Competent Person’s Logo (if applicable)

**<Competent Person’s Name>, <Company Name and Address>, <Contact Number and Email>**

**Completion of Remedial Works**

**Notice Reference No.: <PFI YYYY/MM/XXXX>**

**<Name of Building>**

**<Address of building>**

**Table of Contents**

**Section 0 – General**

[**Standard Declaration by Competent Person** 3](#_Toc204698905)

[**Foreword** 4](#_Toc204698906)

[**Section 1 – Executive Summary** 5](#_Toc204698907)

[**Section 2 – Overview of Completed Remedial Works** 5](#_Toc204698908)

[**2.1** **Photographic report of rectified works** 7](#_Toc204698909)

[**Section 3 – Conclusion** 7](#_Toc204698910)

[**ANNEX A – Standard Declaration by Competent Person** 8](#_Toc204698911)

## **Standard Declaration by Competent Person**

**Standard Certification by Competent Person for**

**Periodic Façade Inspection of Buildings**

In accordance with Section 28 of the Building Control Act (the “Act”), **<Name of Competent Person>**, have supervised and inspected the repair works carried out on the above building from **<Insert date>** to **<Insert date>**.

I hereby certify that the defects as identified in the report dated **<Insert date>** have been fully repaired to my satisfaction.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Competent Person Date

For Periodic Façade Inspection of Buildings

(Signature and Stamp)

## **Foreword**

In the Periodic Façade Inspection report, the Competent Person has assessed that there are façade defects and has recommended remedial measures to prevent the occurrence or potential occurrence of collapse of the façade of the building. The building owner is required to carry out the remedial works as specified by the Competent Person within the stipulated time. Upon completion of the remedial works, the Competent Person is required to submit his/her certificate of supervision using the Form BR\_ PFI04 and also submit photos of the rectified works.

In cases where the façade defects and rectification involve structural elements, the Competent Person is advised to seek the expertise of a Professional Engineer in the Civil or Structural discipline (if the Competent Person is not one) to obtain engineering advice for assessing the integrity of the building façade and proposed rectification works.

# **Section 1 – Executive Summary**

Periodic Façade Inspection (PFI) was conducted on [insert date of façade inspection] to evaluate the building's façade condition. Subsequently, the PFI report was submitted to the Building and Construction Authority (BCA) on [insert date of submission of PFI report].

BCA issued a letter dated [insert date of BCA letter] directing the building owner to undertake remedial works to address the following façade defects, and prevent the occurrence or potential occurrence of collapse of the façade of the building: (refer to the letter required by building owner to carry out remedial works specified by Competent Person and list the works below)

* [Insert work, i.e. Repair of spalling concrete and hollow areas identified at concrete ledges]
* [Insert work, i.e. Replacement of all deteriorated timber windows]
* [Insert work, i.e. Rectification of corroded and dislodged rainwater downpipes]

Competent Person, [insert CP name] was subsequently appointed by [insert building owner name] as the Competent Person for the façade remedial works on [insert date of CP appointment].

The remedial works commenced on [insert date]. This report encompasses detailed documentation of the remedial works, including photographic evidence demonstrating the façade conditions prior to and following rectification works.

## **Section 2 – Overview of Completed Remedial Works**

a) plan view (as-built drawing if available)

|  |  |
| --- | --- |
| **Plan** | **As-built drawing** |
|  | <Insert drawing and indicate all elevations on plan> |

b) all elevation views (photos)

|  |  |
| --- | --- |
| **Elevation** | **Photograph** |
| North | <Insert photo/drawing and indicate location of defect> |
| East | <Insert photo/drawing and indicate location of defect> |

c) Summary of defects detected

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Elevation Reference** | **Reference/photo number based on CP’s report** | **Observations** | **Category** | **Remedial actions taken** |
| 1 | North | 1,4,6,18 | Concrete spalling | Unsafe | [Make reference to repair methodology in section 2d below] |
| 2 | East | 25, 28, 30 | Concrete crack | Unsafe | [Make reference to repair methodology in section 2d below] |

d) Method of repair

[Insert repair methodology for each defect]

## **2.1 Photographic report of rectified works**

Provide photos for the remedial works. CP may consider uploading short video clips showing works in progress or checks on completed work, i.e. tapping on rectified plaster to check for hollowness.

|  |  |
| --- | --- |
| **Reference/photo number based on CP’s report** | |
| **[Insert repair methodology]** | |
| **Before rectification** | **After rectification** |
| <Insert photograph, showing condition of the defect before repair> | <Insert photograph, showing condition of the defect before repair> |

## **Section 3 – Conclusion**

The façade defect rectification works were completed in [insert date of completion]. Following comprehensive completion of these remedial works, the defects as identified in the report on [insert date of PFI report] have been repaired to satisfaction of Competent Person, [insert CP name].

**ANNEX A – Standard Declaration by Competent Person**

**Standard Certification by Competent Person for**

**Periodic Façade Inspection of Buildings**

In accordance with Section 28 of the Building Control Act (the “Act”), **<Name of Competent Person>**, have supervised and inspected the repair works carried out on the above building from **<Insert date>** to **<Insert date>**.

I hereby certify that the defects as identified in the report dated **<Insert date>** have been fully repaired to my satisfaction.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Competent Person Date

For Periodic Façade Inspection of Buildings

(Signature and Stamp)