Welcome to e-Guide for C-Forms & Record Structural Plans Submissions

(Click on any button to start)

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2. Brief Introduction to ESPro
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1. Basics Terms and Definitions

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(Click anywhere to advance)
1.1 C-Forms

1.1.1 What are C-Forms?
C-Forms are certificates to be provided by the QP upon the completion of structural works under structural plans approved by BCA, for the declaration of their responsibilities under the Building Control Act and Regulations.

1.1.2 Where are C-Forms Located?
C-Forms are located at two different places, as they can be submitted either via CORENET or walk-in submission.

- For CORENET Submission – it is located under the “Template Area” in the CORENET Submission System, ESPro, which is illustrated in this e-Guide.

- For walk-in submission, it can be downloaded from the BCA website.
1.1.3 Types of C-Forms

To be Submitted by the Supervising QP

- **C1 form (QPCTPW form)** - Certificate of Supervision of Piling Works and Notice of Completion by the Qualified Person for Structural Works.
- **C2 form (QPCTSSW form)** - Certificate of Supervision of Structural Works by the Qualified Person for Structural Works.

To be Submitted by the Geotechnical Supervising QP

- **C1-GBW form (QPCTPW-GBW)** - Certificate of Supervision of Piling Works and Notice of Completion for Geotechnical Building Works.
- **C2-GBW form (QPCTSSW-GBW)** - Certificate of Supervision of Geotechnical Building Works.

To be Submitted by the Design QP

- **C3 form (CTASST form)** - Submission Certificate of Record Structural Plans / Calculations.

To be Submitted by the Geotechnical Design QP

- **C3-GBW form (CTASST-GBW form)** - Submission Certificate of Record Geotechnical Building Plans / Calculations.
1.2 Endorsement Forms

1.2.1 What are Endorsement Forms?
Endorsement Form is a certificate that is required to be submitted separately by the Design QP and the AC, to declare their endorsement on the record structural plans and calculation files under the Building Control Act and Regulations.

Endorsement form is required to be submitted only when there is record structural plans submitted with the C3 or C3-GBW forms.

1.2.2 Where are Endorsement Forms located?
Endorsement forms are located in the C3 and C3-GBW folders under the “Template Area” panel in CORENET submission system, ESPro.
1.2.3 Types of Endorsement Forms

To be submitted by Design QP
- **ENABQP form** - Endorsements on Record Piling / Structural Plan Certificate to be Endorsed by the Qualified Person for Structural Works.

To be submitted by AC
- **ENABAC form** - Endorsements on Record Piling / Structural Plan Certificate to be Endorsed by the Accredited Checker.

To be submitted by Design QP(Geo)
- **ENABGBWQP form** - Endorsements on Record Piling / Structural Plan Certificate to be Endorsed by the Qualified Person for Geotechnical Aspects of Geotechnical Building Works

To be submitted by the AC(Geo)
- **ENABGBWAC form** - Endorsements on Record Piling / Structural Plan Certificate to be Endorsed by the Specialist Accredited Checker.
1.3 Record Structural Plans

1.3.1 What are Record Structural Plans?
Record structural plans are plans recording the as-built structural works carried out on site which involve minor departures or deviations to the plan submitted by the QP and approved by BCA.

If the as-built structural works carried out on site involves major structural changes to the approved plans, submission as record structural plans will not be accepted. Submission as a new amendment ST by the QP is mandatory.

Record structural plans are to be submitted together with the certification by QP in C3 or C3-GBW form within 28 days of completion of piling works or on completion for all other structural works.
### 1.4 Simplified Terms Used in This E-Guide

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>The accredited checker appointed to undertake the checking of the structural works.</td>
</tr>
<tr>
<td>AC(Geo)</td>
<td>The specialist accredited checker appointed to undertake the checking of the geotechnical aspects of underground building works.</td>
</tr>
<tr>
<td>Design QP</td>
<td>The qualified person appointed to prepare the plans of the structural works.</td>
</tr>
<tr>
<td>Design QP(Geo)</td>
<td>The qualified person appointed to prepare the plans of the geotechnical aspects of underground building works.</td>
</tr>
<tr>
<td>Supervising QP</td>
<td>The qualified person appointed to supervise the structural works.</td>
</tr>
<tr>
<td>Supervising QP(Geo)</td>
<td>The qualified person appointed to supervise the geotechnical aspects of underground building works.</td>
</tr>
</tbody>
</table>
## 1.4 Simplified Terms Used in This E-Guide

<table>
<thead>
<tr>
<th>GBW</th>
<th>Geotechnical Building Works.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C1 form</strong></td>
<td>QPCTPW form (Certificate of Supervision of Piling Works and Notice of Completion by the Qualified Person for Structural Works).</td>
</tr>
<tr>
<td><strong>C1-GBW form</strong></td>
<td>QPCTPW-GBW (Certificate of Supervision of Piling Works and Notice of Completion for Geotechnical Building Works).</td>
</tr>
<tr>
<td><strong>C2 form</strong></td>
<td>QPCTSSW form (Certificate of Supervision of Structural Works by the Qualified Person for Structural Works).</td>
</tr>
<tr>
<td><strong>C2-GBW form</strong></td>
<td>QPCTSSW-GBW (Certificate of Supervision of Geotechnical Building Works).</td>
</tr>
<tr>
<td><strong>C3 form</strong></td>
<td>CTASST form (Submission Certificate of Record Structural Plans / Calculations).</td>
</tr>
<tr>
<td><strong>C3-GBW form</strong></td>
<td>CTASST-GBW form (Submission Certificate of Record Geotechnical Building Plans / Calculations).</td>
</tr>
</tbody>
</table>
2. Brief Introduction to ESPro
(Only C-Forms & Record Plans Submission Related)

2.1  Graphical User Interface

2.2  Locations of C-Forms Folders
2.2.1  C1 Form (QPCTPW Form)
2.2.2  C2 Form (QPCTSSW Form)
2.2.3  C3 Form (CTASST Form)
2.2.4  C1-GBW Form (QPCTPW-GBW Form)
2.2.5  C2-GBW Form (QPCTSSW-GBW Form)
2.2.6  C3-GBW Form (CTASST-GBW Form)
2.2.7  Overall View of the Locations for Each C-Form Folder

(Click anywhere to advance)
“Work Area” List of All the Projects Undertaken by the QP.
2.1 Graphical User Interface

"Submitted Area" List of All the Submissions Made by QP.
2.1 Graphical User Interface

List of all the government agencies that ESPro supports.
2.2.1 Location of C1 Form (QPCTPW Form) Folder
2.2.2 Location of C2 Form (QPCTSSW Form)
2.2.3 Location of C3 Form (CTASST Form)
2.2.4 Location of C1-GBW Form (QPCTPW-GBW Form)

Location of C1-GBW form (QPCTPW-GBW form) Folder.
2.2.5 Location of C2-GBW Form (QPCTSSW-GBW Form)
2.2.6 Location of C3-GBW Form (CTASST-GBW Form)

Location of C3-GBW form (CTASST-GBW form) Folder.
2.2.7 Overall View of the Locations for Each C-Form Folder
3. Submissions Sub-Menu

(Click on any button to start)

3.1 Making a Submission

3.2 Sending a Correspondence

3.3 Completing C-Forms

3.4 Completing Endorsement Forms
3.1 Making a C-Form Submission

Click on "+" to expand the "BCA" folder to show all the available electronic submissions.
Click on “+” to expand the C2 form (QPCTSSW form) folder to show the electronic forms available in the folder.
Tick in the checkbox of the electronic form.
Click on "Download" button to download the electronic form.
The checkbox will change into an icon indicating that the electronic form is successfully downloaded.
Drag the C2 form (QPCTSSW form) folder to the project reference folder in the "Work Area".
The downloaded form should appear under that project folder.
Double click on the C-Form to open it up and complete the form. For completion of each C-Form, refer to “3c. Completing C-Forms” under the Submissions Sub-Menu.
For C3 form (CTASST form) and C3-GBW form (CTASST-GBW form) submissions, right-click on the C-form folder, and select "Add File" to attach files such as the endorsement forms, record structural plans and calculations.
Tick the checkboxes for all the files that are to be submitted, right click and select "Sign" to digitally sign or encrypt all the documents.
Once all the documents are encrypted accordingly, right click on the C-form and select "Recipient" to open up the "Set Recipients" dialogue box.
Select "BCA" as recipient, then click on "OK" button to close the dialogue box.
Right-click on the C-form folder, select "Submit" to complete sending the submission.
3.2 Sending a Correspondence

Click on “+” to expand the “BCA” folder to show all the available electronic submissions.
Click on "+" to expand the "Correspondence to Agency" folder to show the electronic forms available in the folder.
Tick in the checkbox of ESS-CORR.XFD.
Click on "Download" button to download the electronic form.
The checkbox will change into an icon indicating that the electronic form is successfully downloaded.
Drag the “Correspondence to agency” folder to the project reference folder in the “Work Area”.

Return to Submissions Sub-Menu
The downloaded form should appear under that project folder.
Double click on the ESS-CORR.XFD file to open it up and complete the form.
Right-click on “Correspondence to agency” folder, select “Add Files” to attach files.
Tick all the checkboxes for all the files that are to be submitted, right-click and select “Sign” to digitally sign or encrypt all the documents.
Once all the documents are encrypted accordingly, right click on the form folder and select "Recipient" to open up the "Set Recipients" dialogue box.
Select “BCA” as recipient, then click on “OK” button to close the dialogue box.
Right-click on the form folder, select "Correspondence" to complete sending the correspondence.
3.3 Completing C-forms

(Click on any button to start)
1. This field is automatically filled in with that day's date once the form is opened up.

2. To select “BCA” from the drop down menu.

3. Once “BCA” is selected in Step 2, this field is automatically filled in with BCA’s address.

CERTIFICATE OF SUPERVISION OF PILING WORKS AND NOTICE OF COMPLETION BY THE QUALIFIED PERSON FOR STRUCTURAL WORKS

[The Building Control Act (Cap 29)]
[Regulation 23(1) of the Building Control Regulations]

Date: 1.

To: 2. Please Select

3.

Instructions

1. This form is to be digitally signed by the appointed Qualified Person.
2. This form may take 2-3 mins to complete.
4, 5 & 7. These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.

<table>
<thead>
<tr>
<th>Particulars of Structural Works to which this Certification relates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Reference Number</td>
</tr>
<tr>
<td>Project Title</td>
</tr>
<tr>
<td>Description of building works</td>
</tr>
<tr>
<td>Location Description</td>
</tr>
</tbody>
</table>
8. To select “ST” unless it differs from approval.

9. To indicate what are the STs under this certification.

10 & 11.
To add or remove STs.

12a & 12b.
To declare as full or partial completion depending on works status for the indicated STs only.

12b(i). Mandatory field when partial completion is declared in Step 12b. To indicate the works that are completed and outstanding.

13. Optional field. To leave any remarks regarding the submission.
14. To select the name of Supervising QP who prepares the submission from the drop down menu.

15 to 24. Once the Supervising QP's name is being selected in Step 14, all other fields on the QP's particulars are automatically populated.
25. To declare the completion date of piling works.

26. To tick in the checkbox to declare Supervising QP had supervised the piling works under indicated STs.

27. To select either “HDB Works”, “JTC Works”, “LTA(rail) Works” or “All Other Works”.

Declaration by Qualified Person

1. I, the Qualified Person for Structural works appointed under Section 8(1)(b) or 11(1)(d)(i) of the Building Control Act, hereby certify that all piling works as carried out under my supervision have been completed on **25.** (DD/MM/YYYY) in accordance with the approved set of piling plans / calculations, together with the condition under which they were approved and all the relevant provisions stipulated under the Building Control Act. I attach a record plan showing full details of the piling works.

Project Category Selection

<table>
<thead>
<tr>
<th>Project Category</th>
<th>Please Select</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>27.</strong></td>
<td></td>
</tr>
</tbody>
</table>
1. This field is automatically filled in with that day’s date once the form is opened up.

2. To select “BCA” from the drop down menu.

3. Once “BCA” is selected in Step 2, this field is automatically filled in with BCA’s address.

CERTIFICATE OF SUPERVISION OF STRUCTURAL WORKS
BY THE QUALIFIED PERSON FOR STRUCTURAL WORKS
[Regulation 23(1)(d) of the Building Control Regulations]

Date: 1.
To: 2. Please Select

Instructions
1. This form is to be digitally signed by the appointed Qualified Person.
2. This form may take 2-3 mins to complete.
4, 5 & 7. These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.

<table>
<thead>
<tr>
<th>Particulars of Structural Works to which this Certificate relates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Reference Number</td>
</tr>
<tr>
<td>Project Title</td>
</tr>
<tr>
<td>Description of building works</td>
</tr>
<tr>
<td>Location Description</td>
</tr>
</tbody>
</table>
8. To select “ST” unless it differs from approval.

9. To indicate what are the STs under this certification.

10 & 11. To add or remove STs.

12a & 12b. To declare as full or partial completion depending on works status for the indicated STs only.

12b(i). Mandatory field when partial completion is declared in Step 12b. To indicate the works that are completed and outstanding.

13. To select if barrier works is included in the submission.

14. Optional field. To leave any remarks regarding the submission.
15. To select the name of Supervising QP who prepares the submission from the drop down menu.

16 to 25. Once the Supervising QP's name is being selected in Step 15, all other fields on the QP's particulars are automatically populated.
26. To tick in the checkbox to declare Supervising QP had supervised the structural works under indicated STs.

27. To select either “HDB Works”, “JTC Works”, “LTA(rail) Works” or “All Other Works”. 
1. This field is automatically filled in with that day’s date once the form is opened up.

2. To select “BCA” from the drop down menu.

3. Once “BCA” is selected in Step 2, this field is automatically filled in with BCA’s address.
4, 5 & 7. These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.
8. To select “ST” unless it differs from approval.

9. To indicate what are the STs under this certification.

10 & 11. To add or remove STs.

12a & 12b. To declare as full or partial completion depending on works status for the indicated STs only.

12b(i). Mandatory field when partial completion is declared in Step 12b. To indicate the works that are completed and outstanding.

13. Optional field. To leave any remarks regarding the submission.
14. To select the name of Design QP who prepares the submission from the drop down menu.

15 to 24.
Once the Design QP’s name is being selected in Step 14, all other fields on the QP’s particulars are automatically populated.
25a. To declare if the submission include record structural plans which shows minor deviations from the approved plans.

25b. To declare if there are no departures or deviations from the approved plans under the STs indicated. In this case, record structural plans need not be submitted.

26. To declare either “HDB Works”, “JTC Works”, “LTA(rail) Works” or “All Other Works”.

Reminder: For piling works, regardless of radio button in Step 25a or 25b is selected, all record piling plans must be submitted.
1. This field is automatically filled in with that day’s date once the form is opened up.

2. To select “BCA” from the drop down menu.

3. Once “BCA” is selected in Step 2, this field is automatically filled in with BCA’s address.
4, 5 & 7. These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.

<table>
<thead>
<tr>
<th>Particulars of Geotechnical Building Works to which this Certification relates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Reference Number</td>
</tr>
<tr>
<td>Project Title</td>
</tr>
<tr>
<td>Description of building works</td>
</tr>
<tr>
<td>Location Description</td>
</tr>
</tbody>
</table>
8. To select “ST” unless it differs from approval.

9. To indicate what are the STs under this certification.

10 & 11. To add or remove STs.

12a & 12b. To declare as full or partial completion depending on works status for the indicated STs only.

12b(i). Mandatory field when partial completion is declared in Step 12b. To indicate the works that are completed and outstanding.

13. Optional field. To leave any remarks regarding the submission.

<table>
<thead>
<tr>
<th>Structural Plan of Project</th>
<th>Note: STNE, STAM, STAA or SAAM is for plans with ST Numbers issued by BCA earlier.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref. No.</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>10.</td>
</tr>
<tr>
<td>Delete</td>
<td>11.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building Works covered under the above approved Structural Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full completion of works.</td>
</tr>
<tr>
<td>Partial completion of works as describe below.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Remarks</th>
<th>13.</th>
</tr>
</thead>
</table>
14. To select the name of Supervising QP who prepares the submission from the drop down menu.

15 to 24. Once the Supervising QP’s name is being selected in Step 14, all other fields on the QP’s particulars are automatically populated.

<table>
<thead>
<tr>
<th>Section I</th>
<th>Particulars of Qualified Person for Structural Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Please Select</td>
</tr>
<tr>
<td>PE Registration No.</td>
<td>15.</td>
</tr>
<tr>
<td>Firm Name</td>
<td>16.</td>
</tr>
<tr>
<td>UEN</td>
<td>17.</td>
</tr>
<tr>
<td>Address</td>
<td>18.</td>
</tr>
<tr>
<td>Telephone No.</td>
<td>19.</td>
</tr>
<tr>
<td>Extension No.</td>
<td>20.</td>
</tr>
<tr>
<td>Handphone No.</td>
<td>21.</td>
</tr>
<tr>
<td>Pager No.</td>
<td>22.</td>
</tr>
<tr>
<td>Fax No.</td>
<td>23.</td>
</tr>
<tr>
<td>Email Address</td>
<td>24.</td>
</tr>
</tbody>
</table>
25. To declare the completion date of piling works.

26. To tick in the checkbox to declare Supervising QP had supervised the piling works under indicated STs.

Declaration By Qualified Person for Structural Works

I, the Qualified Person for structural works appointed under section 8(1)(b) or 11(1)(d)(ii) of the Building Control Act, hereby certify that all the piling works for geotechnical building works as carried out under my supervision have been completed on 25. (DD/MM/YYYY)

in accordance with the approved set of piling plans/calculations for geotechnical building works, together with the conditions under which they were approved and all the relevant provisions stipulated under the Building Control Act. I attach a record plan showing full details of the piling works.
27. To select the name of Supervising QP(Geo) who prepares the submission from the drop down menu.

28 to 37.
Once the Supervising QP(Geo)’s name is being selected in Step 27, all other fields on the QP’s particulars are automatically populated.
38. To declare the completion date of piling works.

39. To tick in the checkbox to declare Supervising QP(Geo) had supervised the piling works under indicated STs.

40. To select either “HDB Works”, “JTC Works”, “LTA(rail) Works” or “All Other Works”.

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Declaration By Qualified Person for Geotechnical Aspects of Geotechnical Building Works

1. I, the Qualified Person for geotechnical aspects of geotechnical building works appointed under section 8(1)(d)(ii) or 11(1)(d)(iii) (B) of the Building Control Act, hereby certify that geotechnical aspects of piling works for geotechnical building works as carried out under my supervision have been completed on **38. (DD/MM/YYYY)** in accordance with the approved set of piling plans/calculations for geotechnical building works, together with the conditions under which they were approved and all the relevant provisions stipulated under the Building Control Act. I attach a record plan showing full details of the piling works.

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Project Category Selection

<table>
<thead>
<tr>
<th>Project Category</th>
<th>40. Please Select</th>
</tr>
</thead>
</table>

---

Return to C-Forms Sub - Menu

Return to Submissions Sub - Menu
1. This field is automatically filled in with that day’s date once the form is opened up.

2. To select “BCA” from the drop down menu.

3. Once “BCA” is selected in Step 2, this field is automatically filled in with BCA’s address.
4 to 6.
To declare the reasons to engage Supervising QP(Geo) for the submitted STs. Do note that more than one checkboxes can be ticked.

7 & 8.
These fields are the project details which are automatically filled in and cannot be edited.

### Particulars of Geotechnical Building Works to which this Certificate relates to the following type of works:-

4. □ Any excavation or other building works to make-
   (i) a tunnel with a diameter, width or height of more than 2 meters
   (ii) a casion, cofferdam, trench, shaft or well with a depth of more than 6 meters

5. □ Any building works for constructing, altering or repairing any earth retaining structure in or for a trench, ditch, shaft or well with a depth or height of more than 6 meters

6. □ All type of foundation works for buildings of 30 or more storeys

<table>
<thead>
<tr>
<th>Project Reference Number</th>
<th>7.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title</td>
<td>8.</td>
</tr>
</tbody>
</table>
9 & 10. These fields are the project details which are automatically filled in and cannot be edited.

11. To select “ST” unless it differs from approval.

12. To indicate what are the STs under this certification.

13 & 14. To add or remove STs.

<table>
<thead>
<tr>
<th>Description of building works</th>
<th>9.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Location Description</th>
<th>10.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Structural Plan of Project Ref. No.</th>
<th>11.</th>
<th>12.</th>
</tr>
</thead>
</table>

Note: STNE, STAM, STAA or SAAM is for plans with ST Numbers issued by BCA earlier.
15a & 15b.
To declare as full or partial completion depending on works status for the indicated STs only.

15b(i). Mandatory field when partial completion is declared in Step 15b. To indicate the works that are completed and outstanding.

16. To select if barrier works is included in the submission.

17. Optional field. To leave any remarks regarding the submission.
18. To select the name of Supervising QP who prepares the submission from the drop down menu.

19 to 28. Once the Supervising QP’s name is being selected in Step 18, all other fields on the QP’s particulars are automatically populated.
29. To tick in the checkbox to declare Supervising QP had supervised the structural works under indicated STs.
30. To select name of Supervising QP(Geo) who prepares the submission from the drop down menu.

31 to 40.
Once the Supervising QP(Geo)'s name is being selected in Step 30, all other fields on the QP’s particulars are automatically populated.
41. To tick in the checkbox to declare Supervising QP(Geo) had supervised the GBW works under indicated STs.

42. To select either “HDB Works”, “JTC Works”, “LTA(rail) Works” or “All Other Works”. 
1. This field is automatically filled in with that day’s date once the form is opened up.

2. To select “BCA” from the drop down menu.

3. Once “BCA” is selected in Step 2, this field is automatically filled in with BCA’s address.
4, 5 & 7. These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.
8. To select “ST” unless it differs from approval.

9. To indicate what are the STs under this certification.

10 & 11.
To add or remove STs.

12a & 12b.
To declare as full or partial completion depending on works status for the indicated STs only.

12b(i). Mandatory field when partial completion is declared in Step 12b. To indicate the works that are completed and outstanding.

13. Optional field. To leave any remarks regarding the submission.
14. To select the name of Design QP who prepares the submission from the drop down menu.

15 to 24. Once the Design QP’s name is being selected in Step 14, all other fields on the QP’s particulars are automatically populated.

<table>
<thead>
<tr>
<th>Section I</th>
<th>Particulars of Qualified Person for Structural Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>14. Please Select</td>
</tr>
<tr>
<td>Registration No.</td>
<td>15.</td>
</tr>
<tr>
<td>Firm Name</td>
<td>16.</td>
</tr>
<tr>
<td>UEN</td>
<td>17.</td>
</tr>
<tr>
<td>Address</td>
<td>18.</td>
</tr>
<tr>
<td>Telephone No.</td>
<td>19.</td>
</tr>
<tr>
<td>Extension No.</td>
<td>20.</td>
</tr>
<tr>
<td>Handphone No.</td>
<td>21.</td>
</tr>
<tr>
<td>Pager No.</td>
<td>22.</td>
</tr>
<tr>
<td>Fax No.</td>
<td>23.</td>
</tr>
<tr>
<td>Email Address</td>
<td>24.</td>
</tr>
</tbody>
</table>
25a. To declare if the submission include record structural plans which shows minor deviations from the approved plans.

25b. To declare if there are no departures or deviations from the approved plans under the STs indicated. In this case, record structural plans need not be submitted.

Reminder:
For piling works, regardless of radio button in Step 25a or 25b is selected, all record piling plans must be submitted.
26. To select name of Design QP(Geo) who prepares the submission from the drop down menu.

27 to 36. Once the Design QP(Geo)'s name is being selected in Step 26, all other fields on the QP's particulars are automatically populated.
37a. To declare if the submission include record GBW plans which shows minor deviations from the approved plans.

37b. To declare if there are no departures or deviations from the approved plans under the STs indicated. In this case, record GBW plans need not be submitted.

38. To select either “HDB Works”, “JTC Works”, “LTA(rail) Works” or “All Other Works”.

Reminder:
For piling works, regardless of radio button in Step 25a or 25b is selected, all record piling plans must be submitted.
3.4 Completing Endorsement Forms

(Click on any button to start)

(Required only when there are record structural plans to be submitted)

ENABQP Form

ENDORSEMENTS ON RECORD PILING/STRUCTURAL PLAN CERTIFICATE TO BE ENDORSED BY THE QUALIFIED PERSON FOR STRUCTURAL WORKS

ENABAC Form

ENDORSEMENTS ON RECORD PILING/STRUCTURAL PLAN CERTIFICATE TO BE ENDORSED BY THE ACCREDITED CHECKER

ENABGBWQP Form

ENDORSEMENTS ON RECORD PILING/STRUCTURAL PLAN CERTIFICATE TO BE ENDORSED BY THE QUALIFIED PERSON FOR GEOTECHNICAL ASPECTS OF GEOTECHNICAL BUILDING WORKS

ENABGBWAC Form

ENDORSEMENTS ON RECORD PILING/STRUCTURAL PLAN CERTIFICATE TO BE ENDORSED BY THE SPECIALIST ACCREDITED CHECKER

Return to Submissions Sub - Menu
1. This field is automatically filled in with that day’s date once the form is opened up.

2. To select “BCA” from the drop down menu.

3. Once “BCA” is selected in Step 2, this field is automatically filled in with BCA’s address.
4, 5 & 7. These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.

8. To select “ST” unless it differs from approval.

9. To indicate what are the STs under this certification.

10 & 11. To add or remove STs.

<table>
<thead>
<tr>
<th>Particulars Of Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Reference Number</td>
</tr>
<tr>
<td>Project Title</td>
</tr>
<tr>
<td>Description of Building Works</td>
</tr>
<tr>
<td>Location Description</td>
</tr>
<tr>
<td>Structural Plan No(s)</td>
</tr>
</tbody>
</table>

Note: STNE, STAM, STAA or SAAM is for plans with BP Numbers issued by BCA earlier.
12. To select the name of Design QP who submits the record structural plans from the drop down menu.

13 to 21. Once the Design QP’s name is being selected in Step 12, all other fields on the QP’s particulars are automatically populated.
22. To input the Design QP’s email address.

23 & 25. To input the Design QP’s name.

24 & 26. To tick in the checkboxes for declaration.

Section I Particulars of Qualified Person (Continue)

| Email Address | 22. |

Declaration By Qualified Person

A) Regulation 18(3)(b) of the Building Control Act for QP

I, 23. the Qualified Person for structural works appointed under section 8(1)(a) or 11(1)(d)(i) of the Building Control Act, certify that to the best of my knowledge and belief the departures or deviations shown on the record plans do not affect the structural adequacy or stability of the building.

B) Standard endorsement for QP

1. In accordance with Regulation 9 of the Building Control Regulations I, 25. the Qualified Person for structural works appointed under section 8(1)(a) or 11(1)(d)(i) of the Building Control Act, hereby submit the detailed structural plans and design calculations prepared by me and certify that they have been prepared in accordance with the provisions of the Building Act and any other written law pertaining to buildings and construction for the time being in force.
27. To indicate the project reference with the ST number of the approved plans which the record structural plans are originated from.

29. To indicate the number of record structural plans submitted.

31. To indicate the number of pages of calculations submitted based on the record structural plans.

28, 30 & 32. To tick in the checkboxes for declaration.

33. Optional field. To leave any remarks regarding the record structural plans and related documents.

Return to Endorsement Forms Sub - Menu

Return to Submissions Sub - Menu
1. This field is automatically filled in with that day’s date once the form is opened up.

2. To select “BCA” from the drop down menu.

3. Once “BCA” is selected in Step 2, this field is automatically filled in with BCA’s address.
4. 5 & 7. These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.

8. To select “ST” unless it differs from approval.

9. To indicate what are the STs under this certification.

10 & 11. To add or remove STs.
12. To select the name of AC who checked the Design QP’s submitted record structural plans from the drop down menu.

13 to 22. Once the AC’s name is being selected in Step 12, all other fields on the AC’s particulars are automatically populated.
23. To input the AC’s email address.

24 & 26.
To input the AC’s name.

25 & 27.
To tick in the checkboxes for declaration.
28. To indicate the project reference with the ST numbers of the approved plans which the record structural plans are originated from.

29, 31 & 32. To tick in the checkboxes for declaration.

30. To indicate the number of record structural plans submitted.

33. Optional field. To give any remarks regarding the record structural plans and related documents.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. I further certify that these detailed structural plans and design calculations are in reference to Project Reference No:</td>
<td>28.</td>
</tr>
<tr>
<td>3. Total number of structural plans checked</td>
<td>30.</td>
</tr>
<tr>
<td>4. I hereby declare that I have no professional or financial interest in the building works shown in the plans as defined in Section 18 of the Building Control Act (Cap 29).</td>
<td></td>
</tr>
</tbody>
</table>

Remarks:

33.
1. This field is automatically filled in with that day’s date once the form is opened up.

2. To select “BCA” from the drop down menu.

3. Once “BCA” is selected in Step 2, this field is automatically filled in with BCA’s address.
4, 5 & 7. These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.

8. To select “ST” unless it differs from approval.

9. To indicate what are the STs under this certification.

10 & 11. To add or remove STs.

<table>
<thead>
<tr>
<th>Particulars Of Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Reference Number</td>
</tr>
<tr>
<td>Project Title</td>
</tr>
<tr>
<td>Description of Building Works</td>
</tr>
<tr>
<td>Location Description</td>
</tr>
<tr>
<td>Structural Plan No(s)</td>
</tr>
</tbody>
</table>

Note: STNE, STAM, STAA or SAAM is for plans with ST Numbers issued by BCA earlier.
12. To select the name of Design QP(Geo) who submits the record GBW plans from the drop down menu.

13 to 20. Once the Design QP(Geo)’s name is being selected in Step 12, all other fields on the QP’s particulars are automatically populated.
21 & 23.
To input the Design QP(Geo)'s name.

22 & 24.
To tick in the checkboxes for declaration.

---

Declaration by Qualified Person for Geotechnical Aspects of Geotechnical Building Works

A) Certification of Record Plans for Qualified Person (Geotechnical)

1. [21.]

   the Qualified Person for geotechnical aspects of geotechnical building works appointed under section 8(1)(d)(i) or 11(1)(d)(iii) of the Building Control Act, certify that to the best of my knowledge and belief the departures or deviations shown on the record plans do not show any inadequacy in the geotechnical aspects relating to the geotechnical building works.

B) Standard endorsement for QP (Geotechnical)

1. In accordance with Regulation 10A of the Building Control Regulations

   [23.]

   the Qualified Person for geotechnical aspects of geotechnical building works appointed under section 8(1)(d)(i) or 11(1)(d)(iii) of the Building Control Act, hereby submit the geotechnical building works plans and design calculations prepared by me and certify that, to the best of my knowledge and belief, they have been prepared in accordance with the provisions of the Building Control Act and any other written law pertaining to buildings and construction for the time being in force.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>25.</td>
<td>To indicate the project reference with the ST numbers of the approved plans which the record GBW plans are originated from.</td>
<td></td>
</tr>
<tr>
<td>26, 28 &amp; 30.</td>
<td>To tick in the checkboxes for declaration.</td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>To indicate the number of record GBW plans submitted.</td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>To indicate the number of pages of calculations submitted based on the record GBW plans.</td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td>Optional field. To leave any remarks regarding the record GBW plans and related documents.</td>
<td></td>
</tr>
</tbody>
</table>

### Table:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.</strong></td>
<td>I further certify that these geotechnical building works plans and design calculations are in reference to Project Reference No:</td>
</tr>
<tr>
<td>25.</td>
<td></td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td>Total number of geotechnical building works plans submitted</td>
</tr>
<tr>
<td>27.</td>
<td></td>
</tr>
<tr>
<td><strong>Remarks:</strong></td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td></td>
</tr>
</tbody>
</table>
1. This field is automatically filled in with that day’s date once the form is opened up.

2. To select “BCA” from the drop down menu.

3. Once “BCA” is selected in Step 2, this field is automatically filled in with BCA’s address.
4, 5 & 7. These fields are the project details which are automatically filled in and cannot be edited.

6. This field can be edited to provide a more detailed description of the project.

8. To select “ST” unless it differs from approval.

9. To indicate what are the STs under this certification.

10 & 11. To add or remove STs.
12. To select the name of AC(Geo) who checked the Design QP(Geo)’s submitted record GBW plans from the drop down menu.

13 to 20. Once the AC(Geo)’s name is being selected in Step 12, all other fields on the AC’s particulars are automatically populated.
21 & 23.
To input the AC(Geo)'s name.

22 & 24.
To tick in the checkboxes for declaration.

Declaration by Specialist Accredited Checker

A) Certification of Record Plans for Specialist AC

1. 21.
being a registered specialist accredited checker, certify that to the best of my knowledge and belief, the record plans do not show any inadequacy in the geotechnical aspects relating to the geotechnical building works carried out in accordance with those plans.

B) Standard endorsement for Specialist AC

1. 23.
being a registered specialist accredited checker, hereby certify that I have in accordance with the Building Control (Accredited Checkers and Accredited Checking Organisations) Regulations carried out an evaluation, analysis and review of the plans of the geotechnical building works attached, and to the best of my knowledge and belief the plans do not show any inadequacy in the geotechnical aspects relating to the geotechnical building works if carried out in accordance with those plans.
25. To indicate how many pages of evaluation report submitted.

26. To indicate the project reference.

27 & 28. To tick in the checkboxes for declaration.

29. Optional field. To give any remarks regarding the record GBW plans and related documents.
4. General Pointers

Here is a list of categorised general pointers to help you in preparing for C-forms and record structural plans submissions.

4.1 Common Mistakes that Caused a Submission to be Superseded.
4.2 Common Mistakes that Caused a Submission Requiring Revision or Addition of Documents to be Submitted via Correspondence.
4.3 Additional Pointers for C-Forms.
4.4 Additional Pointers for Record Structural Plans, Endorsement Forms and Calculation Files.
4.5 for Declaration in Section 1.2 of STAPPV01 Form During ST Application.

(Click anywhere to advance)
4.1 Common Mistakes that Caused a C-Form Submission to be Superseded

- When there is more than one C-Form in a submission.
- When a C-Form is submitted via correspondence.
- When a C-Form is not encrypted.
- When a C-Form is encrypted by a wrong QP.
- When a GBW C-Form is encrypted by either one of the QP only.
- When one of the ST declared is already withdrawn, already rejected, not approved, or not submitted for approval yet.
- When a submission is only partially completed for the declared STs, but the C-Form is declared as full completion.
- When a C3 or C3-GBW submission is submitted with record structural plans, which implies minor deviations, but is declared as no deviation.
- When none of the radio buttons is selected in an option field.
- When a check box is not ticked, implying that the QP did not agree to the clause stated in the declaration field.
- When numerous documents are required to revise via correspondence.
4.2 Common Mistakes that Caused a C-Form Submission Requiring Revision or Addition of Documents to be Submitted via Correspondence.

- Any record structural plans, endorsement forms, calculation files etc..., which are not encrypted, partially encrypted, or encrypted by a wrong QP.

- Any record structural plans, endorsement forms, calculation files etc..., which are missed out during the C-Form submission.

- Any kind of mistake that is made in the record structural plans, endorsement forms, calculation files etc... The common mistakes are listed in Section 4.4.

- When the QP is required to submit a declaration memo for a ST due to previously wrongly declared type of works in the STAPPV01 form.
4.3 Additional Pointers for C-Forms

- For submissions of C-forms with no departures or deviations from approved plans,
  - Endorsement forms are not required to be submitted.
    - If the unnecessary submitted endorsement forms contain mistakes, revision is still required via correspondence.
  - Record structural plans are not required to be submitted for all structural works. However, record piling plans is still required to be submitted.
  - Grouping of multiple STs with similar completion status (full or partial completion) in one C-form submission is encouraged.
    - E.g. if there is no departures or deviations for the structural works in ST01, ST02, ST03, ST04 and ST05, there is no need to submit separate C-Forms for each of them. One C2 Form and C3 Form, indicating all the STs, in two separate submissions is sufficient.
4.4 Additional Pointers for Record Structural Plans, Endorsement Forms & Calculation Files

• Record structural plans, endorsement forms, calculation files etc..., **MUST** be digitally signed or encrypted by the Design QP, AC, Design QP(Geo) and AC(Geo) whenever applicable, with reference to the approved Structural Plans (STs).

• Record structural plans **MUST** be re-numbered according to the total number of record structural plans submitted for the indicated STs in the C-Form.

• Number of record structural plans submitted **MUST** tally with the QP’s and AC’s declaration on the 1st and last plan, endorsement forms and calculation files.

• The submitted ST numbers **MUST** be included at the top right hand corner of the record structural plans, with respect to their original approved ST Plans.

• Filenames of record structural plans should be named as close as to that of their respective approved plans.
  - E.g. if the approved plan filename is “PP01.pdf”, the record piling plan filename could be “PP01(AB).pdf”, “PP01a.pdf” etc...

• A drawing list should be provided to list all record structural plans submitted.
4.4 Additional Pointers for Record Structural Plans, Endorsement Forms, Calculation Files

• If the plans submitted are for information only, do not declare as plans submitted.
  o These plans will not be considered as record plans.
  o These plans are required to be endorsed accordingly as for information only.

• For record piling plans submissions,
  o C3 form or C3-GBW form should be declared as minor deviations if either the actual piles penetration depths or piles eccentricities is not in approved plans.
  o Listing of the record piling data such as pile type, pile size, pile number, borehole reference, zone, design penetration depth, actual penetration depth, design socketing/embedment depth and actual socketing/embedment depth, whichever applicable, in a table format is preferred.
  o Ultimate Load Test (ULT) and Working/Static Load Test (SLT) reports should bear Supervising QP’s endorsement and submitted with C1 or C1-GBW form.

• Number of pages of calculation file submitted MUST tally with the QP’s declaration on the 1st and last plan, endorsement form and calculation file.
4.5 Note for Declaration in Section 1.2 of STAPPV01 Form During ST Application

The QP is required to declare in the Application for Approval of Structural Plans (STAPPV01 form) on the type of works involved during the ST application. The type of works declared will trigger the following required C-Forms automatically by the processing system.

<table>
<thead>
<tr>
<th>Type of Works Declared in Section 1.2 of STAPPV01 Form</th>
<th>Type of Required C-Form Generated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piling Works</td>
<td>C1</td>
</tr>
<tr>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Piling Works, with declaration in Section 1.4 as &gt; 30 storey</td>
<td></td>
</tr>
<tr>
<td>Other Structural Works (Site Formation, Footing/Raft Foundation, Basement, Tunnel/Sewer Works, ERSS, Super-Structural Works, Fixings for Securing Cladding and Barrier)</td>
<td>✓</td>
</tr>
<tr>
<td>★ Earth retaining structure / Excavation for Caisson, Cafferdam, trench etc (ERSS), with declaration &quot;Depth &gt;6m&quot;</td>
<td></td>
</tr>
</tbody>
</table>

Please note that all the required C-Forms had to be submitted and cleared for each ST, before TOP/CSC application can be successfully obtained.
4.5 Note for Declaration in Section 1.2 of STAPPV01 Form During ST Application

For ★ERSS, please note that the following declaration will determine if C-Form is required:

- If item (i) is selected, C-Form is not required.
- If item (ii) is selected, C-Form is required.

For declaration in item (ii), if it is declared as “Depth: >6m” as circled in red, C2-GBW and C3-GBW Form submission is required instead.