Document – NOT USED**						
a.	Specification						
b.	Tender Document						
c.	Tender Evaluation Report						
d.	Design Report						
e.	Progress Report						
f.	Financial Report						
g.	Minutes of Meeting						
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 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 – 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 – NOT USED

Item	Remarks
Green Mark criteria	
Green Design Features	

9.2 Site PPE Requirement – NOT USED

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 – NOT USED

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	N.A.
Pre-Qualification of Tenderers	N.A.
Tender Documents	N.A.
Tender Report	N.A.
Payment Valuation for QS	N.A.
Certificates of Supervision for TOP/CSC	N.A.

** 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