SECTION M6 - AUTHORITY SUBMISSION

OBJECTIVE

To ensure all plans are checked and procedures are observed prior to the submission of plans to the authorities.

RESPONSIBILITIES

1. Project Manager/Assistant Project Manager

The Project Manager/Assistant Project Manager shall be responsible for checking the plans and the submission forms for compliance with authority's requirements before forwarding to the Qualified Persons for endorsement, prior to submission to the authorities. Where possible, plans should be submitted as soon as possible after calling of tender.

2. CAD Manager

The CAD Manager shall be responsible to ensure all standard notes and legends are included in the submission plans.

The CAD Manager shall also be responsible to ensure that all submission plans are prepared in accordance with CP 83, BIM Standard and incorporating the correct authority endorsements respectively.

The CAD Manager shall also be responsible to update all submission status and maintain the Electronic Submission Records.

3. Qualified Person

The Qualified Person shall endorse or digitally sign the plans for submission to the authorities, when the submission documents are found to be in order.

PROCEDURES

1. Registration of Qualified Person for Project

The Project Manager shall make known to the project team members the proper project title, the drawing scale, the name of Architect, the name of Owner/Client, etc. to be used for submission. For projects with electronic submission, the project manager is to liaise with the architect for registration of project Qualified Persons, Licensed Water Service Plumber, Licensed Gas Service Worker, Plumbing Contractor, etc.

2. Preparation of Submission Plans

The Project Manager shall ensure that the project data and design are furnished to the CAD Manager for production of the submission drawings and completion of the authority electronic submission request forms. The electronic submission request forms shall be submitted to the CAD Manager for the submission process.

The CAD staff designated shall ensure that the submission plans are prepared in compliance with the regulatory CAD submission requirements and filling-up the standard drawing checklists found in the office intranet.

The Project Manager/Engineer shall be responsible to carry out the following before forwarding the plans to the Qualified Person for endorsement:

(i) Ensure that all submission plans are signed by the project team members who are involved in the drafting, design and checking of the drawings.

(ii) Check and ensure that the submission forms are in order.

(iii) Check and ensure that the plans are prepared in accordance with the submission checklists and are in compliance with authority's requirements.

(iv) Enclose waiver granted from the authorities or Record of Pre-Consultation with the authorities, if any, for reference by the Qualified Person.

When the submission documents are in order, the Qualified Person shall endorse or digitally sign the plans for submission to the authorities.

Once the above is in order, the CAD Manager shall save the plans and documents into the Electronic Submission folder. The plans and documents are then uploaded to the respective authority electronically for submission.

For forms that require signature of the Owner, the Project Manager/Assistant Project Manager shall obtain the Letter of Appointment from the Owner for the Qualified Person to act on his behalf.

3. Fee Payment

For submissions that require fee payments, the Project Manager/Assistant Project Manager shall request the payment in the form of a cheque from the Client prior to the submission. Payments issued by the Company on behalf of the Clients shall be approved by Project Director and claimed back from the Clients. For payment by personal credit card, prior consent from Accounts and Project Directors is required.

4. Status of Submission

Upon receipt of the status of submission of plans from the authorities, the Project Manager/Assistant Project Manager shall update the Client and other Consultants, and initiate the necessary corrective action if required to regularise the comments from the authorities.

Where submission is done electronically, the Qualified Person shall check the status of the submission of the plans from the CORENET and inform the Project Manager/Assistant Project Manager and CAD Manager for follow up action.

The CAD Manager shall update the Electronic Submission Records which tracks the most current status of the submissions.

5. Receipt of Approved plans

For submission done through hard copy, the approved plans shall be stored in accordance with the archived control procedures. Where plans are submitted electronically, the submission files shall be saved into the Electronic Submission folder together with the authorities' written direction, if any, and approval letters.