

## GUIDELINES FOR REGISTRATION REPORT

1. The applicant is required to submit a Registration Report to be attached together with the BCA CCPP® application form. This serves as a testimonial on how productivity enhancement initiatives could be introduced by the applicant to his past, current or future projects.
2. In the Registration Report, applicants are required to outline their contributions and track records in productivity improvement for their projects at Macro and Micro levels. Contribution efforts can include proposals of ideas, methods etc for productivity improvements which may not have been implemented yet on the project sites. However, evidence of implementation of these proposals must be demonstrated in the project involving the CCPP when the project applies for Bonus Constructability Points.
3. Suggested format for Registration Report

**Project Title:** \_\_\_\_\_ (*indicate as 'No Name' for future projects*)

**Project Reference Number:** \_\_\_\_\_ (*Building Plan Number or indicate as 'Not Applicable' for future projects*)

**Part 1:** Introduction comprising a brief description of Project

**Part 2:** Macro level (project-wide productivity improvement measures)

Examples:

- *value engineering at design stage (for Design & Build project) such as reconfiguring the basement carpark layout without compromising functional requirements;*
- *project site organisation or resource coordination/planning such as defining the work flow required, setting frequencies and levels of meetings to monitor and review current work schedules and resources deployment;*
- *technical coordination before construction such as the use of BIM tools for clash detection among disciplines to minimise Request for Information (RFI);*
- *proposal of detailed enhancements or modifications to design and materials without compromising functional requirements such as changing from screeding to non-screed floor construction etc.*

*Use the following headings as guides in the description of each measure:*

- a. Current Situation/Problem Area
- b. Proposal/Implemented Solution
- c. Expected/Measured Effectiveness of Solution
- d. Role of CCPP in Implementation of Measure

**Part 3: Micro level (trade level productivity improvement measures for 2 key trades)**

Examples:

*Detailed studies for productivity improvement in 2 key trades or processes, commencing from delivery of materials on site, through every intermediate stage until work completion. Studies could include motion-time study and other optimisation studies, if needed.*

**Key trades / processes**

- formwork
- concreting
- tiling
- lifting of construction materials
- demolition works
- waterproofing works
- other trades, etc.

*Use the following headings as guides in the description of each measure:*

Key Trade 1

- a) Current Situation/Problem Area
- b) Proposal/Implemented Solution
- c) Expected/Measured Effectiveness of Solution
- d) Role of CCPP in Implementation of Measure

Key Trade 2

- a) Current Situation/Problem Area
- b) Proposal/Implemented Solution
- c) Expected/Measured Effectiveness of Solution
- d) Role of CCPP in Implementation of Measure