



BOARD OF ENGINEERS MALAYSIA

CIRCULAR NO. 007

**PEPC ENDORSEMENTS ON CERTIFICATE OF COMPLETION
AND COMPLIANCE (CCC) AND FORM Gs**

In exercise of the powers conferred by paragraph 4(1)(f) of the Registration of Engineers Act 1967 [Act 138], the Board of Engineers Malaysia hereby determines the Circular on PEPC Signatories On Certificate Of Completion And Compliance (CCC) And Form Gs as stated herein below:

Under the Uniform Building By-laws (amendment 2007), the Principal Submitting Person (PSP) who is also defined as the Qualified Person may submit Building Plan to the local authority and thereafter issue the Certificate of Completion and Compliance (CCC) upon its completion together with all 21 Form Gs (Form G1 to G21) fully certified by the respective Submitting Persons (SP) or PSP.

UBBL define PSP as the Qualified Person who can be a Professional Architect, Professional Engineer with Practising Certificate (PEPC) or Registered Building Draughtsman authorized to submit Building Plan. Similarly, SP is defined as the Qualified Person who is permitted to submit the relevant plan to local authority.

Only a Professional Architect or Registered Building Draughtsman or PEPC can act as the PSP, and shall do so in accordance with the Joint Memorandum issued by the Board of Architects and the Board of Engineers on (undated) whereby only the Professional Architect can submit projects under Appendix A, the PEPC for Appendix B projects, and either the Professional Architect or PEPC for Appendix C projects.

Section 8(2) of the Registration of Engineers Act 1967 (amended 2015) stipulates the PEPC can submit engineering plan only in relation to the branch of engineering in which the PEPC is qualified, and thereafter, as the SP, to certify on relevant Form Gs the completion of works (including obtaining clearance letter from relevant agencies, where applicable).

FORM F

Only the Principal Submitting Person (PSP) for the project can sign Form F, which is the Certificate of Completion and Compliance. PEPC (Civil) can act as PSP only for projects as listed in Appendix B and C of the Joint Memorandum issued by the Board of Architects and the Board of Engineers. Only PEPC of Civil Engineering discipline can act as PSP.

FORM F1

Only PSP [PEPC (Civil)] can issue FORM F1 (partial CCC) for phased completion of a project with prior approval of phased development by the Local Authority, and provided that work for the whole project has commenced at the same time but having different scheduled completion dates. Form F1, where issued, shall be replaced immediately upon the completion of the whole project with Form F for the entire project.

FORM G1 – EARTHWORKS

SUBMITTING PERSON shall be the PEPC (Civil or Geotechnical) only.

FORM G2 – SETTING OUT

A Licensed Land Surveyor shall endorse the form if the setting-out plans are to be submitted to Local Authority. The PSP shall confirm the endorsement. The PSP shall sign off the form as “Not Applicable” where only engineering setting out is required.

FORM G3 – FOUNDATIONS

SUBMITTING PERSON shall be the PEPC (Civil or Geotechnical) only.

FORM G4 – STRUCTURAL

SUBMITTING PERSON shall be the PEPC (Civil or Structural) only.

FORM G5 – INTERNAL COLD WATER PLUMBING

SUBMITTING PERSON shall be the PEPC (Mechanical or Civil) only.

FORM G6 – INTERNAL SANITARY PLUMBING

SUBMITTING PERSON shall be the PEPC (Mechanical or Civil) only.

FORM G7 – INTERNAL ELECTRICAL

SUBMITTING PERSON shall be the PEPC (Electrical) only.

However for a small project where no PEPC (Electrical) is appointed and the intake power supply is 60 amperes or less then the words ‘Not Applicable (ST)’ can be affixed to the SP’s signature space. The Competent Person registered under Suruhanjaya Tenaga signing on the Contractor’s signature space shall be responsible for the design and installation of the electrical works. A copy of the ST Form G & H signed by the same Competent Person must be attached to this Form G7 submission.

FORM G8 – FIRE FIGHTING PASSIVE

SUBMITTING PERSON shall be the Professional Architect or PEPC (Civil) only as per the list under the Joint Memorandum between BAM and BEM.

FORM G9 – FIRE FIGHTING ACTIVE

SUBMITTING PERSON shall be the PEPC (Mechanical) only.

FORM G10 – MECHANICAL VENTILATION

SUBMITTING PERSON shall be the PEPC (Mechanical) only.

FORM G11 – LIFT / ESCALATOR

SUBMITTING PERSON shall be the PEPC (Mechanical or Electrical) only.

FORM G12 – BUILDING

SUBMITTING PERSON shall be the Professional Architect or PEPC (Civil) only as per the list under the Joint Memorandum between BAM and BEM.

FORM G13 – EXTERNAL WATER SUPPLY

SUBMITTING PERSON shall be the PEPC (Civil) only.

FORM G14 – SEWERAGE RETICULATION

SUBMITTING PERSON shall be the PEPC (Civil) only.

FORM G15 – SEWERAGE TREATMENT PLANT
SUBMITTING PERSON shall be the PEPC (Civil) only.

FORM G16 – EXTERNAL ELECTRICAL
SUBMITTING PERSON shall be the PEPC (Electrical) only.

FORM G17 – ROAD AND DRAINAGE
SUBMITTING PERSON shall be the PEPC (Civil) only.

FORM G18 – STREET LIGHTING
SUBMITTING PERSON shall be the PEPC (Electrical) only.

FORM G19 – EXTERNAL MAIN DRAIN
SUBMITTING PERSON shall be the PEPC (Civil) only,

FORM G20 – TELECOM
SUBMITTING PERSON shall be the PEPC (Electrical) only.

FORM G21 – LANDSCAPE
SUBMITTING PERSON shall be the Landscape Architect or the PEPC (Civil) (if permitted by the Local Authority to submit such plans).

[331st Board Meeting / 29th January 2018]



DATO' SRI Ir. Dr. ROSLAN BIN MD. TAHA
President
BOARD OF ENGINEERS MALAYSIA

Footnotes:

- 1) Reference shall be made to the "Guide to filling up Forms F & F1 and Forms G1 to G21" published on BEM website.
- 2) For the State of Negeri Sembilan, the above Forms F and G1 to G21, are designated as Form C and Forms D1 to D21 respectively.
- 3) This policy is applicable in Peninsular Malaysia only.