SECTION S7 - FILING CONTROL

OBJECTIVE

To outline the filing systems for various types of incoming and outgoing correspondences for easy reference and retrieval.

PROCEDURES

1. Prospective Projects (PP) Filing System

A PP no. shall be allocated once the Director proceeds with preparation of consultancy offer. All correspondences that follow are filed in the P file according to the P no. allocated. Should there be no offer of bid to the enquiry, these shall be filed in the ***'PP-Not Participating'*** file.

On receipt of a Client's instruction, either written or verbal, to proceed with a new Project, correspondences that are contract or fee related shall be transferred to the S-file. All other correspondence shall be transferred to the normal project file.

For unsuccessful bid, the correspondences shall be retained in the ***'PP-Unsuccesful'*** file.

2. Secured Project Filing System

When a project is secured, a project no. shall be allocated. The Project Manager is responsible for the structure of the filing system based on guidelines defined and laid down by the Project Director. This is to ensure compatibility of filing system used for every project and easy traceability.

Except for 'CC', 'CF', 'PQP', all other files shall have external identification indicating the Project Number, Organization, File Open Date and where applicable File Close Date.

All 'CF' and 'CC' files to be kept in locked cabinets when not in use.

Drawings which are too bulky for filing shall be kept by the Project Manager or the designated project team member.

The List of Filing Systems are listed as follows:

2.1 Project Filing System

(a) <u>Normal Project</u>

(i) Project No. - Owner

(ii) Project No. - Architect

(iii) Project No. - Authorities

(iv) Project No. - Other Consultants

(v) Project No. - Contractors

(vi) Project No. - CC (Cost Control)

(vii) Project No. - CF (Confidential)

(viii) Project No. - PQP/QSP

(b) Alteration/Addition, Tenancy, Investigation, Professional Engineer etc

Project No.	- 600 onwards	Tenancy Works in buildings engineered by ACE. Additional M&E Services confirmed by Owners, for which additional fees are chargeable.

(c) Other Files if Necessary/Required by Project Manager

Project No.	- AE	Communications with Authorities i.e. SP Services, SP PowerGrid, Telecom, CAAS, BCA, LTA etc. pertaining to electrical matters (i.e. applications, submittals, notes/minutes of meetings, written directives, approvals, etc)
Project No.	- AM	Communications with Authorities i.e. PUB (Water Department), City Gas, BCA, FSSD & ENV pertaining to mechanical matters (i.e. applications, submittals, notes/minutes of meetings, written directives, approvals, etc.).
Project No.	- AA	Correspondence between other Consultants (i.e. Architects, etc.) and the Authorities.
Project No.	- EC/MC	Mechanical & Electrical Calculations (including lift traffic analysis etc.) and Design Criteria
Project No.	- PP	Progress Payment Claims and Architect's Payment Certificates pertaining to Non-M&E Contracts/Sub-Contracts and Packaged M&E Contract/Sub-Contract.

NOTES:

(i) Where project is constructed in phases or is made up of a few buildings, for which M&E Services for each phase or within certain buildings are executed under different contract packages, the standardised project no., when used, shall be followed by a phase or a building no. in bracket to distinguish the service related to the respective phase or building.

(ii) For tenancy works in existing projects, the project no. of the building concerned shall be retained, to be followed by the no. allocated for the tenancy concerned.

(iii) Generally for small alteration and addition works or tenancy works, only 1 file needs be opened for each project or tenancy unit; further, for small tenancy units within the same building, one file should be used for a few tenancy units.

(iv) For tenancy and renovation works, investigation works and the like, no suffix is necessary after the allocated project and services no.

(v) The respective PM/APM should, in consultation with the Project Director and Accounts Department, allocate the job no. for tenancy works under "600" series.

(vii) If required, letters may be duplicated for keeping in other relevant files for quick reference.

(viii) The PM may instruct opening of other files if necessary/required and these shall be reflected in the respective PQP.

3 Office Memo Filing System

All Office Memorandum are scanned and posted to the Company intranet.

Office Memo Filing System

OM-QESP	Documentation of Quality & Environmental Management System Procedures
OM-PQP	Documentation of Project Quality Plan
OM-Pro.Con	Process Control
OM-Doc.Con	Document Control
OM-LC	Library Control

OM-Arc.Con	Archive Control
OM-Pur.Con	Purchasing Control
OM-Tra.Con	Training Control
OM-FR	Feedback Reporting
OM-CO	Preparation of Consultancy Offer
OM-PC & SAR	Project Commission and Service Agreement Review
OM-DE	Design Control/Design Procedures
OM-DCC	Design Change Control
OM-DO	Drawing Control/Drawing Office Procedures
OM-SC	Specification Control
OM-TPE	Tender Process Evaluation
OM-CPC	Construction Process Control
OM-TC	Testing & Commissioning
OM-QESA	Quality & Environmental Management System Audit
OM-IT	Information Technologies
OM-OA	Office Administration Procedures
OM-PA	Project Administration (including site procedures, project completion, etc)
OM-LA	Local Authorities Regulation, CP, Standards, etc.
OM-EIC	Environmental Issues Control

4 General Filing System

CON	Contractor (registration, etc)
SC	Specialist Consultants
BCA	Building and Construction Authority

ACES	Association of Consulting Engineers, Singapore
IES	Institute of Engineers, Singapore
PEB	Professional Engineers Board, Singapore
PUB(E)	PUB Regulation Department / SP PowerGrid Ltd / SP Services Ltd
PUB(WSN)	PUB Water Supply (Network) Department
PUB(WRN)	PUB Water Reclamation (Network) Department
PUB(G)	PowerGas Ltd
FSSD	Fire Safety & Shelter Department
ENV	Ministry of Environment
TAS	Telecom
LTA	Land Transport Authority
OLA	Other local authorities
LIB	Library (correspondence with suppliers, oversea institutions, etc)
CO	Company incorporation
INS	Insurance
STF	Staff
UT	Utilities tariffs
MM	Management Meeting
MEMO	Office Memorandum
COMP	Computer
GEN	General

5 Quality & Environmental Management System Filing System

9001	Quality Management System Matters
14001	Environmental Management System Matters
QEM	Quality & Environmental Manual
QEMSP	Quality & Environmental Management System Procedures
Forms	Standard Forms
IAR	Internal Audit Report

Minutes of Meeting for Quality & Environmental Management System

Feedback Report

Client's Feedback Report

6 Master Outgoing Correspondence

All outgoing correspondence (letter/fax/transmittal) are filed as soft 'Master Outgoing' in the Admin network server. These copies are filed according to Projects for easy reference and retrievable. These will be archived on a yearly basis.

7 Master Incoming Mail

All incoming mail are scanned and filed as soft 'Master Incoming Mail' in the Admin network server after circulation. These mails are then filed according to Projects for easy reference and retrievable, and will be archived on a yearly basis.

8 Master Incoming Fax

All incoming faxes are in soft copies for master filing in the Admin network server under the folder 'Incoming Fax'. These faxes are properly sorted out according to projects for easy reference and retrievable, and will be archived on a yearly basis.

9 Master Email

All incoming and outgoing emails are retained in the Outlook network server in the 'EEF' folder. For easy reference and retrieval, all these emails are sorted out in respective projects. These will be archived on a yearly basis.

10 Master Specification

Soft copies of master specification for all services can be found in the Admin Network server for use.

11 Project Specification

These are soft copies of all Project Specs stored in the Admin server for reference and retrievable.