

An MND Statutory Board

In collaboration with:



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For enquiries, please contact:  
Building Engineering Group (#12-01)  
Tel: 1800 3425 222 (1800-DIAL-BCA)  
or use our Online Feedback Form at:  
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Dear Sir / Madam

## **JOINT BCA / IES / ACES / SCAL CIRCULAR 2021**

### **GUIDE BOOK FOR REMOTE SUPERVISION (STRUCTURAL WORKS)**

#### **Introduction**

1. This circular is to inform the industry of the publication of the Guide Book for Remote Supervision (Structural Works) ("**RS Guide**").
2. The RS Guide has been prepared in collaboration with the Institution of Engineers, Singapore (IES), Association of Consulting Engineers Singapore (ACES), and the Singapore Contractors Association Limited (SCAL). The RS Guide and annexes are available for download at the following links.

Links to download:

RS Guide:-

<https://go.gov.sg/remote-supervision>

Annexes:-

<https://go.gov.sg/annexes-rs>

3. The RS Guide sets out the regulatory requirements and recommendations when using technology such as video conferencing tools to perform real-time supervision of the carrying out of structural works from a remote location, whether such location is at the site or outside the site ("**remote supervision**"). These requirements and recommendations have been compiled based on lessons learnt from pilot projects.

## Background

4. Under the Building Control Act (Cap 29) (“**BC Act**”), all building works which are not excepted under Section 4 of the BC Act must be carried out under the supervision of an appropriate qualified person (“**Supervising QP**”).

5. Further, for large building works (as defined in the BC Act), the structural elements of all such building works must be carried out under the full-time supervision of a site supervisor (“**SS**”), or a team of SSs, working under the Supervising QP’s control and direction. The minimum number of SSs which must be appointed in respect of any large building works is prescribed in regulation 24 of the Building Control Regulations 2003 (“**BC Regulations**”).

6. As part of the overall digital transformation roadmap plan for Singapore, the industry can leverage on technology such as real-time video conferencing tools and adopt remote supervision when supervising large building works (as defined in BC Act) carried out at construction sites and/or fabrication yards.

## Key points for adopting remote supervision

7. The adoption of remote supervision is optional. Please take note of the following, amongst others, in the RS Guide when deciding whether to adopt remote supervision:

- (a) As remote supervision is a method through which supervision may be conducted, the RS Guide must be read in conjunction with the BC Act, BC Regulations and Guide Book for Site Supervision Plan (“**SSP Guide**”).
- (b) The provisions in the RS Guide are not exhaustive as to the steps that Supervising QPs and SSs are required to take when using remote supervision, in order to discharge their respective duties under the BC Act, BC Regulations and SSP Guide. Supervising QPs and SSs should carefully consider all steps that they need to take in order to discharge such duties, prior to adopting remote supervision. The RS Guide is applicable to both existing and new projects.
- (c) Remote supervision should only be adopted for large building works (as defined in the BC Act). Remote supervision must not be adopted for small-scale building works (as defined in the BC Act).
- (d) A QP who intends to adopt remote supervision should submit the following documents to the Commissioner of Building Control before conducting remote supervision:
  - (i) The completed and signed notification form, which is set out at **Annex A** of the RS Guide;
  - (ii) The completed and signed remote supervision plan, which is set out at **Annex B** of the RS Guide.
- (e) The minimum number of SSs required under the BC Regulations must continue to be present at site even if remote supervision is adopted. When at site, the SSs may supervise building works carried out at one part of the site using remote supervision while being at another part of the site. None of the SSs comprising the minimum number of SSs required under the BC Regulations may supervise the structural works from a location outside the site.

## Clarification

8. Please disseminate the contents of this circular to your members. If you need any clarification, please contact either Er. Lim Kheng Guan (Tel. 68044651), email: [lim\\_kheng\\_guan@bca.gov.sg](mailto:lim_kheng_guan@bca.gov.sg) or Er. Kang Yi Shu Vance (Tel. 68044632, email: [vance\\_kang@bca.gov.sg](mailto:vance_kang@bca.gov.sg)). Thank you.

Yours faithfully



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ER. VIVIEN FOO WEI WAN  
DIRECTOR  
BUILDING ENGINEERING GROUP  
for COMMISSIONER OF BUILDING CONTROL



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ER CHAN EWE JIN  
INSTITUTION OF ENGINEERS SINGAPORE  
(IES)



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ER. KHO CHZA MAIN  
ASSOCIATION OF CONSULTING  
ENGINEERS SINGAPORE (ACES)



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ER. NG YEK MENG  
THE SINGAPORE CONTRACTORS  
ASSOCIATION LTD (SCAL)

**DISTRIBUTION LIST (via e-mail):**

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MINISTRY OF EDUCATION  
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JTC CORPORATION  
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8 JURONG TOWN HALL ROAD  
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#02-12 LIANG SEAH PLACE  
SINGAPORE 189022

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1 LIANG SEAH STREET  
#02-12 LIANG SEAH PLACE  
SINGAPORE 189022

DEPUTY CHIEF EXECUTIVE OFFICER  
SENTOSA DEVELOPMENT CORPORATION  
33 ALLANBROOKE ROAD, SENTOSA  
SINGAPORE 099981

HEAD (FIRE SAFETY AND BUILDING CONTROL)  
BUILDING AND INFRASTRUCTURE  
DEFENCE SCIENCE & TECHNOLOGY AGENCY  
1 DEPOT ROAD  
DEFENCE TECHNOLOGY TOWER A  
SINGAPORE 109679

DIRECTOR  
BUILDING AND INFRASTRUCTURE  
DEFENCE SCIENCE & TECHNOLOGY AGENCY  
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DEFENCE TECHNOLOGY TOWER A  
SINGAPORE 109679

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SINGAPORE 160201

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#09-00 CHIAT HONG BUILDING  
SINGAPORE 188968

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