**Audit Form**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Record Form of Manually Processed of Audit**  **Signboard Validation Submission** | **SC** |  |  |  |  |  |  |  |  |
| *SC01/ 01C/ 02/ 02C/ 03* | | | | | | | | |

*Please tick (🗸) in the appropriate box(es) &****＊****delete ifnot appropriate.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ⬜ Bundle Submission | ⬜ Other Reason *(Please specify)* |  | | | | | | | | | | |
| ⬜ With Previous Handling Officer *(Pl. specify Post)*  ( **PO ) ( SO/TO )** | | | **SC** |  |  |  |  |  |  |  |  |

*Previous Submission no.*

**SO/TO Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Completed by SO/TO** | | | **Completed by PO** | |
| **OK** | **Not OK** | | **PO**  **Agreed to Rectify** | **Rectified** |
| **Cannot be Rectified** | **Can be Rectified** |
| Item |  |  |  |  |  |
| Works Item No. for Certification correct  Minor work Item No. to be carried out correct | ⬜  ⬜ | ⬜  ⬜ | ⬜  ⬜ | ⬜  ⬜ | ⬜  ⬜ |
| Work locations & description |  |  |  |  |  |
| clearly provided  match with plans  match with photos before  commencement/after completion | ⬜  ⬜  ⬜  ⬜ | ⬜  ⬜  ⬜  ⬜ | ⬜  ⬜  ⬜  ⬜ | ⬜  ⬜  ⬜  ⬜ | ⬜  ⬜  ⬜  ⬜ |
| Particulars of PBP appointed in the form | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Capability of PBP appointed | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Signature of PBP appointed | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Particulars of PRC appointed in the form | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Capability of PRC appointed | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Validity of AS and his signature | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Notification in order  (7 days for commencement/14 days for completion) | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Completeness of the form  (appointment, date, etc.) & submission  (photos &/or plans) | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Recommendation:** | ⬜ OK |  |  |
|  | ⬜ Arrange rectification |
|  | ⬜ Cannot be further processed |  | |
|  |  | ***Name, Post, Signature & Date (SO/TO)*** | |

**PO Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **OK** | **Not OK** | | **Rectified** |
| **Cannot be Rectified** | **Can be Rectified** |
| Correctness of Item(s) quoted (e.g.2.18 for projecting signboard) | ⬜ | ⬜ | ⬜ | ⬜ |
| Details of works sufficiently provided (details w.r.t. the MW item, plans, photos) | ⬜ | ⬜ | ⬜ | ⬜ |
| ⬜ Structural Calculations # | ⬜ | ⬜ | ⬜ | ⬜ |
| Details of works provided in line with the site conditions / works done | ⬜ | ⬜ | ⬜ | ⬜ |

|  |  |  |
| --- | --- | --- |
| **Recommendation:** | ⬜ OK |  |
|  | ⬜ Cannot be further processed |
|  |  | ***Name, Post, Signature & Date ( PO )*** |

**#Mandatoryfor Class I; If considered required for Class II; N/A for Class III.**

***Endorsed by***

|  |
| --- |
| ***Name, Post, Signature & Date ( SBS/ SPO )*** |