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President
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Dear Sir

GUIDELINES ON SUBMISSION OF AS-BUILT PLANS

I refer to the BCA/IES/ACES dialogue held on 20 July 2000 at 16th storey, BCA Board Room.

2. At the dialogue, both IES and ACES sought clarification on the submissions of as-built piling and structural plans. Under regulation 23(1)(c), the as-built piling plans are to be submitted within 28 days of completion of the piling works. The details to be shown in the plans include the pile penetration, pile eccentricities, pile-set (for driven piles), the location and type of pile load tests. As pile eccentricities can only be taken after excavation for the construction of pile-caps, many Qualified Persons (QPs) are not able to submit the as-built plans within the 28-day prescribed period.

3. We have reviewed the submission procedures. QPs are still required to submit all available piling records such as pile penetration, pile set, the location and type of pile load tests within 28 days of completion of piling works. Records of pile eccentricities can be submitted later but before the commencement of basement floor or 1st storey floor, whichever is earlier. This new procedure for the submission of as-built piling plans shall take effect on 1 Dec 2000. For projects in which piling works have been completed, QPs are reminded to submit the as-built piling plans before 1 Dec 2000. QPs who are unable to submit the as-built piling plans on time are advised to seek extension of time from the Commissioner of Building Control.

4. As for the submission of as-built structural plans required under regulation 23(1)(d), we like to highlight that only immaterial changes (minor amendment) as defined in regulation 18(2) can be incorporated in the as-built plans. Immaterial changes means an amendment that does not affect any key structural element or affects the key structural elements but the effects are localised in nature and do not require a re-design of the key structural system. For all other departures or deviations from the approved plans, section 6(7) of the Building Control Act requires amendment plans to be submitted for approval before commencement of those structural works. QPs who are uncertain whether the amendments constitute major or minor deviations should write to the Commissioner for clarification. In addition, the Commissioner would like to remind all QPs that the as-built plans are to be submitted upon the completion of the structural works.

5. Both IES and ACES also requested guidelines on the submission of as-built plans and the certificate of supervision. We have prepared the guidelines and a copy of it is attached at Annex 1. We hope that these guidelines will be useful and facilitate your submission of as-built plans.

6. We would appreciate it if you could circulate the contents of this letter to all your members. For clarification, you can contact Mr Shee Siu Ming at telephone number 3257583.

Yours faithfully



CHEW KEAT CHUAN
SENIOR MANAGER
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for COMMISSIONER OF BUILDING CONTROL

cc

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