

## SCI PPVC MAS PART 1 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>	The <b>Quality Plan</b> shall have: <b>1.1.1 Project(s) brief:</b> <ul style="list-style-type: none"> <li>• Name and site location</li> <li>• Contract sum and duration</li> <li>• Client/Main Contractor</li> <li>• Total nos. of PPVC</li> </ul>			
		<b>PPVC feature:</b> <ul style="list-style-type: none"> <li>• Type(s) of PPVC</li> <li>• List of items provided as per contract</li> </ul>			
		<b>1.1.2</b> The Management shall define the roles, responsibilities and authorities of staff (in an organisation chart)			
		<b>1.1.3</b> A production layout plan including the assembly line & storage area			
		<b>1.1.4</b> A flowchart showing interaction of processes and decisions made by responsible person(s)			
		<b>1.1.5</b> Planned and established the training programme to increase the competency of the specialist works			

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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"> <li>Documented procedure for control of documents and records</li> <li>List of retention period for records</li> </ul>			
		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				

## SCI PPVC MAS: PART 2 CHECKLIST

Company:

Factory address:

Date of Assessment:

Auditor(s):

S/No	Assessment Criteria	Requirement	Conformity		Observation /Comment
			Yes (✓)	No (X)	
<b>2.0</b>	<b>Plant and Design Capabilities</b>				
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			
		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.			
		<b>2.2.2 Material / Sample Submission</b> List of all the approved materials / samples shall be traceable, maintained in good condition with proper storage.			
		2.2.3 Established a design team with the aid of computer software/hardware to increase the design capability. <b>If outsourced to external consultant;</b> A documented procedure for control of production and service by supplier shall be maintained.			
		<b>2.2.4 Design for Fabrication</b> 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)			

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<b>3.0</b>	<b>Quality Control In Production</b>				
<b>3.1</b>	<b>In-Process Assessments</b>	<b>3.1.1 Steel Frame Installation (Applicable for Hybrid System Only)</b> Inspection shall be in accordance to specification & checklist (including): - Document evidences of Inspection Testing Agency (ITA) checks & records, if any. - Approved Method Statement of PPVC installation. Evidences of Trial assembly in factory.			
		<b>3.1.2 Drywall Installation</b> Shall be as per approved method statement Inspection should be in accordance to checklist in the Good Industry Practices Guide on Internal Drywall Partition			
		<b>3.1.3 Waterproofing Works*</b> 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  <i>*By SCI Accredited Waterproofing Specialist Contractor</i>			
		<b>3.1.4 Tiling Works (Floor / Walls)</b> 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			
		<b>3.1.5 Door Installation</b> Shall be as per approved method statement Inspection should be in accordance to checklist in the Good Industry Practices Guide on Doors			
		<b>3.1.6 Window Installation</b> Shall be as per approved method statement			

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

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3.1	In-Process Assessments (cont'd)	<b>3.1.8 Painting</b> Shall be as per approved method statement Inspection should be in accordance to checklist in the Good Industry Practices Guide on Painting			
		<b>3.1.9 Sanitary &amp; Plumbing Pipes Installation</b> Shall be as per approved method statement and drawings			
		<b>3.1.10 Sanitary Wares / Fittings Installation</b> Shall be as per approved method statement and manufacturer's specification			
3.2	Testing	<b>3.2.1 Wet Area Waterponding Test</b> Shall be witnessed and verified. Raise the base by <b>1 metre</b> from floor level for inspection			
		<b>3.2.2 Pull Out Test (Tiles)</b> Testing to be conducted by accredited laboratory and witnessed and verified (Not applicable for tiles on drywall or metal panel)			
		<b>3.2.3 Spray Test (Internal shower area walls)</b> Testing to be conducted by accredited laboratory and witnessed and verified			
		<b>3.2.4 M&amp;E Test</b> <ul style="list-style-type: none"> <li>• Pipe pressure test</li> <li>• Water leakage test</li> <li>• Electrical Mega test if wiring is completed</li> </ul>			
		<b>3.2.5 Material &amp; Functional Test</b> Testing to be conducted by accredited laboratory and test report shall be documented.			
3.3	Control of Non-conforming product	<b>3.3.1</b> Records of the nonconformities and subsequent actions taken by the related personnel.			
		<b>3.3.2</b> The corrective actions shall be implemented, monitored and closed.			

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<b>4.0</b>	<b>Storage and Delivery</b>				
<b>4.1</b>	<b>Storage</b>	<b>4.1.1</b> Storage of PPVCs shall be at sheltered from the environment and in accordance to the approved storage plan.			
		<b>4.1.2</b> The completed PPVC shall have a manufacturer's label for identification and traceability			
		<b>4.1.3</b> Protection to PPVC system including the internal fittings / accessories shall be as per approved method statement			
<b>4.2</b>	<b>Delivery</b>	<b>4.2.1</b> The loading / unloading procedure and approved lifting plan shall be documented.			
		<b>4.2.2</b> Valid certificates for both the machinery/ equipment and operator shall be documented.			
<b>5.0</b>	<b>Maintenance</b>				
<b>5.1</b>	<b>Maintenance</b>	<b>5.1.1</b> User manual to include accessibility for maintenance, operation for M&E and warranties shall be documented.			