



**PROFESSIONAL GROWTH OF
ARCHITECTURE & ENGINEERING
FRATERNITIES PROGRAM**

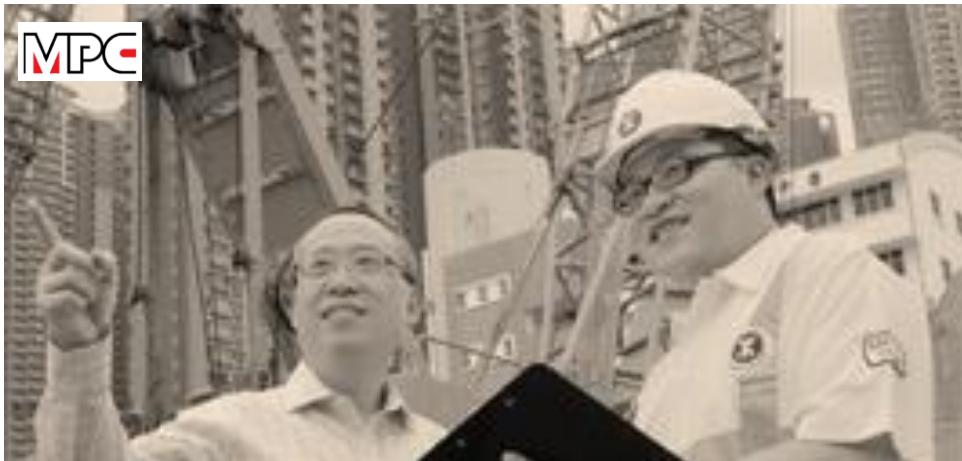
SPEAKER:
Ar. ADRIANTA AZIZ
AR RAD ARCHITECTS PLT

SPEAKER:
Ar. AHMAD RIDHA ABD RAZAK
AbRaz ARKITEK

Organized by: **MPC-PSIPN** Professional Services Productivity Network
Collaboration with: **Q.W.A.U** Quality Work Attitude Unit

Saya mengesahkan bahawa kerja-kerja
telah dilengkapkan dengan sempurna.


Nor Halisa Mohamad Halli
Senior Manager
Delivery Management Office (DMO)
Malaysia Productivity Corporation (MPC)



**MODULE 1.1:
THE INSPECTORS
SCOPE OF WORKS**

ORGANIZE:



SUPPORTED :



INTRODUCTION

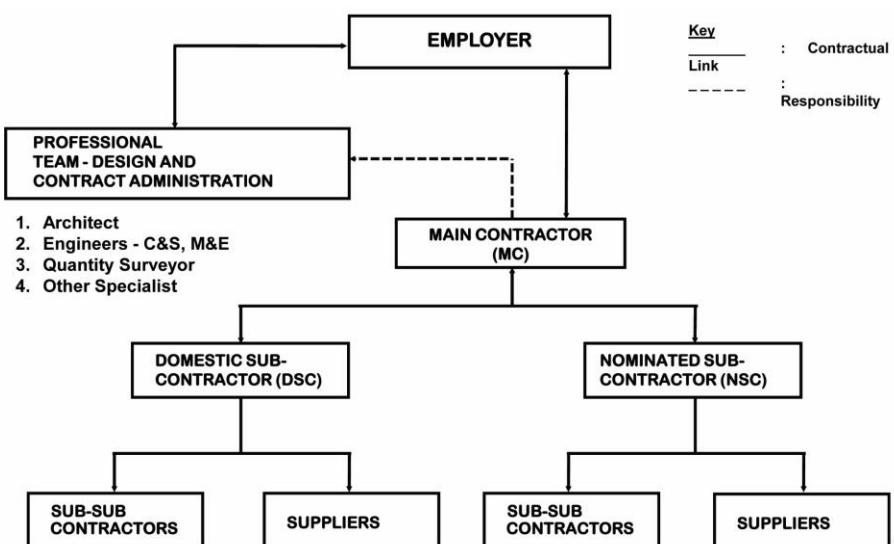
IN ORDER TO PRACTICE AN IOW,

YOU ARE EXPECTED TO KNOW WHAT IS THE BASIC SCOPE OF WORK EXPECTED OF YOU.

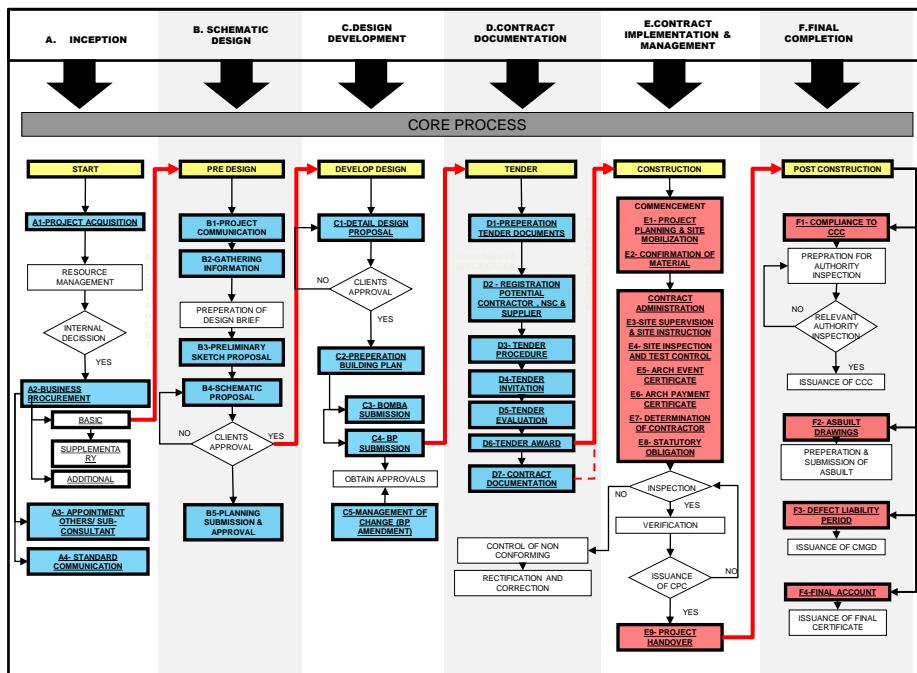
THE SCOPE OF WORKS COVERS 3 STAGES:

- PRE CONSTRUCTION (UPON EMPLOYED)
- CONSTRUCTION
- POST CONSTRUCTION (UP TO YOUR EMPLOYMENT)

UNDERSTAND THE PROJECT TEAM STRUCTURE



UNDERSTAND YOUR EMPLOYER BUSINESS PROCESS AND WHERE YOU FIT IN



LOW SCOPE

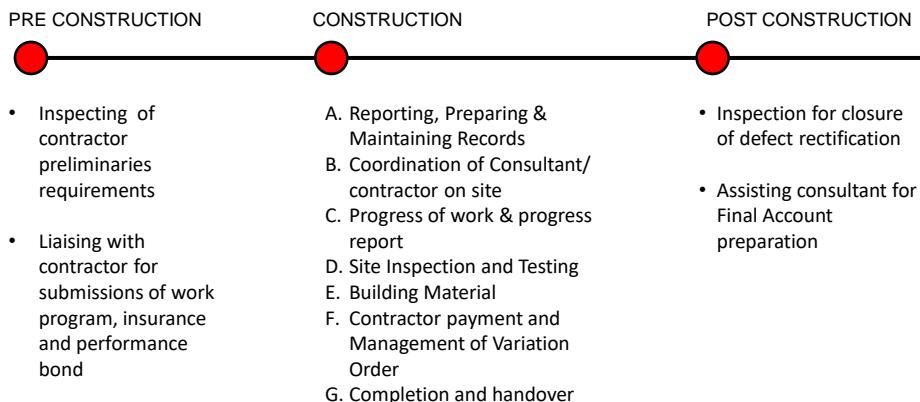


THE INSPECTOR OF WORKS
SCOPE OF WORKS

BASIC SCOPE OF DUTIES OF A JOW

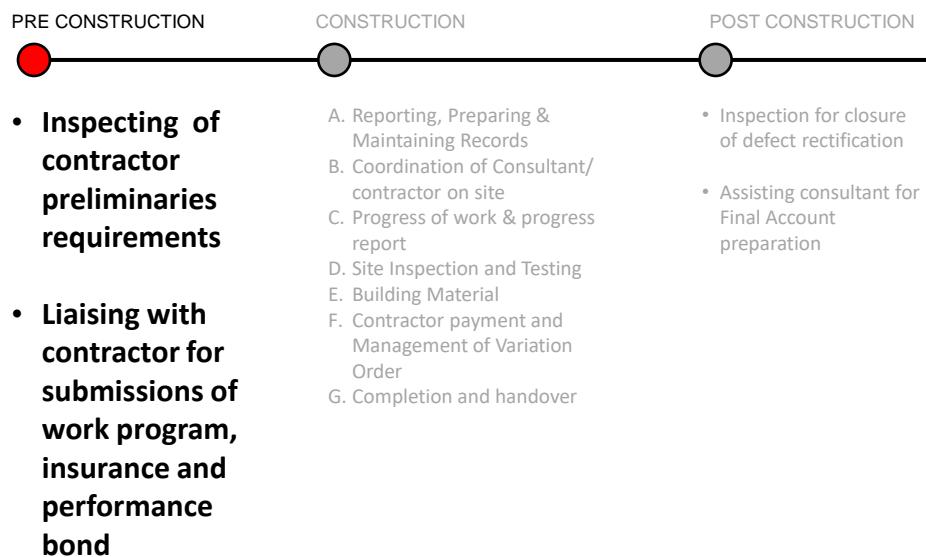
Scope of Mandatory Experience For IOW	
A. PRE CONSTRUCTION	
i) Inspecting of contractor preliminaries requirements	
ii) Liaising with contractor for submissions of work program, insurance and performance bond	
B. CONSTRUCTION	
B1 Reporting, Preparing & Maintaining Records	
i) Preparation of Monthly reports	
ii) Preparation/ Maintain Site Diary	
iii) Filing, Maintain and inspect records at site	
iv) Highlight any discrepancies in documents	
v) Study Drawings and Specification and highlight discrepancies if any	
vi) Checking compliance to PQP, EMP & SHMP on site	
B2 Coordination of Consultant/ contractor on site	
i) Coordination other Consultant dwgs	
ii) Coordination other Consultant works	
iii) In the absence of Safety officer, approving for permit to work	
iv) Coordination of Request for information	
B3 Progress of work & progress report	
i) Checking compliance with Work Program	
ii) Checking of progress report before meeting	
iii) Reporting to SO for any delays and issues on site	
B4 Site Inspection and Testing	
i) Inspect works for compliance to contract	
ii) Check compliance with legal , by laws & standards	
iii) Ensuring work compliance to method statement and shop drawings	
iv) Inspection of material and equipment on site	
v) Review Water, Noise, Pollution report	
vi) Inspection of schedule waste facility on site	
vii) Recording for non-compliance	
viii) Instruction for non-compliance	
ix) Proposal for solutions to non-compliance	
x) Sign off Inspection and Test records	
xi) Sign off NCR	
B5 Building Material	
i) Assisting consultant for the Approval of Bdg Materials	
ii) Reject building Materials	
B6 Contractor payment and Management of Variation Order	
i) Measurement for changes VO	
ii) Record for change approval VO	
B7 Completion and handover	
i) Record for completion of work	
ii) Record for completion approval	
POST CONSTRUCTION	
i) Inspection for closure of defect rectification	
ii) Assisting consultant for Final Account preparation	

BASIC SCOPE OF DUTIES OF A IOW



PRE CONSTRUCTION

BASIC SCOPE OF DUTIES OF A IOW



INSPECTING OF CONTRACTOR PRELIMINARIES REQUIREMENTS

Upon being Employed, the IOW role is the eyes and ears of your employer ie the Architect/ Engineer.

- Architect / engineer provides Periodic supervision
- RA/RE/IOW/COW provides standing supervision

Therefore, you are to assist your employer for the initial pre construction requirements such as inspecting for the related preliminaries requirements in contract.

INSPECTING OF CONTRACTOR PRELIMINARIES REQUIREMENTS

Preliminaries Requirement examples:

- Site Facilities and equipment's as per contract such as site office and equipment's, material storage, toilets
- Other site facilities such as workers quarters, schedule waste space, wash through etc.
- Approval for PQP, SHMP & EMP manuals, Progress report formats and etc

LIAISING WITH CONTRACTOR FOR SUBMISSIONS OF WORK PROGRAM, INSURANCE AND PERFORMANCE BOND

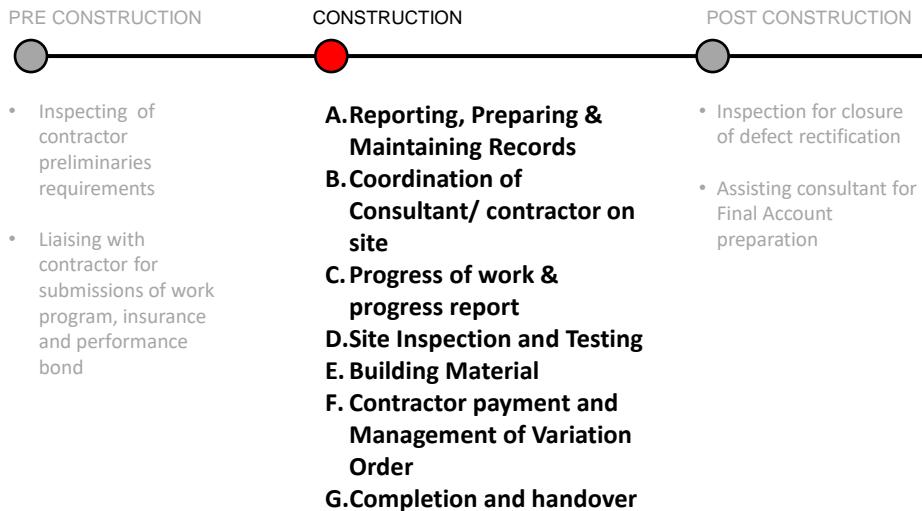
There are few pre requisite item that the contractor will have to submit such as:

1. Work Program
2. Insurance Copy
3. Performance Bond Copy

- IOW is expected to liaise with contractor to ensure that their employer obtain this documents before the start of the construction.
- Other Documents should be ready at site such as propose format for Progress report, PQP, SHMP and EMP report format, Method statement, Approval Forms and other related forms.

CONSTRUCTION

BASIC SCOPE OF DUTIES OF A IOW



REPORTING, PREPARING & MAINTAINING RECORDS

(i) Reporting, Preparing & Maintaining Records

- Preparation of Monthly reports
- Preparation/ Maintain Site Dairy
- Filing, Maintain and inspect records at site
- Highlight any discrepancies in documents
- Study Drawings and Specification and highlight discrepancies if any
- Checking compliance to PQP, EMP & SHMP on site

COORDINATION OF CONSULTANT/ CONTRACTOR ON SITE

(ii) Coordination of Consultant/contractor on site

- Coordination other Consultant dwgs – Architect & Engineers(C,S,M,E)
- Coordination other Consultant works (Ensuring that the works are coordinated)
- In the absence of Safety officer, approving for permit to work (PTW- Night, height, Confine Space)
- Coordination of Request for information.

PROGRESS OF WORK & PROGRESS REPORT

(iii) Progress of work & progress report

- Checking compliance with Work Program
- Checking of progress report before meeting
- Reporting to SO for any delays and issues on site

SITE INSPECTION AND TESTING

(iv) Site Inspection and Testing

- Inspect works for compliance to contract
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- Ensuring work compliance to method statement and shop drawings
- Inspection of material and equipment on site
- Review Water, Noise, Pollution report
- Inspection of schedule waste facility on site
- Recording for non-compliance
- Instruction for non-compliance
- Proposal for solutions to non-compliance
- Sign off Inspection and Test records
- Sign off NCR

BUILDING MATERIAL

(v) Building Material

- Assisting consultant for the Approval of Building Materials
- Accept building materials delivery at site for specs compliance

CONTRACTOR PAYMENT AND MANAGEMENT OF VARIATION ORDER

(vi) Contractor payment and Management of Variation Order

- Measurement for changes VO
- Record for change approval VO

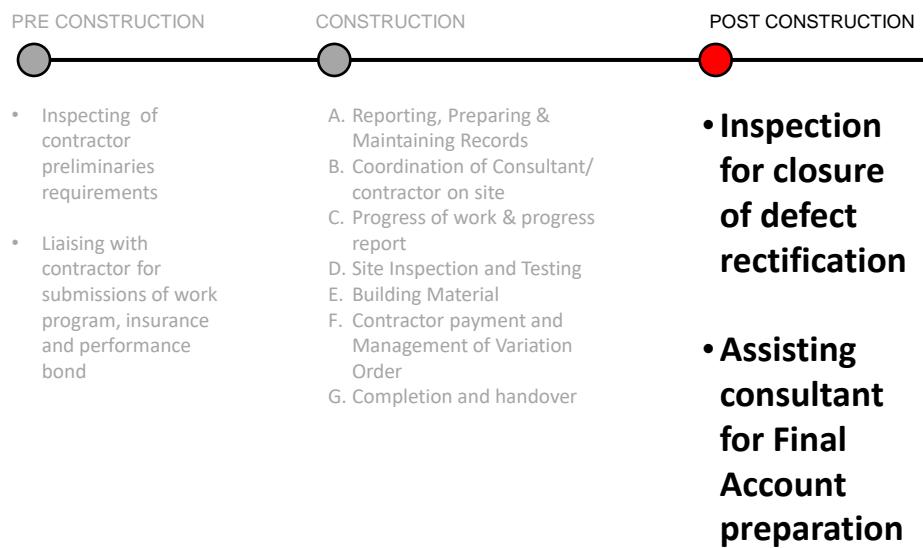
COMPLETION AND HANDOVER

(vii) Completion and handover

- Record for completion of work
- Record for completion approval

POST CONSTRUCTION

BASIC SCOPE OF DUTIES OF A IOW



INSPECTION FOR CLOSURE OF DEFECT RECTIFICATION

Among the duties of IOW during this stage are:

- **Collating defects list from Owner/Enduser**
- **Ensuring Contractor receive the defect list**
- **Monitoring Contractor rectifies the defects**
- **Informing Contract Administrator for any short falls.**
- **Informing the Contract Administrator that the defects has been completed.**
- **Joint inspection with the contract Administrator to close the defects.**

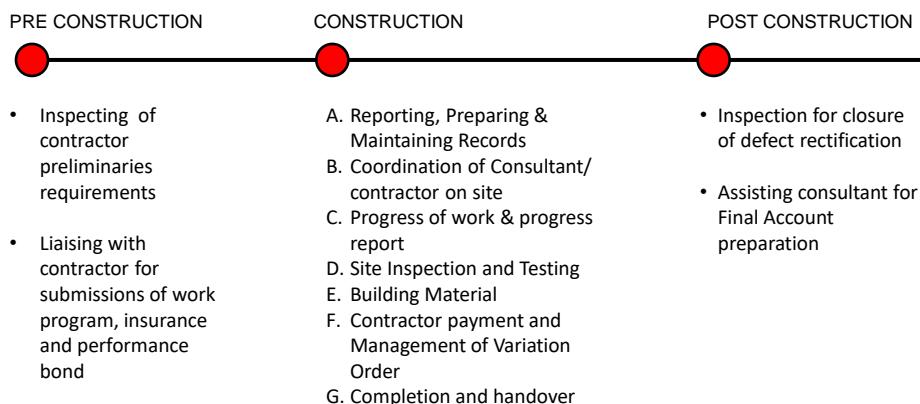
ASSISTING CONSULTANT FOR FINAL ACCOUNT PREPARATION

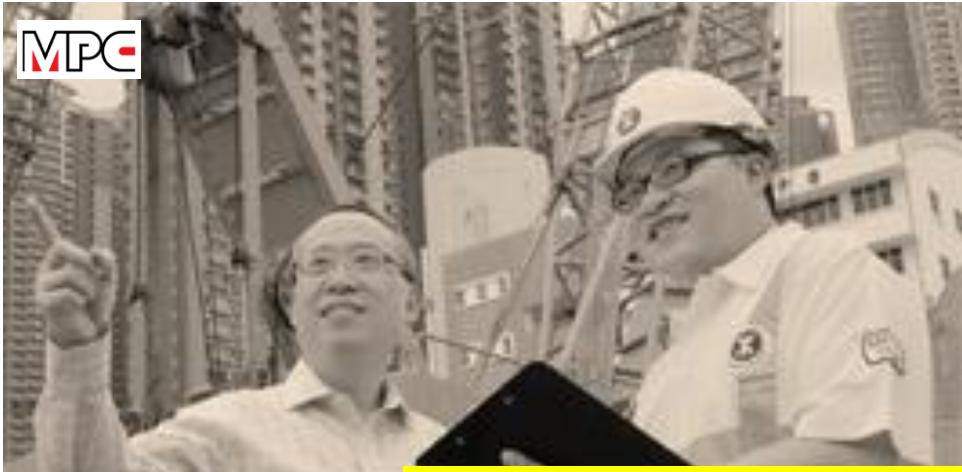
Among the duties of IOW during this stage are:

- **Attending for joint inspection with Consultants and Quantity Surveyor if any**
- **Verifying works done through site records for the preparation of final Accounts.**
- **Assisting Consultant to resolve issues relating to works performed by contactor in respect of quantity and specifications.**

CONCLUSION

BASIC SCOPE OF DUTIES OF A IOW





MPC

ORGANIZE: 

SUPPORTED : 

PSIPN
Professional Services Productivity News

MODULE 2:
IOW RESPONSIBILITY
DURING PRE
CONSTRUCTION

INTRODUCTION

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Therefore, you are to assist your employer for the initial pre construction requirements such as inspecting for the related preliminaries requirements in contract.





PRE CONSTRUCTION

BASIC SCOPE OF DUTIES OF A IOW

PRE CONSTRUCTION

CONSTRUCTION

POST CONSTRUCTION

- **Inspecting of contractor preliminaries requirements**
- **Liaising with contractor for submissions of work program, insurance and performance bond**

- A. Reporting, Preparing & Maintaining Records
- B. Coordination of Consultant/contractor on site
- C. Progress of work & progress report
- D. Site Inspection and Testing
- E. Building Material
- F. Contractor payment and Management of Variation Order
- G. Completion and handover

- Inspection for closure of defect rectification
- Assisting consultant for Final Account preparation

Preliminaries Requirement examples:

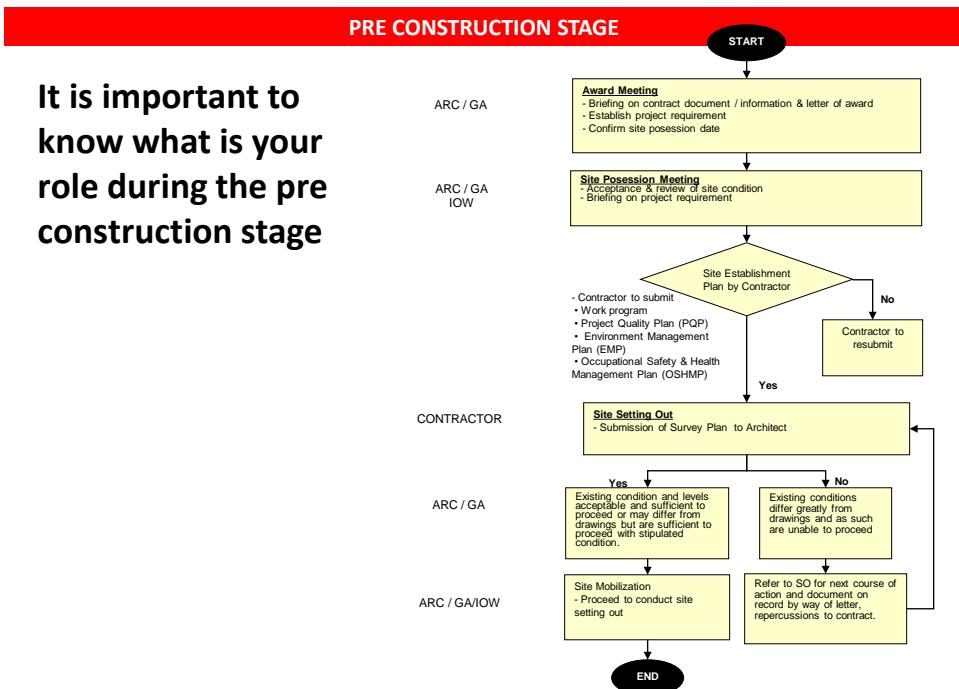
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- Other Documents should be ready at site such as propose format for Progress report, PQP, SHMP and EMP report format, Method statement, Approval Forms and other related forms.



AWARD MEETING AGENDA

The Award meeting is an important meeting that takes place after the client has decided on the contractor that has won the bid.

- The meeting will usually be chaired by client or by his Contract Administrator at his office.
- At the meeting, the Chair person will introduce the parties and congratulate the contractor for winning the bid.
- The letter of award shall be officially forwarded to the contractor containing important information of the agreement between the client and contractor.

SAMPLE OF LETTER OF AWARD

1. Address of letter to the Contractor

Date:
[ABC Construction Co. Ltd.]
[Address]
 Dear Sirs,

2. Title of Letter

Re : [TITLE OF CONTRACT] —LETTER OF AWARD

We thank you for your Tender submitted on **[Date]** and the subsequent discussions in connection with the above contract.
 I have been duly authorized by the **[Name of the Owners' Corporation]** (hereafter referred to as the Employer), to award to you the contract for the captioned works.

3. Work Details

4. Contract Sum

5. Commencement and Completion Dates

6. Contract Documents

7. Contract Conditions

8.1 Contractor's obligations

8.2 Payment

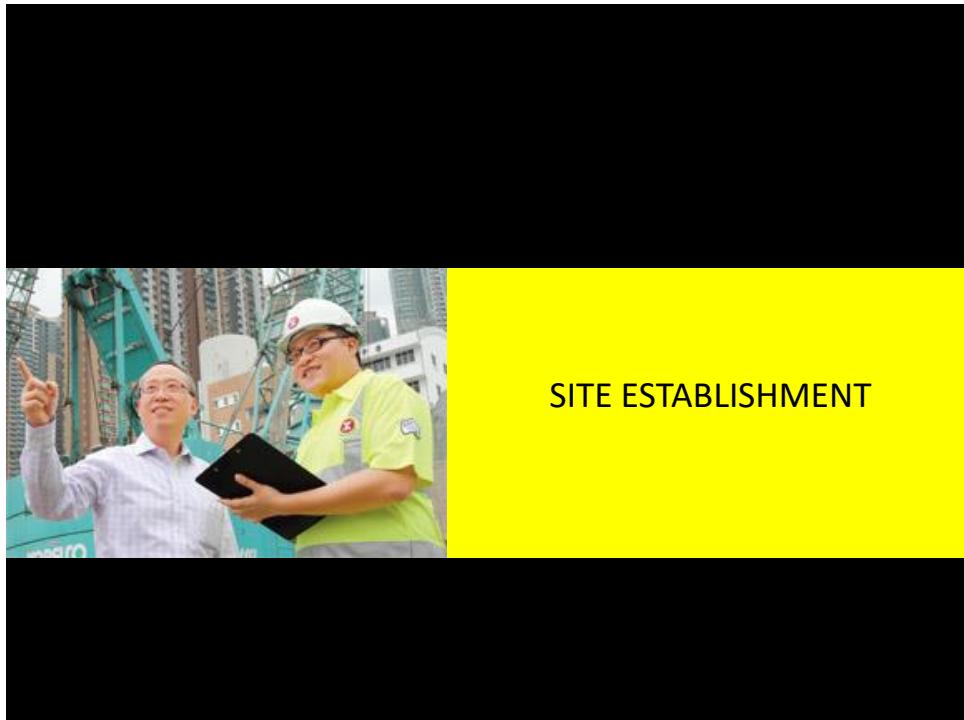
8.3 Injury, damage and insurance

9. Ethical Commitment Clauses

10. Signature of Letter by Authorize Person

11. Acknowledgement of Acceptance by the Contractor

12. CC to the relevant departments and consultants



SITE ESTABLISHMENT

THING TO CONSIDER DURING SITE POSSESSION MEETING

NO	ITEM	CHECK
INTRODUCTION TO PROJECT TEAM		
1	Project Team Personnel	<ul style="list-style-type: none"> ▪ Employer ▪ Consultants ▪ Contractor ▪ Residents Engineer ▪ Clerk Of Work ▪ Other Project Personnel
CONTRACT INFORMATION		
2	Project Title:	
3	Acceptance letter	To be provided by main contractor to client
4	Contract Sum	RM _____
5	Contract duration	____ WEEKS/ ____ YEARS
	Completion Date	
6	Super intending officer	
	Representative arkitek	
	Representative C&S	
	Representative M&E	
	Representative QS	
	Project Manager	
	Others	
7	Performance Bond	RM _____ (5% from contract sum)
8	Advance Payment	RM _____
9	Retention Sum	RM _____ (5% from contract sum)
10	Liquidated Ascertained Damage (LAD)	RM _____ / Day
11	Defect liability period	Month _____
12	Contractor All risk insurance	not less then RM _____
	Workmen Insurance	not less then RM _____

SITE POSSESSION

SITE POSSESSION		
13	Site possession date	2 weeks from this date
14	Site access	
15	Site Meeting	Once a month / once every fortnight/ every week
	Location	Site Cabin, or Others
	Requirement	Air-con/Fan/chair, table ,fax machine, camera
16	Construction drawing	<ul style="list-style-type: none"> ▪ 2 sets of construction drawings and document for contractor ▪ 1 set of contract drawings and document on site ▪ 1 set of construction drawings and document for Site Staff

CONTRACT PRELIM REQUIREMENTS

CONTRACT PRELIM REQUIREMENT		
17	Site personnel	Contractor to provide project team and site organization chart
18	Temporary Building layout	<p>Contractor to provide temporary building layout to architect for approval and bear the cost of submission for authority approval.</p> <p>Temporary building shall consist of</p> <ul style="list-style-type: none"> · Site cabin · Material storage · Site staff Office & Contractors site office · Mobile Toilet · Workers accommodation, canteen, toilets · Refuse area & Guard house · Wash Through & Silt trap · Etc as per contract specified.
19	Project signages	Contractor to prepare signage layout and approval from all consultant to confirm address, logo, project title and all related approval no.
20	Setting Out	Acceptance site boundary, level and existing structure (if any)
21	Temporary Electric, Water, Phone	Contractor to obtain authority approval for separate water meter and electric for their use.
22	Working hours at site	<ul style="list-style-type: none"> - Refer to contract. - Contractor to obtain approval in writing from architect for any outside working hours activities.
23	Site security	Contractor to provide security guard.
24	Control of personnel and vehicle entering/ leaving the site	All vehicle and personnel to register in visitor site book
25	Site Safety and Health	<p>Contractor to provide safety and health person in charge.</p> <p>Contractor to ensure cleanliness of site and conduct meeting at least once in fortnight.</p> <p>Contractor to conform to OSHA guidelines</p> <p>Contractor to ensure all workers to obtain CIDB green card.</p> <p>All safety and health policy to be displayed in site cabin</p>
26	Environment	<p>Maintenance of site: site soil erosion, water ponding problems, drainage, mosquitoes</p> <p>Submit for Noise, Water, Air propose testing lab</p>
27	Submit for license plumber and electrician	Submission of CV and registration no

DAILY RECORD AND CONSTRUCTION APPROVALS

DAILY RECORD AND CONSTRUCTION APPROVAL																	
28	Monthly Progress report format	<p>Standard to follow AbRAZ sample as attach</p> <ul style="list-style-type: none"> ▪ Summary of work Progress ▪ Site Organization Chart ▪ Matters requiring attention of Consultants ▪ A.I / E.I received ▪ Work Programme ▪ List of samples and Shop Drawings ▪ Weather Chart Report ▪ Summary of Daily Report : Labour Force ▪ Summary of Daily Report : Machinery ▪ Fortnightly Forecast ▪ Site Photographs 															
29	Monthly Progress report distribution	<p>Monthly progress report to be printed for:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">a.</td> <td>Client</td> <td>4 set Colour</td> </tr> <tr> <td>b.</td> <td>ABRAZ Arkitek</td> <td>1 set Colour</td> </tr> <tr> <td>c.</td> <td>Quantity surveyor</td> <td>1 set BW</td> </tr> <tr> <td>d.</td> <td>Civil and structure</td> <td>1 set BW</td> </tr> <tr> <td>e.</td> <td>Mechanical and Electrical</td> <td>1 set BW</td> </tr> </table> <p>All Contractor's Report to be checked and endorsed by RE / COW</p>	a.	Client	4 set Colour	b.	ABRAZ Arkitek	1 set Colour	c.	Quantity surveyor	1 set BW	d.	Civil and structure	1 set BW	e.	Mechanical and Electrical	1 set BW
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d.	Civil and structure	1 set BW															
e.	Mechanical and Electrical	1 set BW															
30	Site diary and visitors book	<p>- Site diary format to be printed carbon copy as architects sample format and forward to consultant site staff.</p> <p>Site Diary shall be kept by consultant site staff at site for record and shall not limited to</p> <p>Site activity, Material acceptance, Man power, Weather ,Visitor</p>															

COMMUNICATION

COMMUNICATION		
31	Architect Instruction (AI / Engineers Instruction (EI)	Contractor to obtain AI/EI before proceeding with any new related cost implied works weathers its omission or addition.
32	Request for information	All issues relating to technical query to be discuss with appointed RA/RE/COW and related consultants and query shall be forwarded through RFI and CC to all.
33	Site Memo	Contractor shall be inform by COW of any non conformance from time to time
34	Site NCR	NCR shall be given when contractor does not comply with stipulated work in contract

MATERIAL

MATERIAL APPROVAL AND SHOP DRAWING		
35	Sample material and material approval	Contractor to prepare master list of material for consultant approval.
36	Material on site	<p>Contractor to keep all approve sample material at suitable storage cabin.</p> <p>Any material on site is under the supervision of contractor, and contractor is responsible for its safe keeping.</p> <p>Any incident such as theft and defect of material shall be solely be bourn by contractor.</p>
37	Shop drawing	Contractor to provide shop drawing before construction
38	As built drawing / Building Vertically / Settlement	<ul style="list-style-type: none"> . Submission of as-built drawing for verticality check (every floor for high rise) . Submission of as-built ground beam drawings

SITE INSPECTION AND TESTING

SITE INSPECTION AND TESTING		
39	Request For Inspection	Contractor to prepare inspection checklist to identify involve consultant and site staff for Verification.
40	Inspection Testing Plan	Contractor prepare ITP for consultant and site staff inspection
41	Standards of checking	Contractor to be familiar with CIDB CIS7 Requirment
42	Issuance of CPC	Shall only be issued when patent defects is de minimis

EXTENSION OF TIME & METHOD OF PAYMENTS

VARIATIONS AND METHOD OF PAYMENT	
43	Extension of time (EOT)
	All EOT shall be submitted to architect 1 month from completion date. It is to the contractor to inform the architect for any short comings.
44	Variation Order omission or addition
	All VO shall be submitted and inform to relevant consultant. VO shall be submitted by consultant to client for approval before starting of work.
45	Mode of Payment
	Once a month / By percentage , period of honoring certificate
46	Certificate
	<ul style="list-style-type: none"> ▪ Date : Submission of Claim ▪ Date : Site Valuation and Interim Valuation ▪ Date : Issuance of Certificate of Payment ▪ Duration : Honouring Certificate / Monthly basis



KICK OFF MEETING

The kick off meeting is an important meeting that takes place after the contractor has been appointed but before work commences on site.

- It is an opportunity to for the project team to meet (perhaps for the first time) and to plan the construction stage.
- The meeting should be minuted so that there is a clear record of the procedures agreed and decisions made.
- These minutes may form part of the contract documents, subject to agreement by both parties.

KICK OFF MEETING

The Kick off is chaired by the contract administrator and is an opportunity to:

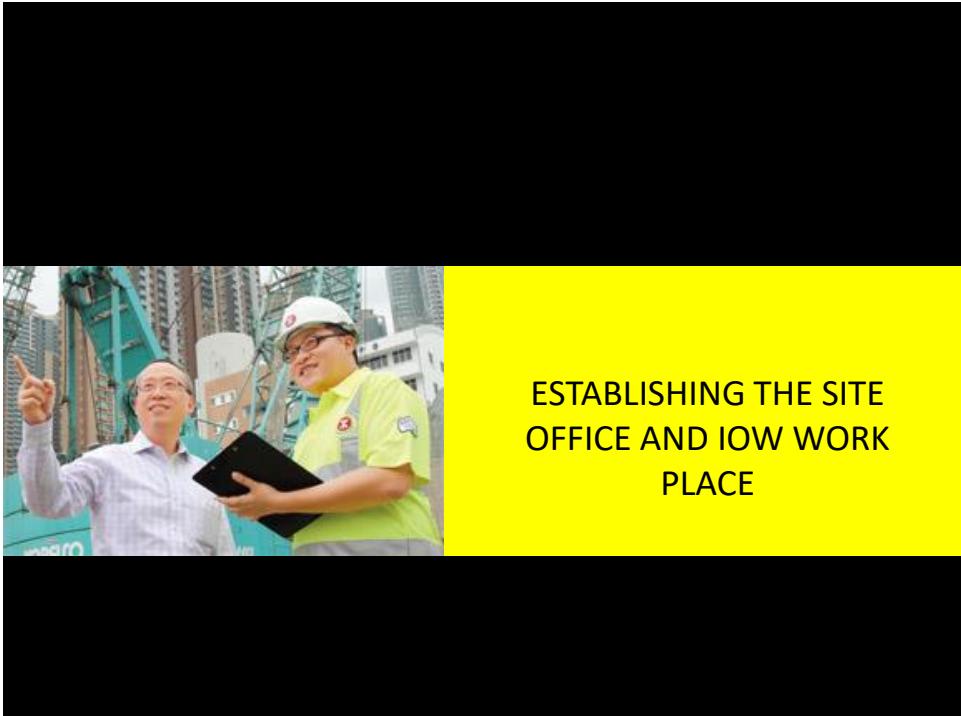
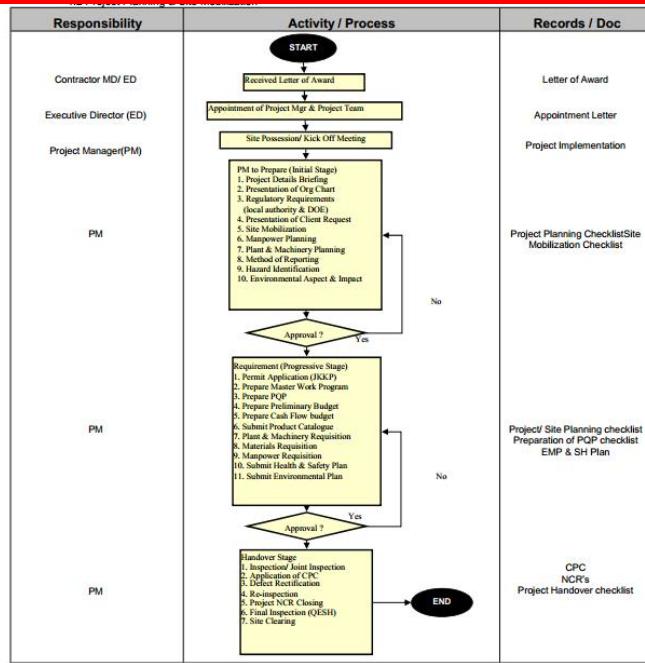
- Make introductions and issue contact details (perhaps a project directory).
- Clarify roles, responsibilities and lines of communication.
- Agree meeting schedules, meeting structures and attendees.
- Hand over outstanding documents (such as insurance certificates and bonds) and issue outstanding information (which may including any variations made since the contract was awarded).
- Issue nomination instructions.
- Discuss the contractor's master programme, including incorporation of works outside of the main contract, inspections, commissioning and testing.
- Discuss the role of the project team members (including site inspectors).
- Agree procedures for monitoring, issuing, receiving and reviewing information (including the information release schedule if there is one, and its relationship with the contractor's master programme). This may include a distribution matrix.
- Agree site access procedures and issues.
- Agree site induction procedures and other health and safety issues.
- Agree procedures for dealing with queries.
- Agree procedures for issuing instructions.
- Hand over contractor's procurement schedule.
- Mobilisation schedule and status.

PLANNING FOR OTHER MEETING

Item	Type of Meeting	Parties involved	Frequency
1.0	Site Meeting	Client Architect Consultants Resident Engineer / C.O.W Main Contractor Sub-contractor (if requested)	Fortnightly
2.0	Sub-contractor meeting	Project Manager Site Head / Site Agent / Site Manager Site Supervisors Sub contractors person in charge	Fortnightly
3.0	Safety Meeting	Safety & Security Officer (if required) Project Manager Site Head / Site Agent / Site Manager Site Supervisors Sub contractors person in charge	Monthly
4.0	Tools Box	Safety & Security Officer (if required) Site Head Site Supervisors Sub contractors person in charge	Weekly



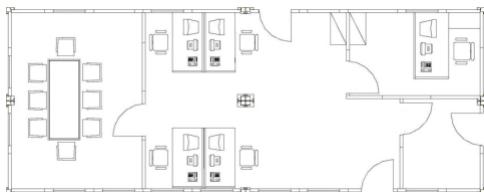
CONTRACTOR PROJECT PLANNING



THE SITE OFFICE

Site office used for;

- Place that houses the IOW/ COW/ Contractor Site Manager/ Supervisor/ Safety officer
- To store and save the document that related to the construction project.
- A place for site meeting and technical meeting
- Material Storage



ESTABLISH YOUR SITE OFFICE FILING SYSTEM



- F0 – General Files
- F1 – Correspondence
- F2 – Architectural / Engineers instruction, Variation order
- F3 – Minutes of meeting , Extension of time
- F4 – Weekly Claim, Arch Certificate
- F5A – Test Result
- F5B – Cube Test
- F5C – Trial Mix
- F6 – Contractor Monthly Progress Claim / Arch Cert
- F7 – Inspection Form
- F8 – Site Diary
- F9 – Defects List / Letter From Purchaser / Quality Assessment
- F10 – Quality, environment, safety and health
- F11A – CCC, CPC, CNC, CMGD
- F12 – As Build Drawing
- F13 – Shop Drawing
- F14 – Request for information
- F15 – Consultant info & document
- F16 – Piling Record
- F17 – Site Memo
- F18 – Specialist / Sub Con. Files
- F19 – Sales & Purchase Plans and furniture layout
- F20 – Site Photo
- F21 – TNC. Record
- F22 - Defects

WHAT ARE THE NECESSARY TOOL THAT AN IOW NEED?



Pen and paper.



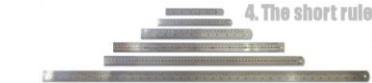
1. The tape measure



3. The level



Computer with proper work station



4. The short rule

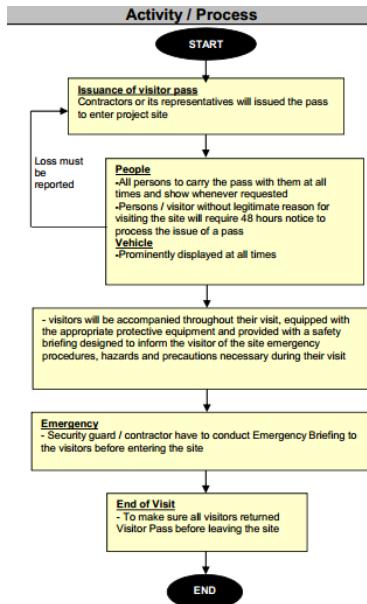


5. The try square

GOOD PRACTICE: MANAGING THE WORKPLACE CLEANLINESS

WORKPLACE INFECTIONS CHECK LIST		
SITE		COMPLIANCE ASSESSMENT
	Area	Standard
1.0 Site Cabin Housekeeping	Work areas are maintained in tidy and clean condition	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Lighting levels are adequate for tasks performed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	All light bulbs and tubes are working and all lighting covers are adequately clean	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Unfinished work areas are in good order	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Sampled Material/ Heavy items are placed in the lower cabinet/shelf	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Doors and windows are in good functional condition with locks	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Work areas are free of obstruction, slipping and tripping hazards	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	C/E/H related notices/information/labelling/ signage/posters/warning signs are displayed and clearly visible e.g. policy, PPE etc	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Waste materials stored in appropriate containers and disposed of in a safe manner	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Pantry and utensil are kept clean and tidy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.0 Site Toilet	Work areas are kept clean and tidy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Soap, dish cloths and towels are adequately provided	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Toilets and washing facilities are kept clean and hygienic	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.0 Emergency Response Preparedness	Waste bins are adequately provided	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Waste bins are cleaned and emptied regularly	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Emergency evacuation plan is clearly displayed and up to date	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Emergency contact numbers are displayed, e.g. on notice board/ paste up	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Emergency organization/ communication system is established	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.0 Fire Protection	Staff are aware of the emergency/ evacuation alarm signals, procedures and plans	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Emergency plans are practiced regularly	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Emergency equipment/ resources/ facilities is available and regularly inspected e.g. spills kit, communication equipment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Emergency assembly point is identified and signed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Emergency assembly point is clearly marked	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6.0 First Aid	(a) Provided adequately required in site & cabin	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	(b) Inspected and serviced regularly	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	(c) Located in a clearly visible and easily accessible	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7.0 Personal Protective Equipment (PPE)	(d) Pressure gauge meter on green indicator (dry powder), cylinder with appropriate weight (carbon dioxide), nozzles clean and clear of dirt	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Smoke detector are functional	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	First Aid box available	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Locations of first aid kits are labeled, visible, accessible and known to all	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8.0 Ergonomics	First aid box contents is regularly checked, complete and within expiry dates	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	PPE is provided for:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	(a) Fall protection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	(b) Safety Vest	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9.0	Employees are trained in the use, selection and maintenance of PPE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	PPE is stored correctly, kept in clean and tidy condition	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	PPE is properly use during supervising/ testing and commissioning & testing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10.0	Items that are frequently used are within easy reach	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Adjustable chairs are provided for workstations with a computer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Staff are provided with information on how to optimize their workstation ergonomically	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

GOOD PRACTICE: MANAGING VISITORS



Visitor Registration Form					Serial No :		
Date :						
No.	Name	l/C No	Vehicle No	Time in	Purpose of visit	Pass No	Time Out

Security Name : Staff Name :

Designation : Date :

Visitor's Signature : Staff's Signature :

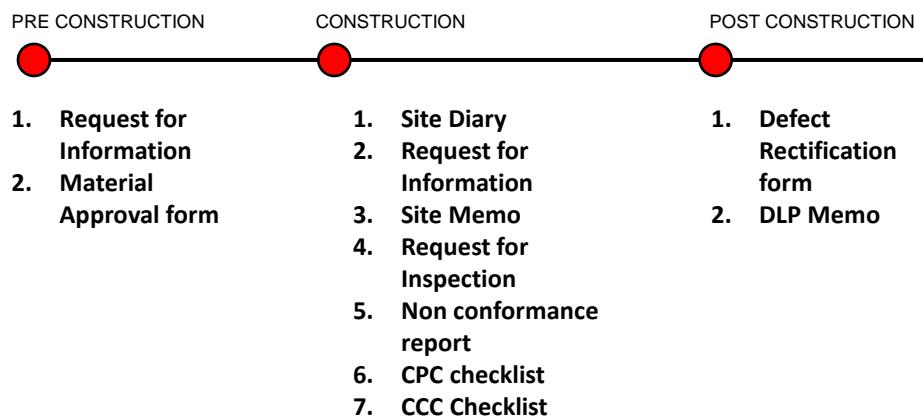
GOOD PRACTICE: BRIEFING OF THE VISITOR

Emergency Briefing

1. Notify the visitor of any restricted area within the site
2. Briefing on the risk & danger involved with the area of visit & works been carried out and the safety procedures to adhere to, including :
 - a) Not to perform any physical work activities at the area
 - b) Not to lean against any part of barricade
 - c) To follow the provided pathway and not to stray without permission of escorting site personnel
 - d) Not allowing the visitors to touch, handle or operate any tools or equipment at site without permission
3. Provide and enforce the usage of PPE to visitors
4. Conduct briefing on Emergency Response Procedures at site
5. Notify the visitors on No Smoking area
6. Make sure visitors are escorted at all times



EXAMPLE: ARCHITECTS FORMS IN USE



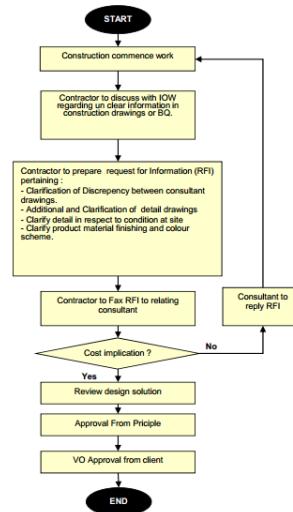
DOCUMENTING ON SITE : SITE DIARY

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Equipment</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>54. Machine</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>55. Plant</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>56. Tools</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>57. Equipment</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>58. Machine</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>59. Plant</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>60. Tools</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>61. Equipment</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>62. 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Machine	1	2	3	4	5	6	7	23. Plant	1	2	3	4	5	6	7	24. Tools	1	2	3	4	5	6	7	25. Equipment	1	2	3	4	5	6	7	26. Machine	1	2	3	4	5	6	7	27. Plant	1	2	3	4	5	6	7	28. Tools	1	2	3	4	5	6	7	29. Equipment	1	2	3	4	5	6	7	30. Machine	1	2	3	4	5	6	7	31. Plant	1	2	3	4	5	6	7	32. Tools	1	2	3	4	5	6	7	33. Equipment	1	2	3	4	5	6	7	34. Machine	1	2	3	4	5	6	7	35. Plant	1	2	3	4	5	6	7	36. Tools	1	2	3	4	5	6	7	37. Equipment	1	2	3	4	5	6	7	38. Machine	1	2	3	4	5	6	7	39. Plant	1	2	3	4	5	6	7	40. Tools	1	2	3	4	5	6	7	41. Equipment	1	2	3	4	5	6	7	42. Machine	1	2	3	4	5	6	7	43. Plant	1	2	3	4	5	6	7	44. Tools	1	2	3	4	5	6	7	45. Equipment	1	2	3	4	5	6	7	46. Machine	1	2	3	4	5	6	7	47. Plant	1	2	3	4	5	6	7	48. Tools	1	2	3	4	5	6	7	49. Equipment	1	2	3	4	5	6	7	50. Machine	1	2	3	4	5	6	7	51. Plant	1	2	3	4	5	6	7	52. Tools	1	2	3	4	5	6	7	53. Equipment	1	2	3	4	5	6	7	54. Machine	1	2	3	4	5	6	7	55. Plant	1	2	3	4	5	6	7	56. Tools	1	2	3	4	5	6	7	57. Equipment	1	2	3	4	5	6	7	58. Machine	1	2	3	4	5	6	7	59. Plant	1	2	3	4	5	6	7	60. Tools	1	2	3	4	5	6	7	61. Equipment	1	2	3	4	5	6	7	62. Machine	1	2	3	4	5	6	7	63. Plant	1	2	3	4	5	6	7	64. Tools	1	2	3	4	5	6	7	65. Equipment	1	2	3	4	5	6	7	66. Machine	1	2	3	4	5	6	7	67. Plant	1	2	3	4	5	6	7	68. Tools	1	2	3	4	5	6	7	69. Equipment	1	2	3	4	5	6	7	70. Machine	1	2	3	4	5	6	7	71. Plant	1	2	3	4	5	6	7	72. Tools	1	2	3	4	5	6	7	73. Equipment	1	2	3	4	5	6	7	74. Machine	1	2	3	4	5	6	7	75. Plant	1	2	3	4	5	6	7	76. Tools	1	2	3	4	5	6	7	77. Equipment	1	2	3	4	5	6	7	78. Machine	1	2	3	4	5	6	7	79. Plant	1	2	3	4	5	6	7	80. Tools	1	2	3	4	5	6	7	81. Equipment	1	2	3	4	5	6	7	82. Machine	1	2	3	4	5	6	7	83. Plant	1	2	3	4	5	6	7	84. Tools	1	2	3	4	5	6	7	85. Equipment	1	2	3	4	5	6	7	86. Machine	1	2	3	4	5	6	7	87. Plant	1	2	3	4	5	6	7	88. Tools	1	2	3	4	5	6	7	89. Equipment	1	2	3	4	5	6	7	90. Machine	1	2	3	4	5	6	7	91. Plant	1	2	3	4	5	6	7	92. Tools	1	2	3	4	5	6	7	93. Equipment	1	2	3	4	5	6	7	94. Machine	1	2	3	4	5	6	7	95. Plant	1	2	3	4	5	6	7	96. Tools	1	2	3	4	5	6	7	97. Equipment	1	2	3	4	5	6	7	98. Machine	1	2	3	4	5	6	7	99. Plant	1	2	3	4	5	6	7	100. 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Machine	1	2	3	4	5	6	7	175. Plant	1	2	3	4	5	6	7	176. Tools	1	2	3	4	5	6	7	177. Equipment	1	2	3	4	5	6	7	178. Machine	1	2	3	4	5	6	7	179. Plant	1	2	3	4	5	6	7	180. Tools	1	2	3	4	5	6	7	181. Equipment	1	2	3	4	5	6	7	182. Machine	1	2	3	4	5	6	7	183. Plant	1	2	3	4	5	6	7	184. Tools	1	2	3	4	5	6	7	185. Equipment	1	2	3	4	5	6	7	186. Machine	1	2	3	4	5	6	7	187. Plant	1	2	3	4	5	6	7	188. Tools	1	2	3	4	5	6	7	189. Equipment	1	2	3	4	5	6	7	190. Machine	1	2	3	4	5	6	7	191. Plant	1	2	3	4	5	6	7	192. Tools	1	2	3	4	5	6	7	193. Equipment	1	2	3	4	5	6	7	194. Machine	1	2	3	4	5	6	7	195. Plant	1	2	3	4	5	6	7	196. Tools	1	2	3	4	5	6	7	197. Equipment	1	2	3	4	5	6	7	198. Machine	1	2	3	4	5	6	7	199. Plant	1	2	3	4	5	6	7	200. Tools	1	2	3	4	5	6	7	201. Equipment	1	2	3	4	5	6	7	202. Machine	1	2	3	4	5	6	7	203. Plant	1	2	3	4	5	6	7	204. Tools	1	2	3	4	5	6	7	205. Equipment	1	2	3	4	5	6	7	206. Machine	1	2	3	4	5	6	7	207. Plant	1	2	3	4	5	6	7	208. Tools	1	2	3	4	5	6	7	209. Equipment	1	2	3	4</
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HANDLING QUERY WITH REQUEST FOR INFORMATION (RFI)

REQUEST FOR INFORMATION (RFI)					
DATE	RFI FILE NO	_____			
Consultant Address					
Attn	_____				
PROJECT _____					
CONTRACT NO _____					
CONTRACTOR'S REQUEST FOR INFORMATION					
REFERENCE NO	RFI SUBJECT TITLE	_____			
QUERY	ANSWER	_____			
COST IMPACT: <input type="checkbox"/>		TIME IMPACT: <input type="checkbox"/>	SPECIAL INSTRUCTION: _____		
REQUEST INSTRUCTED BY SIGNATURE: _____ REQUESTED BY: _____ DATE OF REQUEST: _____ COMPANY: _____		DISTRIBUTION: 1. ARCHITECT <input type="checkbox"/> 2. CLIENT <input type="checkbox"/> 3. CONSULTANT <input type="checkbox"/> 4. CONTRACTOR <input type="checkbox"/>		Please Tick	
CONSULTANT RESPONSE SIGNATURE: _____ RESPONSE BY: _____ DATE: _____ COMPANY: _____		_____			
ACKNOWLEDGE BY CLIENT: SIGNATURE: _____ PROJECT MANAGER: _____ DATE: _____		REMARKS: _____			

A **request for information (RFI)** is a formal process used during the Work to obtain an interpretation of the Contract Documents or to obtain additional information.



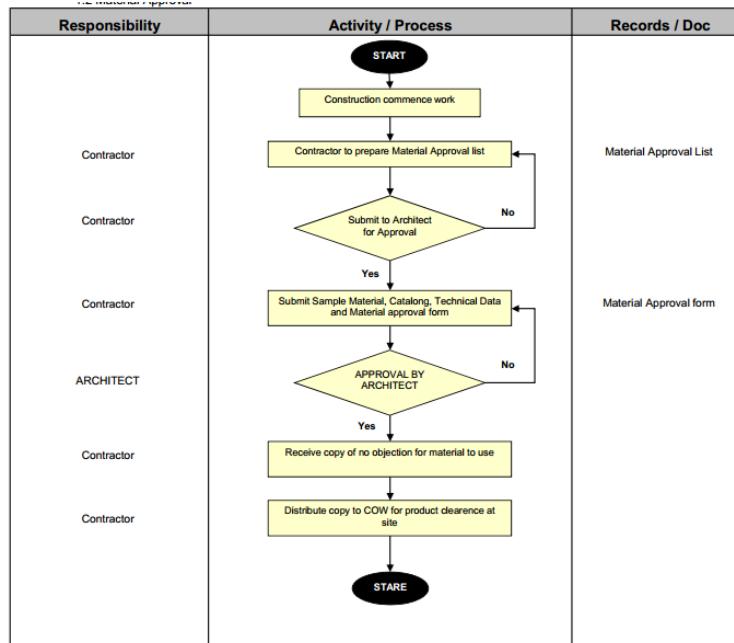
APPROVALS: MATERIAL APPROVAL FORM

MATERIAL APPROVAL LIST						
TITLE OF PROJECT		Effective Date: No.: _____ Date of Issue: _____				
ITEM	BQ SPECIFICATION	CONTRACTOR'S PROPOSAL	DATE SUBMITTED	DATED APPROVED	I.O.W'S SIGNATURE	S.O. (CONSULTANT & SIGNATURE)
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Material Approval list and form must be use by contractor before proceeding to finalize the material for construction.

SAMPLE MATERIAL FORM	
Form No. _____	Effective Date: _____
TITLE OF PROJECT: _____	
CONTRACTOR: _____	REF. NO.: _____
Item covered by this submittal: _____	
Full Description of Item: _____	
Specification and Clause reference: _____	
Attached are (please check):	
Manufacturer's Drawing _____	
Manufacturer's Literature _____	
Sample _____	
Others Please Specify _____	
Submitted by: _____	
(signed by contractor)	
The material submitted is APPROVED /DISAPPROVE	
Comments: _____	
Signed by: _____	
Date: _____	

APPROVALS: MATERIAL APPROVAL PROCEDURE



QUALITY CONTROL : INSPECTION TESTING PLAN SAMPLE

INSPECTION TEST PLAN (ITP)

NO.	TYPE OF WORK	APPROVAL	INSPECTION STAGE	INSPECTION REQUIRED
1	Site boundary	COW	Before commencing work	Confirm boundary stones
2	Setting out	Architect	Before excavation	Building setbacks, grading, dimension
3	Excavation of footing	COW	Before placing lean concrete	Depth and size of foundation
4	Piling	COW	After piling	Check for dynamic, pile test
5	Reinforce and formwork to RC structure	COW	Before concreting	As per detail of engineer's checklist, tensile strength
6	Antimite treatment	COW	After pile cap	To check on antimite use
7	Concreting to RC structure	COW	During concreting	Workability and test cubes, load test
8	Brickwork/ Frame work	COW	Sample Brick	10 bricks per 1000 pieces
			During laying	Type of bonding, reinforcement
9	Roof trusses	COW	Before roof covering	Check to size, verticality, bracing and fixing accessories
10	Water proofing works	COW	After installation	Check on material and method of installation
11	Electrical wiring and conduit		After installation	Check on material and method of installation
12	Plumbing works	COW	After commencement	Pressure test
13	Plastering works	COW	Before plastering	Check alignment, verticality and area coverage
14	Finishing works- flooring, wall, ceiling	COW	After installation	Base on CIDB CIS 7 requirement
15	Door and Window	COW	After installation	Base on CIDB CIS 7 requirement
16	Sanitary fitting, Sanitary wares and iron mongerries	COW	After installation	Check model, type and defects
17	Sewage works	COW	After completion	water tightness test
18	External drains	COW	After completion	Check on drain cover, apron, inspection chamber
19	Road works	COW	After completion	check on road surface, water ponding, kerb road sign, lighting
20	Footh path and turfing	COW	After completion	Inspection as per drawing
21	Fencing	COW	After completion	Check verticality and finishing

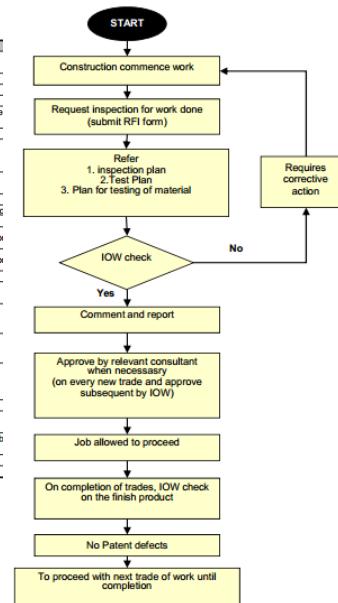
Note: All record to be kept at site at all times

Prepared by,

Reviewed by,

Name : _____
Title : _____

Name : _____
Title : _____



INSPECTION FORM : REQUEST FOR INSPECTION FORM

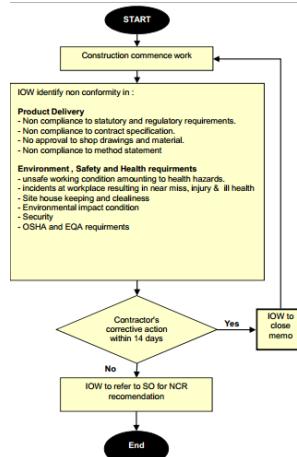
REQUEST FOR INSPECTION FORM																				
Form No. : TITLE OF PROJECT :	Effective Date : DATE :	TO COMPANY :	PERSON IN CHARGE :	PERSON IN CHARGE :																
FROM :																				
Please be advised that we have constructed the following works strictly in accordance with the approved drawings and specifications:																				
<table border="1"> <thead> <tr> <th>Description of Works</th> <th>Block/Level</th> <th>Locality</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		Description of Works	Block/Level	Locality																
Description of Works	Block/Level	Locality																		
<p>Kindly inspect the above works and permit us to proceed with at the above units/blocks.</p> <p>Checked by Clerk of Works and Comment:</p> <p>CONTRACTOR (Sign & Stamp)</p>																				
<p>Acknowledge by: _____ Verified Work Done by: _____</p> <p>Contractor: _____ Clerk of Works: _____</p> <p>Date: _____ Date: _____</p>																				
<p>APPROVAL</p> <p>You may proceed with at the above units / block.</p> <p>SIGNATURE : DESIGNATION : DATE :</p>																				
<p>ENDORSEMENT</p> <p>To the best of knowledge the above work have been done in accordance to the drawings and specifications.</p> <p>Cc: Project Manager _____ ; Consultants _____ Engineer _____ Architect _____</p>																				

- Request for Inspection form is a formal process used by Contractor after completion of work to be inspected for verification by Architect/ Engineers representative.
- This is important as it marks that the work is completed and check by either RA, RE, IOW or COW to be included for payment.
- Should they find any non compliance, the site representative will issue a memo or NCR for the contractor to rectify such work.

IOW SITE DIRECTION: SITE MEMO

SITE MEMO	
MEMO NO : _____	DATE : _____
PROJECT : _____	
TO : _____	
FROM : _____	
ISSUE : _____	
DESCRIPTION :	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Yours faithfully,</p> <p>.....</p>	

- Site memo are tools of communication that can be used by the site representative to communicate a direction or instruction.
- It acts as a notice and can be given in a form of hardcopy or soft copy.

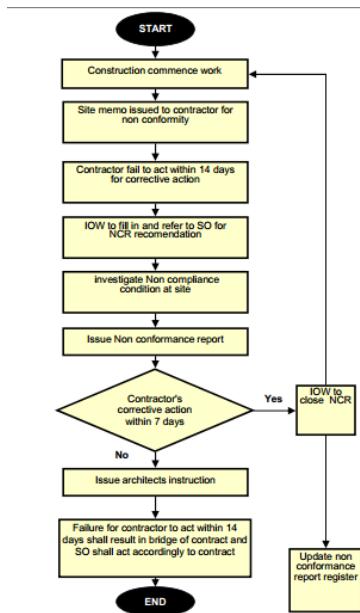


ISSUE HIGHLIGHTING : NON CONFORMANCE REPORT

NON-CONFORMANCE REPORT (SITE)		Form No.:	Off Date:
PROJECT	REF NO
CONSULTANT	CONTRACT NO
Non Conformance description (By C.o.W)			
Item No	Description	Ref Drawing/R.O.I	Location
.....
Signature	Name	Designation	Date
Cause of Non Conformance (By Contractor)			
Signature	Name	Designation	Date
Proposed Correction/Corrective Action (By Contractor)			
Proposed Completion Date			
Signature	Name	Designation	Date
Close Out			
C.o.W
S.O	Name	Signature	Date
Acknowledged by :		Date :	

- A **non-conformance report** documents the details of a **non-conformance** identified in a quality audit or other process review.
- The objective of the **report** is to make an unambiguous, defensible, clear and concise definition of the problem so that corrective action can and will be initiated by management.

ISSUE LOG: NON CONFORMANCE REPORT REGISTER



REQUEST FOR METHOD STATEMENT FROM CONTRACTOR

It is also advisable to request from the contractor the method statement for the specific work in order to ensure the works and specification is safe and complies to the contract.

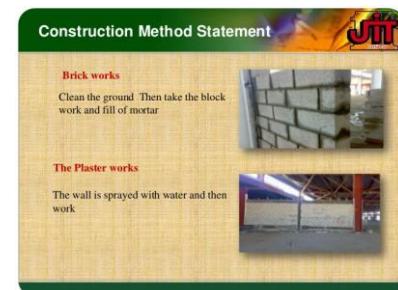
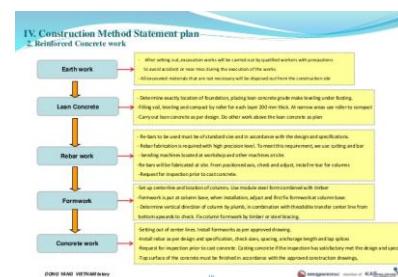
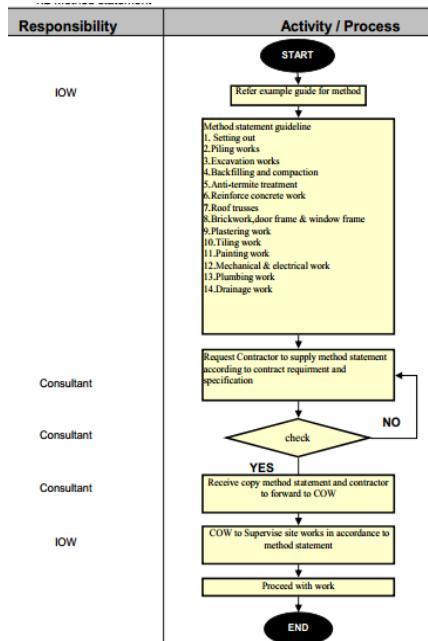
These submitted method statement helps manage the work and ensures that the necessary precautions have been communicated to those involved.



Example of works:

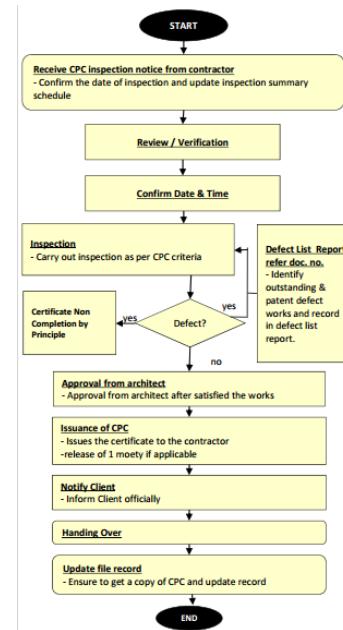
- Setting Out
- Piling Works
- Excavation Works
- Backfilling and Compaction
- Anti-Termite Treatment
- Reinforcement Concrete Work
- Roof Trusses
- Brickwork, Door Frame, & Window Frame
- Plastering Works
- Tiling Works
- Painting Works
- Mechanical & Electrical Works
- Plumbing Work
- Drainage Works

REQUEST FOR METHOD STATEMENT FROM CONTRACTOR



COMPLETION: CERTIFICATE PRACTICAL COMPLETION CHECKLIST

CERTIFICATE PRACTICAL COMPLETION CHECKLIST				
PROJECT NAME :				
MAIN CONTRACTOR :				
CPC DATE :		HAND OVER DATE :		
DEFECTS LIABILITY PERIOD		COMMENCE DATE		COMPLETION DATE
DURATION OF DLP				
NO	DESCRIPTION	ACTION	REVIEW	COMMENT
1	APPLICATION LETTER FROM CONTRACTOR	TO ATTACH	<input type="checkbox"/>	<input type="checkbox"/>
2	JOINT SITE EVALUATION (CLIENT/CONSULTANT/CONTRACTOR)	TO ATTACH	<input type="checkbox"/>	<input type="checkbox"/>
3	CONSULTANT RECOMMENDATION	TO ATTACH	<input type="checkbox"/>	<input type="checkbox"/>
4	LIST OF OUTSTANDING WORKS	TO ATTACH LIST AND PROGRAM TO BE COMPLETED	<input type="checkbox"/>	<input type="checkbox"/>
5	LETTER UNDERSTANDING TO COMPLETE OUTSTANDING WORK	TO ATTACH	<input type="checkbox"/>	<input type="checkbox"/>
6	SCHEDULE OF DEFECTS	TO ATTACH	<input type="checkbox"/>	<input type="checkbox"/>
7	INCR CLOSED	TO CONFIRM	<input type="checkbox"/>	<input type="checkbox"/>
8	COMMISSIONING TEST COMPLETED AND TEST RESULT SUBMITTED, SIGNED BY P.E. & APPROVED BY COW AND AUTHORITIES (WHERE REQUIRED)	TO CONFIRM	<input type="checkbox"/>	<input type="checkbox"/>
9	SHOP DRAWING SUBMITTED	TO CONFIRM	<input type="checkbox"/>	<input type="checkbox"/>
10	AS-BUILT DRAWING SUBMITTED (IF REQUIRED)	TO CONFIRM	<input type="checkbox"/>	<input type="checkbox"/>
11	QAM MANUAL SUBMITTED	TO CONFIRM	<input type="checkbox"/>	<input type="checkbox"/>
12	MANUFACTURERS WARRANTIES ASSIGNED	TO CONFIRM	<input type="checkbox"/>	<input type="checkbox"/>
13	G1-Q21 FORM SUBMITTED WITH SIGNATURE	TO ATTACH	<input type="checkbox"/>	<input type="checkbox"/>
WE RECOMMEND FOR THE ISSUANCE OF CPC				
Prepared By		Reviewed by,		
(Contractor)		(ARCHITECT INCHARGE)		

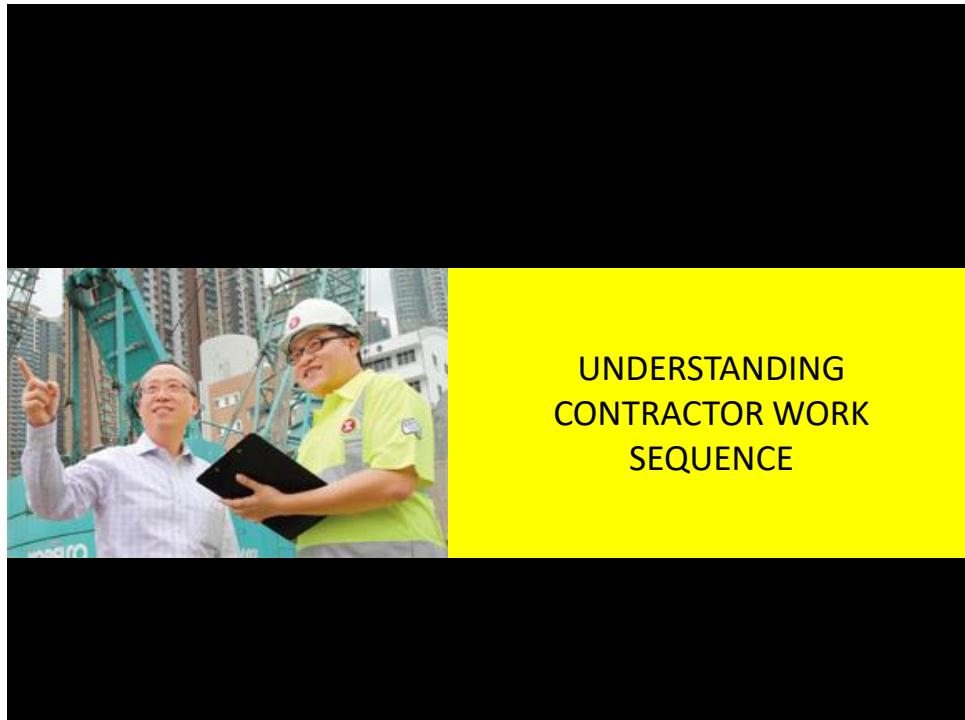


CERTIFICATE COMPLETION AND COMPLIANCE CHECKLIST

CCC CHECKLIST		MATRIX RESPONSIBILITY						
Date	Project	RESPONSIBLE	Some Action step help clarification	Q FORM	CDS registration	FORM G6 COMPANY	PST Firmskasse SIS	Some Suggestion
1	Setting G NOTICE FOR COMMENCEMENT	ARAZ				LA		
	FORM G 1 Stage Certification : Earthworks	CNS				LA		
	FORM G 2 Stage Certification : Setting Out	ARCH				LA		
	FORM G 3 Stage Certification : Foundations	CNS				LA		
	FORM G 4 Stage Certification : Structural	CNS				LA		
	FORM G 5 Stage Certification : Internal Water Plumbing	MEE				Water Authority		
	FORM G 6 Stage Certification : Internal Sanitary Plumbing	MEE				JPP		
	FORM G 7 Stage Certification : Internal (Ductile)	MEE				THB		
	FORM G 8 Stage Certification : Fire-Fighting (Passive)	ARCH				SOMBA		
	FORM G 9 Stage Certification : Fire-Fighting (Active)	MEE				SOMBA		
	FORM G 10 Stage Certification : Mechanical Ventilation	MEE				LA		
	FORM G 11 Stage Certification : Ultrasonic Inspection	MEE				DOSH		
	FORM G 12 Stage Certification : Building	ARCH				LA		
	FORM G 13 Stage Certification : External Water Supply System	CAS				Water Authority		
	FORM G 14 Stage Certification : Sewerage Treatment System	CAS				JPP		
	FORM G 15 Stage Certification : External Electrical Supply System	MEE				THB		
	FORM G 17 Stage Certification : Root and Drain	CAS				JRR		
	FORM G 18 Stage Certification : Steel Lighting	MEE				LA/THB		
	FORM G 19 Stage Certification : External Main Drain	CAS				JRR/THB		
	FORM G 20 Stage Certification : Telecommunications	MEE				TELEKOM		
	FORM G 21 Stage Certification : Landscape	LANDSCAPE				LA		

Prepared by
NAME: _____
DESIGNATION: _____

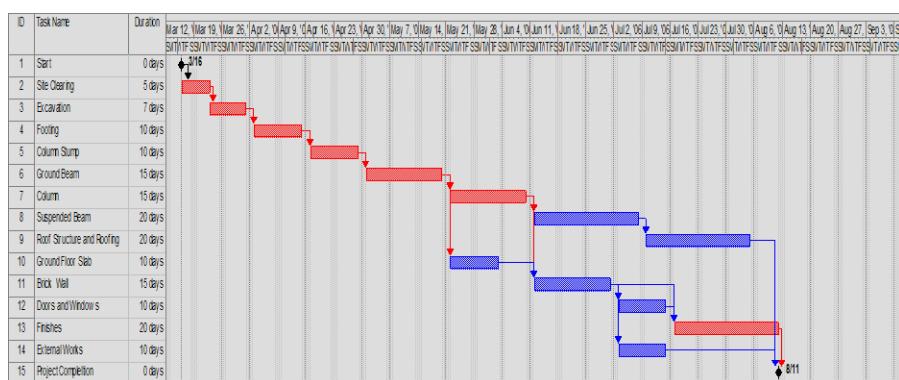
Having a CCC checklist is useful for PSP to delegate documentation collation to its site representative.



UNDERSTANDING CONTRACTOR WORK SEQUENCE

UNDERSTANDING THE WORK PROGRAM SEQUENCING

It is very important to get a copy of the contractor work program and understand the sequencing of its work.



An experienced IOW will know whether the work program is workable or back loaded to cause delay.



KEEP TRACK ON CONTRACTOR
SUBMITTALS

CONTRACTOR SUBMITTAL REQUIRED DOCUMENTS

- copies of contracts/ Sub contract
- Work Program
- certificates of insurance
- shop drawings and support calculations
- catalog
- material or equipment samples
- Payment Vouchers
- Work/ Man power Schedule(s)
- material test reports & certifications
- environmental test reports



MAKING SURE PROGRESS REPORT FORMAT IN ORDER

PROGRESS REPORT FORMATTING

Construction progress reports are prepared regularly (often monthly) by the contractor during the construction phase and issued to the Contract Administrator /client.

They will generally be a summary of the reports received and discussions held at construction progress meetings with key issues highlighted in an accompanying cover note.

.

CONTENT FOR PROGRESS REPORT

	CONTENT FOR PROGRESS REPORT
1	CONTRACT INFORMATION
2	SITE LAYOUT
3	ORGANISATION CHART
4	PROJECT TELEPHONE HOTLINE
5	SUMMARY OF WORK PROGRESS
6	WEIGHTAGE PROGRESS REPORT
7	TWO WEEKS FORCAST PROGRAMME
8	MASTER WORK PROGRAM ENDORSED
9	PHYSICAL S-CURVE
10	FINANCIAL S-CURVE
11	MANPOWER ON SITE
12	EQUIPMENT ON SITE
13	WEATHER CHART
14	MATERIAL APPROVAL
15	ARCHITECT INSTRUCTION/ ENGINEERS INSTRUCTION
16	SUMMARY LIST OF VARIATION ORDER
17	SUMMARY LIST OF REQUEST FOR INFORMATION
18	SUMMARY OF SITE MEMO AND REPLY
19	SUMMARY OF CONCRETE CUBE TEST RESULT
20	SUMMARY OF MATERIAL TEST RESULT
21	ENVIRONMENTAL AND SAFETY CHECKLIST
22	STATUS OF CLAIMS
23	PROGRESS PHOTOGRAPH



FORTNIGHTLY OR MONTHLY MEETING

SITE MEETING

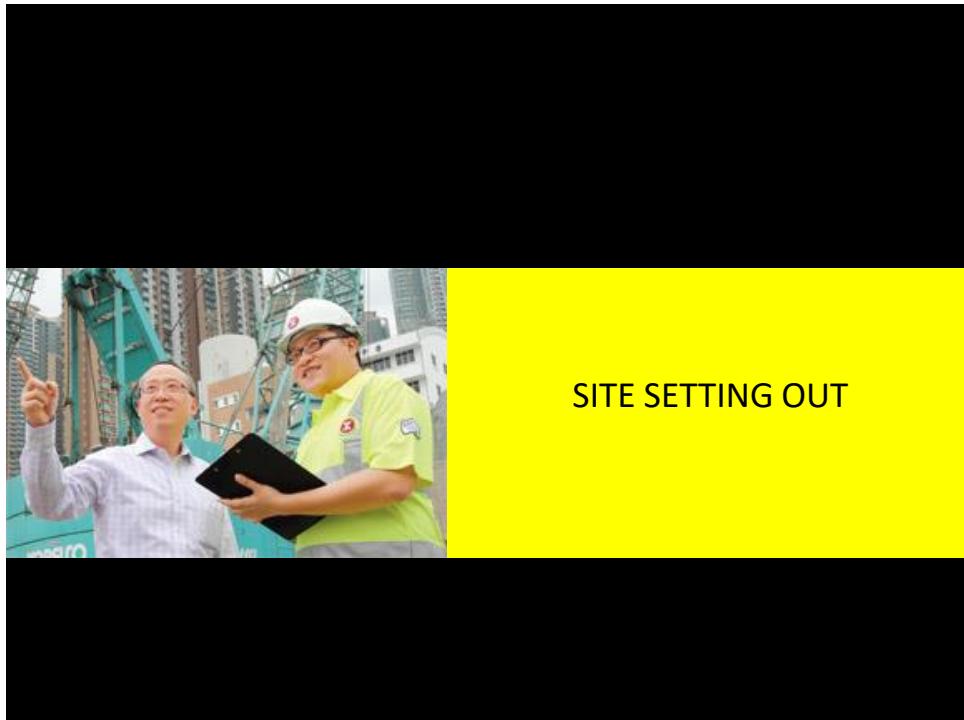
IOW to Remind the Contractor :

- Schedule site meetings eg every 2 weeks or every month at the Site Office
- Chair by SO /CA/ Architect/ Engineer
- Attended by all Consultant & Site Staff, Main Contractor's Representatives, NSC Rep

Purposes

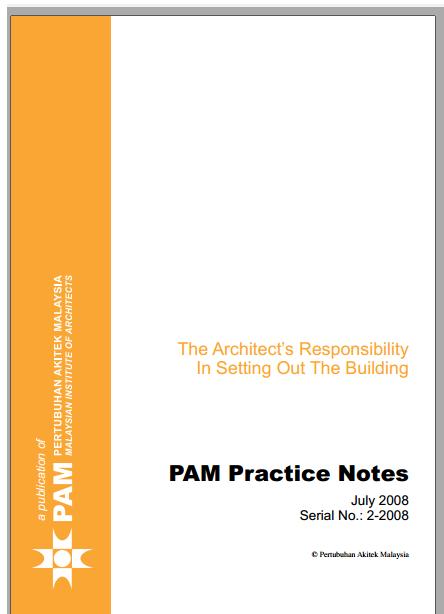
- Progress Monitoring
- to discuss all problems related to the project
- Discussed Project's Progress
 - Progress Report prepared by Main Contractor
 - Minutes of the meetings prepare by the consultant's or site staff





SITE SETTING OUT

SETTING OUT AND IOW SCOPE IN SETTING OUT



It is important to get the setting out correct. Wrong setting out may incur problem to the site and building position causing lost of money and time.

A **building** is **set out** in order to clearly define the outline of the excavation and the centre line of the walls, so that construction can be carried **out** exactly according to the plan.

Pertubuhan Arkitek Malaysia has release a setting out practice notes that can be use for Architects and its representative.



CONCLUSION

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IN CONCLUSION,

**THERE ARE MANY THINGS THAT AN IOW NEEDS TO
CONSIDER BEFORE THE CONSTRUCTION COMMENCE
ON SITE.**

ALWAYS BE PREPARED BEFORE THE PROJECT STARTS.