



PBU MANUFACTURER ACCREDITATION SCHEME

Singapore Concrete Institute`
Blk 342 Ang Mo Kio Ave 1 #03-1563
Singapore 560342

APPLICATION FORM

INSTRUCTIONS

1. Please refer to the **Important Notes on Accreditation in ANNEX 1.**
2. For overseas plant(s), a separate quotation from the Singapore Concrete Institute will be given to the applicant upon receipt of the completed application form. **Refer Applicable fees for plant(s) in Singapore in ANNEX 2.**
3. For processing your application, please submit the application form together with the relevant supporting documents. **Refer "Checklist for Application" in ANNEX 2.**
4. For criteria of Accreditation Scheme. **Refer to the PBU Manufacturer Accreditation Criteria Checklist in ANNEX 3.**
5. For enquiries, please contact **Ms Edina Koh (Tel: 6552 0674 Email: scinst@scinst.org.sg).**

DECLARATION BY APPLICANT

I, _____ (Name in Block letters) _____ (NRIC/Passport No.) do solemnly and sincerely declare that the facts contained in the documents submitted are true in substance to the best of my knowledge, information and belief and I make this solemn declaration conscientiously believing the same to be true. I authorize the Singapore Concrete Institute (SCI) to conduct any enquiries or audits on the particulars furnished herein as the SCI deems fit, and accept that neither the SCI nor its officer shall be held liable for any loss, injury or damages howsoever caused by the SCI's processing of and decision on this application.

By submitting this application, I agree that the Singapore Concrete Institute (SCI) may collect, use, process and disclose information for the purposes of administering the PBU Manufacturer Accreditation Scheme and all other actions necessary in relation to the scheme in accordance with the Personal Data Protection Act 2012. I understand that Singapore Concrete Institute (SCI) may disclose information to other third parties where necessary for the purposes of administering this application.

I, authorize _____ (Name & Designation of Contact Person) to provide any additional information required by the SCI. I understand that false declaration or false information provided may result in rejection in approving the registration.

Authorized Signature & Company Stamp

Designation

Date

For Official Use Only

Ref. No:

Date Received:

Fees Received:

SECTION A: APPLICATION	Please tick (✓)								
(1) New Application:-									
(1a) Full Certification:-									
*Part 1: Documentation Audit and Part 2: Plant Audit									
*With Provisional Certificate, only Part 2: Plant Audit									
(1b) Provisional Certification:-									
Part 1: Documentation Audit									
(2) Renewal (for PBU Manufacturer Accreditation Certificate); or									
(3) Re-audit (for verification of corrective and preventive actions taken)									
Is the plant located outside Singapore?	Yes/No *delete accordingly								
Please tick number of oversea plants to be audited (If more than 2 plants, please indicate number of overseas plants)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">1</td> <td style="width: 25%; text-align: center;">2</td> <td style="width: 25%; text-align: center;">No.</td> <td style="width: 25%; text-align: center;">NA</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>	1	2	No.	NA				
1	2	No.	NA						
Please tick number of local plants to be audited (If more than 2 plants, please indicate number of local plants)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">1</td> <td style="width: 25%; text-align: center;">2</td> <td style="width: 25%; text-align: center;">No.</td> <td style="width: 25%; text-align: center;">NA</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>	1	2	No.	NA				
1	2	No.	NA						

SECTION B: COMPANY INFORMATION							
<u>Name of Registered Company:</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">Office Tel</td> <td style="width: 30%;"></td> </tr> <tr> <td style="text-align: center;">Fax</td> <td></td> </tr> <tr> <td style="text-align: center;">Email</td> <td></td> </tr> </table>	Office Tel		Fax		Email	
Office Tel							
Fax							
Email							
<u>Business Address</u>							
Building / Block No							
Street Name							
Unit No							
Postal Code							
Contact Person (Management Representative)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name:</td> <td style="width: 50%;">Handphone no.:</td> </tr> <tr> <td>Designation:</td> <td>Email:</td> </tr> </table>	Name:	Handphone no.:	Designation:	Email:		
Name:	Handphone no.:						
Designation:	Email:						
<u>Accounting & Corporate Regulatory Authority (ACRA) in Singapore</u>							
Business Registration Number	Or similar Business/Company Registration with the local Authority (if overseas)						
Business Registration Date							
Accounts Closing Date							
<u>Name of Subsidiary/Associated Company</u>	Share in the Company (%)						
1)							
2)							
3)							
Is your Company registered as a SCI Corporate member?	Yes/No *delete accordingly						

Address/Location of Company's Plant(s) to be accredited:	
Local Plant address:	Overseas Plant address:
<p>*Please submit plant specific Quality Plan for audit **For ≥ 2 plants, please submit Quality Plan for each specific plant if the plant's quality management system is different</p>	

SECTION C: PBU SYSTEM AND DESIGN			
Have the PBU System and Design been approved by the Authorities?			*Yes/No *delete accordingly
Is your PBU supplied by an accredited precaster under the SCI Precaster Accreditation Scheme (PAS)?			*Yes/No *delete accordingly
SECTION D: MANAGEMENT SYSTEM CERTIFICATION			
Please indicate your company's management system(s) certification status as follows:			
Management System Standards	Please tick for Certification Standard(s) obtained	Name of Certification Body (Certification by SAC or UKAS accredited certification body)	For official use only
ISO 9001			
ISO 14001			
ISO 45001			

*Please submit the relevant certificates for verification (if applicable).

SECTION E: PROFESSIONALS, SUPERVISORY STAFF & SKILLED WORKERS

Please attached the copies of relevant **educational certificates** of the staff and skilled foremen for verification.

S/N	Name	Designation	Qualification (Degree, Diploma, Certificate)	Discipline	Academic Institution (Year of Graduation)	Working Experience (Years/Months)	For Official Use
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IMPORTANT NOTES ON ACCREDITATION:-**(1) Provisional Certification:**

After the PBU Manufacturer has obtained the Building Innovation Panel (BIP) in-principle acceptance, their plant might not be ready for production. The firm can apply for **PART 1: Documentation Audit** where Item 1.0 Quality Management System (see checklist from S/N 1.1.1 to 1.1.11) will be audited. PBU Manufacturer shall submit their plant, PBU system & project specific quality plan together with their completed application form and payment. A **Provisional Certificate** will be issued to the firm for clearing **PART 1: Documentation Audit**. The provisional certified firms are advised to proceed with the **PART 2: Plant(s) Audit** as soon as the PBU production starts which shall be arranged before the annual renewal audit.

(2) Full Certification:

Both the documentation and plant will be audited together. A Certificate of Accreditation will be awarded to the accredited PBU Manufacturer. PBU Manufacturer is advised to submit their application(s) for accreditation in a timely manner such that the audit can be conducted for **Full Certification**.

(3) Re-audit

For any **major nonconformities or critical lapses**, there will be a **re-audit** at the plant to verify that the corrective and preventive actions are implemented effectively. **A re-audit fee will be charged.**

(4) In-Process Assessments

The Company has to prepare for in-process assessments as required by SCI's auditor for the accreditation. The main in-process assessments are as follows:

- a) Steel framing works
- b) Tiling works on floor and wall
- c) Waterproofing works
- d) Installation of door & window
- e) Installation of plumbing & sanitary pipes
- f) Installation of sanitary wares & fittings
- g) Protection works to finished PBU
- h) Loading/unloading of completed PBU onto trailer/lorry
- i) In-house tests in progress

(5) PART 2: Plant Audit

The Company is required to submit a fresh application form (use the pages 1 to 3, together with a set of the approved method statements for in-process assessments) to SCI of the plant(s) audit. The Company that has opted for separate Part 1 & Part 2 audits can make payment in two instalments to facilitate their application respectively.

(6) The Company may request for a **pre-consultation** session with SCI for any clarification on the Scheme.

CHECKLIST FOR APPLICATION:-

Please check that the following items are completed or attached before submission		Contractor to Tick Accordingly <input checked="" type="checkbox"/>	Remarks (For Official Use)
1.	Completed set of Application Form (Declaration and Section A to E)		
2.	Attached Valid Precaster Accreditation Scheme (PAS) Certificate		
3.	Attached Management System Certificate(s) – ISO9001, ISO14001 & OHSMS18001		
4.	Attached Relevant Educational Certificates for Professional, Supervisory Staff & Qualified Workers		
5.	Attached Letter of Award or Certificate of Completion for current projects undertaken		
6.	Read and understood the attached Terms & Conditions of the SCI PBU MAS		
7.	Payment of accreditation fees upon submission of application to SCI		
8.	For PART 1: Documentation Audit - A copy of the PBU Quality Plan (including approved method statements)		
9.	For PART 2: Plant Audit – A set of the approved method statements and approved drawings for In-process assessments		

ACCREDITATION FEE / RENEWAL FEE (Plant/Factory in Singapore)

		Initial Audit		Renewal Audit		Re-Audit
		Single Plant	Two Plants	Single Plant	Two Plants	
SCI Corporate Member	(S\$)	6100	8400	4100	5600	2700
Non-SCI Corporate Member	(S\$)	6700	9000	4700	6200	
SCI Corporate Member	(S\$)	PART 1: Documentation Audit	1900	1900	X	
		PART 2: Plant Audit	4200	6500		
Non-SCI Corporate Member	(S\$)	PART 1: Documentation Audit	2500	2500		
		PART 2: Plant Audit	4200	6500		

IMPORTANT NOTES ON FEES:-

1. The accreditation fee is payable upon submission of application for processing.
2. The above Initial Audit Fee is for the **Full Certification**. The Applicant who applies for **PART 1: Documentation Audit**, which is subjected to **Provisional Certification**, can opt for 2-parts payment as in their separate applications for **PART 1: Documentation Audit** followed by the **PART 2: Plant Audit**. For **PART 2: Plant Audit**, the pages 1 to 3 of the application form are required to be filled-in and submitted to SCI, together with a set of the approved method statements for In-process assessments.
3. The SCI's corporate membership annual fee is S\$578.
4. There will be no refund of the accreditation/renewal fee if the Company is not certified.
5. Application for renewal and payment of annual renewal fee shall be submitted **at least one month** before the expiry date of certificate. The validity of the certificate will be void for any delay in application for renewal audit.
6. For **overseas audit**, a separate quotation from the Singapore Concrete Institute (SCI) will be given to the applicant upon receipt of the application. The Company shall bear the costs of the accommodation and transportation incurred. Other miscellaneous and service fees will also be chargeable.

S/No	Assessment Criteria	Requirements	Conformity		Observation /Comment
			Yes (✓)	No (X)	
1.0	Quality Management System				
1.1	Management System	1.1.1 Quality Plan The specific quality plan shall have:- (a) Project(s) brief <ul style="list-style-type: none"> • Name & site location • Contract sum & duration • Clients/Main Contractor • Total nos. of PBU 			
		(b) PBU feature <ul style="list-style-type: none"> • Type(s) of PBU • Material items provided under the Builder's contract 			
		1.1.2 Role and Responsibilities The Management shall define the roles, responsibilities and authorities of staff (organization chart)			
		1.1.3 Production Layout A production layout plan including the assembly line & storage area			
		1.1.4 Process A flowchart showing interaction of processes, and decisions made by the responsible person as in the inspection and test plan			
		1.1.5 Training Plan The plan shall have:- (a) Established a training program for the current year (b) At least one supervisor to attend the Good Industrial Practices Guide Workshop in the relevant trade at the BCA Academy			
		1.1.6 Production Management The plan shall have a list of all the approved suppliers & subcontractors, and allocated resources as in manpower allocation, materials and machineries			

TO BE COMPLETED BY AUDITOR

PBU Manufacturer Accreditation Criteria Checklist

ANNEX 3

S/No	Assessment Criteria	Requirements	Conformity		Observation /Comment
			Yes (✓)	No(X)	
1.1	Management System (cont'd)	1.1.7 Method Statement The trade work shall have the approved Method Statement (MS) for production. A summary list of MS shall be documented and maintained			
		1.1.8 Inspection and Test Plan (ITP) The plan shall state the criteria, standard, frequency, responsible person and test date. The ITP shall be tabulated in a log and register for monitoring.			
		1.1.9 Quality Control The production shall be according to quality control procedures and shall document the inspection checklists and test reports			
		1.1.10 Laws and Regulations The organization shall ensure compliance to the legal & other requirements applicable to the production & product			
		1.1.11 Filing system The organization shall (a) Demonstrate the procedure for control of documents and records (b) List the retention periods for records (c) Able to trace the records			
1.2	Human Resource	1.2.1 Competency The staff and workers shall have the relevant qualification, experience, training and skill			
		1.2.2 Particulars of Staff and Workers The organization shall maintain evidence of employment			

TO BE COMPLETED BY AUDITOR

S/No	Assessment Criteria	Requirements	Conformity		Observation/ Comment
			Yes (✓)	No (X)	
2.0	Plant and Design Capabilities				
2.1	Plant Capability	2.1.1 Factory Building The production shall be carried out in a building (a) That has an effective roof (b) The floor shall be reinforced concrete slab (c) With gantry crane(s) for lifting			TO BE COMPLETED BY AUDITOR
		2.1.2 Controlled Environment The assembly, fitting and finishing works shall be carried out in a fully enclosed environment with proper set-up to achieve a controlled condition			
		2.1.3 Servicing and Maintenance The organization shall maintain records of servicing and maintenance of plant, machineries, equipment and the calibration of instruments			
2.2	Design Capability	2.2.1 In-house Design Team The organization shall established an in-house design team with the aid of computer software and hardware or if outsourced to external design consultant, demonstrate the control of drawing production and service			
		2.2.2 Approved Materials The list of all the approved materials and their samples shall be traceable. The organization shall demonstrate the approved materials are used			
		2.2.3 Master Drawing List The updated drawing list for all the approved production shop drawings and plans shall be maintained			

PBU Manufacturer Accreditation Criteria Checklist

ANNEX 3

S/No	Assessment Criteria	Requirements	Conformity		Observation/ Comment
			Yes (✓)	No (X)	
3.0	Quality Control In Production				
3.1	In Process Assessment	3.1.1 Steel Frame The work shall be as per approved MS. The organization shall maintain the inspection checklists records and the reports from the Inspection and Testing Agency (ITA)			TO BE COMPLETED BY AUDITOR
		3.1.2 Drywall The work shall be as per approved MS. Inspection should be accordingly to checklist in the Good Industry Practices Guide on Drywall			
		3.1.3 Waterproofing works The work shall be as per approved MS. The inspection shall be in accordance to checklist in the Good Industry Practices Guide on Waterproofing for Internal Wet areas			
		3.1.4 Tiling Works (Floor / Wall) The work shall be as per approved MS. The inspection shall be in accordance to checklist in the Good Industry Practices on Ceramic Tiling or/and Marble & Granite Finishes			
		3.1.5 Door The work shall be as approved MS. The inspection shall be according to checklist in Good Industrial Practices Guide for Aluminum Window			

S/No	Assessment Criteria	Requirements	Conformity		Observation/ Comment
			Yes (✓)	No(X)	
3.1	In Process Assessment (cont'd)	3.1.6 Window The work shall be as approved MS. The inspection shall be according to checklist in Good Industrial Practices Guide for Aluminum Window			TO BE COMPLETED BY AUDITOR
		3.1.7 Ceiling The work shall be as approved MS. The inspection shall be according to established checklist and approved drawing			
		3.1.8 Carpentry The work shall be as approved MS. The inspection shall be according to established checklist and approved drawing			
		3.1.9 Sanitary & Plumbing The work shall be as per manufacturer's instruction manuals and specifications			
		3.1.10 Sanitary Wares & Fittings The work shall be as per manufacturer's instruction manuals and specifications			

S/No	Assessment Criteria	Requirements	Conformity		Observation/ Comment
			Yes (✓)	No (X)	
3.2	Testing	3.2.1 Wet Area Water-ponding Test The test shall be witnessed and verified. In-house test as per approved MS. Raised the base by at least 1 metre from the floor level for inspection			TO BE COMPLETED BY AUDITOR
		3.2.2 Tile Pull Off Test The test shall be witnessed and verified. Tested by SAC-SINGLAS or ILAC-MRA accredited lab (Not for tiles on drywall panel or metal panel)			
		3.2.3 Spray Test (shower area walls & floor) The test shall be witnessed and verified. In-house test as per approved MS. Continuous spraying of water for 15 min at shower area walls and floor			
		3.2.4 Hydrostatic-Pressure Test for Pipe The test shall be verified. In-house test as per approved MS. Hold pressure at 100~150psi for 2hrs			
		3.2.5 Material & Functional Tests The test reports shall be verified. Tests by SAC-SINGLAS or ILAC-MRA accredited lab <u>Typically for Drywall, Lightweight Concrete and Waterproofing</u>			
4.0	Storage, Protection, Delivery and Maintenance				
4.1	Storage	4.1.1 Storage and Handling Storage of PBUs shall be at designated area and according to approved MS. Allow space for handling and reach for lifting			
		4.1.2 Manufacturer's Label The finished PBU shall have a permanent Manufacturer's Label for identification (accessible & visible)			
4.2	Protection	4.2.1 Protection The work shall be as per approved MS and to secure & protect the sanitary wares, bathroom fittings & accessories, where necessary			

S/No	Assessment Criteria	Requirements	Conformity		Observation/ Comment
			Yes (✓)	No(X)	
4.0	Storage, Protection, Delivery & Maintenance (cont'd)				
4.3	Delivery	4.3.1 Lifting Operation (a) The operator shall demonstrate the loading/unloading according to procedure and approved MS (b) The lifting machineries, equipment and gears shall have valid certificates of regulatory inspections			
		4.3.2 Final Inspection The record of pre-delivery checklists and delivery orders shall be maintained			
4.4	PBU User's Manual	4.4.1 User's Manual The manual shall be available and shall include: (a) Provisions for repairs and renovation (b) Accessibility for maintenance (c) Provisions for bathroom accessories (d) Provisions for Universal Design fit-out (e) Safety precautions			
5.0	Corrective & Preventive Actions				
5.1	Defects rectification	5.1.1 Control of Nonconformity (a) A documented procedure shall define the controls and the related responsibilities and authorities, for dealing with defects (b) The records of the nature of defects and subsequent actions taken, including concessions obtained, shall be maintained			
		5.1.2 Repair of Defect The organization shall demonstrate in-process repair work according to approved			
5.2	Continual Improvement	5.2.1 Internal Audit The internal audit shall be conducted and documented. The record of management review shall be maintained			
		5.2.2 Achievement The organization shall highlight at least an improvement to the Quality Plan, the Process, the Plant or the PBU			

TO BE COMPLETED BY AUDITOR