

## SCI PBU Manufacturer Accreditation Scheme: Desk Study Checklist

Company:  
Plant Location/Address:

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

S/No	Assessment Criteria	Requirement	Conformity		Observation / Comment
			Yes (√)	No (X)	
<b>1.0</b>	<b>Quality Management System</b>				
<b>1.1</b>	<b>Management System</b>	<p><b>1.1.1 Quality Plan</b> The specific quality plan shall have</p> <p>(a) <u>Project(s) brief</u></p> <ul style="list-style-type: none"> <li>• Name and site location</li> <li>• Contract sum and duration</li> <li>• Clients and Main Contractor</li> <li>• Total nos. of PBU</li> </ul> <p>(b) <u>PBU feature</u></p> <ul style="list-style-type: none"> <li>• Type(s) of PBU</li> <li>• Material items provided under the Builder's contract</li> </ul>			
		<p><b>1.1.2 Roles and Responsibilities</b> The Management shall define the roles, responsibilities &amp; authorities of staff (organization chart)</p>			
		<p><b>1.1.3 Production Layout</b> The plan shall include the assembly lines, storage area and loading/unloading bay</p>			
		<p><b>1.1.4 Process</b> The flowchart of activities shall show the interaction of processes and decisions made by responsible person</p>			
		<p><b>1.1.5 Training Plan</b> 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>			

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<b>1.0</b>	<b>Quality Management System</b>				
<b>1.1</b>	<b>Management System cont'd</b>	<b>1.1.6 Production Management</b> The plan shall have a list of all the approved suppliers & subcontractors, and allocated resources as in manpower allocation, materials and machineries			
		<b>1.1.7 Method Statement</b> The trade-work shall have the approved Method Statement (MS) for production. A summary list of MS shall be documented and maintained			
		<b>1.1.8 Inspection and Test Plan (ITP)</b> 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.			
		<b>1.1.9 Quality Control</b> The production shall be according to quality control procedures and shall document the inspection checklists and test reports			
		<b>1.1.10 Laws and Regulations</b> The organization shall ensure compliance to the legal & other requirements applicable to the production & product			
		<b>1.1.11 Filing system</b> 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			

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1.0	<b>Quality Management System</b>				
1.2	<b>Human Resource</b>	<b>1.2.1 Competency</b> The staff and workers shall have the relevant qualification, experience, training and skill			
		<b>1.2.2 Particulars of Staff and Workers</b> The organization shall maintain <b>evidence of employment</b>			
2.0	<b>Plant and Design Capabilities</b>				
2.1	<b>Plant Capability</b>	<b>2.1.1 Production Area</b> The production shall be carried out in a controlled environment where works are: <ul style="list-style-type: none"> <li>(i) under shelter* from inclement weather</li> <li>(ii) on reinforced concrete floor slab</li> <li>(iii) with suitable hoisting equipment</li> </ul> <i>*Shelter shall be robust and covers a wide area of the production yard. Individual shelter on standalone PBU are not accepted.</i>			
		<b>2.1.2 Controlled Environment</b> The assembly, fitting and finishing works shall be carried out in a fully enclosed environment with proper set-up to achieve a controlled condition			
		<b>2.1.3 Servicing and Maintenance</b> The organization shall maintain records of servicing and maintenance of plant, machineries, equipment and the calibration of instruments			

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2.2	Design Capability	<b>2.2.1 In-house Design Team</b> 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			
		<b>2.2.2 Approved Materials</b> The list of all the approved materials and their samples shall be traceable. The organization shall demonstrate the approved materials are used			
		<b>2.2.3 Master Drawing List</b> The updated drawing list for all the approved production shop drawings and plans shall be maintained			
3.0	<b>Quality Control In Production</b>				
3.1	<b>In Process Assessment</b>	<b>3.1.1 Steel Frame</b> 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)  <i>Note: Not Applicable for concrete shell PBU.</i>			NA

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<b>3.0</b>	<b>Quality Control In Production</b>				
<b>3.1</b>	<b>In Process Assessment</b>	<b>3.1.2 Drywall</b> The work shall be as per approved MS. Inspection should be accordingly to checklist in the Good Industry Practices Guide on Drywall  <i>Note: Not Applicable for concrete shell PBU.</i>			
		<b>3.1.3 Waterproofing</b> 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			
		<b>3.1.4 Tiling</b> 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			
		<b>3.1.5 Door</b> The work shall be as per approved MS. The inspection shall be in accordance to checklist in the Good Industry Practices Guide on Doors			
		<b>3.1.6 Window</b> 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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3.0 Quality Control In Production					
3.1	In Process Assessment (Cont'd)	<b>3.1.7 Ceiling</b> The work shall be as approved MS. The inspection shall be according to established checklist and approved drawing			
		<b>3.1.8 Carpentry</b> The work shall be as approved MS. The inspection shall be according to established checklist and approved drawing			
		<b>3.1.9 Sanitary &amp; Plumbing</b> The work shall be as per approved MS. The inspection shall be according to established checklist and approved drawing			
		<b>3.1.10 Sanitary Wares &amp; Fittings</b> The work shall be as per manufacturer's instruction manuals and specifications			
3.2	Testing	<b>3.2.1 Wet Area Water-ponding Test</b> The test shall be witnessed and verified. In-house test as per approved MS. Raised the base by at least <b>1 metre</b> from the floor level for inspection			
		<b>3.2.2 Tile Pull Off Test</b> 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)			
		<b>3.2.3 Spray test</b> 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			

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<b>3.0</b>	<b>Quality Control In Production (cont'd)</b>				
3.2	Testing (cont'd)	<b>3.2.4 Hydrostatic-Pressure Test for Pipe</b> The test shall be verified. In-house test as per approved MS. Hold pressure at 150psi for 2hrs			
		<b>3.2.5 Material &amp; Functional Tests</b> The test reports shall be verified. Tests by SAC-SINGLAS or ILAC-MRA accredited lab. <b>Typically for Drywall, Lightweight Concrete and Waterproofing</b>			
<b>4.0</b>	<b>Storage, Protection, Delivery and Maintenance</b>				
4.1	Storage	<b>4.1.1 Storage and Handling</b> Storage of PBUs shall be at designated area and according to approved MS. Allow space for handling and reach for lifting			
		<b>4.1.2 Manufacturer's Label</b> The finished PBU shall have a <b>permanent</b> Manufacturer's Label for identification (accessible & visible)			
4.2	Protection	<b>4.2.1 Protection</b> The work shall be as per approved MS and to secure & protect the sanitary wares, bathroom fittings & accessories, if necessary			
<b>4.0</b>	<b>Storage, Protection, Delivery and Maintenance</b>				
4.3	Delivery	<b>4.3.1 Lifting Operation</b> (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			

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<b>4.0</b>	<b>Storage, Protection, Delivery and Maintenance</b>				
<b>4.3</b>	<b>Delivery (cont'd)</b>	<b>4.3.2 Final Inspection</b> The record of pre-delivery checklists and delivery orders shall be maintained			
<b>4.4</b>	<b>PBU User's Manual</b>	<b>4.4.1 User's Manual</b> 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 <b>Note: Not required for HDB Projects</b>			
<b>5.0</b>	<b>Corrective &amp; Preventive Actions</b>				
<b>5.1</b>	<b>Defects rectification</b>	<b>5.1.1 Control of Nonconformity</b> (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			
		<b>5.1.2 Repair of Defect</b> The organization shall demonstrate in-process repair work according to approved MS			
<b>5.2</b>	<b>Continual Improvement</b>	<b>5.2.1 Internal Audit</b> The internal audit shall be conducted and documented. The record of management review shall be maintained			
		<b>5.2.2 Achievement</b> The organization shall highlight at least an improvement to the Quality Plan, the Process, the Plant or the PBU			