

SCI PBU Manufacturer Accreditation Scheme: Desk Study Checklist

Company:
Plant Location/Address:

Date of Assessment:
Lead Auditor/Auditor(s):

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

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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			

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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			
		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			

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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)			
		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			

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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			
		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			

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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			
		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 Typically for Drywall, Lightweight Concrete and Waterproofing			
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			

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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			

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