

Welcome to e-Guide for C-Forms & Record Structural Plans Submissions

(Click on any button to start)



1. Basic Terms & Definitions



2. Brief Introduction to ESPro



3. Submission Menu



4. General Pointers

1. Basics Terms and Definitions



1.1 C-Forms

1.1.1 What are C-Forms?

1.1.2 Where are C-Forms Located?

1.1.3 Types of C-Forms

1.2 Endorsement Forms

1.2.1 What are Endorsement Forms?

1.2.2 Where are Endorsement Forms Located?

1.2.3 Types of Endorsement Forms

1.3 Record Structural Plans

1.3.1 What are Record Structural Plans?

1.4 Simplified Terms Used in This E-Guide

(Click anywhere to advance)

1.1 C-Forms



1.1.1 What are C-Forms?

C-Forms are certificates to be provided by the QP upon the completion of structural works under structural plans approved by BCA, for the declaration of their responsibilities under the Building Control Act and Regulations.

1.1.2 Where are C-Forms Located?

C-Forms are located at two different places, as they can be submitted either via CORENET or walk-in submission.

- For CORENET Submission – it is located under the “Template Area” in the CORENET Submission System, ESPro, which is illustrated in this e-Guide.
- For walk-in submission, it can be downloaded from the BCA website.

1.1.3 Types of C-Forms



To be Submitted by the Supervising QP

- **C1 form (QPCTPW form)** - Certificate of Supervision of Piling Works and Notice of Completion by the Qualified Person for Structural Works.
- **C2 form (QPCTSSW form)** - Certificate of Supervision of Structural Works by the Qualified Person for Structural Works.

To be Submitted by the Geotechnical Supervising QP

- **C1-GBW form (QPCTPW-GBW)** - Certificate of Supervision of Piling Works and Notice of Completion for Geotechnical Building Works.
- **C2-GBW form (QPCTSSW-GBW)** - Certificate of Supervision of Geotechnical Building Works.

To be Submitted by the Design QP

- **C3 form (CTASST form)** - Submission Certificate of Record Structural Plans / Calculations.

To be Submitted by the Geotechnical Design QP

- **C3-GBW form (CTASST-GBW form)** - Submission Certificate of Record Geotechnical Building Plans / Calculations.

1.2 Endorsement Forms



1.2.1 What are Endorsement Forms?

Endorsement Form is a certificate that is required to be submitted separately by the Design QP and the AC, to declare their endorsement on the record structural plans and calculation files under the Building Control Act and Regulations.

Endorsement form is required to be submitted only when there is record structural plans submitted with the C3 or C3-GBW forms.

1.2.2 Where are Endorsement Forms located?

Endorsement forms are located in the C3 and C3-GBW folders under the “Template Area” panel in CORENET submission system, ESPro.

1.2.3 Types of Endorsement Forms



To be submitted by Design QP

- **ENABQP form** - Endorsements on Record Piling / Structural Plan Certificate to be Endorsed by the Qualified Person for Structural Works.

To be submitted by AC

- **ENABAC form** - Endorsements on Record Piling / Structural Plan Certificate to be Endorsed by the Accredited Checker.

To be submitted by Design QP(Geo)

- **ENABGBWQP form** - Endorsements on Record Piling / Structural Plan Certificate to be Endorsed by the Qualified Person for Geotechnical Aspects of Geotechnical Building Works

To be submitted by the AC(Geo)

- **ENABGBWAC form** - Endorsements on Record Piling / Structural Plan Certificate to be Endorsed by the Specialist Accredited Checker.

1.3 Record Structural Plans



1.3.1 What are Record Structural Plans?

Record structural plans are plans recording the as-built structural works carried out on site which involve minor departures or deviations to the plan submitted by the QP and approved by BCA.

If the as-built structural works carried out on site involves major structural changes to the approved plans, submission as record structural plans will not be accepted. Submission as a new amendment ST by the QP is mandatory.

Record structural plans are to be submitted together with the certification by QP in C3 or C3-GBW form within 28 days of completion of piling works or on completion for all other structural works.

1.4 Simplified Terms Used in This E-Guide



| | |
|---------------------|--|
| AC | The accredited checker appointed to undertake the checking of the structural works. |
| AC(Geo) | The specialist accredited checker appointed to undertake the checking of the geotechnical aspects of underground building works. |
| Design QP | The qualified person appointed to prepare the plans of the structural works. |
| Design QP(Geo) | The qualified person appointed to prepare the plans of the geotechnical aspects of underground building works. |
| Supervising QP | The qualified person appointed to supervise the structural works. |
| Supervising QP(Geo) | The qualified person appointed to supervise the geotechnical aspects of underground building works. |

1.4 Simplified Terms Used in This E-Guide



| | |
|-------------|---|
| GBW | Geotechnical Building Works. |
| C1 form | QPCTPW form (Certificate of Supervision of Piling Works and Notice of Completion by the Qualified Person for Structural Works). |
| C1-GBW form | QPCTPW-GBW (Certificate of Supervision of Piling Works and Notice of Completion for Geotechnical Building Works). |
| C2 form | QPCTSSW form (Certificate of Supervision of Structural Works by the Qualified Person for Structural Works). |
| C2-GBW form | QPCTSSW-GBW (Certificate of Supervision of Geotechnical Building Works). |
| C3 form | CTASST form (Submission Certificate of Record Structural Plans / Calculations). |
| C3-GBW form | CTASST-GBW form (Submission Certificate of Record Geotechnical Building Plans / Calculations). |

2. Brief Introduction to ESPro

(Only C-Forms & Record Plans Submission Related)



2.1 Graphical User Interface

2.2 Locations of C-Forms Folders

2.2.1 C1 Form (QPCTPW Form)

2.2.2 C2 Form (QPCTSSW Form)

2.2.3 C3 Form (CTASST Form)

2.2.4 C1-GBW Form (QPCTPW-GBW Form)

2.2.5 C2-GBW Form (QPCTSSW-GBW Form)

2.2.6 C3-GBW Form (CTASST-GBW Form)

2.2.7 Overall View of the Locations for Each C-Form Folder

(Click anywhere to advance)

2.1 Graphical User Interface

About



Shortcuts



New Project



New Ancillary Project



Project Properties



Digital Signature



Set Recipients



Send Submission



Send Correspondence



Synchronise

- Work Area**
- A1140-02020-2007
 - A1252-00485-2011
 - A1439-00006-2012
 - A1439-00014-2012
 - A1583-00002-2012
 - A1666-00001-2012
 - A579-00603-2011
 - A600-00009-2012
 - A781-00026-2010
 - A999A-00017-2003
 - A999A-00234-2003
 - E0238-00001-2011
 - E2290-00760-2008
 - E2290-01652-2007
 - E2290-01750-2008
 - E2290-20359-2005
 - E2290-20481-2005
 - E2290-20744-2007

“Work Area”
List of All the
Projects
Undertaken
by the QP.

- Submitted Area**
- A1140-02020-2007

Properties Form Template

Local Form Template:

Template Area

- New Form Bin
 - Project
 - AVA
 - BCA
 - CITYGAS
 - DSTA
 - ENVCBPU
 - FSSB
 - HDBARCH
 - HDBCS
 - HDBEME
 - IDA
 - JTC
 - LTA
 - MPA
 - NPARKS
 - PUBDD
 - PUBSEW
 - PUBSEWDLP
 - PUBSEWNMB
 - PUBWTR
 - SLA
 - UPG1
 - URA
 - Ancillary Project



Download

2.1 Graphical User Interface

About



Shortcuts



New Project



New Ancillary Project



Project Properties



Digital Signature



Set Recipients



Send Submission



Send Correspondence



Synchronise

Work Area

- A1140-02020-2007
- A1252-00485-2011
- A1439-00006-2012
- A1439-00014-2012
- A1583-00002-2012
- A1666-00001-2012
- A579-00603-2011
- A600-00009-2012
- A781-00026-2010
- A999A-00017-2003
- A999A-00234-2003
- E0238-00001-2011
- E2290-00760-2008
- E2290-01652-2007
- E2290-01750-2008
- E2290-20359-2005
- E2290-20481-2005
- E2290-20744-2007

- Submitted Area
- A1140-02020-2007

"Submitted Area"
List of All the
Submissions
Made by QP.

Properties

Form Template

Local Form Template:

Template Area

New Form Bin

Project

- AVA
- BCA
- CITYGAS
- DSTA
- ENVCBPU
- FSSB
- HDBARCH
- HDBCS
- HDBEME
- IDA
- JTC
- LTA
- MPA
- NPARKS
- PUBDD
- PUBSEW
- PUBSEWDLP
- PUBSEWNMB
- PUBWTR
- SLA
- UPG1
- URA

Ancillary Project



Download

2.1 Graphical User Interface

About



Shortcuts



New Project



New Ancillary Project



Project Properties



Digital Signature



Set Recipients



Send Submission



Send Correspondence



Synchronise

Work Area

- + A1140-02020-2007
- + A1252-00485-2011
- + A1439-00006-2012
- + A1439-00014-2012
- + A1583-00002-2012
- + A1666-00001-2012
- + A579-00603-2011
- + A600-00009-2012
- + A781-00026-2010
- + A999A-00017-2003
- + A999A-00234-2003
- + E0238-00001-2011
- + E2290-00760-2008
- + E2290-01652-2007
- + E2290-01750-2008
- + E2290-20359-2005
- + E2290-20481-2005
- + E2290-20744-2007

Submitted Area

- + A1140-02020-2007

Properties

Form Template

Local Form Template:

Template Area

New Form Bin

Project

- + AVA
- + BCA
- + CITYGAS
- + DSTA
- + ENVCBPU
- + FSSB
- + HDBARCH
- + HDBCS
- + HDBEME
- + IDA
- + JTC
- + LTA
- + MPA
- + NPARKS
- + PUBDD
- + PUBSEW
- + PUBSEWDLP
- + PUBSEWNMB
- + PUBWTR
- + SLA
- + UPG1
- + URA

Ancillary Project

"Template Area"

List of all the government agencies that ESPro supports.



Download

2.2.1 Location of C1 Form

(QPCTPW Form) Folder

The screenshot displays the software interface with a left sidebar containing navigation icons and a main content area showing a tree view of form templates. A red box highlights the 'BCA-BE-Subm of Cert of Supervision of Piling Work' folder, which is the location of the C1 form (QPCTPW form) folder. A callout box points to this folder with the text: 'Location of C1 form (QPCTPW form) Folder.'.

Navigation Icons (Top Right): Home, Previous, Previous, Next, Next.

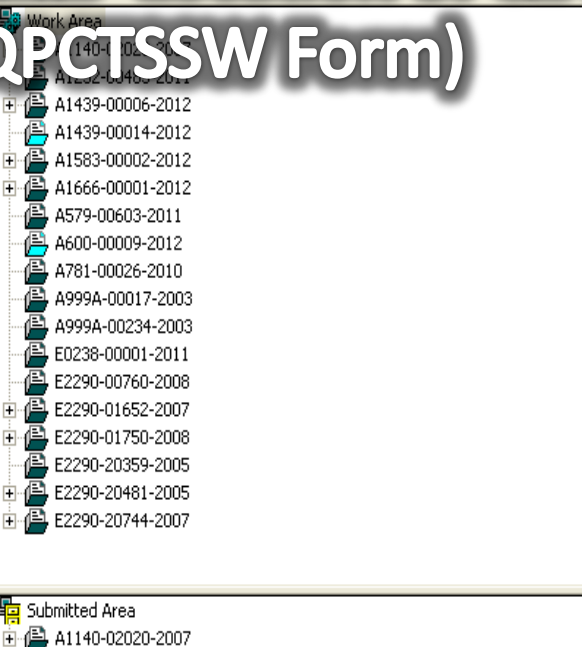
Left Sidebar (Navigation): New Project, New Ancillary Project, Project Properties, Digital Signature, Set Recipients, Send Submission, Send Correspondence, Synchronise.

Main Content Area (Form Template):

- Local Form Template:
- AVA
- BCA
 - BCA-BE-Appointment of Specialist Builder
 - BCA-BE-Appointment or terminate site supervisor
 - BCA-BE-Cert As-Built Structural Plan for GBW
 - BCA-BE-Cert of Supervision of Piling Work for GBW
 - BCA-BE-Cert Supervision Structural Work for GBW
 - BCA-BE-Monthly Instrumentation and Monitoring
 - BCA-BE-Permit to Commence Work
 - BCA-BE-ST submission
 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan
 - BCA-BE-Subm of Cert of Supervision of Piling Work** (Location of C1 form (QPCTPW form) Folder.)
 - BCA-BE-Subm of Cert Supervision Structural Work
 - BCA-BE-Termination ReAppointment of Specialist Builder
 - BCA-BP-Appeal for BP
 - BCA-BP-BP Submission
 - BCA-BP-BP-Notice of appointment
 - BCA-BP-Pre submission consultations
 - BCA-BP-Request for meeting
 - BCA-BP-Termination of QP
 - BCA-BP-Waiver application
 - BCA-BP-Withdrawal of BP
 - BCA-CD-Consultation request
 - BCA-CD-HS-SS-TS Commissioning Submission
 - BCA-CD-Notification of Commissioning
 - BCA-CD-Plan submission
 - BCA-CSC-Appn for site inspection
 - BCA-CSC-Appn for Site Inspection and TOPCSC
 - BCA-CSC-Appn for TOP-CSC
 - Correspondence to agency
- CITYGAS
- DSTA
- ENVCBPU
- FSSB
- HDBARCH

Bottom Right: Download

2.2.2 Location of C2 Form (QPCTSSW Form)



Properties Form Template

Local Form Template:

- AVA
- BCA
 - BCA-BE-Appoint of Specialist Builder
 - BCA-BE-Appoint or terminate site supervisor
 - BCA-BE-Cert As-Built Structural Plan for GBW
 - BCA-BE-Cert of Supervision of Piling Work for GBW
 - BCA-BE-Cert Supervision Structural Work for GBW
 - BCA-BE-Monthly Instrumentation and Monitoring
 - BCA-BE-Permit to Commence Work
 - BCA-BE-ST submission
 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan
 - BCA-BE-Subm of Cert of Supervision of Piling Work
 - BCA-BE-Subm of Cert Supervision Structural Work
 - BCA-BE-Termination ReAppoint of Specialist Builder
 - BCA-BP-Appeal for BP
 - BCA-BP-BP Submission
 - BCA-BP-BP-Notice of appointment
 - BCA-BP-Pre submission consultations
 - BCA-BP-Request for meeting
 - BCA-BP-Termination of QP
 - BCA-BP-Waiver application
 - BCA-BP-Withdrawal of BP
 - BCA-CD-Consultation request
 - BCA-CD-HS-SS-TS Commissioning Submission
 - BCA-CD-Notification of Commissioning
 - BCA-CD-Plan submission
 - BCA-CSC-Appln for site inspection
 - BCA-CSC-Appln for Site Inspection and TOPCSC
 - BCA-CSC-Appln for TOP-CSC
 - Correspondence to agency
- CITYGAS
- DSTA
- ENVCBPU
- FSSB
- HDBARCH



Location of C2 form (QPCTSSW form) folder.

2.2.3 Location of C3 Form (CTASST Form)

Shortcuts

- New Project
- New Ancillary Project
- Project Properties
- Digital Signature
- Set Recipients
- Send Submission
- Send Correspondence
- Synchronise

Work Area

- A1439-00006-2012
- A1439-00014-2012
- A1583-00002-2012
- A1666-00001-2012
- A579-00603-2011
- A600-00009-2012
- A781-00026-2010
- A999A-00017-2003
- A999A-00234-2003
- E0238-00001-2011
- E2290-00760-2008
- E2290-01652-2007
- E2290-01750-2008
- E2290-20359-2005
- E2290-20481-2005
- E2290-20744-2007

Submitted Area

- A1140-02020-2007

Properties Form Template

Local Form Template:

- AVA
- BCA
 - BCA-BE-Appointment of Specialist Builder
 - BCA-BE-Appoint or terminate site supervisor
 - BCA-BE-Cert As-Built Structural Plan for GBW
 - BCA-BE-Cert of Supervision of Piling Work for GBW
 - BCA-BE-Cert Supervision Structural Work for GBW
 - BCA-BE-Monthly Instrumentation and Monitoring
 - BCA-BE-Permit to Commence Work
 - BCA-BE-ST submission
 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan**
 - BCA-BE-Subm of Cert of Supervision of Piling Work
 - BCA-BE-Subm of Cert Supervision Structural Work
 - BCA-BE-Termination ReAppointment of Specialist Builder
 - BCA-BP-Appeal for BP
 - BCA-BP-BP Submission
 - BCA-BP-BP-Notice of appointment
 - BCA-BP-Pre submission consultations
 - BCA-BP-Request for meeting
 - BCA-BP-Termination of QP
 - BCA-BP-Waiver application
 - BCA-BP-Withdrawal of BP
 - BCA-CD-Consultation request
 - BCA-CD-HS-SS-TS Commissioning Submission
 - BCA-CD-Notification of Commissioning
 - BCA-CD-Plan submission
 - BCA-CSC-Appln for site inspection
 - BCA-CSC-Appln for Site Inspection and TOPCSC
 - BCA-CSC-Appln for TOP-CSC
 - Correspondence to agency
- CITYGAS
- DSTA
- ENVCBPU
- FSSB
- HDBARCH

Location of C3 form (CTASST form) folder.

Download

2.2.4 Location of C1-GBW Form (QPCTPW-GBW Form)

About



Shortcuts

- New Project
- New Ancillary Project
- Project Properties
- Digital Signature

Submitted Area

- A1140-02020-2007

Set Recipients

Send Submission

Send Correspondence

Synchronise

Properties Form Template

Local Form Template:

- AVA
- BCA
 - BCA-BE-Appointment of Specialist Builder
 - BCA-BE-Appoint or terminate site supervisor
 - BCA-BE-Cert As-Built Structural Plan for GBW
 - BCA-BE-Cert of Supervision of Piling Work for GBW**
 - BCA-BE-Cert Supervision Structural Work for GBW
 - BCA-BE-Monthly Instrumentation and Monitoring
 - BCA-BE-Permit to Commence Work
 - BCA-BE-ST submission
 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan
 - BCA-BE-Subm of Cert of Supervision of Piling Work
 - BCA-BE-Subm of Cert Supervision Structural Work
 - BCA-BE-Termination ReAppointment of Specialist Builder
 - BCA-BP-Appeal for BP
 - BCA-BP-BP Submission
 - BCA-BP-BP-Notice of appointment
 - BCA-BP-Pre submission consultations
 - BCA-BP-Request for meeting
 - BCA-BP-Termination of QP
 - BCA-BP-Waiver application
 - BCA-BP-Withdrawal of BP
 - BCA-CD-Consultation request
 - BCA-CD-HS-SS-TS Commissioning Submission
 - BCA-CD-Notification of Commissioning
 - BCA-CD-Plan submission
 - BCA-CSC-Appln for site inspection
 - BCA-CSC-Appln for Site Inspection and TOPCSC
 - BCA-CSC-Appln for TOP-CSC
 - Correspondence to agency
- CITYGAS
- DSTA
- ENVCBPU
- FSSB
- HDBARCH

Location of **C1-GBW form**
(QPCTPW-GBW form) Folder.

Download

2.2.5 Location of C2-GBW Form (QPCTSSW-GBW Form)

? About



Shortcuts

- New Project
- New Ancillary Project
- Project Properties
- Digital Signature

Submitted Area

- A1140-02020-2007

Set Recipients

Send Submission

Send Correspondence

Synchronise

Local Form Template:

- AVA
- BCA
 - BCA-BE-Appointment of Specialist Builder
 - BCA-BE-Appoint or terminate site supervisor
 - BCA-BE-Cert As-Built Structural Plan for GBW
 - BCA-BE-Cert of Supervision of Piling Work for GBW
 - BCA-BE-Cert Supervision Structural Work for GBW**
 - BCA-BE-Monthly Instrumentation and Monitoring
 - BCA-BE-Permit to Commence Work
 - BCA-BE-ST submission
 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan
 - BCA-BE-Subm of Cert of Supervision of Piling Work
 - BCA-BE-Subm of Cert Supervision Structural Work
 - BCA-BE-Termination ReAppointment of Specialist Builder
 - BCA-BP-Appeal for BP
 - BCA-BP-BP Submission
 - BCA-BP-BP-Notice of appointment
 - BCA-BP-Pre submission consultations
 - BCA-BP-Request for meeting
 - BCA-BP-Termination of QP
 - BCA-BP-Waiver application
 - BCA-BP-Withdrawal of BP
 - BCA-CD-Consultation request
 - BCA-CD-HS-SS-TS Commissioning Submission
 - BCA-CD-Notification of Commissioning
 - BCA-CD-Plan submission
 - BCA-CSC-Appln for site inspection
 - BCA-CSC-Appln for Site Inspection and TOPCSC
 - BCA-CSC-Appln for TOP-CSC
 - Correspondence to agency
- CITYGAS
- DSTA
- ENVCBPU
- FSSB
- HDBARCH

Location of **C2-GBW form**
(QPCTSSW-GBW form) Folder.

2.2.6 Location of C3-GBW Form (CTASST-GBW Form)

About



Shortcuts

- New Project
- New Ancillary Project
- Project Properties
- Digital Signature

Submitted Area

- A1140-02020-2007

Set Recipients

Send Submission

Send Correspondence

Synchronise

Properties Form Template

Local Form Template:

- AVA
- BCA
 - BCA-BE-Appoint of Specialist Builder
 - BCA-BE-Appoint or terminate site supervisor
 - BCA-BE-Cert As-Built Structural Plan for GBW
 - BCA-BE-Cert of Supervision of Piling Work for GBW
 - BCA-BE-Cert Supervision Structural Work for GBW
 - BCA-BE-Monthly Instrumentation and Monitoring
 - BCA-BE-Permit to Commence Work
 - BCA-BE-ST submission
 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan
 - BCA-BE-Subm of Cert of Supervision of Piling Work
 - BCA-BE-Subm of Cert Supervision Structural Work
 - BCA-BE-Termination ReAppoint of Specialist Builder
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 - BCA-BP-BP-Notice of appointment
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 - BCA-BP-Waiver application
 - BCA-BP-Withdrawal of BP
 - BCA-CD-Consultation request
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 - BCA-CD-Notification of Commissioning
 - BCA-CD-Plan submission
 - BCA-CSC-Appln for site inspection
 - BCA-CSC-Appln for Site Inspection and TOPCSC
 - BCA-CSC-Appln for TOP-CSC
 - Correspondence to agency
- CITYGAS
- DSTA
- ENVCBPU
- FSSB
- HDBARCH

Location of C3-GBW form
(CTASST-GBW form) Folder.



Download

2.2.7 Overall View of the Locations for Each C-Form Folder



Shortcuts

- New Project
- New Ancillary Project
- Project Properties
- Digital Signature
- Set Recipients
- Send Submission
- Send Correspondence
- Synchronise

Work Area

- A1439-00006-2012
- A1439-00014-2012
- A1583-00002-2012
- A1666-00001-2012
- A579-00603-2011
- A600-00009-2012
- A781-00026-2010
- A999A-00017-2003
- A999A-00234-2003
- E0238-00001-2011
- E2290-00760-2008
- E2290-01652-2007
- E2290-01750-2008
- E2290-20359-2005
- E2290-20481-2005
- E2290-20744-2007

Submitted Area

- A1140-02020-2007

Local Form Template:

- AVA
- BCA
 - BCA-BE-Appoint of Specialist Builder
 - BCA-BE-Appoint or terminate site supervisor
 - BCA-BE-Cert As-Built Structural Plan for GBW
 - BCA-BE-Cert Supervision of Piling Work for GBW
 - BCA-BE-Cert Supervision Structural Work for GBW
 - BCA-BE-Monthly Instrumentation and Monitoring
 - BCA-BE-Permit to Commence Work
 - BCA-BE-ST submission
 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan
 - BCA-BE-Subm of Cert of Supervision of Piling Work
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 - BCA-BP-Waiver application
 - BCA-BP-Withdrawal of BP
 - BCA-CD-Consultation request
 - BCA-CD-HS-SS-TS Commissioning Submission
 - BCA-CD-Notification of Commissioning
 - BCA-CD-Plan submission
 - BCA-CSC-Appln for site inspection
 - BCA-CSC-Appln for Site Inspection and TOPCSC
 - BCA-CSC-Appln for TOP-CSC
 - Correspondence to agency
- CITYGAS
- DSTA
- ENVCBPU
- FSSB
- HDBARCH

C3-GBW (CTASST-GBW) Form Folder
C1-GBW (QPCTPW-GBW) Form Folder
C2-GBW (QPCTSSW-GBW) Form Folder

C3 (CTASST) Form Folder
C1 (QPCTPW) Form Folder
C2 (QPCTSSW) Form Folder

Overall view of the locations for each of the C-forms folder.

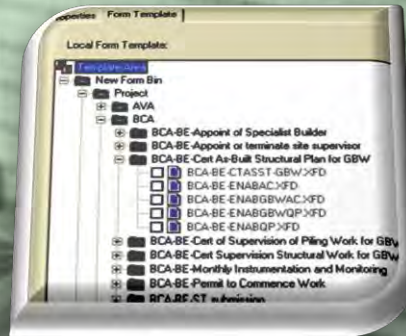
Download

3. Submissions Sub-Menu

(Click on any button to start)



3.1 Making a Submission



3.2 Sending a Correspondence



3.3 Completing C-Forms



3.4 Completing Endorsement Forms



3.1 Making a C-Form Submission



Work Area

- + A1140-02020-2007
- + A1252-00485-2011
- + A1439-00006-2012
- + A1439-00014-2012
- + A1583-00002-2012
- + A1666-00001-2012
- + A579-00603-2011
- + A600-00009-2012
- + A781-00026-2010
- + A999A-00017-2003
- + A999A-00234-2003
- + E0238-00001-2011
- + E2290-00760-2008
- + E2290-01652-2007
- + E2290-01750-2008
- + E2290-20359-2005
- + E2290-20481-2005
- + E2290-20744-2007

Submitted Area

- + A1140-02020-2007

Properties Form Template

Local Form Template:

Template Area

- + New Form Bin
 - + Project
 - + AVA
 - + **BCA**
 - + CITYGAS
 - + DSTA
 - + ENVCBPU
 - + FSSB
 - + HDBARCH
 - + HDBCS
 - + HDBEME
 - + IDA
 - + JTC
 - + LTA
 - + MPA
 - + NPARKS
 - + PUBDD
 - + PUBSEW
 - + PUBSEWDLP
 - + PUBSEWNMB
 - + PUBWTR
 - + SLA
 - + UPG1
 - + URA
 - + Ancillary Project

Click on "+" to expand the "BCA" folder to show all the available electronic submissions

[Return to Submissions Sub - Menu](#) Download



Shortcuts



New Project



New Ancillary Project



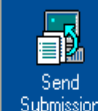
Project Properties



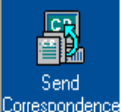
Digital Signature



Set Recipients



Send Submission



Send Correspondence



Synchronise

Work Area

- + A1140-02020-2007
- + A1252-00485-2011
- + A1439-00006-2012
- + A1439-00014-2012
- + A1583-00002-2012
- + A1666-00001-2012
- + A579-00603-2011
- + A600-00009-2012
- + A781-00026-2010
- + A999A-00017-2003
- + A999A-00234-2003
- + E0238-00001-2011
- + E2290-00760-2008
- + E2290-01652-2007
- + E2290-01750-2008
- + E2290-20359-2005
- + E2290-20481-2005
- + E2290-20744-2007

Submitted Area

- + A1140-02020-2007

Properties Form Template

Local Form Template:

- + AVA
- BCA
 - + BCA-BE-Appoint of Specialist Builder
 - + BCA-BE-Appoint or terminate site supervisor
 - + BCA-BE-Cert As-Built Structural Plan for GBW
 - + BCA-BE-Cert of Supervision of Piling Work for GBW
 - + BCA-BE-Cert Supervision Structural Work for GBW
 - + BCA-BE-Monthly Instrumentation and Monitoring
 - + BCA-BE-Permit to Commence Work
 - + BCA-BE-ST submission
 - + BCA-BE-Subm of Builders Cert
 - + BCA-BE-Subm of Cert As-Built Structural Plan
 - + BCA-BE-Subm of Cert of Supervision of Piling Work
 - + **BCA-BE-Subm of Cert Supervision Structural Work**
 - + BCA-BE-Termination ReAppoint of Specialist Builder
 - + BCA-BP-Appeal for BP
 - + BCA-BP-BP Submission
 - + BCA-BP-BP-Notice of appointment
 - + BCA-BP-Pre submission consultations
 - + BCA-BP-Request for meeting
 - + BCA-BP-Termination of QP
 - + BCA-BP-Waiver application
 - + BCA-BP-Withdrawal of BP
 - + BCA-CD-Consultation request
 - + BCA-CD-HS-SS-TS Commissioning Submission
 - + BCA-CD-Notification of Commissioning
 - + BCA-CD-Plan submission
 - + BCA-CSC-Appn for site inspection
 - + BCA-CSC-Appn for Site Inspection and TOPCSC
 - + BCA-CSC-Appn for TOP-CSC
 - + Correspondence to agency
- + CITYGAS
- + DSTA
- + ENVCBPU
- + FSSB
- + HDBARCH

Click on "+" to expand the C2 form (QPCTSSW form) folder to show the electronic forms available in the folder.

 Download
Return to Submissions Sub - Menu



Shortcuts

New Project

New Ancillary Project

Project Properties

Digital Signature

Set Recipients

Send Submission

Send Correspondence

Synchronise

Work Area

A1140-02020-2007
A1252-00485-2011
A1439-00006-2012
A1439-00014-2012
A1583-00002-2012
A1666-00001-2012
A579-00603-2011
A600-00009-2012
A781-00026-2010
A999A-00017-2003
A999A-00234-2003
E0238-00001-2011
E2290-00760-2008
E2290-01652-2007
E2290-01750-2008
E2290-20359-2005
E2290-20481-2005
E2290-20744-2007

Submitted Area

A1140-02020-2007

Properties Form Template

Local Form Template:

- Template Area
- New Form Bin
 - Project
 - AVA
 - BCA
 - BCA-BE-Appoint of Specialist Builder
 - BCA-BE-Appoint or terminate site supervisor
 - BCA-BE-Cert As-Built Structural Plan for GBW
 - BCA-BE-Cert of Supervision of Piling Work for GBW
 - BCA-BE-Cert Supervision Structural Work for GBW
 - BCA-BE-Monthly Instrumentation and Monitoring
 - BCA-BE-Permit to Commence Work
 - BCA-BE-ST submission
 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan
 - BCA-BE-Subm of Cert of Supervision of Piling
 - ☐ BCA-BE-QPCTSSW.XFD
 - BCA-BE-Termination ReAppoint of Specialist
 - BCA-BP-Appeal for BP
 - BCA-BP-BP Submission
 - BCA-BP-Notice of appointment
 - BCA-BP-Pre submission consultations
 - BCA-BP-Request for meeting
 - BCA-BP-Termination of QP
 - BCA-BP-Waiver application
 - BCA-BP-Withdrawal of BP
 - BCA-CD-Consultation request
 - BCA-CD-HS-SS-TS Commissioning Submission
 - BCA-CD-Notification of Commissioning
 - BCA-CD-Plan submission
 - BCA-CSC-Appln for site inspection
 - BCA-CSC-Appln for Site Inspection and TOPCSC
 - BCA-CSC-Appln for TOP-CSC
 - Correspondence to agency
 - CITYGAS

Tick in the checkbox of the electronic form.



Shortcuts

- New Project
- New Ancillary Project
- Project Properties
- Digital Signature

Work Area

- A1140-02020-2007
- A1252-00485-2011
- A1439-00006-2012
- A1439-00014-2012
- A1583-00002-2012
- A1666-00001-2012
- A579-00603-2011
- A600-00009-2012
- A781-00026-2010
- A999A-00017-2003
- A999A-00234-2003
- E0238-00001-2011
- E2290-00760-2008
- E2290-01652-2007
- E2290-01750-2008
- E2290-20359-2005
- E2290-20481-2005
- E2290-20744-2007

Submitted Area

- A1140-02020-2007

Set Recipients

Send Submission

Send Correspondence

Synchronise

Properties Form Template

Local Form Template:

- Template Area
 - New Form Bin
 - Project
 - AVA
 - BCA
 - BCA-BE-Appoint of Specialist Builder
 - BCA-BE-Appoint or terminate site supervisor
 - BCA-BE-Cert As-Built Structural Plan for GBW
 - BCA-BE-Cert of Supervision of Piling Work for GBW
 - BCA-BE-Cert Supervision Structural Work for GBW
 - BCA-BE-Monthly Instrumentation and Monitoring
 - BCA-BE-Permit to Commence Work
 - BCA-BE-ST submission
 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan
 - BCA-BE-Subm of Cert of Supervision of Piling Work
 - BCA-BE-Subm of Cert Supervision Structural Work
 - BCA-BE-QPCTSSW.XFD
 - BCA-BE-Termination ReAppoint of Specialist Builder
 - BCA-BP-Appeal for BP
 - BCA-BP-BP Submission
 - BCA-BP-BP-Notice of appointment
 - BCA-BP-Pre submission consultations
 - BCA-BP-Request for meeting
 - BCA-BP-Termination of QP
 - BCA-BP-Waiver application
 - BCA-BP-Withdrawal of BP
 - BCA-CD-Consultation request
 - BCA-CD-HS-SS-TS Commissioning Submission
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 - BCA-CD-Plan submission
 - BCA-CSC-Appln for site inspection
 - BCA-CSC-Appln for Site Inspection and TOPCSC
 - BCA-CSC-Appln for TOP-CSC

Click on "Download" button to download the electronic form.

Download

Return to Submissions Sub - Menu



Work Area

- A1140-02020-2007
- A1252-00485-2011
- A1439-00006-2012
- A1439-00014-2012
- A1583-00002-2012
- A1666-00001-2012
- A579-00603-2011
- A600-00009-2012
- A781-00026-2010
- A999A-00017-2003
- A999A-00234-2003
- E0238-00001-2011
- E2290-00760-2008
- E2290-01652-2007
- E2290-01750-2008
- E2290-20359-2005
- E2290-20481-2005
- E2290-20744-2007

Submitted Area

- A1140-02020-2007

Properties Form Template

Local Form Template:

Template Area

- New Form Bin
 - Project
 - AVA
 - BCA
 - BCA-BE-Appoint of Specialist Builder
 - BCA-BE-Appoint or terminate site supervisor
 - BCA-BE-Cert As-Built Structural Plan for GBW
 - BCA-BE-Cert of Supervision of Piling Work for GBW
 - BCA-BE-Cert Supervision Structural Work for GBW
 - BCA-BE-Monthly Instrumentation and Monitoring
 - BCA-BE-Permit to Commence Work
 - BCA-BE-ST submission
 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan
 - BCA-BE-Subm of Cert of Supervision of Piling
 - BCA-BE-Subm of Cert Supervision Structural
 - BCA-BE-QPCTSSW/XFD
 - BCA-BE-Termination ReAppoint of Specialist
 - BCA-BP-Appeal for BP
 - BCA-BP-BP Submission
 - BCA-BP-BP-Notice of appointment
 - BCA-BP-Pre submission consultations
 - BCA-BP-Request for meeting
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 - BCA-BP-Waiver application
 - BCA-BP-Withdrawal of BP
 - BCA-CD-Consultation request
 - BCA-CD-HS-SS-TS Commissioning Submission
 - BCA-CD-Notification of Commissioning
 - BCA-CD-Plan submission
 - BCA-CSC-Appn for site inspection
 - BCA-CSC-Appn for Site Inspection and TOPCSC
 - BCA-CSC-Appn for TOP-CSC
 - Correspondence to agency
 - CITYGAS

The checkbox will change into an icon indicating that the electronic form is successfully downloaded.



Shortcuts

New Project

New Ancillary Project

Project Properties

Digital Signature

Set Recipients

Send Submission

Send Correspondence

Synchronise

Work Area

A1140-02020-2007
A1252-00485-2011
A1439-00006-2012
A1439-00014-2012
A1583-00002-2012
A1666-00001-2012
A579-00603-2011
A600-00009-2012
A781-00026-2010
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A999A-00234-2003
E0238-00001-2011
E2290-00760-2008
E2290-01652-2007
E2290-01750-2008
E2290-20359-2005
E2290-20481-2005
E2290-20744-2007

Submitted Area

A1140-02020-2007

Properties Form Template

Local Form Template:

Template Area

New Form Bin

Project

AVA

BCA

BCA-BE-Appoint of Specialist Builder
BCA-BE-Appoint or terminate site supervisor
BCA-BE-Cert As-Built Structural Plan for GBW
BCA-BE-Cert of Supervision of Piling Work for GBW
BCA-BE-Cert Supervision Structural Work for GBW
BCA-BE-Monthly Instrumentation and Monitoring
BCA-BE-Permit to Commence Work
BCA-BE-ST submission
BCA-BE-Subm of Builders Cert
BCA-BE-Subm of Cert As-Built Structural Plan
BCA-BE-Subm of Cert of Supervision of Piling Work
BCA-BE-Subm of Cert Supervision Structural Work
BCA-BE-QPCTSSW/XFD
BCA-BE-Termination ReAppoint of Specialist Builder
BCA-BP-Appeal for BP
BCA-BP-BP Submission
BCA-BP-BP-Notice of appointment
BCA-BP-Pre submission consultations
BCA-BP-Request for meeting
BCA-BP-Termination of QP
BCA-BP-Waiver application
BCA-BP-Withdrawal of BP
BCA-CD-Consultation request
BCA-CD-HS-SS-TS Commissioning Submission
BCA-CD-Notification of Commissioning
BCA-CD-Plan submission
BCA-CSC-Appn for site inspection
BCA-CSC-Appn for Site Inspection and TOPCSC
BCA-CSC-Appn for TOP-CSC
Correspondence to agency

CITYGAS

Drag the C2 form
(QPCTSSW form)
folder to the project
reference folder in
the "Work Area".



Work Area

- A1140-02020-2007
- A1252-00485-2011
- A1439-00006-2012
- A1439-00014-2012
- A1583-00002-2012
- A1666-00001-2012
- A579-00603-2011
- A600-00009-2012
- A781-00026-2010
- A999A-00017-2003
- A999A-00234-2003
- E0238-00001-2011
- E2290-00760-2008
- E2290-01652-2007
- E2290-01750-2008
- E2290-20359-2005

The downloaded form should appear under that project folder.

BCA-BE-Subm of Cert Supervision Structural Work
BCA-BE-QPCTSSW.XFD

Submitted Area

- A1140-02020-2007

Properties Form Template

Local Form Template:

Template Area

- New Form Bin
 - Project
 - AVA
 - BCA
 - BCA-BE-Appoint of Specialist Builder
 - BCA-BE-Appoint or terminate site supervisor
 - BCA-BE-Cert As-Built Structural Plan for GBW
 - BCA-BE-Cert of Supervision of Piling Work for GBW
 - BCA-BE-Cert Supervision Structural Work for GBW
 - BCA-BE-Monthly Instrumentation and Monitoring
 - BCA-BE-Permit to Commence Work
 - BCA-BE-ST submission
 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan
 - BCA-BE-Subm of Cert of Supervision of Piling Work
 - BCA-BE-Subm of Cert Supervision Structural Work
 - BCA-BE-QPCTSSW.XFD
 - BCA-BE-Termination ReAppoint of Specialist Builder
 - BCA-BP-Appeal for BP
 - BCA-BP-BP Submission
 - BCA-BP-BP Notice of appointment
 - BCA-BP-Pre submission consultations
 - BCA-BP-Request for meeting
 - BCA-BP-Termination of QP
 - BCA-BP-Waiver application
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 - BCA-CSC-Appln for TOP-CSC
 - Correspondence to agency
 - CITYGAS



Work Area

- A1140-02020-2007
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- E0238-00001-2011
- E2290-00760-2008
- E2290-01652-2007
- E2290-01750-2008
- E2290-20359-2005
- BCA-BE-Subm of Cert Supervision Structural Work
 - BCA-BE-QPCTSSW.XFD

Double click on the C-Form to open it up and complete the form. For completion of each C-Form, refer to **"3c. Completing C-Forms"** under the Submissions Sub-Menu.

Properties Form Template

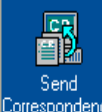
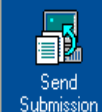
Local Form Template:

Template Area

- New Form Bin
 - Project
 - AVA
 - BCA
 - BCA-BE-Appoint of Specialist Builder
 - BCA-BE-Appoint or terminate site supervisor
 - BCA-BE-Cert As-Built Structural Plan for GBW
 - BCA-BE-Cert of Supervision of Piling Work for GBW
 - BCA-BE-Cert Supervision Structural Work for GBW
 - BCA-BE-Monthly Instrumentation and Monitoring
 - BCA-BE-Permit to Commence Work
 - BCA-BE-ST submission
 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan
 - BCA-BE-Subm of Cert of Supervision of Piling Work
 - BCA-BE-Subm of Cert Supervision Structural Work
 - BCA-BE-QPCTSSW.XFD
 - BCA-BE-Termination ReAppoint of Specialist Builder
 - BCA-BP-Appeal for BP
 - BCA-BP-BP Submission
 - BCA-BP-BP-Notice of appointment
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 - BCA-CSC-Appln for TOP-CSC
 - Correspondence to agency
 - CITYGAS



Shortcuts



Work Area

- A1140-02020-2007
- A1252-00485-2011
- A1439-00006-2012
- A1439-00014-2012
- A1583-00002-2012
- A1666-00001-2012
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- E0238-00001-2011
- E2290-00760-2008
- E2290-01652-2007
- E2290-01750-2008
- E2290-20359-2005
- BCA-BE-Subm of Cert Supervis
- BCA-BE-QPCTSSW.XFD
- E2290-20481-2005
- E2290-20744-2007

Submitted Area

- A1140-02020-2007

- Submit
- Correspondence
- Create Folder...
- Add Files
- Paste
- Delete
- Rename
- Select All
- Checklist
- Recipient

For C3 form (CTASST form) and C3-GBW form (CTASST-GBW form) submissions, right-click on the C-form folder, and select **"Add File"** to attach files such as the endorsement forms, record structural plans and calculations.

Properties Form Template

Local Form Template:

- BCA-BE-Appoint or terminate site supervisor
- BCA-BE-Cert As-Built Structural Plan for GBW
- BCA-BE-Cert of Supervision of Piling Work for GBW
- BCA-BE-Cert Supervision Structural Work for GBW
- BCA-BE-Monthly Instrumentation and Monitoring
- BCA-BE-Permit to Commence Work
- BCA-BE-ST submission
- BCA-BE-Subm of Builders Cert
- BCA-BE-Subm of Cert As-Built Structural Plan
- BCA-BE-Subm of Cert of Supervision of Piling Work
- BCA-BE-ENABACVED

- BCA-BP-Termination of QP
- BCA-BP-Waiver application
- BCA-BP-Withdrawal of BP
- BCA-CD-Consultation request
- BCA-CD-HS-SS-TS Commissioning Submission
- BCA-CD-Notification of Commissioning
- BCA-CD-Plan submission
- BCA-CSC-Appn for site inspection
- BCA-CSC-Appn for Site Inspection and TOPCSC
- BCA-CSC-Appn for TOP-CSC
- Correspondence to agency
- CITYGAS
- DSTA



Shortcuts

- New Project
- New Ancillary Project
- Project Properties
- Digital Signature
- Set Recipients
- Send Submission
- Send Correspondence
- Synchronise

Work Area

- A1140-02020-2007
- A1252-00485-2011
- A1439-00006-2012
- A1439-00014-2012
- A1583-00002-2012
- A1666-00001-2012
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- A999A-00017-2003
- A999A-00234-2003
- E0238-00001-2011
- E2290-00760-2008
- E2290-01652-2007
- E2290-01750-2008
- E2290-20359-2005
- BCA-BE-Subm of Cert Supervision Structural Work
 - ☒ BCA-BE-OP...
- E2290-20481-2005
- E2290-20744-2007

- Open
- Open With
- Cut
- Copy
- Delete
- Rename
- Sign
- Extract Original File
- Verify Signature
- Recipient
- Properties

Tick the checkboxes for all the files that are to be submitted, right click and select **"Sign"** to digitally sign or encrypt all the documents.

Properties Form Template

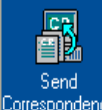
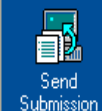
Local Form Template:

- BCA-BE-Appoint or terminate site supervisor
- BCA-BE-Cert As-Built Structural Plan for GBW
- BCA-BE-Cert of Supervision of Piling Work for GBW
- BCA-BE-Cert Supervision Structural Work for GBW
- BCA-BE-Monthly Instrumentation and Monitoring
- BCA-BE-Permit to Commence Work
- BCA-BE-ST submission
- BCA-BE-Subm of Builders Cert
- BCA-BE-Subm of Cert As-Built Structural Plan
- BCA-BE-Subm of Cert of Supervision of Piling Work
 - BCA-BE-ENABACXFD
 - BCA-BE-ENABGBWACXFD
 - BCA-BE-ENABGBWGPXFD
 - BCA-BE-ENABGPXFD
 - BCA-BE-QPCTPWXFD
- BCA-BE-Subm of Cert Supervision Structural Work
 - BCA-BE-QPCTSSWXFD
- BCA-BE Termination ReAppoint of Specialist Builder

- BCA-CD-HS-SS-TS Commissioning Submission
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- BCA-CSC-Appn for site inspection
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Shortcuts



Work Area

- A1140-02020-2007
- A1252-00485-2011
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- E2290-01652-2007
- E2290-01750-2008
- E2290-20359-2005
- BCA-BE-Subm of Cert Supervis
- BCA-BE-QPCTSSW.XFD
- E2290-20481-2005
- E2290-20744-2007

Submitted Area

- A1140-02020-2007

Submit
Correspondence

Create Folder...
Add Files

Paste

Delete
Rename

Select All

Checklist
Recipient

Properties

Form Template

Local Form Template:

- BCA-BE-Appoint or terminate site supervisor
- BCA-BE-Cert As-Built Structural Plan for GBW
- BCA-BE-Cert of Supervision of Piling Work for GBW
- BCA-BE-Cert Supervision Structural Work for GBW
- BCA-BE-Monthly Instrumentation and Monitoring
- BCA-BE-Permit to Commence Work
- BCA-BE-ST submission
- BCA-BE-Subm of Builders Cert
- BCA-BE-Subm of Cert As-Built Structural Plan
- BCA-BE-Subm of Cert of Supervision of Piling Work
 - BCA-BE-ENABAC.XFD
 - BCA-BE-ENABGBWAC.XFD
 - BCA-BE-ENABGBWQP.XFD
 - BCA-BE-ENABQP.XFD
 - BCA-BE-QPCTPW.XFD
- BCA-BE-Subm of Cert Supervision Structural Work
 - BCA-BE-QPCTSSW.XFD
- BCA-BE-Termination ReAppoint of Specialist Builder
- BCA-BP-Appeal for BP
- BCA-BP-BP Submission
- BCA-BP-BP-Notice of appointment

Once all the documents are encrypted accordingly, right click on the C-form and select **“Recipient”** to open up the **“Set Recipients”** dialogue box.



Shortcuts

New Project

New Ancillary Project

Project Properties

Digital Signature

Set Recipients

Send Submission

Send Correspondence

Synchronise

Work Area

A1140-02020-2007
A1252-00485-2011
A1439-00006-2012
A1439-00014-2012
A1583-00002-2012
A1666-00001-2012
A579-00603-2011
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A781-00026-2010
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BCA-BE-QPCTSSW.XFD
E2290-20481-2005
E2290-20744-2007

Submitted Area

A1140-02020-2007

Submit
Correspondence

Create Folder...
Add Files

Paste

Delete
Rename

Select All

Checklist

Recipient

Properties

Form Template

Local Form Template:

BCA-BE-Appoint or terminate site supervisor
BCA-BE-Cert As-Built Structural Plan for GBW
BCA-BE-Cert of Supervision of Piling Work for GBW
BCA-BE-Cert Supervision Structural Work for GBW
BCA-BE-Monthly Instrumentation and Monitoring
BCA-BE-Permit to Commence Work

Set Recipients

☐ AVA
☒ BCA
☐ CityGas
☐ DSTA
☐ EMA
☐ ENV(CBPU)
☐ FSSB
☐ HDB(ARCH)
☐ HDB(CS)
☐ HDB(M-E)

Select "BCA" as recipient,
then click on "OK" button
to close the dialogue box.

OK

Cancel

BCA-BP-Waiver application
BCA-BP-Withdrawal of BP
BCA-CD-Consultation request
BCA-CD-HS-SS-TS Commissioning Submission
BCA-CD-Notification of Commissioning
BCA-CD-Plan submission
BCA-CSC-Appn for site inspection
BCA-CSC-Appn for Site Inspection and TOPCSC
BCA-CSC-Appn for TOP-CSC
Correspondence to agency
CITYGAS
DSTA



Shortcuts

- New Project
- New Ancillary Project
- Project Properties
- Digital Signature
- Set Recipients
- Send Submission
- Send Correspondence
- Synchronise

Work Area

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- A1252-00485-2011
- A1439-00006-2012
- A1439-00014-2012
- A1583-00002-2012
- A1666-00001-2012
- A579-00603-2011
- A600-00009-2012
- A781-00026-2010
- A999A-00017-2003
- A999A-00234-2003
- E0238-00001-2011
- E2290-00760-2008
- E2290-01652-2007
- E2290-01750-2008
- E2290-20359-2005
- BCA-BE-Subm of Cert Supervision Structural Work
- ☒ BCA-BE-QPCTSSW.XFD
- E2290-20481-2005
- E2290-20744-2007

- Submit
- Correspondence
- Create Folder...
- Add Files
- Paste
- Delete
- Rename
- Select All
- Checklist
- Recipient

Right-click on the C-form folder, select **“Submit”** to complete sending the submission.

Properties Form Template

Local Form Template:

- BCA-BE-Appointment or terminate site supervisor
- BCA-BE-Cert As-Built Structural Plan for GBW
- BCA-BE-Cert of Supervision of Piling Work for GBW
- BCA-BE-Cert Supervision Structural Work for GBW
- BCA-BE-Monthly Instrumentation and Monitoring
- BCA-BE-Permit to Commence Work
- BCA-BE-ST submission
- BCA-BE-Subm of Builders Cert
- BCA-BE-Subm of Cert As-Built Structural Plan
- BCA-BE-Subm of Cert of Supervision of Piling Work
- BCA-BE-Termination Re-appointment of Specialist Builder
- BCA-BP-Appeal for BP
- BCA-BP-BP Submission
- BCA-BP-BP-Notice of appointment
- BCA-BP-Pre submission consultations
- BCA-BP-Request for meeting
- BCA-BP-Termination of QP
- BCA-BP-Waiver application
- BCA-BP-Withdrawal of BP
- BCA-CD-Consultation request
- BCA-CD-HS-SS-TS Commissioning Submission
- BCA-CD-Notification of Commissioning
- BCA-CD-Plan submission
- BCA-CSC-Appln for site inspection
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- BCA-CSC-Appln for TOP-CSC
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Download

Return to Submissions Sub - Menu

3.2 Sending a Correspondence

? About



Shortcuts



New Project



New Ancillary Project



Project Properties



Digital Signature



Set Recipients



Send Submission



Send Correspondence



Synchronise

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- + A1439-00006-2012
- + A1439-00014-2012
- + A1583-00002-2012
- + A1666-00001-2012
- + A579-00603-2011
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- + E0238-00001-2011
- + E2290-00760-2008
- + E2290-01652-2007
- + E2290-01750-2008
- + E2290-20359-2005
- + E2290-20481-2005
- + E2290-20744-2007

Submitted Area

- + A1140-02020-2007

Properties Form Template

Local Form Template:

Template Area

New Form Bin

Project

+ AVA

+ BCA

+ CITYGAS

+ DSTA

+ ENVCBPU

+ FSSB

+ HDBARCH

+ HDBCS

+ HDBEME

+ IDA

+ JTC

+ LTA

+ MPA

+ NPARKS

+ PUBDD

+ PUBSEW

+ PUBSEWDLP

+ PUBSEWNMB

+ PUBWTR

+ SLA

+ UPG1

+ URA

Ancillary Project

Click on "+" to expand the "BCA" folder to show all the available electronic submissions

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Work Area

- A1140-02020-2007
- A1252-00485-2011
- A1439-00006-2012
- A1439-00014-2012
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- A999A-00234-2003
- E0238-00001-2011
- E2290-00760-2008
- E2290-01652-2007
- E2290-01750-2008
- E2290-20359-2005
- E2290-20481-2005
- E2290-20744-2007

Submitted Area

- A1140-02020-2007

Properties Form Template

Local Form Template:

- AVA
- BCA
 - BCA-BE-Appoint of Specialist Builder
 - BCA-BE-Appoint or terminate site supervisor
 - BCA-BE-Cert As-Built Structural Plan for GBW
 - BCA-BE-Cert of Supervision of Piling Work for GBW
 - BCA-BE-Cert Supervision Structural Work for GBW
 - BCA-BE-Monthly Instrumentation and Monitoring
 - BCA-BE-Permit to Commence Work
 - BCA-BE-ST submission
 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan
 - BCA-BE-Subm of Cert of Supervision of Piling Work
 - BCA-BE-Subm of Cert Supervision Structural Work
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 - Correspondence to agency
- CITYGAS
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- FSSB
- HDBARCH

Click on "+" to expand the "Correspondence to Agency" folder to show the electronic forms available in the folder.

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Shortcuts

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- A1140-02020-2007

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 - BCA-BE-Appoint of Specialist Builder
 - BCA-BE-Appoint or terminate site supervisor
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 - BCA-BP-AGENCIES.DOC
 - ☒ ESS-CORR.XFD
 - WALK IN CONSULTATION
 - CITYGAS
 - DSTA

Tick in the checkbox of
ESS-CORR.XFD

Return to Submissions Sub - Menu



Shortcuts

 New Project New Ancillary Project Project Properties Digital Signature Set Recipients Send Submission Send Correspondence Synchronise

Work Area

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- + A1666-00001-2012
- + A579-00603-2011
- + A600-00009-2012
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- + E2290-00760-2008
- + E2290-01652-2007
- + E2290-01750-2008
- + E2290-20359-2005
- + E2290-20481-2005
- + E2290-20744-2007

Submitted Area


- + A1140-02020-2007

Properties Form Template

Local Form Template:

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 - + BCA-BE-Appoint or terminate site supervisor
 - + BCA-BE-Monthly Instrumentation and Monitoring
 - + BCA-BE-Permit to Commence Work
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 - + BCA-BE-Subm of Cert As-Built Structural Plan
 - + BCA-BE-Subm of Cert of Supervision of Piling Work
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 - + BCA-BP-Appeal for BP
 - + BCA-BP-BP Submission
 - + BCA-BP-BP-Notice of appointment
 - + BCA-BP-Pre submission consultations
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 - + BCA-CD-Plan submission
 - + BCA-CSC-Appln for site inspection
 - + BCA-CSC-Appln for Site Inspection and TOPCSC
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 - Correspondence to agency
 - ☐ BCA-BP-AGENCIES.DOC
 - ☒ ESS-CORR.XFD
 - ☐ WALK IN CONSULTATION FORM.doc





Click on **"Download"** button to download the electronic form.

 Download


Return to Submissions Sub - Menu



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The checkbox will change into an icon indicating that the electronic form is successfully downloaded.

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- A1666-00001-2012
- A579-00603-2011
- A600-00009-2012
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- E2290-00760-2008
- E2290-01652-2007
- E2290-01750-2008
- E2290-20359-2005**
- E2290-20481-2005
- E2290-20744-2007

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- A1140-02020-2007

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 - ESS-CORR.XFD
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Drag the "Correspondence to agency" folder to the project reference folder in the "Work Area".

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A1666-00001-2012
A579-00603-2011
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E2290-01750-2008
E2290-20359-2005

Correspondence to agency
ESS-CORR.XFD

Submitted Area

A1140-02020-2007

Properties Form Template

Local Form Template:

Template Area
New Form Bin
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AVA
BCA
BCA-BE-Appoint of Specialist Builder
BCA-BE-Appoint or terminate site supervisor
BCA-BE-Cert As-Built Structural Plan for GBW
BCA-BE-Cert of Supervision of Piling Work for GBW
BCA-BE-Cert Supervision Structural Work for GBW
BCA-BE-Monthly Instrumentation and Monitoring
BCA-BE-Permit to Commence Work
BCA-BE-ST submission
BCA-BE-Subm of Builders Cert
BCA-BE-Subm of Cert As-Built Structural Plan
BCA-BE-Subm of Cert of Supervision of Piling Work
BCA-BE-Subm of Cert Supervision Structural Work
BCA-BE-QPCTSSW.XFD
BCA-BE-Termination ReAppoint of Specialist Builder
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BCA-BP-BP Submission
BCA-BP-BP Notice of appointment
BCA-BP-Pre submission consultations
BCA-BP-Request for meeting
BCA-BP-Termination of QP
BCA-BP-Waiver application
BCA-BP-Withdrawal of BP
BCA-CD-Consultation request
BCA-CD-HS-SS-TS Commissioning Submission
BCA-CD-Notification of Commissioning
BCA-CD-Plan submission
BCA-CSC-Appn for site inspection
BCA-CSC-Appn for Site Inspection and TOPCSC
BCA-CSC-Appn for TOP-CSC
Correspondence to agency
CITYGAS

The downloaded form should appear under that project folder.



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A1666-00001-2012
A579-00603-2011
A600-00009-2012
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A999A-00017-2003
A999A-00234-2003
E0238-00001-2011
E2290-00760-2008
E2290-01652-2007
E2290-01750-2008
E2290-20359-2005

Correspondence to agency
ESS-CORR.XFD

Double click on the
ESS-CORR.XFD file to
open it up and
complete the form.

Properties Form Template

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 - BCA-BE-Appoint or terminate site supervisor
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 - BCA-BE-Cert of Supervision of Piling Work for GBW
 - BCA-BE-Cert Supervision Structural Work for GBW
 - BCA-BE-Monthly Instrumentation and Monitoring
 - BCA-BE-Permit to Commence Work
 - BCA-BE-ST submission
 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan
 - BCA-BE-Subm of Cert of Supervision of Piling Work
 - BCA-BE-Subm of Cert Supervision Structural Work
 - BCA-BE-QPCTSSW.XFD
 - BCA-BE-Termination ReAppoint of Specialist Builder
 - BCA-BP-Appeal for BP
 - BCA-BP-BP Submission
 - BCA-BP-BP-Notice of appointment
 - BCA-BP-Pre submission consultations
 - BCA-BP-Request for meeting
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 - BCA-BP-Withdrawal of BP
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 - BCA-CD-HS-SS-TS Commissioning Submission
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 - BCA-CSC-Appn for site inspection
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A579-00603-2011

A600-00009-2012

A781-00026-2010

A999A-00017-2003

A999A-00234-2003

E0238-00001-2011

E2290-00760-2008

E2290-01652-2007

E2290-01750-2008

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Correspondence to agency

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Submit

Correspondence

Create Folder...

Add Files

Paste

Delete

Rename

Select All

Checklist

Recipient

PropertiesForm Template

Local Form Template:

Template Area

New Form Bin

Project

AVA

BCA

BCA-BE-Appoint of Specialist Builder

BCA-BE-Appoint or terminate site supervisor

BCA-BE-Cert As-Built Structural Plan for GBW

BCA-BE-Cert of Supervision of Piling Work for GBW

BCA-BE-Cert Supervision Structural Work for GBW

BCA-BE-Monthly Instrumentation and Monitoring

BCA-BE-Permit to Commence Work

BCA-BE-ST submission

BCA-BE-Subm of Builders Cert

BCA-BE-Subm of Cert As-Built Structural Plan

BCA-BE-Subm of Cert of Supervision of Piling Work

BCA-BE-Subm of Cert Supervision Structural Work

BCA-BE-QPCTSSW/XFD

BCA-BE-Termination ReAppoint of Specialist Builder

BCA-BP-Appeal for BP

BCA-BP-BP Submission

BCA-BP-Notice of appointment

BCA-BP-Pre submission consultations

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BCA-CD-Plan submission

BCA-CSC-Appln for site inspection

BCA-CSC-Appln for Site Inspection and TOPCSC

BCA-CSC-Appln for TOP-CSC

Correspondence to agency

CITYGAS

Right-click on "Correspondence to agency" folder, select "Add Files" to attach files.

Download

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Welcome to Electronic Submission for Professionals



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Open
Open With

Cut
Copy

Delete
Rename

Sign
Extract Original File
Verify Signature

Recipient

Properties

Tick all the checkboxes for all the files that are to be submitted, right-click and select **"Sign"** to digitally sign or encrypt all the documents.

Properties Form Template

Local Form Template:

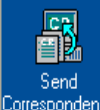
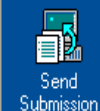
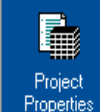
Template Area

- New Form Bin
 - Project
 - AVA
 - BCA
 - BCA-BE-Appoint of Specialist Builder
 - BCA-BE-Appoint or terminate site supervisor
 - BCA-BE-Cert As-Built Structural Plan for GBW
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 - BCA-BE-Subm of Builders Cert
 - BCA-BE-Subm of Cert As-Built Structural Plan
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- BCA-CD-Notification of Commissioning
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- BCA-CSC-Appn for site inspection
- BCA-CSC-Appn for Site Inspection and TOPCSC
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- Correspondence to agency
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Shortcuts



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- E2290-01750-2008
- E2290-20359-2005

Correspondence to agency

- ☒ ESS-CORR.XFD
- E2290-20481-2005
- E2290-20744-2007

Submitted Area

- A1140-02020-2007

Submit
Correspondence

Create Folder...
Add Files

Paste

Delete
Rename

Select All

Checklist

Recipient

Properties

Form Template

Local Form Template:

- BCA-BE-Appoint or terminate site supervisor
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- BCA-BE-Subm of Cert of Supervision of Piling Work
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 - BCA-BE-ENABGBWAC.XFD
 - BCA-BE-ENABGBWQP.XFD
 - BCA-BE-ENABQP.XFD
 - BCA-BE-GPCTPW.XFD
- BCA-BE-Subm of Cert Supervision Structural Work
 - BCA-BE-GPCTSSW.XFD
- BCA-BE-Termination ReAppoint of Specialist Builder
- BCA-BP-Appeal for BP
- BCA-BP-BP Submission
- BCA-BP-BP-Notice of appointment

Once all the documents are encrypted accordingly, right click on the form folder and select **“Recipient”** to open up the “Set Recipients” dialogue box.



Shortcuts

New Project

New Ancillary Project

Project Properties

Digital Signature

Set Recipients

Send Submission

Send Correspondence

Synchronise

Work Area

A1140-02020-2007
A1252-00485-2011
A1439-00006-2012
A1439-00014-2012
A1583-00002-2012
A1666-00001-2012
A579-00603-2011
A600-00009-2012
A781-00026-2010
A999A-00017-2003
A999A-00234-2003
E0238-00001-2011
E2290-00760-2008
E2290-01652-2007
E2290-01750-2008
E2290-20359-2005

Correspondence to agency

ESS-CORR.XFD

E2290-20481-2005
E2290-20744-2007

Submitted Area

A1140-02020-2007

Submit
Correspondence

Create Folder...
Add Files

Paste

Delete
Rename

Select All

Checklist

Recipient

Properties

Form Template

Local Form Template:

BCA-BE-Appoint or terminate site supervisor
BCA-BE-Cert As-Built Structural Plan for GBW
BCA-BE-Cert of Supervision of Piling Work for GBW
BCA-BE-Cert Supervision Structural Work for GBW
BCA-BE-Monthly Instrumentation and Monitoring
BCA-BE-Permit to Commence Work

Set Recipients

☐ AVA
☒ BCA
☐ CityGas
☐ DSTA
☐ EMA
☐ ENV(CBPU)
☐ FSSB
☐ HDB(ARCH)
☐ HDB(CS)
☐ HDB(M-E)

Select "BCA" as recipient,
then click on "OK" button
to close the dialogue box.

OK

Cancel

BCA-BP-Waiver application
BCA-BP-Withdrawal of BP
BCA-CD-Consultation request
BCA-CD-HS-SS-TS Commissioning Submission
BCA-CD-Notification of Commissioning
BCA-CD-Plan submission
BCA-CSC-Appn for site inspection
BCA-CSC-Appn for Site Inspection and TOPCSC
BCA-CSC-Appn for TOP-CSC
Correspondence to agency
CITYGAS
DSTA



Shortcuts

New Project

New Ancillary Project

Project Properties

Digital Signature

Set Recipients

Send Submission

Send Correspondence

Synchronise

Work Area

A1140-02020-2007
A1252-00485-2011
A1439-00006-2012
A1439-00014-2012
A1583-00002-2012
A1666-00001-2012
A579-00603-2011
A600-00009-2012
A781-00026-2010
A999A-00017-2003
A999A-00234-2003
E0238-00001-2011
E2290-00760-2008
E2290-01652-2007
E2290-01750-2008
E2290-20359-2005

Correspondence to agency

ESS-CORR.XFD

E2290-20481-2005
E2290-20744-2007

Submitted Area

A1140-02020-2007

Submit
Correspondence
Create Folder...
Add Files
Paste
Delete
Rename
Select All
Checklist
Recipient

Right-click on the form folder, select **"Correspondence"** to complete sending the correspondence.

Properties Form Template

Local Form Template:

BCA-BE-Appoint or terminate site supervisor
BCA-BE-Cert As-Built Structural Plan for GBW
BCA-BE-Cert of Supervision of Piling Work for GBW
BCA-BE-Cert Supervision Structural Work for GBW
BCA-BE-Monthly Instrumentation and Monitoring
BCA-BE-Permit to Commence Work
BCA-BE-ST submission
BCA-BE-Subm of Builders Cert
BCA-BE-Subm of Cert As-Built Structural Plan
BCA-BE-Subm of Cert of Supervision of Piling Work
C&FD
BWAC.XFD
BWGP.XFD
P.XFD
W.XFD
supervision Structural Work
.XFD
Appoint of Specialist Builder
BCA-BP-BP Submission
BCA-BP-BP-Notice of appointment
BCA-BP-Pre submission consultations
BCA-BP-Request for meeting
BCA-BP-Termination of QP
BCA-BP-Waiver application
BCA-BP-Withdrawal of BP
BCA-CD-Consultation request
BCA-CD-HS-SS-TS Commissioning Submission
BCA-CD-Notification of Commissioning
BCA-CD-Plan submission
BCA-CSC-Appn for site inspection
BCA-CSC-Appn for Site Inspection and TOPCSC
BCA-CSC-Appn for TOP-CSC
Correspondence to agency
CITYGAS
DSTA

3.3 Completing C-forms

(Click on any button to start)



Building and Construction Authority

Page 1 of 2

BCA-BE-QPCTPW

CERTIFICATE OF SUPERVISION OF PILING WORKS AND NOTICE OF COMPLETION BY THE QUALIFIED PERSON FOR STRUCTURAL WORKS
[The Building Control Act (Cap 29)]
[Regulation 23(1) of the Building Control Regulations]

Date: 31/07/2013

To: Please Select

C1 Form (QPCTPW Form)

Instructions

1. This form is to be digitally signed by the appointed Qualified Person.

Building and Construction Authority

Page 1 of 2

BCA-BE-QPCTSSW

CERTIFICATE OF SUPERVISION OF STRUCTURAL WORKS BY THE QUALIFIED PERSON FOR STRUCTURAL WORKS
[Regulation 23(1)(d) of the Building Control Regulations]

Date: 31/07/2013

To: Please Select

C2 Form (QPCTSSW Form)

Instructions

1. This form is to be digitally signed by the appointed Qualified Person.
2. This form may take 2-3 mins to complete.

Particulars of Structural Works to which this Certificate relates

Project Reference Number

Building and Construction Authority

Page 1 of 2

BCA-BE-CTASST

SUBMISSION CERTIFICATE OF RECORD STRUCTURAL PLANS / CALCULATIONS
[The Building Control Act (Cap 29)]
[Regulation 18(3) of the Building Control Regulations]

Date: 31/07/2013

To: Please Select

C3 Form (CTASST Form)

Instructions

1. This form is to be digitally signed by the appointed Qualified Person.
2. This form is to be submitted even when the ST submission involves only Piling Works.
3. This form may take 2-3 mins to complete.

Building and Construction Authority

Page 1 of 3

BCA-BE-QPCTPW-GBW

THE BUILDING CONTROL ACT
CERTIFICATE OF SUPERVISION OF PILING WORKS AND NOTICE OF COMPLETION FOR GEOTECHNICAL BUILDING WORKS
[Regulation 23(1)(c) of The Building Control Regulations]

Date: 31/07/2013

To: Please Select

C1-GBW Form (QPCTPW-GBW Form)

Instructions

1. This form is to be digitally signed by the appointed Qualified Person.
2. This form may take 3-5 mins to complete.

Building and Construction Authority

Page 1 of 3

BCA-BE-QPCTSSW-GBW

THE BUILDING CONTROL ACT
CERTIFICATE OF SUPERVISION OF GEOTECHNICAL BUILDING WORKS
[Regulation 23(1)(d) of The Building Control Regulations]

Date: 31/07/2013

To: Please Select

C2-GBW Form (QPCTSSW-GBW Form)

Instructions

1. This form is to be digitally signed by the appointed Qualified Person.
2. This form may take 3-5 mins to complete.

Particulars of Geotechnical Building Works to which this Certificate

Building and Construction Authority

Page 1 of 3

BCA-BE-CTASST-GBW

THE BUILDING CONTROL ACT
SUBMISSION CERTIFICATE OF RECORD GEOTECHNICAL BUILDING PLANS/CALCULATIONS
[Regulation 18(3) of The Building Control Regulations]

Date: 31/07/2013

To: Please Select

C3-GBW Form (CTASST-GBW Form)

Instructions

1. This form is to be digitally signed by the appointed Qualified Person.
2. This form is to be submitted even when the ST submission involves only Piling Works.
3. This form may take 3-5 mins to complete.

Return to Submissions Sub - Menu

- BCA-BE-QPCTPW_PAGE1

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BCA-BE-QPCTPW

CERTIFICATE OF SUPERVISION OF PILING WORKS AND NOTICE OF COMPLETION BY THE QUALIFIED PERSON FOR STRUCTURAL WORKS

[The Building Control Act (Cap 29)]
[Regulation 23(1) of the Building Control Regulations]

Date:

To:

Instructions

 1. This form is to be digitally signed by the appointed Qualified Person.
 2. This form may take 2-3 mins to complete.

[Return to C-Forms Sub - Menu](#)
[Return to Submissions Sub - Menu](#)

Return to C-Forms Sub - Menu






Return to Submissions Sub - Menu


4, 5 & 7.

These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.

BCA-BE-QPCTPW_PAGE1





Building and Construction Authority

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[Print this page](#)

| Particulars of Structural Works to which this Certification relates | |
|---|----|
| Project Reference Number | 4. |
| Project Title | 5. |
| Description of building works | 6. |
| Location Description | 7. |

Return to C-Forms Sub - Menu
Return to Submissions Sub - Menu

BCA-BE-QPCTPW_PAGE1

Building and Construction Authority

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[Print this page](#)

| | |
|---|---|
| Structural Plan of Project Ref. No. | <div>8.</div> <div>9.</div> <p><i>Note : STNE, STAM, STAA or SAAM is for plans with ST Numbers issued by BCA earlier.</i></p> |
| <div>10.</div> <div>11.</div> <div>Add</div> <div>Delete</div> | |
| Building Works covered under the above approved Structural Plan | <div>12a.</div> <div>12b.</div> <p><input type="radio"/> Full completion of works.</p> <p><input type="radio"/> Partial completion of works as describe below.</p> <p>Final submission will be made upon full completion of works.</p> <div>12b(i).</div> |
| Remarks | <div>13.</div> |

BCA-BE-QPCTPW - May 2012 Ver 3.0

Return to C-Forms Sub - Menu



Return to Submissions Sub - Menu

8. To select "ST" unless it differs from approval.
9. To indicate what are the STs under this certification.
- 10 & 11. To add or remove STs.
- 12a & 12b. To declare as full or partial completion depending on works status for the indicated STs only.
- 12b(i). Mandatory field when partial completion is declared in Step 12b. To indicate the works that are completed and outstanding.
13. Optional field. To leave any remarks regarding the submission.

14. To select the name of **Supervising QP** who prepares the submission from the drop down menu.

15 to 24. Once the **Supervising QP's** name is being selected in Step 14, all other fields on the QP's particulars are automatically populated.

BCA-BE-QPCTPW_PAGE2



[Print this page](#)

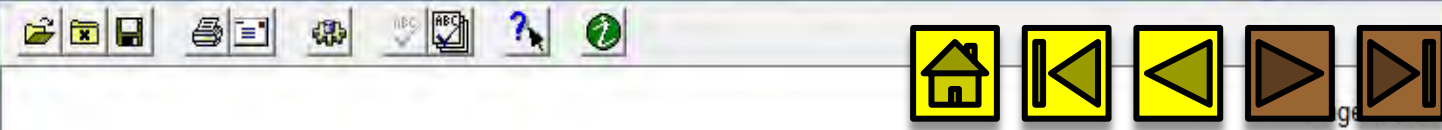
| Section I Particulars of Qualified Person | |
|--|---|
| Name | 14. Please Select |
| PE Registration No. | 15. |
| Firm Name | 16. |
| UEN | 17. |
| Address | 18. |
| Telephone No. | 19. |
| Extension No. | 20. |
| Handphone No. | 21. |
| Pager No. | 22. |
| Fax No. | 23. <i>Return to C-Forms Sub - Menu</i> |
| Email Address | 24. <i>Return to Submissions Sub - Menu</i> |

25. To declare the completion date of piling works.

26. To tick in the checkbox to declare **Supervising QP** had supervised the piling works under indicated STs.

27. To select either "HDB Works", "JTC Works", "LTA(rail) Works" or "All Other Works".

7 BCA-BE-QPCTPW_PAGE2



[Print this page](#)

Declaration by Qualified Person

I.1 I, the Qualified Person for Structural works appointed under Section 8(1)(b) or 11(1)(d)(ii) of the Building Control Act, hereby certify that all piling works as carried out under my supervision have been completed on

25.

 (DD/MM/YYYY) in accordance with the approved set of piling plans / calculations, together with the condition under which they were approved and all the relevant provisions stipulated under the Building Control Act. I attach a record plan showing full details of the piling works.

Project Category Selection

Project Category

27.

Please Select

☐

26.

Return to C-Forms Sub - Menu

Return to Submissions Sub - Menu

- 1. This field is automatically filled in with that day's date once the form is opened up.
- 2. To select "BCA" from the drop down menu.
- 3. Once "BCA" is selected in Step 2, this field is automatically filled in with BCA's address.

BCA-BE-QPCTSSW_PAGE1

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BCA-BE-QPCTSSW

CERTIFICATE OF SUPERVISION OF STRUCTURAL WORKS BY THE QUALIFIED PERSON FOR STRUCTURAL WORKS [Regulation 23(1)(d) of the Building Control Regulations]

Date:

1.

To:

2. Please Select

3.

Instructions

1. This form is to be digitally signed by the appointed Qualified Person.

2. This form may take 2-3 mins to complete.






Return to C-Forms Sub - Menu
Return to Submissions Sub - Menu


4, 5 & 7.

These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.

BCA-BE-QPCTSSW_PAGE1





Building and Construction Authority

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| Particulars of Structural Works to which this Certificate relates | |
|---|----|
| Project Reference Number | 4. |
| Project Title | 5. |
| Description of building works | 6. |
| Location Description | 7. |

Return to C-Forms Sub - Menu

Return to Submissions Sub - Menu

BCA-BE-QPCTSSW_PAGE1

Building and Construction Authority

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| | | |
|--|--|-------------------------|
| Structural Plan of Project Ref. No. | 8. <input type="text"/> | 9. <input type="text"/> |
| <i>Note : STNE, STAM, STAA or SAAM is for plans with ST Numbers issued by BCA earlier.</i> | | |
| 10. <input type="button" value="Add"/> | 11. <input type="button" value="Delete"/> | |
| Building Works covered under the above approved Structural Plan | <input type="radio"/> Full completion of works. | |
| | <input type="radio"/> Partial completion of works as describe below. | |
| | 12b. Final submission will be made upon full completion of works. | |
| | 12b(i). <input type="text"/> | |
| | Barrier works are included 13. <input type="text"/> | |
| Remarks | 14. <input type="text"/> | |

BCA-BE-QPCTSSW - May 2012 Ver 3.0

Return to C-Forms Sub - Menu

Return to Submissions Sub - Menu

8. To select "ST" unless it differs from approval.
9. To indicate what are the STs under this certification.
- 10 & 11. To add or remove STs.
- 12a & 12b. To declare as full or partial completion depending on works status for the indicated STs only.
- 12b(i). Mandatory field when partial completion is declared in Step 12b. To indicate the works that are completed and outstanding.
13. To select if barrier works is included in the submission.
14. Optional field. To leave any remarks regarding the submission.

15. To select the name of **Supervising QP** who prepares the submission from the drop down menu.

16 to 25. Once the **Supervising QP's** name is being selected in Step 15, all other fields on the QP's particulars are automatically populated.

BCA-BE-QPCTSSW_PAGE2

Print this page

| Section I Particulars of Qualified Person | |
|---|-------------------|
| Name | 15. Please Select |
| PE Registration No. | 16. |
| Firm Name | 17. |
| UEN | 18. |
| Address | 19. |
| Telephone No. | 20. |
| Extension No. | 21. |
| Handphone No. | 22. |
| Pager No. | 23. |
| Fax No. | 24. |
| Email Address | 25. |

Return to C-Forms Sub - Menu

Return to Submissions Sub - Menu

26. To tick in the checkbox to declare **Supervising QP** had supervised the structural works under indicated STs.

27. To select either “HDB Works”, “JTC Works”, “LTA(rail) Works” or “All Other Works”.

BCA-BE-QPCTSSW_PAGE2

[Print this page](#)

I.1

I, the Qualified Person for structural works appointed under section 8(1)(b) or 11(1)(d)(ii) of the Building Control Act, hereby certify that I have supervised the structural works and that such works have been completed in accordance with the provisions of the Building Control Act, the building regulations, the approved detailed structural plans and design calculations and the conditions under which they were approved.

☐

26.

Project Category Selection

Project Category

27.

Please Select

Return to C-Forms Sub - Menu
Return to Submissions Sub - Menu

- 1. This field is automatically filled in with that day's date once the form is opened up.
- 2. To select "BCA" from the drop down menu.
- 3. Once "BCA" is selected in Step 2, this field is automatically filled in with BCA's address.

BCA-BE-CTASST_PAGE1

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BCA-BE-CTASST

SUBMISSION CERTIFICATE OF RECORD STRUCTURAL PLANS / CALCULATIONS

[The Building Control Act (Cap 29)]

[Regulation 18(3) of the Building Control Regulations]

Date:

1.

To:

2. Please Select

3.

Instructions

1. This form is to be digitally signed by the appointed Qualified Person.

2. This form is to be submitted even when the ST submission involves only Piling Works.

3. This form may take 2-3 mins to complete

Return to C-Forms Sub - Menu

Return to Submissions Sub - Menu



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Project Reference Number

4.

5.

6.

7.

[Return to C-Forms Sub - Menu](#)
[Return to Submissions Sub - Menu](#)

BCA-BE-CTASST_PAGE1

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[Print this page](#)

| | |
|--|---|
| Structural Plan of Project Ref. No. | <div>8. <input type="text"/></div> <div>9. <input type="text"/></div> <p><i>Note : STNE, STAM, STAA or SAAM is for plans with ST Numbers issued by BCA earlier.</i></p> |
| <div>10. <input type="button" value="Add"/></div> <div>11. <input type="button" value="Delete"/></div> | |
| Building Works covered under the above approved Structural Plan | <div>12a. <input type="radio"/> Full completion of works.</div> <div>12b. <input type="radio"/> Partial completion of works as describe below.</div> <div>12b. Final submission will be made upon full completion of works.</div> <div>12b(i). <input type="text"/></div> |
| Remarks | <div>13. <input type="text"/></div> |

BCA-BE-CTASST - May 2012 Ver 1.0

Return to C-Forms Sub - Menu


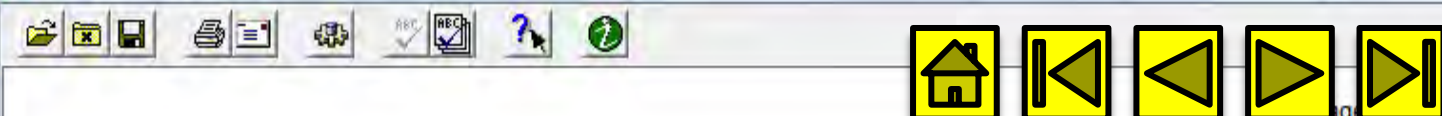
Return to Submissions Sub - Menu

8. To select "ST" unless it differs from approval.
9. To indicate what are the STs under this certification.
- 10 & 11. To add or remove STs.
- 12a & 12b. To declare as full or partial completion depending on works status for the indicated STs only.
- 12b(i). Mandatory field when partial completion is declared in Step 12b. To indicate the works that are completed and outstanding.
13. Optional field. To leave any remarks regarding the submission.

14. To select the name of **Design QP** who prepares the submission from the drop down menu.

15 to 24.
Once the **Design QP's** name is being selected in Step 14, all other fields on the QP's particulars are automatically populated.

BCA-BE-CTASST_PAGE2



[Print this page](#)

| Section I | Particulars of Qualified Person for Structural Works |
|------------------|--|
| Name | 14. Please Select |
| Registration No. | 15. |
| Firm Name | 16. |
| UEN | 17. |
| Address | 18. |
| Telephone No. | 19. |
| Extension No. | 20. |
| Handphone No. | 21. |
| Pager No. | 22. |
| Fax No. | 23. |
| Email Address | 24. |

Return to C-Forms Sub - Menu
Return to Submissions Sub - Menu

BCA-BE-CTASST_PAGE2

Print this page

Declaration by Qualified Person for Structural Works

| | |
|-----|--|
| I.1 | I, the Qualified Person for structural works appointed under Section 8(1)(a) or 11(1)(d)(i) of the Building Control Act confirm that :- |
| | <p>a) <input type="radio"/> - the record detailed structural plans and calculations which show the 25a. departures or deviations from the approved plans are submitted herewith</p> <p>- all the minor structural amendments (i.e immaterial changes) are highlighted and concise description of these amendments are shown in the record detailed structural plans and calculations.</p> <p>- all structural amendments works have carried out under my supervision</p> <p>25b.</p> <p>b) <input type="radio"/> there are no departures or deviations from the approved plans.</p> |

Project Category Selection

| | |
|------------------|--------------------------|
| Project Category | 26. Please Select |
|------------------|--------------------------|

25a. To declare if the submission include record structural plans which shows minor deviations from the approved plans.

25b. To declare if there are no departures or deviations from the approved plans under the STs indicated. In this case, record structural plans need not be submitted.

26. To declare either "HDB Works", "JTC Works", "LTA(rail) Works" or "All Other Works".

Reminder:
 For piling works, regardless of radio button in Step 25a or 25b is selected, all record piling plans must be submitted.

Return to C-Forms Sub - Menu
Return to Submissions Sub - Menu

1. This field is automatically filled in with that day's date once the form is opened up.
2. To select "BCA" from the drop down menu.
3. Once "BCA" is selected in Step 2, this field is automatically filled in with BCA's address.

7 BCA-BE-QPCTPW-GBW_PAGE1

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BCA-BE-QPCTPW-GBW

THE BUILDING CONTROL ACT CERTIFICATE OF SUPERVISION OF PILING WORKS AND NOTICE OF COMPLETION FOR GEOTECHNICAL BUILDING WORKS [Regulation 23(1)(c) of The Building Control Regulations]

Date:

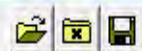
To: Please Select

Instructions

1. This form is to be digitally signed by the appointed Qualified Person.
2. This form may take 3-5 mins to complete.

[Return to C-Forms Sub - Menu](#)

[Return to Submissions Sub - Menu](#)



Building and Construction Authority



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[Print this page](#)

Particulars of Geotechnical Building Works to which this Certification relates

Project Reference Number

4.

Project Title

5.

Description of building works

6.

Location Description

7.

Return to C-Forms Sub - Menu

Return to Submissions Sub - Menu

4, 5 & 7.

These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.

BCA-BE-QPCTPW-GBW_PAGE1

Building and Construction Authority

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[Print this page](#)

| | |
|---|---|
| Structural Plan of Project Ref. No. | <div>8.</div> <div>9.</div> <p><i>Note : STNE, STAM, STAA or SAAM is for plans with ST Numbers issued by BCA earlier.</i></p> |
| <div>10.</div> <div>11.</div> <div>Add</div> <div>Delete</div> | |
| Building Works covered under the above approved Structural Plan | <div>12a.</div> <div>12b.</div> <p><input type="radio"/> Full completion of works.</p> <p><input type="radio"/> Partial completion of works as describe below.</p> <p>12b. Final submission will be made upon full completion of works.</p> <div>12b(i).</div> |
| Remarks | <div>13.</div> |

Return to C-Forms Sub - Menu

Return to Submissions Sub - Menu

BCA-BE-QPCTPW-GBW - JUL 2013 Ver 1.0

8. To select "ST" unless it differs from approval.

9. To indicate what are the STs under this certification.

10 & 11.
To add or remove STs.

12a & 12b.
To declare as full or partial completion depending on works status for the indicated STs only.

12b(i). Mandatory field when partial completion is declared in Step 12b. To indicate the works that are completed and outstanding.

13. Optional field. To leave any remarks regarding the submission.

Print this page

Section I Particulars of Qualified Person for Structural Works

| | |
|---------------------|-------------------|
| Name | 14. Please Select |
| PE Registration No. | 15. |
| Firm Name | 16. |
| UEN | 17. |
| Address | 18. |
| Telephone No. | 19. |
| Extension No. | 20. |
| Handphone No. | 21. |
| Pager No. | 22. |
| Fax No. | 23. |
| Email Address | 24. |

Return to C-Forms Sub - Menu

Return to Submissions Sub - Menu

14. To select the name of **Supervising QP** who prepares the submission from the drop down menu.

15 to 24. Once the **Supervising QP's** name is being selected in Step 14, all other fields on the QP's particulars are automatically populated.

- BCA-BE-QPCTPW-GBW_PAGE2

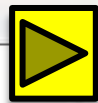
Print this page

Declaration By Qualified Person for Structural Works

I.1 I, the Qualified Person for structural works appointed under section 8(1)(b) or 11(1)(d)(ii) of the Building Control Act, hereby certify that all the piling works for geotechnical building works as carried out under my supervision have been completed on (DD/MM/YYYY) in accordance with the approved set of piling plans/calculations for geotechnical building works, together with the conditions under which they were approved and all the relevant provisions stipulated under the Building Control Act. I attach a record plan showing full details of the piling works.

26.

[Return to C-Forms Sub - Menu](#)
[Return to Submissions Sub - Menu](#)



[Print this page](#)

Section II Particulars Of Qualified Person for Geotechnical Aspects of Geotechnical Building Works

| | |
|---------------------|--|
| Name | 27. <input type="text" value="Please Select"/> |
| PE Registration No. | 28. <input type="text"/> |
| Firm Name | 29. <input type="text"/> |
| UEN | 30. <input type="text"/> |
| Address | 31. <input type="text"/> |
| Telephone No. | 32. <input type="text"/> |
| Extension No. | 33. <input type="text"/> |
| Handphone No. | 34. <input type="text"/> |
| Pager No. | 35. <input type="text"/> |
| Fax No. | 36. <input type="text"/> |
| Email Address | 37. <input type="text"/> |

[Return to C-Forms Sub - Menu](#)

[Return to Submissions Sub - Menu](#)

27. To select the name of **Supervising QP(Geo)** who prepares the submission from the drop down menu.

28 to 37. Once the **Supervising QP(Geo)**'s name is being selected in Step 27, all other fields on the QP's particulars are automatically populated.

7 BCA-BE-QPCTPW-GBW_PAGE3

Print this page

Declaration By Qualified Person for Geotechnical Aspects of Geotechnical Building Works

I.1 I, the Qualified Person for geotechnical aspects of geotechnical building works appointed under section 8(1)(d)(ii) or 11(1)(d)(iii) (B) of the Building Control Act, hereby certify that geotechnical aspects of piling works for geotechnical building works as carried out under my supervision have been completed on **38.** (DD/MM/YYYY) in accordance with the approved set of piling plans/calculations for geotechnical building works, together with the conditions under which they were approved and all the relevant provisions stipulated under the Building Control Act. I attach a record plan showing full details of the piling works.

Project Category Selection

| | |
|------------------|--------------------------|
| Project Category | 40. Please Select |
|------------------|--------------------------|

38. To declare the completion date of piling works.

39. To tick in the checkbox to declare **Supervising QP(Geo)** had supervised the piling works under indicated STs.

40. To select either "HDB Works", "JTC Works", "LTA(rail) Works" or "All Other Works".

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Return to Submissions Sub - Menu

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BCA-BE-QPCTSSW-GBW

THE BUILDING CONTROL ACT CERTIFICATE OF SUPERVISION OF GEOTECHNICAL BUILDING WORKS [Regulation 23(1)(d) of The Building Control Regulations]

Date:

To:

Instructions

 1. This form is to be digitally signed by the appointed Qualified Person.
 2. This form may take 3-5 mins to complete.

[Return to C-Forms Sub - Menu](#)

Return to C-Forms Sub - Menu

[Return to Submissions Sub - Menu](#)

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Particulars of Geotechnical Building Works to which this Certificate relates to the following type of works:-

4. ☐ Any excavation or other building works to make-

(i) a tunnel with a diameter, width or height of more than 2 meters

(ii) a casison, cofferdam, trench, shaft or well with a depth of more than 6 meters

5. ☐ Any building works for constructing, altering or repairing any earth retaining structure in or for a trench, ditch, shaft or well with a depth or height of more than 6 meters

6. ☐ All type of foundation works for buildings of 30 or more storeys

| | |
|--------------------------|----|
| Project Reference Number | 7. |
| Project Title | 8. |

Return to C-Forms Sub - Menu

Return to Submissions Sub - Menu

4 to 6.

To declare the reasons to engage **Supervising QP(Geo)** for the submitted STs. Do note that more than one checkboxes can be ticked.

7 & 8.

These fields are the project details which are automatically filled in and cannot be edited.



9 & 10.

These fields are the project details which are automatically filled in and cannot be edited.

11. To select “ST” unless it differs from approval.

12. To indicate what are the STs under this certification.

13 & 14.
To add or remove
STs.

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Page 1 of 3

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| | |
|-------------------------------------|--|
| Description of building works | <div style="border: 1px solid black; height: 100px; background-color: #e0f0ff; position: relative;"> 9. </div> |
| Location Description | <div style="border: 1px solid black; height: 100px; background-color: #e0f0ff; position: relative;"> 10. </div> |
| Structural Plan of Project Ref. No. | <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px; flex-grow: 1;"> 11. </div> <div style="border: 1px solid black; padding: 2px; flex-grow: 1; background-color: #e0ffe0;"> 12. </div> </div> <p style="margin-top: 10px;"><i>Note : STNE, STAM, STAA or SAAM is for plans with ST Numbers issued by BCA earlier.</i></p> |

13.

Add

14.

Delete

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To declare as full or partial completion depending on works status for the indicated STs only.


15b(i). Mandatory field when partial completion is declared in Step 15b. To indicate the works that are completed and outstanding.

16. To select if barrier works is included in the submission.

17. Optional field. To leave any remarks regarding the submission.


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| | |
|---|--|
| Building Works covered under the above approved Structural Plan | 15a. <input type="radio"/> Full completion of works. |
| | 15b. <input type="radio"/> Partial completion of works as describe below. 15b(i). <div></div> |
| | Barrier works are included <div>16.</div> |
| Remarks | 17. <div></div> |

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[Return to C-Forms Sub - Menu](#)
[Return to Submissions Sub - Menu](#)

18. To select the name of **Supervising QP** who prepares the submission from the drop down menu.

19 to 28.
Once the **Supervising QP's** name is being selected in Step 18, all other fields on the QP's particulars are automatically populated.

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Print this page

Section I Particulars Of Qualified Person for Structural Works

| | |
|---------------------|-------------------|
| Name | 18. Please Select |
| PE Registration No. | 19. |
| Firm Name | 20. |
| UEN | 21. |
| Address | 22. |
| Telephone No. | 23. |
| Extension No. | 24. |
| Handphone No. | 25. |
| Pager No. | 26. |
| Fax No. | 27. |
| Email Address | 28. |

Return to C-Forms Sub - Menu
Return to Submissions Sub - Menu

29. To tick in the checkbox to declare **Supervising QP** had supervised the structural works under indicated STs

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Print this page

Declaration By Qualified Person for Structural Works

| | | |
|-----|--|---------------------------------|
| I.1 | I, the Qualified Person for structural works appointed under section 8(1)(b) or 11(1)(d)(ii) of the Building Control Act, hereby certify that I have supervised the structural works of geotechnical building works and that such works have been completed in accordance with the provisions of the Building Control Act, the building regulations, the approved detailed of the geotechnical building works plans and design calculations and the conditions under which they were approved. | <input type="checkbox"/> 29. |
|-----|--|---------------------------------|

Return to C-Forms Sub - Menu
Return to Submissions Sub - Menu

BCA-BE-QPCTSSW-GBW_PAGE2

Print this page

Section II Particulars Of Qualified Person for Geotechnical Aspects of Geotechnical Building Works

| | |
|---------------------|-------------------|
| Name | 30. Please Select |
| PE Registration No. | 31. |
| Firm Name | 32. |
| UEN | 33. |
| Address | 34. |
| Telephone No. | 35. |
| Extension No. | 36. |
| Handphone No. | 37. |
| Pager No. | 38. |
| Fax No. | 39. |
| Email Address | 40. |

Return to C-Forms Sub - Menu
Return to Submissions Sub - Menu

30. To select name of **Supervising QP(Geo)** who prepares the submission from the drop down menu.

31 to 40. Once the **Supervising QP(Geo)**'s name is being selected in Step 30, all other fields on the QP's particulars are automatically populated.

41. To tick in the checkbox to declare **Supervising QP(Geo)** had supervised the GBW works under indicated STs.

42. To select either “HDB Works”, “JTC Works”, “LTA(rail) Works” or “All Other Works”.

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Print this page

Declaration By Qualified Person for Geotechnical Aspects of Geotechnical Building Works

| | | |
|-----|--|---------------------------------|
| I.1 | I, the Qualified Person for geotechnical aspects of geotechnical building works appointed under section 8(1)(d)(ii) or 11(1)(d)(iii) (B) of the Building Control Act, hereby certify that I have supervised the geotechnical aspects of geotechnical building works and that such works have been completed in accordance with the provisions of the Building Control Act, the building regulations, the approved detailed of the geotechnical building works plans and design calculations and the conditions under which they were approved. | <input type="checkbox"/> 41. |
|-----|--|---------------------------------|

Project Category Selection

| | | |
|------------------|-----|---------------|
| Project Category | 42. | Please Select |
|------------------|-----|---------------|

Return to C-Forms Sub - Menu
Return to Submissions Sub - Menu

BCA-BE-CTASST-GBW_PAGE1

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BCA-BE-CTASST-GBW

THE BUILDING CONTROL ACT SUBMISSION CERTIFICATE OF RECORD GEOTECHNICAL BUILDING PLANS/CALCULATIONS [Regulation 18(3) of The Building Control Regulations]

Date:

To: Please Select

Instructions

1. This form is to be digitally signed by the appointed Qualified Person.
2. This form is to be submitted even when the ST submission involves only Piling Works.
3. This form may take 3-5 mins to complete

Return to C-Forms Sub - Menu

Return to Submissions Sub - Menu

1. This field is automatically filled in with that day's date once the form is opened up.
2. To select "BCA" from the drop down menu.
3. Once "BCA" is selected in Step 2, this field is automatically filled in with BCA's address.

BCA-BE-CTASST-GBW_PAGE1

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| Particulars of Geotechnical Building Works to which this Certificate relates | |
|--|----|
| Project Reference Number | 4. |
| Project Title | 5. |
| Description of building works | 6. |
| Location Description | 7. |

Return to C-Forms Sub - Menu
Return to Submissions Sub - Menu

- 4, 5 & 7.
- These fields are the project details which are automatically filled in and cannot be edited.
6. This field can be edited to provide a more detailed description of the project.

BCA-BE-CTASST-GBW_PAGE1

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| | |
|---|---|
| Structural Plan of Project Ref. No. | <div>8.</div> <div>9.</div> <p><i>Note : STNE, STAM, STAA or SAAM is for plans with ST Numbers issued by BCA earlier.</i></p> |
| <div>10.</div> <div>11.</div> <div>Add</div> <div>Delete</div> | |
| Building Works covered under the above approved Structural Plan | <div>12a.</div> <div>12b.</div> <p><input type="radio"/> Full completion of works.</p> <p><input type="radio"/> Partial completion of works as describe below.</p> <p>Final submission will be made upon full completion of works.</p> <div>12b(i).</div> |
| Remarks | <div>13.</div> |

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Return to C-Forms Sub - Menu




Return to Submissions Sub - Menu

8. To select "ST" unless it differs from approval.
9. To indicate what are the STs under this certification.
- 10 & 11. To add or remove STs.
- 12a & 12b. To declare as full or partial completion depending on works status for the indicated STs only.
- 12b(i). Mandatory field when partial completion is declared in Step 12b. To indicate the works that are completed and outstanding.
13. Optional field. To leave any remarks regarding the submission.

14. To select the name of **Design QP** who prepares the submission from the drop down menu.

15 to 24.
Once the **Design QP's** name is being selected in Step 14, all other fields on the QP's particulars are automatically populated.

BCA-BE-CTASST-GBW_PAGE2



[Print this page](#)

| Section I Particulars of Qualified Person for Structural Works | |
|---|-------------------|
| Name | 14. Please Select |
| Registration No. | 15. |
| Firm Name | 16. |
| UEN | 17. |
| Address | 18. |
| Telephone No. | 19. |
| Extension No. | 20. |
| Handphone No. | 21. |
| Pager No. | 22. |
| Fax No. | 23. |
| Email Address | 24. |

Return to C-Forms Sub - Menu
Return to Submissions Sub - Menu

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Declaration by Qualified Person for Structural Works

| | |
|-----|--|
| I.1 | I, the Qualified Person for structural works appointed under section 8(1)(a) or 11(1)(d)(i) of the Building Control Act confirm that:- |
| | <p>a) <input type="radio"/> - the record detailed geotechnical building works plans and calculations 25a. which show the departures or deviations from the approved plans are submitted herewith</p> <ul style="list-style-type: none">- all minor structural amendments (i.e. immaterial changes) are highlighted and concise description of these amendments are shown in the record detailed geotechnical building works plans and calculations- all structural amendment works have been carried out under my supervision <p>25b. b) <input type="radio"/> - there are no departures or deviations from the approved plans.</p> |

25a. To declare if the submission include record structural plans which shows minor deviations from the approved plans.

25b. To declare if there are no departures or deviations from the approved plans under the STs indicated. In this case, record structural plans need not be submitted.


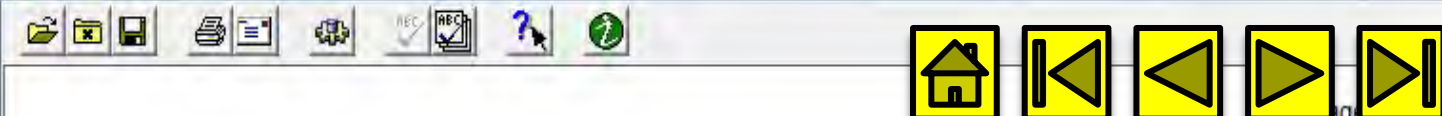
Reminder:
For piling works, regardless of radio button in Step 25a or 25b is selected, all record piling plans must be submitted.

Return to C-Forms Sub - Menu
Return to Submissions Sub - Menu

26. To select name of **Design QP(Geo)** who prepares the submission from the drop down menu.

27 to 36. Once the **Design QP(Geo)**'s name is being selected in Step 26, all other fields on the QP's particulars are automatically populated.

BCA-BE-CTASST-GBW_PAGE3



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| Section II Particulars Of Qualified Person for Geotechnical Aspects of Geotechnical Building Works | |
|--|-------------------|
| Name | 26. Please Select |
| Registration No. | 27. |
| Firm Name | 28. |
| UEN | 29. |
| Address | 30. |
| Telephone No. | 31. |
| Extension No. | 32. |
| Handphone No. | 33. |
| Pager No. | 34. |
| Fax No. | 35. |
| Email Address | 36. |

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Declaration By Qualified Person for Geotechnical Aspects of Geotechnical Building Works

| | |
|-----|---|
| I.1 | I, the Qualified Person for geotechnical aspects of geotechnical building works appointed under section 8(1)(d)(i) or 11(1)(d)(iii)(A) of the Building Control Act confirm that:- |
| | <p>a) <input type="radio"/> - the record detailed geotechnical building works plans and calculations 37a. which show the departures or deviations from the approved plans are submitted herewith</p> <ul style="list-style-type: none"> - all minor structural amendments (i.e. immaterial changes) are highlighted and concise description of these amendments are shown in the record detailed geotechnical building works plans and calculations - all structural amendment works have been carried out under my supervision <p>37b.</p> <p>b) <input type="radio"/> - there are no departures or deviations from the approved plans.</p> |

Project Category Selection

| | | |
|------------------|-----|---------------|
| Project Category | 38. | Please select |
|------------------|-----|---------------|

Return to C-Forms Sub - Menu
Return to Submissions Sub - Menu

37a. To declare if the submission include record GBW plans which shows minor deviations from the approved plans.

37b. To declare if there are no departures or deviations from the approved plans under the STs indicated. In this case, record GBW plans need not be submitted.

38. To select either "HDB Works", "JTC Works", "LTA(rail) Works" or "All Other Works".

Reminder:
 For piling works, regardless of radio button in Step 25a or 25b is selected, all record piling plans must be submitted.


3.4 Completing Endorsement Forms



(Click on any button to start)

(Required only when there are record structural plans to be submitted)

Page 1 of 2

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ENABQP Form

BCA-BE-ENABQP

**ENDORSEMENTS ON RECORD PILING/STRUCTURAL PLAN
CERTIFICATE TO BE ENDORSED BY THE QUALIFIED
PERSON FOR STRUCTURAL WORKS**

Page 1 of 2

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ENABAC Form

BCA-BE-ENABAC

**ENDORSEMENTS ON RECORD PILING/STRUCTURAL PLAN
CERTIFICATE TO BE ENDORSED BY THE ACCREDITED
CHECKER**

Date: 17/11/2013

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ENABGBWQP Form

NABGBWQP

**ENDORSEMENTS ON RECORD PILING/STRUCTURAL PLAN
CERTIFICATE TO BE ENDORSED BY THE QUALIFIED
PERSON FOR GEOTECHNICAL ASPECTS OF
GEOTECHNICAL BUILDING WORKS**

Page 1 of 2

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ENABGBWAC Form

BCA-BE-






**ENDORSEMENTS ON RECORD PILING/STRUCTURAL PLAN
CERTIFICATE TO BE ENDORSED BY THE SPECIALIST
ACCREDITED CHECKER**


Date: 24/11/2013


Return to Submissions Sub - Menu

- 1. This field is automatically filled in with that day's date once the form is opened up.
- 2. To select "BCA" from the drop down menu.
- 3. Once "BCA" is selected in Step 2, this field is automatically filled in with BCA's address.

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**ENDORSEMENTS ON RECORD PILING/STRUCTURAL PLAN
CERTIFICATE TO BE ENDORSED BY THE QUALIFIED
PERSON FOR STRUCTURAL WORKS**

Date:

1.

To:

2. Please Select

3.

Instructions

1. This form is to be digitally signed by the Qualified Person

2. This form may take 2-3 min

Return to Endorsement Forms Sub - Menu

Return to Submissions Sub - Menu

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4, 5 & 7.

These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.

8. To select “ST” unless it differs from approval.

9. To indicate what are the STs under this certification.

10 & 11.
To add or remove
STs.

BCA-BE-ENABQP_PAGE1

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


| Particulars Of Application | |
|---|--|
| Project Reference Number | 4. |
| Project Title | 5. |
| Description of Building Works | 6. |
| Location Description | 7. |
| Structural Plan No(s) | <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">8.</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">▼</div> <div style="border: 1px solid black; padding: 2px;">9.</div> </div> |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 30%;"> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 5px;"> <div style="background-color: #90EE90; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 2px;">10.</div> <div style="background-color: #90EE90; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 2px;">11.</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px 5px;">Add</div> <div style="border: 1px solid black; padding: 2px 5px;">Delete</div> </div> </div> <div style="width: 65%;"> <p><i>Note : STNE, STAM, STAA or SAAM is for plans with BP Numbers issued by BCA earlier</i></p> <p style="color: red; font-weight: bold; text-decoration: underline;">Return to Endorsement Forms Sub - Menu</p> <p style="color: red; font-weight: bold; text-decoration: underline;">Return to Submissions Sub - Menu</p> </div> </div> | |


Note : STNE,STAM,STAA or SAAM
is for plans with BP Numbers issued by BCA earlier
Return to Endorsement Forms Sub - Menu
Return to Submissions Sub - Menu


12. To select the name of **Design QP** who submits the record structural plans from the drop down menu.

13 to 21.
Once the **Design QP's** name is being selected in Step 12, all other fields on the QP's particulars are automatically populated.

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| Section I Particulars of Qualified Person | |
|--|----------------------|
| Name | 12. Please Select |
| Registration No. | 13. |
| Firm Name | 14. |
| UEN | 15. |
| Address | 16. |
| Telephone No. | 17. |
| Extension No | 18. |
| Handphone No. | 19. |
| Pager No. | 20. |
| Fax No. | 21. |

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Section I Particulars of Qualified Person (Continue)

| | | |
|---------------|-----|--|
| Email Address | 22. | |
|---------------|-----|--|

Declaration By Qualified Person

A) Regulation 18(3)(b) of the Building Control Act for QP

| | | |
|--------|--|------------------------------|
| I, 23. | the Qualified Person for structural works appointed under section 8(1)(a) or 11(1)(d)(i) of the Building Control Act, certify that to the best of my knowledge and belief the departures or deviations shown on the record plans do not affect the structural adequacy or stability of the building. | <input type="checkbox"/> 24. |
|--------|--|------------------------------|

B) Standard endorsement for QP

| | | |
|---|--|------------------------------|
| 1 | <p>In accordance with Regulation 9 of the Building Control Regulations I, 25.</p> <p>the Qualified Person for structural works appointed under section 8(1)(a) or 11(1)(d)(i) of the Building Control Act, hereby submit the detailed structural plans and design calculations prepared by me and certify that they have been prepared in accordance with the provisions of the B</p> <p>Act and any other written law pertaining to buildings and construction for the time being in force.</p> | <input type="checkbox"/> 26. |
|---|--|------------------------------|

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22. To input the Design QP's email address.

23 & 25. To input the Design QP's name.

24 & 26. To tick in the checkboxes for declaration.

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| | | |
|-----------|--|--------------------------|
| 2 | I further certify that these detail structural plans and design calculations are in reference to Project Reference No: | <input type="checkbox"/> |
| | 27. | 28. |
| 3 | Total number of structural plans submitted : 29. | <input type="checkbox"/> |
| | Total number of pages of design calculations in this book. | 30. |
| | 31. | <input type="checkbox"/> |
| | 32. | |
| Remarks : | | |
| 33. | | |

27. To indicate the project reference with the ST number of the approved plans which the record structural plans are originated from.

29. To indicate the number of record structural plans submitted.

31. To indicate the number of pages of calculations submitted based on the record structural plans.

28, 30 & 32.
To tick in the checkboxes for declaration.

33. Optional field. To leave any remarks regarding the record structural plans and related documents.

Return to Endorsement Forms Sub - Menu
Return to Submissions Sub - Menu

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BCA-BE-ENABAC

ENDORSEMENTS ON RECORD PILING/STRUCTURAL PLAN CERTIFICATE TO BE ENDORSED BY THE ACCREDITED CHECKER

Date: 1.

To: 2. Please Select

3.

Instructions

1. This form is to be digitally signed by the Accredited Checker
2. This form may take 2-3 mins to complete.

Return to Endorsement Forms Sub - Menu

Return to Submissions Sub - Menu

1. This field is automatically filled in with that day's date once the form is opened up.
2. To select "BCA" from the drop down menu.
3. Once "BCA" is selected in Step 2, this field is automatically filled in with BCA's address.

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| Particulars Of Application | |
|--|-------|
| Project Reference Number | 4. |
| Project Title | 5. |
| Description of Building Works | 6. |
| Location Description | 7. |
| Structural Plan No(s) | 8. 9. |
| <p>Note : STNE, STAM, STAA or SAAM is for plans with ST Numbers issued by BCA earlier.</p> <p>10. Add 11. Delete</p> | |

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Return to Submissions Sub - Menu

4, 5 & 7.
These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.

8. To select "ST" unless it differs from approval.






9. To indicate what are the STs under this certification.


10 & 11.
To add or remove STs.


12. To select the name of AC who checked the Design QP's submitted record structural plans from the drop down menu.

13 to 22. Once the AC's name is being selected in Step 12, all other fields on the AC's particulars are automatically populated.

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| Section I | | Particulars Of Accredited Checker | |
|------------------|-------------------|-----------------------------------|--|
| Name | 12. Please Select | | |
| Registration No. | AC No: | 13. | |
| | ACO No: | 14. | |
| Firm Name | 15. | | |
| UEN | 16. | | |
| Address | 17. | | |
| Telephone No. | 18. | | |
| Extension No | 19. | | |
| Handphone No. | 20. | | |
| Pager No. | 21. | | |
| Fax No | 22. | | |

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To tick in the checkboxes for declaration.

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| | | | |
|-----------|--|--------------------------|--------------------------|
| 28. | I further certify that these detailed structural plans and design calculations are in reference to Project Reference No: | <input type="checkbox"/> | 29. |
| | 28. | | |
| 30. | Total number of structural plans checked | : 30. | <input type="checkbox"/> |
| | 31. | | |
| 32. | I hereby declare that I have no professional or financial interest in the building works shown in the plans as defined in Section 18 of the Building Control Act (Cap 29). | <input type="checkbox"/> | 32. |
| | 33. | | |
| Remarks : | | | |
| 33. | | | |

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BCA-BE-ENABGBWQP

ENDORSEMENTS ON RECORD PILING/STRUCTURAL PLAN CERTIFICATE TO BE ENDORSED BY THE QUALIFIED PERSON FOR GEOTECHNICAL ASPECTS OF GEOTECHNICAL BUILDING WORKS

Date: 1.

To: 2.

3.

Instructions

1. This form is to be digitally signed by the Qualified Person for Geotechnical Aspects of Building Works
2. This form may take 2-3 mins to complete

Return to Endorsement Forms Sub - Menu

Return to Submissions Sub - Menu

1. This field is automatically filled in with that day's date once the form is opened up.
2. To select "BCA" from the drop down menu.
3. Once "BCA" is selected in Step 2, this field is automatically filled in with BCA's address.

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| Particulars Of Application | |
|--|------------|
| Project Reference Number | 4. |
| Project Title | 5. |
| Description of Building Works | 6. |
| Location Description | 7. |
| Structural Plan No(s) | 8. 9. |
| Note : STNE,STAM,STAA or SAAM is for plans with ST Numbers issued by BCA earlier | |
| 10. Add | 11. Delete |

Return to Endorsement Forms Sub - Menu

Return to Submissions Sub - Menu

4, 5 & 7.

These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.

8. To select "ST" unless it differs from approval.

9. To indicate what are the STs under this certification.

10 & 11.

To add or remove STs.

12. To select the name of **Design QP(Geo)** who submits the record GBW plans from the drop down menu.

13 to 20. Once the **Design QP(Geo)**'s name is being selected in Step 12, all other fields on the QP's particulars are automatically populated.

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| Section I Particulars Of Qualified Person for Geotechnical Aspects of Geotechnical Building Works | |
|---|-------------------|
| Name | 12. Please Select |
| Registration No | 13. |
| Firm Name | 14. |
| UEN | 15. |
| Address | 16. |
| Telephone No. | 17. |
| Handphone No. | 18. |
| Fax No. | 19. |
| Email Address | 20. |

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To input the Design QP(Geo)'s name.

To tick in the checkboxes for declaration.

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Declaration by Qualified Person for Geotechnical Aspects of Geotechnical Building Works

| | |
|--|------------|
| A) Certification of Record Plans for Qualified Person (Geotechnical) | |
| I, 21. , the Qualified Person for geotechnical aspects of geotechnical building works appointed under section 8(1)(d)(i) or 11(1)(d)(iii) of the Building Control Act, certify that to the best of my knowledge and belief the departures or deviations shown on the record plans do not show any inadequacy in the geotechnical aspects relating to the geotechnical building works. | 22. |
| B) Standard endorsement for QP (Geotechnical) | |
| 1. In accordance with Regulation 10A of the Building Control Regulations I, 23. the Qualified Person for geotechnical aspects of geotechnical building works appointed under section 8(1)(d)(i) or 11(1)(d)(iii) of the Building Control Act, hereby submit the geotechnical building works plans and design calculations prepared by me and certify that, to the best of my knowledge and belief, they have been prepared in accordance with the provisions of the Building Control Act and any other written law pertaining to buildings and construction for the time being in force. | 24. |

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| | | |
|----------|--|--------------------------|
| 2. | I further certify that these geotechnical building works plans and design calculations are in reference to Project Reference No: | 26. |
| | 25. | <input type="checkbox"/> |
| 3. | Total number of geotechnical building works plans submitted | 28. |
| | 27. | <input type="checkbox"/> |
| | Total number of page of design calculations in this book | 30. |
| | 29. | <input type="checkbox"/> |
| Remarks: | | 31. |
| | | |

25. To indicate the project reference with the ST numbers of the approved plans which the record GBW plans are originated from.

26, 28 & 30.
To tick in the checkboxes for declaration.

27. To indicate the number of record GBW plans submitted.






29. To indicate the number of pages of calculations submitted based on the record GBW plans.


31. Optional field. To leave any remarks regarding the record GBW plans and related documents.


Return to Endorsement Forms Sub - Menu
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- 1. This field is automatically filled in with that day's date once the form is opened up.
- 2. To select "BCA" from the drop down menu.
- 3. Once "BCA" is selected in Step 2, this field is automatically filled in with BCA's address.

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ENDORSEMENTS ON RECORD PILING/STRUCTURAL PLAN CERTIFICATE TO BE ENDORSED BY THE SPECIALIST ACCREDITED CHECKER

Date:

1.

To:

2.

3.

Instructions

1. This form is to be digitally signed by the Specialist Accredited Checker.

2. This form may take 2-3 mins to complete.

Return to Endorsement Forms Sub - Menu

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4, 5 & 7.
These fields are the project details which are automatically filled in and cannot be edited.

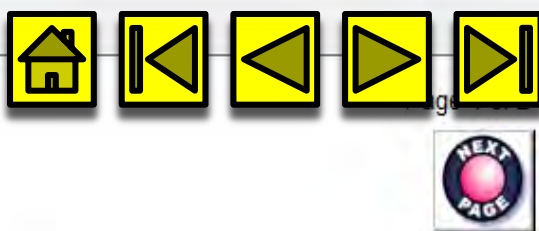
6. This field can be edited to provide a more detailed description of the project.

8. To select "ST" unless it differs from approval.

9. To indicate what are the STs under this certification.

10 & 11.
To add or remove STs.

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| Particulars Of Application | |
|---|-------|
| Project Reference Number | 4. |
| Project Title | 5. |
| Description of Building Works | 6. |
| Location Description | 7. |
| Structural Plan No(s) | 8. 9. |
| Note : STNE,STAM,STAA or SAAM | |
| Return to Endorsement Forms Sub - Menu | |
| Return to Submissions Sub - Menu | |






10. 11.


Add Delete


12. To select the name of AC(Geo) who checked the Design QP(Geo)'s submitted record GBW plans from the drop down menu.

13 to 20.
Once the AC(Geo)'s name is being selected in Step 12, all other fields on the AC's particulars are automatically populated.

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| Section I | Particulars Of Specialist Accredited Checker |
|-----------------|--|
| Name | <div>12. Please Select</div> |
| Registration No | <div>Specialist AC Registration No. 13.</div> |
| Firm Name | <div>14.</div> |
| UEN | <div>15.</div> |
| Address | <div>16.</div> |
| Telephone No. | <div>17.</div> |
| Handphone No. | <div>18.</div> |
| Fax No. | <div>19.</div> |
| Email Address | <div>Return to Endorsement Forms Sub - Menu Return to Submissions Sub - Menu</div> |

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21 & 23.
To input the
AC(Geo)'s name.

22 & 24.
To tick in the
checkboxes for
declaration.

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Declaration by Specialist Accredited Checker

| | | |
|--|---|--|
| A) Certification of Record Plans for Specialist AC | | |
| | I, 21. being a registered specialist accredited checker, certify that to the best of my knowledge and belief, the record plans do not show any inadequacy in the geotechnical aspects relating to the geotechnical building works carried out in accordance with those plans. | <input type="checkbox"/> 22. |
| B) Standard endorsement for Specialist AC | | |
| 1 | I, 23. being a registered specialist accredited checker, hereby certify that I have in accordance with the Building Control (Accredited Checkers and Accredited Checking Organisations) Regulations carried out an evaluation, analysis and review of the plans of the geotechnical building works attached, and to the best of my knowledge and belief the plans do not show any inadequacy in the geotechnical aspects relating to the geotechnical building works if carried out in accordance with those plans. | <input type="checkbox"/> 24. |

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| | | |
|----------|--|------------------------------|
| 2 | I append my Evaluation Report (comprising 25. pages) as well as the analyses and calculations I have performed in carrying out the evaluation, analyses and review of the geotechnical reports and design calculations are in reference to Project Ref. No.: | <input type="checkbox"/> 27. |
| 3 | I hereby declare that I have no professional or financial interest in the geotechnical building works shown in the plans as defined in section 18 of the Building Control Act (Cap 29). | <input type="checkbox"/> 28. |
| Remarks: | | |
| 29. | | |

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4. General Pointers



Here is a list of categorised general pointers to help you in preparing for C-forms and record structural plans submissions.

- 4.1 Common Mistakes that Caused a Submission to be Superseded.
- 4.2 Common Mistakes that Caused a Submission Requiring Revision or Addition of Documents to be Submitted via Correspondence.
- 4.3 Additional Pointers for C-Forms.
- 4.4 Additional Pointers for Record Structural Plans, Endorsement Forms and Calculation Files.
- 4.5 for Declaration in Section 1.2 of STAPPV01 Form During ST Application

(Click anywhere to advance)

4.1 Common Mistakes that Caused a C-Form Submission to be Superseded



- When there is more than one C-Form in a submission.
- When a C-Form is submitted via correspondence.
- When a C-Form is not encrypted.
- When a C-Form is encrypted by a wrong QP.
- When a GBW C-Form is encrypted by either one of the QP only.
- When one of the ST declared is already withdrawn, already rejected, not approved, or not submitted for approval yet.
- When a submission is only partially completed for the declared STs, but the C-Form is declared as full completion.
- When a C3 or C3-GBW submission is submitted with record structural plans, which implies minor deviations, but is declared as no deviation.
- When none of the radio buttons is selected in an option field.
- When a check box is not ticked, implying that the QP did not agree to the clause stated in the declaration field.
- When numerous documents are required to revise via correspondence.

4.2 Common Mistakes that Caused a C-Form Submission Requiring Revision or Addition of Documents to be Submitted via Correspondence.



- Any record structural plans, endorsement forms, calculation files etc..., which are not encrypted, partially encrypted, or encrypted by a wrong QP.
- Any record structural plans, endorsement forms, calculation files etc..., which are missed out during the C-Form submission.
- Any kind of mistake that is made in the record structural plans, endorsement forms, calculation files etc... The common mistakes are listed in Section 4.4.
- When the QP is required to submit a declaration memo for a ST due to previously wrongly declared type of works in the STAPPV01 form.

4.3 Additional Pointers for C-Forms



- For submissions of C-forms with no departures or deviations from approved plans,.
 - Endorsement forms are not required to be submitted.
 - If the unnecessary submitted endorsement forms contain mistakes, revision is still required via correspondence.
 - Record structural plans are not required to be submitted for all structural works. However, [record piling plans is still required to be submitted](#).
 - Grouping of multiple STs with similar completion status (full or partial completion) in one C-form submission is encouraged.
 - E.g. if there is no departures or deviations for the structural works in ST01, ST02, ST03, ST04 and ST05, there is no need to submit separate C-Forms for each of them. One C2 Form and C3 Form, indicating all the STs, in two separate submissions is sufficient.

4.4 Additional Pointers for Record Structural Plans, Endorsement Forms & Calculation Files



- Record structural plans, endorsement forms, calculation files etc..., **MUST** be digitally signed or encrypted by the Design QP, AC, Design QP(Geo) and AC(Geo) whenever applicable, with reference to the approved Structural Plans (STs).
- Record structural plans **MUST** be re-numbered according to the total number of record structural plans submitted for the indicated STs in the C-Form.
- Number of record structural plans submitted **MUST** tally with the QP's and AC's declaration on the 1st and last plan, endorsement forms and calculation files.
- The submitted ST numbers **MUST** be included at the top right hand corner of the record structural plans, with respect to their original approved ST Plans.
- Filenames of record structural plans should be named as close as to that of their respective approved plans.
 - E.g. if the approved plan filename is "PP01.pdf", the record piling plan filename could be "PP01(AB).pdf", "PP01a.pdf" etc...
- A drawing list should be provided to list all record structural plans submitted.

4.4 Additional Pointers for Record Structural Plans, Endorsement Forms, Calculation Files



- If the plans submitted are for information only, do not declare as plans submitted.
 - These plans will not be considered as record plans.
 - These plans are required to be endorsed accordingly as for information only.
- For record piling plans submissions,
 - C3 form or C3-GBW form should be declared as minor deviations if either the actual piles penetration depths or piles eccentricities is not in approved plans.
 - Listing of the record piling data such as pile type, pile size, pile number, borehole reference, zone, design penetration depth, actual penetration depth, design socketing/embedment depth and actual socketing/embedment depth, whichever applicable, in a table format is preferred.
 - Ultimate Load Test (ULT) and Working/Static Load Test (SLT) reports should bear Supervising QP's endorsement and submitted with C1 or C1-GBW form.
- Number of pages of calculation file submitted **MUST** tally with the QP's declaration on the 1st and last plan, endorsement form and calculation file.

4.5 Note for Declaration in Section 1.2 of STAPPV01 Form During ST Application



The QP is required to declare in the Application for Approval of Structural Plans (STAPPV01 form) on the type of works involved during the ST application. The type of works declared will trigger the following required C-Forms automatically by the processing system.

| Type of Works Declared in Section 1.2 of STAPPV01 Form | Type of Required C-Form Generated | | | | | |
|---|-----------------------------------|----|----|--------|--------|--------|
| | C1 | C2 | C3 | C1-GBW | C2-GBW | C3-GBW |
| Piling Works | ✓ | | ✓ | | | |
| Piling Works, with declaration in Section 1.4 as > 30 storey | | | | ✓ | | ✓ |
| Other Structural Works (Site Formation, Footing/Raft Foundation, Basement, Tunnel/Sewer Works, ERSS, Super-Structural Works, Fixings for Securing Cladding and Barrier) | | ✓ | ✓ | | | |
| ★ Earth retaining structure / Excavation for Caisson, Cafferdam, trench etc (ERSS), with declaration "Depth >6m" | | | | | ✓ | ✓ |

Please note that all the required C-Forms had to be submitted and cleared for each ST, before TOP/CSC application can be successfully obtained.

4.5 Note for Declaration in Section 1.2 of STAPPV01 Form During ST Application



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| | | | |
|-----|---------------|---|-------------------------------------|
| I.2 | Type of Works | Site Formation | <input type="checkbox"/> |
| | | Piling Works | <input type="checkbox"/> |
| | | Footing/Raft Foundation | <input type="checkbox"/> |
| | | Basement | <input type="checkbox"/> |
| | | No. of basement level <input type="text"/> | |
| | | Total depth (metre) <input type="text"/> | |
| | | Tunnel/Sewer works | <input type="checkbox"/> |
| | | Please Select <input type="text"/> | |
| | | Earth retaining structure/Excavation for caisson, cofferdam, trench etc | <input checked="" type="checkbox"/> |
| | | Depth: >6m <input type="text"/> | |

(i) ☐ The earth retaining structure will be removed after the permanent structure is erected.

(ii) ☒ The earth retaining structure will not be removed.

For ★ERSS, please note that the following declaration will determine if C-Form is required:

- If item (i) is selected, C-Form is not required.
- If item (ii) is selected, C-Form is required.

For declaration in item (ii), if it is declared as “**Depth: >6m**” as circled in red, **C2-GBW and C3-GBW Form** submission is required instead.