

PPVC 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 **PPVC Manufacturer Accreditation Criteria Checklist in ANNEX 1**.
2. Please refer **ANNEX 2 for applicable fees** for plant(s) in Singapore. 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.
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 enquiries, please contact **Ms Edina Koh (Tel: 6552 0674, Email: scinst@scinst.org.sg)**.

“PPVC” is abbreviation for “Prefabricated Prefinished Volumetric Construction”

DECLARATION

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 authorise 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 PPVC 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, authorise _____ (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.

Authorised Signature & Company Stamp

Designation

Date

For Official Use Only

Ref. No:

Date Received:

Fees Received:

SECTION A: APPLICATION			Please tick (✓)			
(1) New Application:						
(a) Provisional Certification (Documentation Audit):						
(b) Full Certification:						
(i) With Provisional Certificate (PC), only Plant Audit / or						
(ii) Documentation Audit and Plant Audit						
(2) Renewal (for PPVC Manufacturer Accreditation Certificate); or						
(3) Re-audit (for verification of corrective 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)			1	2	No.	NA
Please tick number of local plants to be audited (If more than 2 plants, please indicate number of local plants)			1	2	No.	NA

SECTION B: COMPANY INFORMATION				
Name of Registered Company:		Office Tel		
		Fax		
		Email		
Business Address				
Building / Block No				
Street Name				
Unit No				
Postal Code				
Contact Person (Management Representative)		Name:	Handphone no.:	
		Designation:	Email:	
Accounting & Corporate Regulatory Authority (ACRA) in Singapore:				
Business Registration Number				Or similar Business/Company Registration with the local Authority (if overseas)
Business Registration Date				
Accounts Closing Date				
Name of Subsidiary/Associated Company			Share in the Company (%)	
1)				
2)				
3)				
Is your Company registered as a SCI Corporate member?			Yes/No *delete accordingly	

Address/Location of PPVC Manufacturer's Plant(s) to be accredited:	
Local Plant address:	Overseas Plant address:
*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	

SECTION C: PRECASTER/ PBU/ CERTIFICATION*		
Please indicate your company's accreditation certification status as follows:		
Accreditation currently held	Expiry date (if accredited) or NA for non-accredited	For official use only
PAS		
PBU		

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

SECTION D: CURRENT PROJECTS UNDERTAKEN (INCLUDING PROJECTS UNDER DLP, JOINT VENTURE OR OVERSEAS, IF ANY)

Attached the Letter of Award or Certificate of Completion of each project for verification.

Project Ref.	Project Title/Description	Contract Value for PPVC (S\$)	Production Schedule			Main Contractor/Client (Name, Address & Contact No.)
			Date of Commencement	Date of Completion	Status % Completion	

Note: Please indicate NIL if the PPVC project has not been awarded yet.

S/No	Assessment Criteria	Requirement	Conformity		Observation / Comment
			Yes (✓)	No (X)	
1.0	Quality Management System				
1.1	Management System	The Quality Plan shall have:			<div style="border: 1px solid black; padding: 10px; transform: rotate(-45deg); display: inline-block;"> TO BE COMPLETED BY AUDITOR </div>
		1.1.1 Project(s) brief: <ul style="list-style-type: none"> • Name and site location • Contract sum and duration • Client/Main Contractor • Total nos. of PPVC 			
		PPVC feature: <ul style="list-style-type: none"> • Type(s) of PPVC • List of items provided as per contract 			
		1.1.2 The Management shall define the roles, responsibilities and authorities of staff (in an organisation chart)			
		1.1.3 A production layout plan including the assembly line & storage area			
		1.1.4 A flowchart showing interaction of processes and decisions made by responsible person(s)			
		1.1.5 Planned and established the training programme to increase the competency of the specialist works			

S/No	Assessment Criteria	Requirement	Conformity		Observation/Comment
			Yes (✓)	No (X)	
1.0	Quality Management System (cont'd)				
1.1	Management System cont'd	1.1.6 List of all the approved suppliers and specialist work for the PPVC system. Resource planning such as manpower allocation and plant/equipment schedule.			
		1.1.7 List of all the Method Statement for the PPVC system			
		1.1.8 Inspections & tests plan			
		1.1.9 Quality Control Procedures & Checklists			
		1.1.10 The manufacturer shall determine the legal & other requirements applicable to the production & product			
		1.1.11 Filing system <ul style="list-style-type: none"> • Documented procedure for control of documents and records • List of retention period for records 			
1.2	Human Resource	1.2.1 Staff & worker shall have appropriate qualification and working experience to carry out their duties.			
		1.2.2 Roles and responsibilities of the staff and worker are clearly defined			

TO BE COMPLETED BY AUDITOR

S/No	Assessment Criteria	Requirement	Conformity		Observation / Comment
			Yes (✓)	No (X)	
2.0	Plant and Design Capabilities				
2.1	Plant Capability	2.1.1 Works shall be carried out under shelter and/or covered environment with permanent concrete flooring and hoisting equipment except for concrete shell			
		2.1.2 Establishment of the plant with proper set up and equipment to achieve controlled condition.			
		2.1.3 Records on servicing & maintenance of plant, machineries & equipment & any calibration of instruments			
2.2	Design Capability	2.2.1 Updated drawing list for all the approved production shop drawing shall be maintained.			
		2.2.2 Material / Sample Submission List of all the approved materials / samples shall be traceable, and demonstrate the approved materials are used.			
		2.2.3 Established a design team with the aid of computer software/hardware to increase the design capability. If outsourced to external consultant; Demonstrate the control of production and service by supplier shall be maintained.			
		2.2.4 Design for Fabrication Production shop drawings must incorporate all the various comments from the agencies. (E.g. size and weight of PPVC from LTA requirements, provision of lifting hook and hoisting provision. Provide access panel for future inspection)			

TO BE COMPLETED BY AUDITOR

S/No	Assessment Criteria	Requirement	Conformity		Observation / Comment
			Yes (✓)	No (X)	
3.0	Quality Control In Production				
3.1	In-Process Assessment	3.1.1 Steel Frame Installation (Applicable for Hybrid System Only) Inspection shall be in accordance to specification & checklist (including): <ul style="list-style-type: none"> - Document evidences of Inspection Testing Agency (ITA) checks & records, if any. - Approved Method Statement of PPVC installation. - Evidences of Trial assembly in factory. 			
		3.1.2 Drywall Installation Shall be as per approved method statement Inspection should be in accordance to checklist in the Good Industry Practices Guide on Internal Drywall Partition			
		3.1.3 Waterproofing Works Shall be as per approved method statement Inspection should be in accordance to checklist in the Good Industry Practices Guide on Waterproofing for Internal Wet Areas			
		3.1.4 Tiling Works (Floor / Walls) Shall be as per approved method statement Inspection should be in accordance to checklist in the Good Industry Practices Guide on Ceramic Tiling or/and Marble & Granite Finishes			
		3.1.5 Door Installation Shall be as per approved method statement Inspection should be in accordance to checklist in the Good Industry Practices Guide on Doors			

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		3.1.6 Window Installation Shall be as per approved method statement Inspection should be in accordance to checklist in the Good Industry Practices Guide on Aluminium Windows			
		3.1.7 Timber/Vinyl Flooring Shall be as per approved method statement Inspection should be in accordance to checklist in the Good Industry Practices Guide on Timber Flooring			

Annex 1

S/No	Assessment Criteria	Requirement	Conformity		Observation /Comment
			Yes (✓)	No(X)	
3.0	Quality Control In Production (cont'd)				
		3.1.8 Painting Shall be as per approved method statement Inspection should be in accordance to checklist in the Good Industry Practices Guide on Painting			
		3.1.9 Sanitary & Plumbing Pipes Installation Shall be as per approved method statement and drawings			
		3.1.10 Sanitary Wares / Fittings Installation Shall be as per approved method statement and manufacturer's specification			
3.2	Testing	3.2.1 Wet Area Waterponding Test Shall be witnessed and verified. Raise the base by 1 metre from floor level for inspection			
		3.2.2 Pull Out Test (Tiles) Testing to be conducted by accredited laboratory and witnessed and verified (Not applicable for tiles on drywall or metal panel)			

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		3.2.3 Spray Test (Internal shower area walls) Testing to be conducted by accredited laboratory and witnessed and verified			
		3.2.4 M&E Test <ul style="list-style-type: none"> • Pipe pressure test • Water leakage test • Electrical Mega test if wiring is completed 			
		3.2.5 Material & Functional Test Testing to be conducted by accredited laboratory and test report shall be documented.			

S/No	Assessment Criteria	Requirement	Conformity		Observation /Comment
			Yes (✓)	No(X)	
3.3	Control of Non-conforming product	3.3.1 Records of the nonconformities and subsequent actions taken by the related personnel.			
		3.3.2 The corrective actions shall be implemented, monitored and closed.			
4.0	Storage & Delivery				
4.1	Storage	4.1.1 Storage of PPVCs shall be at shelter from the environment and in accordance to the approved storage plan.			
		4.1.2 The completed PPVC shall have a permanent manufacture's label for identification and traceability			
		4.1.3 Protection to PPVC system including the internal fittings / accessories shall be as per approved method statement			
4.2	Delivery	4.2.1 The loading / unloading procedure and approved lifting plan shall be documented.			
		4.2.2 Valid certificates for both the machinery/ equipment and operator shall be documented.			
5.0	Maintenance				
5.1	Maintenance	5.1.1 User manual to include accessibility for maintenance, operation for M&E and warranties shall be documented.			

TO BE COMPLETED BY AUDITOR

IMPORTANT NOTES ON ACCREDITATION:

(1) **Provisional Certification:**

The firm can apply for **Part 1: Documentation Audit** where only Item 1.0 Quality Management System will be audited. PPVC Manufacturer shall submit their plant, PPVC system & project specific quality plan together with their completed application form for accreditation. 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 PPVC production starts which shall be before the annual renewal audit. For **PART 2: Plant Audit**, the firm is required to submit a fresh application form to notify SCI of the plant(s) audit. The firms that are going for separate Part 1 & Part 2 audits can opt for 2-parts payments to facilitate their application respectively.

(2) **Full Certification:**

Both the documentation and plant will be audited as a whole. A Certificate of Accreditation will be awarded to the accredited PPVC Manufacturer.

(3) PPVC Manufacturer is advised to submit their application(s) for accreditation in a timely manner such that the audit can be conducted for **Full Certification**.

(4) For any major non-conformity or critical lapses, there will be a **re-audit** at the plant to confirm that the corrective and preventive actions are implemented effectively. Additional re-audit fee will be charged.

(5) PPVC Manufacturer has to prepare for in-process assessments as required by SCI for the accreditation. The main in-process assessments are as follows:

- a) Tiling (ceramic/stone) works on floor and wall
- b) Waterproofing works
- c) Installation of door & window
- d) Installation of plumbing & sanitary pipes
- e) Installation of sanitary wares & fittings
- f) Tests in progress

The SCI auditor will select sample(s) of the in-process assessments from the above list a) to g) or other processes for assessment.

(6) For **PART 1: Documentation Audit**, PPVC Manufacturer is required to submit a plant, PPVC system & project specific quality plan as stated in checklist items 1.1.1 to 1.1.11.

(7) For **PART 2: Plant Audit**, the PPVC Manufacturer is required to submit approved method statements for in-process assessments as stated in item (5) above.

(8) PPVC Manufacturer is advised to arrange 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 (✓)	Remarks (For Official Use)
1.	Completed set of Application Form (Declaration and Section A to D)		
2.	Attached Valid Precaster Accreditation Scheme (PAS) Certificate (Only for Concrete PPVC)		
3.	Attached Management System Certificate(s) – ISO9001, ISO14001 & OHSMS18001		
4.	Attached Letter of Award / Certificate of Completion for current projects undertaken		
5.	Read and understood the attached Terms & Conditions of the SCI PPVC Manufacturer Accreditation Scheme		
6.	Paid appropriate accreditation fees upon submission to SCI		
7.	For PART 1: Documentation Audit - A copy of the plant specific Quality Plan (including approved method statements)		
8.	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)

		Applicant	Initial Audit (\$)		Annual/Renewal Audit (\$)		Re-audit (\$)
			1 Plant	≥ 2 plants	1 Plant	≥ 2 plants	
SCI Corporate Member	Part 1 - Document Audit	New Firm	1400		4800	3500/ plant	3500/ plant
		PAS Accredited Firm	1400				
		PBU Accredited Firm	740				
	Part 2 – Plant Audit	New Firm	6400	4700/plant			
		PAS Accredited Firm	4700/plant				
		PBU Accredited Firm	3380/plant				
Non-SCI Corporate Member	Part 1 - Document Audit	New Firm	2000		5400	4100/ plant	3500/ plant
		PAS Accredited Firm	2000				
		PBU Accredited Firm	1340				
	Part 2 – Plant Audit	New Firm	6400	4700/plant			
		PAS Accredited Firm	4700/plant				
		PBU Accredited Firm	3380/plant				

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 payments as in their separate applications for **PART 1: Documentation Audit** followed by the **PART 2: Plant(s) Audit** at a later stage. 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. There will be no refund of the accreditation/renewal fee if the PPVC Manufacturer is not certified.
4. The annual renewal fee is for renewal audit for continuous registration before the expiry date of the Certificate of Accreditation. Application for renewal must 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.
5. For overseas audit, a separate quotation from the Singapore Concrete Institute (SCI) will be given to the applicant upon receipt of the application. The PPVC Manufacturer shall bear the costs of the accommodation and transportation incurred. Other miscellaneous and service fees will also be chargeable.