

Our Reference: **APPBCA-2023-03**

Audit and Inspection Group

17 February 2023

See **Distribution List**

REMINDER ON REQUIRED SITE CONDITIONS FOR TOP/CSC INSPECTION

Objective

1 This circular reminds the industry on the required site conditions for TOP/CSC inspections.

Background

2 The required site conditions for TOP/CSC inspections were earlier communicated to the industry through a circular (reference BCA BC 15.0.3) issued on 12 Jul 2010. Notwithstanding this, we have seen an increase in the number of incomplete sites calling for TOP/CSC inspections prematurely leading to termination of these inspections. These sites would eventually require a re-inspection and add unnecessary workload for both the project teams and government agencies. Calling for a TOP/CSC inspection when not ready, also deprives another completed site from an earlier inspection.

3 As a recap, appended below are some examples of incomplete work:

- a) No safe and proper access to or within the development;
- b) Incomplete building works, in relation to:
 - (i) Safety from falling from height;
 - (ii) Treads and risers as well as safety barrier of staircases;
 - (iii) Incomplete basic finishing work which affects TOP/CSC inspection such as measurements of width of corridors and staircases, height of safety barriers, headroom and ceiling height among others;
 - (iv) Incomplete accessibility requirements such as doors, accessible washrooms, ramps and floor surfaces, handrails and signages among others.

Please refer to Annex A for details.

Reminder On Site Condition For TOP/CSC Inspections

4 On this note, we would like to draw the attention of the industry, in particular **the Developers and supervising Qualified Persons (QPs), to ensure all building works are completed before requesting for TOP/CSC inspections.** The decision when to obtain TOP/CSC is a decision that necessarily involves the whole project team, especially the Developer and QPs of the building works.¹

Duties of stakeholders under the Building Control Act 1989 ("BC Act")

5 We also wish to highlight that the declarations of completion of building works and compliance with the regulatory requirements, submitted before a TOP/CSC inspection, when the works on site are incomplete may amount to **an offence of false declaration under section 43A of the BC Act.**

6 In addition, we would also like to highlight to the supervising QPs for the supervision of building works that it is the duty of the supervising QPs, under section 9(4) of the BC Act, to take all reasonable steps and exercise due diligence in supervising and inspecting the building works to ensure that the works are carried out in accordance with the BC Act, Regulations, and the approved plans.

Administrative Actions That May Be Taken for Incomplete Site Conditions

7 We will take administrative action against the whole project team, including the Builder, where sites with incomplete works are presented for TOP/CSC inspections. This may include actions such as, written advisory, restriction of the availability of express TOP/CSC inspections and express TOP/CSC applications for the current and other projects, and the submission of detailed reports prior to TOP/CSC inspections. This is to increase accountability amongst the project stakeholders and ensure a higher level of compliance/performance for projects.

For Clarification

8 We would appreciate if you could convey the contents of this circular to members of your organisation. For clarifications, please contact us through BCA's Online Feedback Form at <https://www.bca.gov.sg/feedbackform/>

Yours Sincerely,



DEREK ANG
DIRECTOR
BUILDING CERTIFICATION & OPS PLANNING DEPARTMENT
AUDIT & INSPECTION GROUP

¹ All building works would also include installation of lightning protection system, lifts and escalators and air-conditioning and mechanical ventilation systems

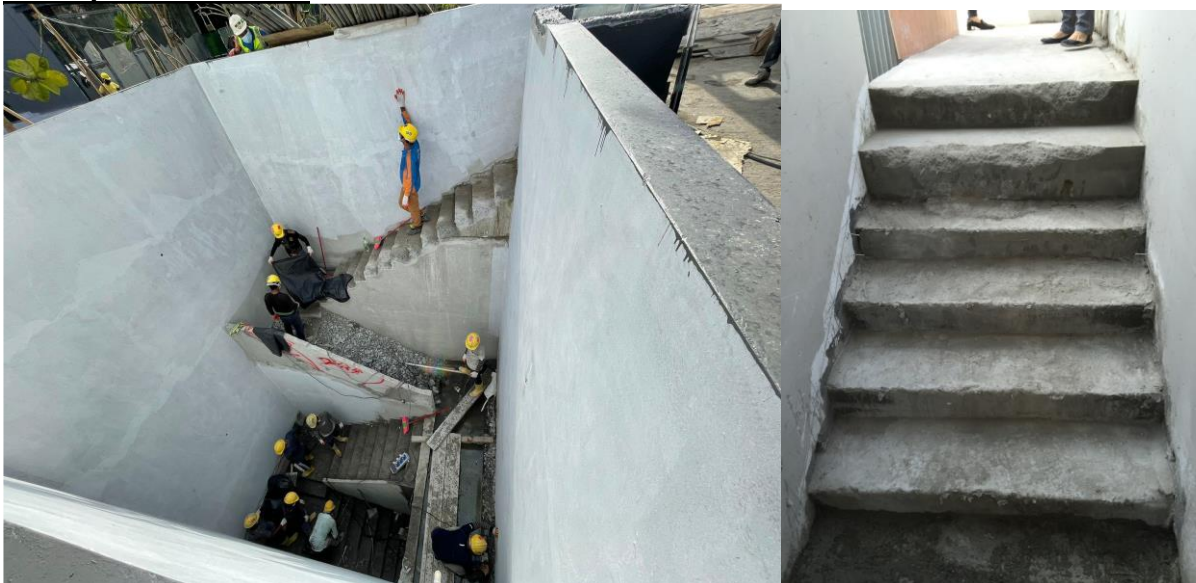
Annex A:

Examples of these incomplete building works

Incomplete safety barriers



Incomplete staircases



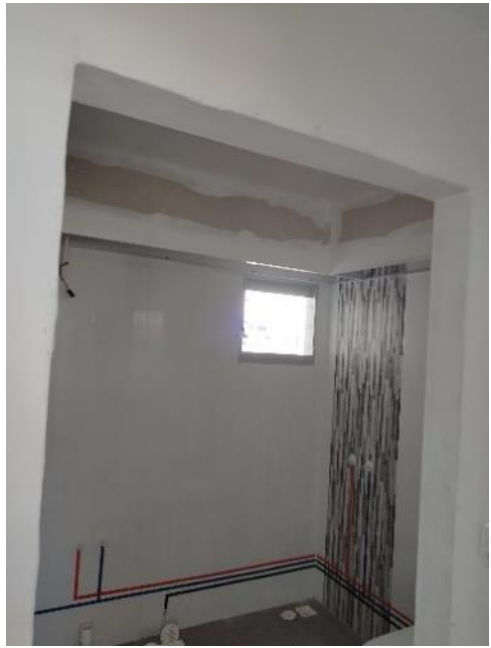
Incomplete façades



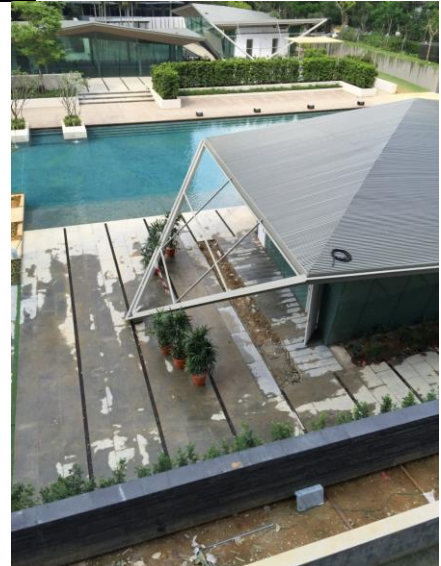
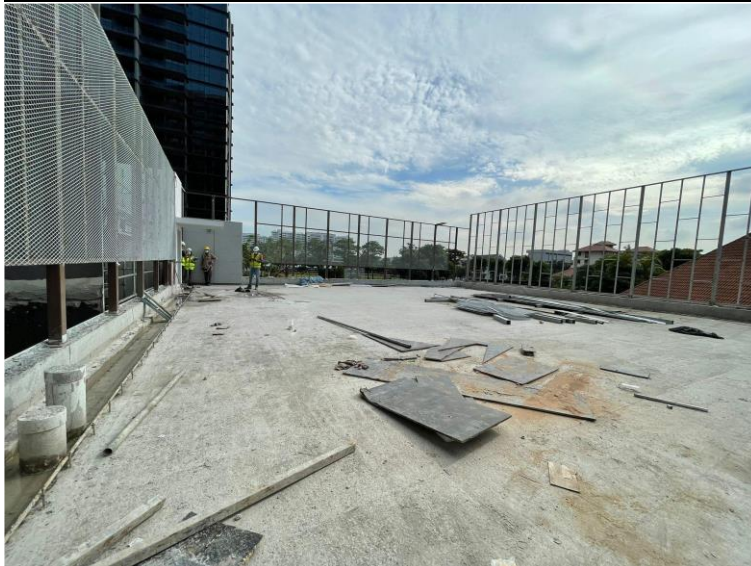
Incomplete accessible routes



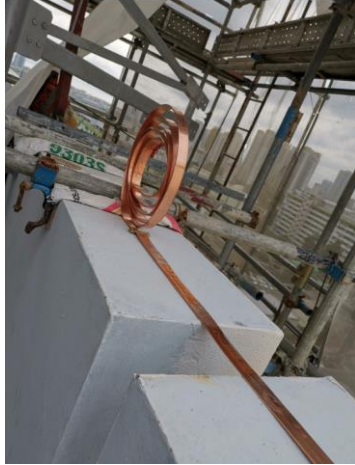
Incomplete residenital units



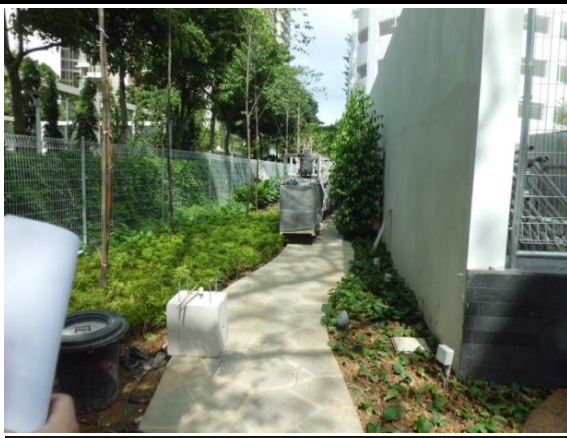
Incomplete common facilities e.g. roofs and tennis courts



Incomplete lightning protection system



Storage of materials affecting TOP inspection



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