



WATERPROOFING SPECIALIST CONTRACTORS ACCREDITATION

Singapore Concrete Institute

Blk 342 Ang Mo Kio Ave 1

#03-1563

Singapore 560342

APPLICATION FORM

INSTRUCTIONS

1. Please refer to the *SCI Accreditation Criteria* at Appendix 2 to check your eligibility before making an application.
2. For ease of processing your application, you are advised to submit the application form together with relevant supporting documents.
3. Payment to be made by crossed cheque payable to Singapore Concrete Institute.
4. For enquiries, please contact Ms Edina Koh (Tel: 6552 0674 Email: edina@scinst.org.sg).

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 authorize the Singapore Concrete Institute to conduct any enquiries or audit on the particulars furnished herein as the Singapore Concrete Institute deems fit, and accept that neither the Singapore Concrete Institute nor its officer shall be held liable for any loss, injury or damages howsoever caused by the Singapore Concrete Institute'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 Waterproofing Specialist Contractors 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 Singapore Concrete Institute. I understand that false declaration or false information provided may result in rejection in approving the registration.

Signature and Stamp of Company

Designation

Date

For Official Use Only

Ref. No:

Date Received:

Fees Received:

SECTION A: APPLICATION				
Please mark "✓" on your choice of application type in the relevant box below	W1	W2	W3	W4
New application to be a Singapore Concrete Institute Accredited Waterproofing Specialist Contractor				
Upgrading application for Singapore Concrete Institute Accredited Waterproofing Specialist Contractor				

Is your firm currently registered as SCI corporate member?	Yes/No
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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 for Audit	Hand phone No:	Email:
Accounting & Corporate Regulatory Authority (ACRA) ACRA Registration Number ACRA Registration Date Accounts Closing Date Latest Audited Accounts (Date)		
Please attach latest audited accounts not more than 12-months old signed by Directors and Auditor for verification.		

SECTION C: COMPANY MANAGEMENT SYSTEM			
Which management system/s is your company presently certified to? Please attach relevant certificates for verification.			
Please mark "✓" on type of systems certified		From which Certification Body and the scope of certification certified (i.e SC2 ISO 9001 Certification in Waterproofing Works)	For official use only
ISO 9001			
ISO 14001			
ISO 45001			

SECTION D: TECHNICAL PERSONNEL (Please attach copies of relevant educational certificates of the personnel listed here for verification)

S/N	Name	Designation	Qualification (Degree, Diploma, Certificate)	Discipline	Institution (Year of Grad)	Years of Working Experience in Waterproofing	For Official Use
Eg	Anthony Tan Ah Teck	Project Manager	Degree	Civil Engineering	NUS (1999)	5	
1							
2							
3							
4							
5							

SECTION E: SUPERVISORS (Please provide name of all personnel involved in supervision of waterproofing works and attach copies of relevant training certificates for verification)

S/N	Name	Qualification	Discipline	Certificate in Waterproofing Supervision (Date of certificate)	Good Industry Practices – Drywall Installation including wet area application (Date of certificate)	Good Industry Practices – Waterproofing for Internal Wet Areas (Date of certificate)	Years of Working Experience in Waterproofing	For Official Use
1								
2								
3								
4								
5								
6								
7								
8								

SECTION F: WORKERS (Please provide name of all workers involved in the application of waterproofing works and attach copies of relevant training certificates for verification). Please make duplicate copies of the form if required.

S/N	Name	Essential Knowledge for Waterproofing Workers or SEC(K) in Waterproofing (Date of certificate)	Expiry Date of CORETRADE Registered in Waterproofing Works	For workers who have not attended relevant trainings, please indicate scheduled date of training, if any	For Official Use
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

* Indicate accordingly

SECTION G: PAST TRACK RECORDS

Please provide works undertaken by your firm for the **past 3-years**. **The Certificate of Completion or Payment Certificate of each project must be made available for verification during audit.** Please make duplicate copies of the form if required.

Project Title	Scope of Waterproofing	Contract Value (S\$)	Date of Commencement	Date of Completion	Name of Main Contractor or Owner	Project under BCA CONQUAS/QM Assessment (Y/N)*
Total contract value for past three years						

* Indicate accordingly

SECTION H: PROJECTS UNDER CONSTRUCTION

Please provide works currently undertaken by your firm. **The Letter of Award of each project must be made available for verification during audit.** Please make duplicate copies of the form if required.

Project Title	Scope of Waterproofing	Contract Value (S\$)	Date of Commencement	% and Date of Completion	Name of Main Contractor or Owner	Project under BCA CONQUAS/QM Assessment (Y/N)*

* Indicate accordingly

SCI WATERPROOFING ACCREDITATION

REPLY SLIP

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

Attn: Ms Edina Koh

SCI WATERPROOFING ACCREDITATION APPLICATION FOR ACCREDITATION

1. We submit herewith the application for SCI Waterproofing Accreditation. The documents submitted for review are as follows:

Contractor to Tick Accordingly (✓)	Description
	Attached latest audited financial statements (Not more than 12 months old)
	Attached relevant academic certificates of technical personnel employed
	Attached relevant educational and training certificates of supervisors employed
	Attached relevant training certificates of workers employed

2. Payment of accreditation fee (refer to Appendix 1 for details) for the amount of _____ under W1/W2/W3/W4* grade is as follows:

Bank & Cheque No: _____
(Payable to Singapore Concrete Institute)

3. The contact details for the audit is as follows:

Name & Designation	Contact Number	Email Address

4. Our preferred date of audit is _____.

5. Thank you.

Yours sincerely

Authorised Signature & Date	Name & Designation	Company Stamp with Address

* delete where appropriate

For Official Use Only

Ref. No:	Date Received:	Fees Received:
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INITIAL ACCREDITATION FEE

For first time applicant, the fee payable is \$3,530. First time applicant will be accepted as a SCI Corporate Member for joining the accreditation scheme.

ANNUAL ACCREDITATION FEE

Category	Renewal	
	SCI Corporate Member	Non-SCI Corporate Member
W1	\$2,390	\$2,970
W2	\$1,909	\$2,490
W3	\$1,540	\$2,120
W4	\$1,540	\$2,120

Notes:

1. The accreditation fee shall be payable to Singapore Concrete Institute at the point of application.
2. There will be no refund of application fee if the company is not accredited to the applied grade.
3. The application will be terminated in the event that assessment is not completed within six months from the receipt of application. An administrative charge of S\$50 (of fee submitted) will be levied to the applicant if application is terminated or withdrawn before audit is conducted.
4. Additional re-audit fees may be required if additional visits are required to verify the implementation of corrective and preventive actions before Award of Certificate of Accreditation. Such re-audit fees will be quoted separately to the company and payment to be made upon acceptance of the quote.
5. Accreditation shall be valid for 1 year.
6. Annual accreditation fee shall be payable upon application before the renewal audit will be conducted.
7. Renewal shall be made before the expiry of the certificate. The certificate of accreditation will lapse automatically unless a renewal is submitted and approved by SCI. Firm will have to submit new application with applicable fee before audit is conducted.
8. Applicant will enjoy the benefits and privileges of the SCI Corporate Membership for as long as the company continues participating in the accreditation scheme. The current annual SCI membership fee is S\$578.

ACCREDITATION CRITERIA FOR WATERPROOFING SPECIALIST CONTRACTORS

S/N	Assessment Area	Requirements	W1	W2	W3	W4
1		Financial & Track Records				
1.1	Minimum paid-up capital & net worth	a) To meet the minimum paid-up capital and net worth	\$250,000	\$150,000	\$50,000	\$10,000
1.2	Track records	a) To meet the minimum contract value for past 3 years.	\$5 million	\$3 million	\$1 million	\$100,000
2		Human Resources				
2.1	Technical personnel with relevant qualification	a) To employ sufficient number of full-time qualified technical personnel. "T" means technical personnel with a minimum Technical qualification with a polytechnic diploma in Architecture, Building, Civil/Structural Engineering or personnel with at least 10 years of relevant experience.	2T, one with at least 5 years of relevant experience	2T, one with at least 3 years of relevant experience	1T with at least 3 years of relevant experience	1T with at least 3 years of relevant experience
2.2	Training requirements of supervisors and workers	a) All personnel involved in supervision of waterproofing works shall possess a 'Certificate in Waterproofing Supervision' or equivalent or 'Good Industry Practices – Waterproofing for Internal Wet Areas'	A	A	A	A
		b) Workers involved in the application of waterproofing works shall possess a 'Certificate of Accomplishment in Essential Knowledge for Waterproofing Workers', SEC(K) in Waterproofing or possess valid CORETRADE registration in Waterproofing Works	A	A	A	A
		c) At least one supervisor of waterproofing works shall attend the 'Good Industry Practices – Drywall Installation including wet area application'	A	A	A	A
2.3	Requirements on supervisors	a) To ensure sufficient number of supervisors to ensure proper inspections of waterproofing works. As guidance, 1 supervisor per 10 workers	A	NA	NA	NA
3		In-house Quality Management System (with reference to BCA Good Industry Practice Guide where applicable)				
3.1	Customer Satisfaction	a) To establish and implement a process to monitor customer feedback	A	A	A	A
		b) To establish and implement a process to monitor customer satisfaction level	A	NA	NA	NA

3.2	Continual Improvement	a) To collect and analyse data on defects during application and DLP	A	A	NA	NA
		b) To determine action to eliminate the causes of potential non-conformities Record: Meeting minutes, improvement plan, etc.	A	A	NA	NA
3	In-house Quality Management System (with reference to BCA Good Industry Practice Guide where applicable)					
3.3	Quality Plan	a) To develop a quality plan for project with waterproofing works > 5,000m2 or when required by client	A	NA	NA	NA
3.4	Material & Products	a) To determine customer's requirements & review the suitability of architect's selection/design	A	A	A	A
		b) Use of approved products	A (Site visit)	A (Site visit)	A (Site visit)	A (Site visit)
		c) Change in materials/products used	A	A	A	A
		d) To provide warranty as per client requirement	A	A	A	A
3.5	Delivery, Storage and Handling	a) To establish procedures for delivery, storage and handling of materials	A (Site visit)	A (Site visit)	A (Site visit)	A (Site visit)
		b) To identify hazardous materials and provide SDS	A	A	A	A
3.6	Pre-Application	a) To establish and implement procedures on preparatory works to be carried out before application of waterproofing	A (Site visit)	A (Site visit)	A (Site visit)	A (Site visit)
3.7	Application	a) To establish and implement procedures on application of waterproofing	A (Site visit)	A (Site visit)	A (Site visit)	A (Site visit)
3.8	Protection	a) To establish and implement procedures on protection of waterproofing system	A (Site visit)	A (Site visit)	A (Site visit)	A (Site visit)
3.9	Quality Control	a) To establish and implement Inspection & Testing Plan (ITP)	A (Site visit)	A	NA	NA
		b) To carry out inspection at various stages of works	A (Site visit)	A (Site visit)	A (Site visit)	A (Site visit)
		c) To carry out water ponding test after membrane application	A (Site visit)	A (Site visit)	A (Site visit)	A (Site visit)
		d) To establish and implement procedures to rectify defects	A	A	A	A

A (Applicable for Accreditation), NA (Not Applicable for Accreditation)

The SCI Waterproofing Specialist Contractors Accreditation Scheme was launched in September 2004. The aim of this scheme is to ensure minimum competency and raise the capability of waterproofing specialist contractors serving the construction industry in the longer term. It also provides recognition to contractors who are committed to deliver quality waterproofing works.

This scheme is managed by the Singapore Concrete Institute (SCI) as part of the effort to promote greater self-regulation by the industry.

The accreditation criteria were developed jointly by the SCI and Building and Construction Authority (BCA) with inputs from waterproofing specialists and the Waterproofing Trade Association. Real Estate Developers' Association of Singapore (REDAS) had given their support on the scheme and would encourage its members to specify the use of accredited contractors for their projects.

Accreditation Grading and Accreditation Process

There are four categories of grading under the accreditation: they are **W1, W2, W3 & W4**.

Waterproofing specialist contractors are assessed under accreditation criteria during the accreditation audit. Subsequently, the accredited contractor would be assessed annually. Compliance with criteria is required to retain the grading.

Accreditation Criteria

The accreditation criteria are based on three main areas as follows:

- Financial & track records
- Human resources
- In-house quality management system (with reference to BCA Good Industry Practice Guide where applicable)

Benefits of Accreditation

- Full points are awarded to projects employing accredited firm for Internal Wet Area Waterproofing in-process check under CONQUAS without the need for onsite verification.
- Accredited firms are eligible for Waterproofing Excellence Award by SCI for consistent quality waterproofing works.
- Bonus architectural CONQUAS point (provisional) awarded if project engages a SCI Waterproofing Excellence Award firm for their waterproofing works.
- Improved marketability and competitiveness
- Supported by REDAS
- Enhanced public image of firm

Enquiry

To know more about Accreditation Scheme and the application procedures, contact **Edina Koh** (Tel: 6552 0674 or edina@scinst.org.sg). You may also log on to SCI website at <http://www.scinst.org.sg> for more information.