

In Collaboration With



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Tel: 1800 3425 222 (1800-DIAL-BCA)
or use our Online Feedback Form at:
<https://www.bca.gov.sg/feedbackform/>

2nd September 2019

See Distribution

Dear Sir/Mdm

JOINT BCA / IES / ACES CIRCULAR 2019

SITE SUPERVISION PLAN FOR STRUCTURAL AND GEOTECHNICAL WORKS

Objective

This circular is to –

- (a) inform the industry of the Guidebook for Site Supervision Plan (SSP) for Structural and Geotechnical Building Works, developed jointly with ACES/IES to provide guidance on preparing a site supervision plan
- (b) inform the industry of the pilot for Site Supervision Plan

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Background

2. Under Building Control Act (Chapter 29), all building works must be carried out under the supervision of an appropriate Qualified Person (QP). The structural works and geotechnical building works of all such building works shall be carried out under the full-time or immediate supervision of a site supervisor, or a team of site supervisors, working under the QP's control and direction. QP and site supervisors shall take all reasonable steps and exercise due diligence in supervising and inspecting such building works to ensure that the same are being carried out in accordance with the provisions of the Building Control Act, building regulations, relevant plans approved by the Commissioner of Building Control, and any terms and conditions imposed by the Commissioner of Building Control.

Guide Book for Site Supervision Plan

3. The "Guide Book for Site Supervision Plan" was jointly developed with IES and ACES, in consultation with the QPs and government procurement entities (GPEs). The supervision guidelines and requirements were compiled based on best practice, industry norm and relevant standards or codes of practice. QPs are advised to prepare a Site Supervision Plan and to prepare such a plan by referring to this guide book, taking into consideration the level of complexity or special requirements (if any) of the project.

4. The guide book is available in softcopy on BCA website. A template for preparing the Site Supervision Plan is also available on the website for QP's reference.

Links to download:

Guide Book for Site Supervision Plan:-

[https://www.bca.gov.sg/StructuralPlan/others/Guide Book for Site Supervision Plan.pdf](https://www.bca.gov.sg/StructuralPlan/others/Guide_Book_for_Site_Supervision_Plan.pdf)

Template for Site Supervision Plan:-

[https://www.bca.gov.sg/StructuralPlan/others/Template SiteSupervision Plan.docx](https://www.bca.gov.sg/StructuralPlan/others/Template_SiteSupervision_Plan.docx)

Pilot for Site Supervision Plan

5. A pilot for site supervision plan to be developed for supervising the structural and geotechnical building works of all large building works (value of building works more than \$7.5M) will be in place for a 1-year period. This is to allow further improvement and feedback to be incorporated to ensure the effectiveness of the site supervision plan.

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6. For all projects of large building works with first permit to commence structural works issued after 1 April 2020, it is advisable that the site supervision plan is forwarded to BCA and kept at site within one (1) month from the date of the issuance of the permit.

Clarification

7 Please disseminate the contents of this circular to your members. If you need any clarification, please submit your enquiry through BCA's Online Feedback Form at <https://www.bca.gov.sg/feedbackform/>. Thank you.

Yours faithfully



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