



BERITA QS

For Internal Circulation Only

Session 2009/2010

May 2010

CONTENTS

- Qualifications and Membership Review
- Special Route
- QS Jamboree Photos
- Young Achiever's Award
- 2nd "RICS - ISM International Surveying Conference for Undergraduates 2010"
- QS Division Visit to Kuching
- CPD Talk
- 14th PAQS Congress
- Congratulatory Message
- ISM ISO Quality Group Scheme
- International Surveyor's Congress
- ICEC—Newsletter
- UK Chapter
- Did You Know?
- Green Building Index CPD Talk

FROM THE EDITOR'S DESK

This is the last issue of the Berita QS before the Annual General meeting on 18th June 2010.

Registration of Quantity Surveyors via "Special Route" to the BQSM has been implemented so please contact the Secretariat for more information on this. This scheme starts from 1st April 2010 and ends in January 2013.

Good news is the passing rate for TPC exam this year is 72% which is excellent and the QS Division wants to congratulate new members.

I would like to encourage members to contribute articles and other relevant information for each issue of this newsletter.
Happy reading!

Regards,
Sr Ang Fuey Lin, MISM

MESSAGE FROM THE CHAIRMAN OF ISM QS DIVISION

Time flies no matter whether you are having fun or not and we are almost finishing our current term of office. Looking back, we managed to accomplish a few things such as this newsletter, PAQS Conference, Special route for registration, UK Chapter etc. but struggling with some others such as MIDA Grant activities, Divisional games, BCIC, etc. The MIDA Grant money has to be expended by December 2010 and we will be pushing very hard over the next few months. Please do give your full support by attending those events as the organizers will be putting in a lot of time and effort and any unused funds will have to be returned to MIDA.

The International Surveyors Congress and our AGM will be held from June 17 to 19 and it is a great opportunity to catch up with your fellow QS friends, pick up some useful knowledge at the same time and collect CCPD points as well. Please sign up today.

Our President, Associate Professor Sr Dr Wan Maimun Wan Abdullah will be leading a group of ladies to climb Mt Kinabalu Sabah on 24th -26th May 2010 as part of the 50th Anniversary celebrations and will be raising funds for some charities in the process. Those of you who are interested to pledge some donations can call our President or Katherine. We should all pledge some donations and make sure that our President climbs all the way to the summit and not chicken out at the last minute!!

I take this opportunity to thank Sr Ang Fuey Lin, Vanitha and all those who have contributed to the success of this newsletter and a BIG thank you to all my Divisional committee members and Chair of sub-committees for a great job well done.

To all members, I wish you all good health and success in all your endeavours.

Regards,
Chew Nane Cheong, FISM

ACKNOWLEDGEMENT:

Special thanks to Maldivian student **HUSSAIN HAMEEM**, a first year Degree student in Taylor's University College for designing the layout of this issue of Berita QS.

MEMBERSHIP TABLE

AS OF APRIL 2010

2010

Division/Class	Jan	Feb	Mar	Apr	May	Members to date
<i>Fellow</i>	0			0		123
<i>Member</i>	6			5		806
<i>Graduate</i>	47			48		946
<i>Probationer</i>	15			8		188
<i>Student</i>	21			26		570
TOTAL	89			87		2633

SPECIAL ROUTE

Registration as a Quantity Surveyor via “Special Route” with the Board for Quantity Surveyors in the private sector.

a) The Board of Quantity Surveyors (BQSM) will implement this registration through “Special Route” with the cooperation of ISM where it is open to all QS who has a minimum of EIGHT working years of relevant QS experience in the private sector.

b) However, the Candidate has to pass a Professional Practice Paper (PP2) conducted by ISM. This will be held at least TWO times a year for successful implementation of this scheme.

c) There is a special form for “Special Route” registration for private sector QS available from ISM/BQSM and candidates can also download this from ISM website.

d) The period of this “Special Route” registration runs from 1.4.2010 to 31.1.2013 and all candidates intending to go through this “Special Route” registration are advised to contact ISM as soon as possible.

e) Completed application forms should be submitted to ISM for preliminary vetting.

FAQs ABOUT SPECIAL ROUTE

Q1. What are the requirements to be eligible to be a Registered QS with BQSM under the Special Route scheme ?

1. Possess a qualification related to Quantity Surveying recognized by BQSM.
2. Minimum 8 years working experience carrying out QS work, 2 years of which served as a Graduate Registered QS with BQSM.
3. Currently a Graduate Registered QS with BQSM

Q2. When does this scheme start ? Does it has a time frame ?

This scheme starts from 25 January 2010 and ends on 24 January 2013. You must fulfill all the requirements to be eligible to apply for registration under this scheme and submit your application form within this period.

Q3. What qualifications are recognized by BQSM ?

The list of qualifications recognized by BQSM can be obtained from BQSM website. The website address is www.bqsm.gov.my.

Q4. How to register as a Graduate Registered QS with BQSM ?

Fill up BQSM Form A and submit to BQSM. The Form can be obtained from BQSM website. The website address is www.bqsm.gov.my.

Q5. I have been working for more than 8 years as a QS but I have not registered as a Graduate QS with BQSM. Am I eligible to apply under this scheme ?

Yes, you are eligible but you have to be a Graduate Registered QS with BQSM for at least 2 years.

Q6. Do I have to go through the normal TPC conducted by ISM ?

If you have worked and carried out QS related works for a minimum of 8 years, you do not have to go through the normal TPC procedures under this scheme. Under this scheme, you do not have to fill in a diary or log book, you are not required to prepare any Practical Tasks and you are not required to sit for the TPC test.

Q7. Does the 8 years working experience starts from the day I work after obtaining a degree or a diploma in QS ?

The minimum 8 years working experience starts from the day you work after obtaining a recognized degree.

Q8. I have been working with a construction firm / developer since I graduated from university. Am I eligible to apply under this scheme ?

Yes, as long as you have carried out QS related works for a minimum of 8 years and fulfill a minimum of 3 areas out of 6 areas listed in Attachment 1 of the Guideline on Special Route issued by BQSM.

Q9. I had previously worked with a Government agency for a couple of years. I have resigned and now I'm working in the private sector. Am I eligible under this scheme ?

Yes, as long as the total working experience carrying QS work is minimum 8 years.

Q10. I have been working for 6 years. If I apply to be a Graduate Registered QS with BQSM now, am I eligible under this scheme after 2 years ?

Yes, upon completion of 2 years being a Graduate Registered QS with BQSM.

Q11. I had previously worked with a Government agency and I had sit for PTK examination. Do I have to sit for PP2 ?

Yes, you have to sit for ISM PP2 because your application now is categorized under QS working in the private sector.

Q12. What are the requirements to sit for PP2 ?

You have to register as a Graduate Member of ISM. The form can be obtained from ISM website www.ism.org.my. Please take note that you must register at least 2 months prior to sitting for PP2.

Q13. How frequent does ISM conduct PP2 ?

ISM conducts PP2 once a year. Under this scheme, ISM plans to conduct two additional PP2 beginning 2010 until 2012. The actual dates and venue for PP2 will be announced at ISM website.

Q14. Where and when PP2 is conducted ?

At ISM sometime in May. Additional PP2 will tentatively be conducted sometime in January and September. Please check ISM website for announcements.

Q15. Does ISM has any plans to conduct PP2 at ISM regional branches ?

Yes, provided that there is a minimum of 10 candidates under this scheme from a particular branch at any one time. Please liaise with ISM representatives at the respective branches.

Q16. How long and what should I write in the Critical Analysis Report ?

The report should be in the region of 1,500 to 2,000 words. Write a report and make an analysis of your work experience on the projects and / or tasks that you have undertaken. Cover a minimum of 3 out of 6 areas listed in Attachment 1 of the Guideline on Special Route issued by BQSM. Make references to the problems you have faced during the course of the projects related to QS work (e.g. contractual or financial issues) and how your team had resolved them.

Q17. When should I submit my Critical Analysis Report?

You should submit your Critical Analysis Report together with your application Form BQSM TPC 1/2009.

Q18. Where should I submit the duly filled Form BQSM TPC 1/2009 and Critical Analysis Report ?

You can submit them to ISM and upon compliance with all the requirements, we shall forward your application to BQSM.

QS JAMBOREE WITH JUNIOR ORGANIZATION (QS DIVISION) OF ISM

Date: 5th-7th March 2010

Venue: Taman Rekreasi Alang Sedaya, Gombak

Total no. of participants: 170 students and lecturers from 10 universities



Aims and Objectives

This is a fun way to expose the students to the profession and to be able to learn and gain some knowledge while participating in the Jamboree.



Learning Outcomes for students

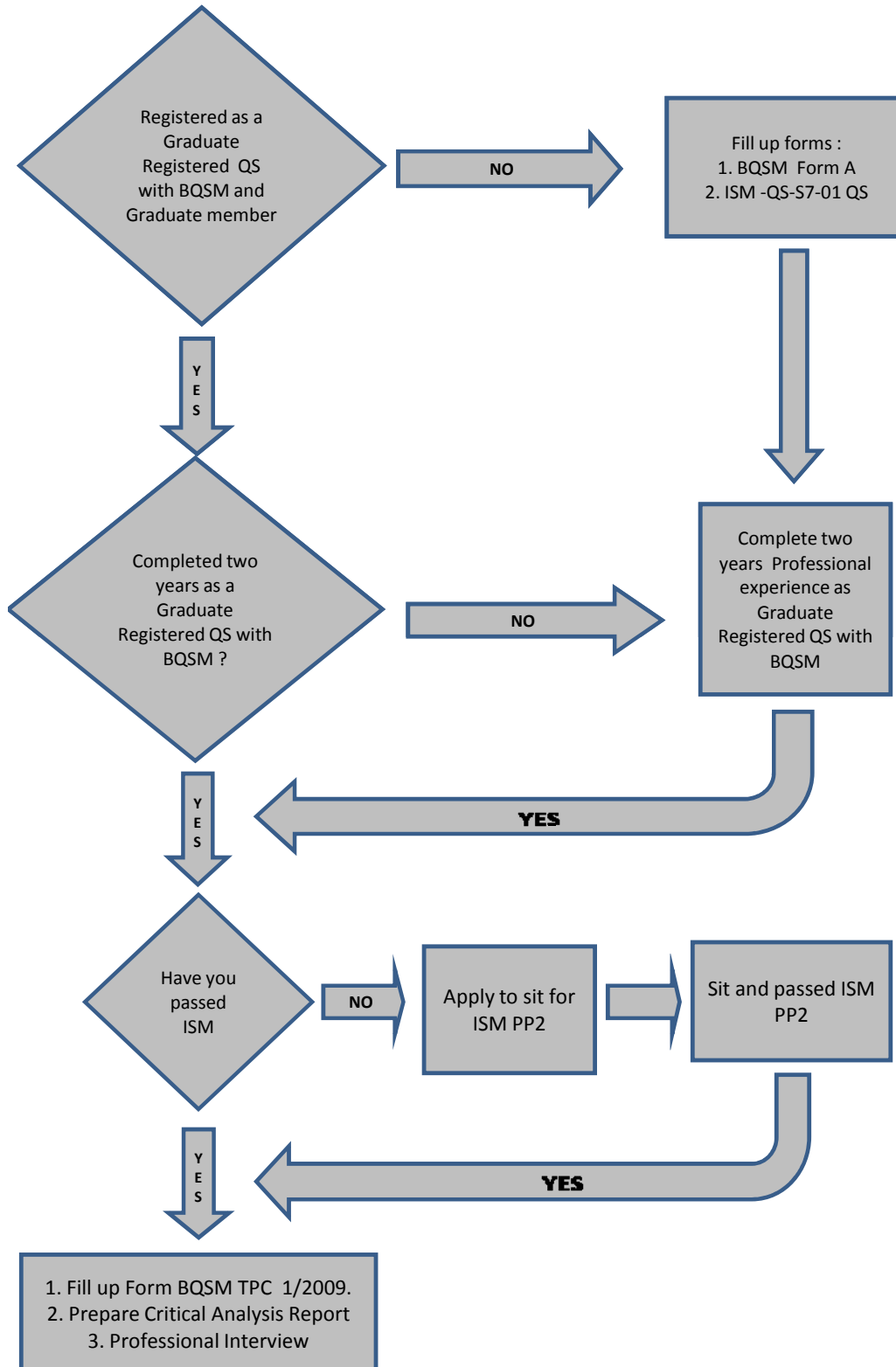
The students have an opportunity to network and socialize with other universities students and members of ISM. The students feel committed to one another and demonstrated team spirit and cooperation.



Flowchart for QS's working in the private sector who intend to apply for registration with the Board of Quantity Surveyors Malaysia via Special Route

Conditions to apply for registration with the Board of Quantity Surveyors Malaysia via Special Route Scheme

- 1) Qualification recognised by BQSM
- 2) Minimum 8 years working experience carrying out QS work, 2 years of which served as a Graduate Registered QS with BQSM
- 3) Currently a Graduate Registered QS with BQSM



YOUNG ACHIEVER'S AWARD NATIONAL FINAL 2010



YAA National Final was successfully hosted at Singgahsana Hotel on the 8th of May 2010. Thirteen (13) schools participated and they were:

(a) East Cost Branch

- (1) Sekolah Menengah Islam Aman Kelantan
- (2) Sekolah Menengah Kebangsaan Zainab (1)
- (3) Sekolah Menengah Sains Tengku Muhammad Faris Petra

(b) Northern Branch

- (1) Sekolah Menengah Jenis Kebangsaan Chung Ling, Pulau Pinang
- (2) Penang Chinese Girls High School
- (3) Penang Free School

(c) Johore Branch

- (1) Sekolah Menengah Kebangsaan Perempuan Sultan Ibrahim
- (2) Sekolah Menengah Kebangsaan Sultan Ismail
- (3) Sekolah Menengah Kebangsaan Convent of Infant Jesus

(d) Central Branch

- (1) Sekolah Menengah Jenis Kebangsaan Katholik
- (2) Sekolah Menengah Kebangsaan Convent Bukit Nanas
- (3) Sekolah Menengah Teknik Sepang
- (4) Sekolah Menengah Kebangsaan Damansara

Unfortunately Sabah & Sarawak Branch apologized in writing as they were unable to participate due to their tight schedule.

The students were welcomed by the YAA Committee and a briefing was given by representatives from all the 4 division on Friday evening, 7th May 2010. They were later taken for dinner at Tupai-tupai restaurant which they thoroughly enjoyed.

The event was graced by the Honorable President of ISM Associate Professor Dr Sr Hajjah Wan Maimun Wan Abdullah and the winners were:

(1) Champion was SMK Damansara Jaya receiving RM3,000.00 in cash, winning plaques, trophy and YAA Challenge Trophy.



(2) 1st runner up was SMK (P) Sultan Ibrahim, Johore receiving RM2,000.00 in cash, winning plaques and trophy.



(3) 2nd runner up was SMK Convent Bukit Nanas, KL receiving RM1,000.00 in cash, winning plaques and trophy.

The students gave positive and constructive feedback as follows:

- (1) To have an ice breaking session upon arrival to allow students to mingle.
- (2) To have simpler instructions for the competition for all the divisions.
- (3) To have the competition in a game format.

The committee would like to thank the sponsors and the Council for their continuous support to this event and hope that it will be continued in the coming years.

2ND "RICS - ISM INTERNATIONAL SURVEYING CONFERENCE FOR UNDERGRADUATES 2010"

Date: 12th-13th March 2010

Venue: University Teknologi Malaysia, Skudai, Johore.

Themed "Meeting the Needs of Tomorrow", the Conference is intended to serve as a platform for surveying undergraduates from the RICS accredited courses in Malaysia, Singapore, Thailand, China and Hong Kong to share and exchange views and ideas. Some professionals from ISM, RICS, UM and UTM presented papers together with some students.

Aims and Objectives

The objectives of the Conference include:

- a) Providing a forum for an open dialogue among undergraduate students in the region on contemporary issues on surveying and the environment.
- b) Providing undergraduate students the opportunity to network with students from other institutions who have common interests and career plans
- c) Generating awareness on current issues and challenges in the construction and property sector

Learning Outcomes for students

The students have an opportunity to participate in this student conference and:

- a) to network with other universities students, socialize with professionals & to obtain valuable technical knowledge from speakers.
- b) to be exposed to the industry and to gain new knowledge on ideas, view points and experiences of the speakers in the Conference.
- c) to be exposed to new paradigms of practice management and explore contemporary strategies in procedural and technological advances within the profession.

QS DIVISION VISIT TO SARAWAK BRANCH (KUCHING)

On 13th March 2010, the QS Division made a visit to the Sarawak Branch in Kuching. The 9th QS Divisional meeting was held in Grand Margherita Hotel at 12.20pm followed by a dialogue with the Sarawak Branch QS committee members and general members at 2.30pm.



Issues that were discussed were:

Registration of Quantity Surveyors via "Special Route" to the BQSM

- The members were briefed on this and were advised to read the write-up in the Berita QS ISM website. Members can always access to the website for more information about activities run by the QS Division and to contact the IT Officer in ISM should they encounter any problems in accessing the website.

TPC tutorials to be held in Kuching

- Members requested for TPC tutorials to be conducted in Kuching and also requested for model answers.
- The QS Division informed that if there are at least ten (10) graduates sitting for TPC, the TPC committee will look into conducting this tutorial. Branch members who require this tutorial are requested to submit in their names to the Sarawak office.
- The Division informed that there are no model answers given so far.
- It was highlighted that starting from this year, candidates will not be informed of their TPC result until after the Practical Task is cleared.

Seminars on CPD to be held in Kuching

- The members requested for more seminars to be held in Kuching.
- Since MIDA grant has been approved, more seminars will be organized provided that the branch can come up with sufficient number of participants in order to organize seminars locally.





Ways to encourage graduate members to pursue to be full member

- Two-Tier Registration was briefed to the members and will be implemented next year by the Board. JTPC will be changed and known as JAPC.

Variation of Price (VOP)

- Members requested for guidelines and examples for the preparation of VOP and this to be issued to all QS Consultants as well as to conduct a workshop in Kuching.

Stamp Duty (public & private sector)

- ISM website has updated information about Stamp Duty. The implementation is deferred until 1st January 2011. The Secretariat is to scan all Surat Pekeliling and send to all members and branches.

Prefix "Sr"

- The prefix "Sr" is only for ISM corporate members and all are encouraged to use the prefix after complying with certain procedures set by ISM. The prefix "Sr" should be without the DOT.

Contact details of ISM members

- Members complained that they did not receive magazines or mails from ISM. At present all announcements will be e-blasted to members and inserted into the ISM website. Members are advised to update their details e.g. change of e-mail address through the ISM website.



CONTINUING PROFESSIONAL DEVELOPMENT (CPD) TALKS

There were a series of seminars jointly organized by Jabatan Kerja Raya Malaysia:

- A half (1/2) day seminar on "Introduction to Green Building Index" was organized by Quantity Surveying Division supported by Malaysian Industrial Development Authority (MIDA). The seminar was organized on the 27th March 2010 at Hotel Singgahsana, Petaling Jaya.
- A talk was also organized by Cawangan Kontrak dan Ukur Bahan, Pasukan Projek Lebuhraya Pantai Timur Fasa 2, JKR Staff (Negeri Terengganu) on 29th March 2010. The topic of this talk was "Seminar on Termination of Contract and Claims under PWD Form of Contract".
- A one (1) day seminar on "Peraturan Perolehan Perkhidmatan Perunding Bagi Projek JKR/Kerajaan" organized by JKR at Mandarin Court Hotel on the 6th Mei 2010.

For future events please refer to ISM website on the dates.

Planned CPD topics coming up are:

- Quantity Surveying – "Back 2 Basics" on 22nd May 2010.
- Industrialised Building System (IBS)

PACIFIC ASSOCIATION OF QUANTITY SURVEYORS (PAQS)

The 14th PAQS Congress and Board meeting are to be held in Singapore from 23 to 27 July 2010. The venue is the Resorts World Sentosa, Singapore and the hosts are the Singapore Institute of Surveyors and Valuers (SISV) with the congress theme, Sustainable Cost Management: Borderless Innovation. Kindly view this website for registrations.

<http://www.paqs2010.com.sg>

CONGRATULATORY MESSAGE

The Council and all members of The Institution of Surveyors, Malaysia would like to extend their heartiest congratulations to:

YB Sr Hj. Muhamad Farid Saad for his appointment as the Political Secretary to Minister in The Prime Minister's Department.

Sr Ong See Lian for being elected as the President-Elect of The Royal Institution of Chartered Surveyors (RICS).

Sr Teo Chee Hai for being elected as the President of Federation of International Surveyors (FIG).

Sr K. Sri Kandan being awarded Dato.

We are indeed very happy that they have been recognized for their services that they have rendered to the surveying profession and the community at large. We hope that their exemplary services and leadership that they have provided for the profession will motivate younger members of the profession to scale greater heights.

We are very proud of your achievements and once again congratulations. Well done!!!

Calling for registration

NEXT SESSION STARTS 7 AUG 10
SATURDAY 7 AUGUST 2009 10:30AM - 4:30PM
ISM RESOURCE CENTRE LG1



Dear Dato' / Datin / Ir / Fellow Directors & Associates,

Greetings from ISM, the QS Division had launched its all new ISM.ISO Group Certification Scheme on 19 June 2009 and has facilitated 8 member firms to get certified in the latest ISO9001:2008 quality management system with value management system.

Our efforted does not stop there, we are launching our new ISM.ISO 9001:2008 Migration Scheme catering for ISM member firms who are already certified in ISO9001:2000 (outdated QMS) to upgrade their existing ISO certification to the latest by 30 November 2010 dateline. Seats will be limited, so hurry and sign up.

We hope to see you in our workshop and your support. Do have a nice day.

Yours Sincerely,
ISM QS Division Chairman

Please register us for the above-mentioned preview. Kindly Sign Me Up for:

MIGRATION SCHEME ☐ **FULL CERTIFICATION SCHEME** ☐

Name : _____ Designation : _____
 Name : _____ Designation : _____
 Name : _____ Designation : _____
 Company Name : _____
 Tel : _____ Fax : _____
 Email : _____
 Contact Person : _____

RSVP. Kindly return the reply portion before 31May10 to
 ISM Secretariat, 64-66, Jalan 52/4, 46200, 46200 Petaling Jaya Tel: 7954 8358, Fax: 7955 0253, Email: qsdiv@ism.org.my



Reaching 50 and Surveying Ahead

Jointly Organized By:



Guest-of-Honour

Y.B. Tan Sri Sr Bernard Giluk Dompok

Minister Of Plantation Industries And Commodities

Main Sponsors:



Endorsed/ Supported By:



12th International Surveyors' Congress

17-18th June 2010 • Hotel Istana, Kuala Lumpur

Theme

Reaching 50 and Surveying Ahead

Background

The International Surveyors' Congress which is organised each year in the month of June is a Congress to address the issues of the day that the four branches of the surveying profession face. In Plenary and Parallel Sessions, the two day Congress will not only dwell on technical issues but also discuss general issues that surveyors and related professions would like to listen and learn from and participate in.

This year's Congress, the 12th in the series takes on a special significance as The Institution of Surveyors, Malaysia enters its 50th session and we prepare to celebrate our Golden Jubilee in 2011. Thus, our theme: Reaching 50 And Surveying Ahead. Broadly, we celebrate our contribution to nation building over the past 50 years and we prepare and pledge to continue to serve our main constituency, the Malaysian Public.

Who Should Attend?

Academicians
Architects
Accountants
Bankers
Builders
Building Surveyors
Building Suppliers
Contractors
Developers
Engineers
Financial Consultants
Financial Officers
Government Officers
Geomatic & Land Surveyors

Home Buyers
Investors
Knowledge Managers
Land Economists
Local Authorities
Management Consultants
Property Valuers
Property Mangers
Real Estate Appraisers
Real Estate Agents
Project Managers
Quantity Surveyors
Town Planners

The Organiser

The Institution of Surveyors, Malaysia (ISM)
3rd Floor, Bangunan Juruukur, 64-66, Jalan 52/4
46200, Petaling Jaya
Selangor
Tel: +603-79551773 / 79569728 / 79548358
Fax: +603-79550253
Email: secretariat@ism.org.my
website: www.ism.org.my

The Programme

DAY ONE THURSDAY, 17 JUNE 2010

OPENING CEREMONY

- 8.00 am Registration
- 8.30 am Arrival of Y.B. Tan Sri Sr Bernard Giluk Dompok
Minister of Plantation Industries & Commodities
- 9.00 am Welcome Address By Sr Elvin Fernandez
Organising Chairman
- 9.05 am Address By Mr. Goh Cheok Weng
Managing Director, AkzoNobel
- 9.10 am Opening Address By Assoc. Prof. Sr Dr. Hjh. Wan Maimun
Wan Abdullah, ISM President
- 9.15 am Official Opening And Keynote Address
By YB Tan Sri Sr Bernard Giluk Dompok
Minister of Plantation Industries & Commodities
- 10.15 am Opening Of Exhibition
Press Conference
Refreshments & Networking

PLENARY SESSION 1

- 10.45 am Paper 1:
State Of The Union - Of Surveyors In Malaysia
By: Assoc. Prof. Sr Dr. Hjh. Wan Maimun Wan Abdullah
- 11.15 am Paper 2:
**The Future Of The Surveying Profession – The View
From The President's Chair**
By: Mr. Max Crofts
- 11.45 pm Paper 3:
**Financial Reporting Standards & Its Implications
For Surveyors**
By: Dr. Nordin Zain
- 12.15 pm Paper 4:
An Understanding Of The Malaysian Bond Market
By: Mr. Promod Dass
- 1.00 pm Lunch & Networking

PLENARY SESSION 2

- 2.30 pm Paper 5:
Current Update On Malaysian Green Initiatives
By: Ar Dr Tan Loke Mun
- 3.00 pm Paper 6:
**The Practice Of The Property Professionals Of South
East Asia: Surveying Ahead**
By: Dr. Megan Walters
- 3.30 pm Paper 7: **"KLIA AEROPOLIS" – Airport Commercial
Property Development: Opportunities And
Challenges**
By: Mr. Muhd Najib Mohd Rawi
- 4.00 pm Paper 8: **Media, Society And Public Perception**
By: Mr. R. Nadeswaran
- 4.45 pm Refreshments & Networking

12th International Surveyors' Congress

DAY TWO FRIDAY, 18 JUNE 2010

PLENARY SESSION 3

- 9.00 am Paper 9:
**The Outlook For The Surveying Profession In Hong
Kong And China**
By: Mr. Francis L.K. Leung
- 9.45 am Paper 10:
**How Regulated Is The Surveying Profession In
Singapore?**
By: Dr. Lim Lan Yuan
- 10.30 am Refreshments & Networking
- 11.00 am Paper 11: **Staying Healthy**
By: YBhg. Datuk Dr. Rajen M.
- 11.45 am Paper 12:
**The Likely Effect Of Earthquakes On Malaysian
Buildings And Structures**
By: Dr. Norhisham Bakhary
- 12.30 pm Lunch & Networking

CONCURRENT SESSIONS

- 2.45 pm refer to detailed schedule overleaf

The Concurrent Sessions

12th International Surveyors' Congress

GEOMATIC & LAND SURVEYING (GLS)

2.45 – 3.15 pm	Paper 1: Empowering Malaysian Land Surveyors In Meeting The Challenges Of Utility Mapping By: Sr Dr. Mohd Yunus Mohd Yusoff
3.15 – 3.45 pm	Paper 2: Evolution of Spatially Enabled Technologies in Malaysia By: Sr Dr. Abdul Majid Kadir
3.45 – 4.15 pm	Paper 3: Fruits Of Surveying By: Assoc. Prof. Sr Dr. Abdul Rashid Mohd Shariff
4.15 – 5.00 pm	Refreshments & Networking
5.00 – 7.00 pm	Divisional AGM
7.30 – 9.00 pm	Divisional Dinner

PROPERTY CONSULTANCY & VALUATION (PCVS)

2.45 – 3.15 pm	Paper 1: The Housing Industry In Malaysia By: YBhg. Dato' Michael K C Yam
3.15 – 3.45 pm	Paper 2: The Hotel Industry In Malaysia By: Mr. Praba G Menon
3.45 – 5.00 pm	Refreshments & Networking
5.00 – 7.00 pm	Divisional AGM
7.30 – 9.00 pm	Divisional Dinner

QUANTITY SURVEYING (QS)

2.45 – 3.15 pm	Paper 1: The Role And Functions Of The Construction Research Institute Of Malaysia (CREAM) By: Prof. Ir. Dr. Zuhairi Abd. Hamid
3.15 – 3.45 pm	Paper 2: Asset Maximisation – UK Best Practice Through Partnership By: Prof. Dr. Sr Kamarul Rashidan Salleh
3.45 – 4.15 pm	Paper 3: Sustainable Built Environment By: Mr. Teerachai Chansakul
4.15 – 5.00 pm	Refreshments & Networking
5.00 – 7.00 pm	Divisional AGM

BUILDING SURVEYING (BS)

2.45 – 3.15 pm	Paper 1: Assessment Of Dampness In The Higher Education Institution Buildings By: Sr Dr. Md. Yusof Hamid
3.15 – 3.45 pm	Paper 2: A Comparative Study On Building Orientation Towards Thermal Comfort In Low Cost Flat Housing In Klang Valley By: Mr. Mohd Nurfaizal Baharuddin
3.45 – 4.15 pm	Paper 3: The Construction Activity in Malaysia and It's Physical Impact To Surrounding Building By: Sr Dr. Adi Irfan Che Ani
4.15 – 5.00 pm	Refreshments & Networking
5.00 – 7.00 pm	Divisional AGM

Plenary Sessions Speakers



ASSOC. PROF. SR DR. HJH WAN MAIMUN WAN ABDULLAH
ISM President

Assoc. Prof. Sr Dr. Hjh Wan Maimun is the current President of The Institution of Surveyors, Malaysia (ISM) for the Session 2009/2010 and a Board member and Chairman of the Accreditation Council of the Board of Quantity Surveyors Malaysia. She is a registered Quantity Surveyor with a qualification from UTM in 1981 and MBA from Aston University UK in 2001, and her Phd from University Malaya. Presently Sr Dr. Hjh Wan Maimun is a Director of Khalid Ahmad Architects, Associates of AMD Associates, and Associate Professor (visiting) UTM.

Starting her career in 1981 in JKR, she later joined the private sector in 1994 and was the General Manager of Pengurusan Lintas Berhad until 1999 and later as one of the Directors of Kinta Samudra Sdn Bhd until 2004. Sr Dr. Hjh Wan Maimun has been appointed by CIDB on various working committees and task force, committee member of NAPSEC, member of the Bar Council Investigating Tribunal and frequently invited to give talks on contract administration and project management.



MR. MAX CROFTS
RICS Global President

Mr Max Crofts graduated from the College of Estate Management, London in 1970. He began work with JP Sturge & Sons in Bristol as the firm's first graduate trainee. His career has been spent with the same firm, now King Sturge, which has grown to be one of the largest property consultancies in the UK and mainland Europe. His professional work encompasses corporate real estate advisory services, especially in the food manufacturing sector, and arbitration in commercial property disputes.

At his inauguration as RICS President in July 2009, Mr Crofts said: "The most important action the RICS can take, and which the Presidential Team will reinforce, is to ensure that the letters FRICS and MRICS continue to be recognized both as the 'gold standard' in property expertise and as a 'global passport' – the worldwide badge of quality."



DR. NORDIN ZAIN
Executive Director, Deloitte Malaysia

Recently joined Deloitte KassimChan as an Executive Director responsible for IFRS Implementation and Islamic Finance. Formerly was the Executive Director of the Malaysian Accounting Standards Board for 9 years. Responsible for developing conventional Financial Reporting Standards and Islamic accounting standards for Malaysia.

A member of MIA and CPA Australia. Served as a member of the Asia Pacific Financial Reporting Advisory Group, Melbourne.

Served as a Board member of the Accounting & Auditing Organisation for Islamic Financial Institution (AAOIFI) in Bahrain. Was a consultant with the United Nations Center for Human Settlement, Nairobi.



MR. PROMOD DASS
Head, Financial Institution Ratings, RAM Rating Services Berhad

Promod leads the Financial Institution Ratings team. His exposure includes coverage of financial institutions in Malaysia, Singapore, Sri Lanka, South Korea, Japan, United Arab Emirates and Kuwait. He also played a crucial role in the inception of RAM Ratings (Lanka), RAM Holdings' wholly owned subsidiary in Sri Lanka.

Promod has delivered presentations at conferences and training events regionally which include sessions for the Asia-Pacific Finance and Development Center (AFDC) based in Shanghai and the South

East Asian Central Banks (SEACEN) Research and Training Centre managed by Bank Negara Malaysia. Prior to joining RAM Ratings in 2000, he was involved in credit, capital markets and corporate finance assignments with a merchant bank since 1995.

Promod holds a B.Sc (Hons) degree in Accounting and Financial Analysis from the University of Warwick, United Kingdom.



AR. DR. TAN LOKE MUNY
Director, ArchiCentre Sdn. Bhd.

Dr Tan Loke Muny, is Director of ArchiCentre Sdn. Bhd. The award winning architectural design company operates out of Kuala Lumpur, Malaysia where they are involved in a large variety of work. He is a Past President of the Malaysian Institute of Architects (PAM), Chairman of the LAM/PAM Green Building and Sustainability Committee, Member of the GBI Accreditation Panel (GBIAP), the Asia Pacific representative of the World Green Building Council (WGBC), Board Member of the

MGBGC, and also a member of the Board of Architects Malaysia.

Dr Tan studied at Taylor's College, Kuala Lumpur and obtained his architectural training from Deakin University and later his doctorate from Melbourne University, Australia.

In Malaysia, he is a founding director of ArchiCentre Sdn. Bhd.



DR. MEGAN WALTERS
Director, Investor and Occupier Services

Dr. Walters heads Jones Lang LaSalle Investor and Occupier services division in Singapore. She is responsible for writing and presenting articles and reports on the real estate markets to assist both investors and occupiers in their decision making processes.

Megan is a Chartered Surveyor with over twenty years experience in real estate. She has work in property development, the Private Finance Industry on schools and hospitals, a hotel firm and for property consultants in the UK and Singapore. She also spent several years in

Hong Kong teaching Masters degree students on international courses taught in conjunction with People's University Beijing and Fitzwilliam College University of Cambridge.

Megan holds a PhD in real estate economics from the University of Hong Kong, a Masters degree in project management from University of Reading and an honours bachelor degree also from the University of Reading.



MR. MUHD NAJIB MOHD RAWI
General Manager, Malaysia Airports Holdings Bhd

Muhd Najib Mohd Rawi is the General Manager for Land Development of Malaysia Airports Holdings Bhd (MAHB). He is responsible for the land use planning and commercial real estate development planning for MAHB's non-aeronautical airport lands. Muhd Najib has over 20 years of working experience in the construction and property development industry and has been involved in several township developments in Klang Valley and Selangor. His previous engagement includes Syarikat Pembinaan

Setia, UMW Toyota and prior to joining Malaysia Airports; he was the Chief Operating Officer for Land & General Bhd's property development subsidiaries. Muhd Najib graduated as a Civil Engineer from University of Strathclyde, Glasgow and also holds a Masters in Business Administration degree from Ohio University.



MR. R. NADESWARAN
Editor, The Sun

Mr. R. Nadeswaran is the Editor (Special and Investigative Reporting) at The Sun.



MR. FRANCIS LEUNG
Immediate Past President, The Hong Kong Institute of Surveyors

Francis Leung is a Quantity Surveyor and an accredited Mediator. He is currently the Chief Quantity Surveyor in the Architectural Services Department of the Government of the Hong Kong Special Administration Region. Mr Leung joined the Architectural Services Department in 1987 and rose to the rank of Senior Quantity Surveyor in 1994. He has been involved with many major projects in Hong Kong including government, institutional and community projects during his 23 years of service. As a Chief Quantity Surveyor,

he is in charge of contract, costing and quality management advisory services.

Mr Leung has held various posts in the Hong Kong Institute of Surveyors (HKIS) and has an active participation in the affairs and activities of the Institute. He was the President (2008-09), Vice President and Senior Vice President (2006-08), Honorary Secretary (2004-06) of the HKIS, Chairman of the Quantity Surveying Division, HKIS (2002-03), Vice Chairman of the Fédération Internationale des Géomètres (FIG) Working Week 2007 Organising Committee, Convenor of the HKIS 20th Anniversary International Conference on Public Private Partnerships (2004).



DR. LIM LAN YUAN JP
Chairman, Singapore Institute of Surveyors and Valuers (SISV)

Dr. Lim has some 40 years of extensive experience in property business involved in property development and management, valuation, training and consultancy. He is a licensed appraiser and current Chairman of Singapore Institute of Surveyors and Valuers (SISV), President of FIABCI Singapore and President of the Association of Property & Facility Managers (APFM). He is also a senior master mediator and an accredited arbitrator, and sits as a tribunal member on the Valuation Review Board, Strata Titles Board and the Appeals (Acquisition) Board.

Dr Lim has been a consultant to a few UN agencies, and is currently Chairman of the World Association of Valuation Organisations (WAVO) and Secretary General of the Asean Valuers Association (AVA). In addition to his doctorate, Dr Lim holds an MBA, an MSc (Construction Management), a LL.M (Distinction), a BSc (Estate Management), a BSc (Economics) and a LLB (Hons), and is a Justice of the Peace.



YBHG. DATO' DR. RAJEN M.
CEO, Holista Biotech.

YBhg. Dato' Dr Rajen obtained his Bachelor of Pharmacy from Universiti Sains Malaysia. He went on to a Masters in Business Administration from the University of Strathclyde, Scotland. He also holds a Doctorate in Holistic Medicine from University of LaSalle, Louisiana, USA.

He is the founder and CEO of Holista Biotech – a group of companies active in the natural products biotechnology space.

He writes the Health Column in the Sunday Times. He used to write in The Star previous to this. He used to lecture in alternative medicine in Universiti Malaya, Universiti Kebangsaan Malaysia and International Medical University. He is also the Managing Editor of the Journal of Tropical Medicinal Plants – the only journal in the world that focuses on medicinal plants from the tropics.

He has been active in the industry and was actually a member of the Ministry of Health's Standing Committee in Traditional Medicine. He has also served as Organising Chairman of the three series of the Woman's Health And Asian Traditional Medicine (WHAT Medicine).



DR. NORHISHAM BAKHARY
Senior Lecturer, Faculty of Civil Engineering, Universiti Teknologi Malaysia

Dr. Norhisham is currently a Senior Lecturer at Faculty of Civil Engineering, Universiti Teknologi Malaysia since 2009. He graduated with B.Eng. (Hons.) in Civil Engineering and M.Eng. (Civil and Structure) from UTM in 1998 and 2001 respectively. He attained his Ph.D in Civil Engineering (Structural Dynamics) from The University of Western Australia in 2008.

He is an author of 9 books and technical papers in international and national journals. He is also a sought-after speaker at local and international conferences.

Concurrent Sessions Speakers

GEOMATIC & LAND SURVEYING (GLS)



Sr DR. MOHD YUNUS MOHD YUSOFF

Dr. MY is currently the Principal Assistant Director of Survey at the Utility Mapping Section in charge of the department's national utility database and fieldwork. Other than overseeing the compilation of utility data, Dr. MY is also responsible for the creation and publication of utility maps for the department. Utility mapping is something new to Dr. MY personally and considers this as a welcome challenge as the task is newly undertaken by the department.



ASSOC. PROF. Sr DR. ABDUL RASHID MOHAMED SHARIFF

Assoc. Prof. Sr Dr. Abdul Rashid is involved in the Surveying & Mapping and GIS. He worked for 18 years in JUPEM. He is attached with UPM for the past 10 years and is active in teaching and research. He has won an International Award in Germany an UK in the last two years.



Sr DR. ABDUL MAJID KADIR

Dr. Abd. Majid Bin A. Kadir was a member of academic staff of the Faculty of Geoinformation Science and Engineering, Universiti Teknologi Malaysia, from 1978-2007. The last post he held at UTM was Professor in Geomatics Engineering. He then took early retirement from UTM at the end of 2006 to focus on business and entrepreneurship development. He received his Bachelor of Surveying Degree from UTM in 1978 and followed by his Master of Science and Ph. D degrees from University of Helsinki, Finland in 1983 and 1991, respectively.

He has written more than 50 technical papers for local and international publications. He is a Fellow of the Institution of Surveyors Malaysia (since 1997) and a Registered Land Surveyor of Peninsular Malaysia (since 2003). Currently he is the Licensed Land Surveyor of Jurukur Dr Abd. Majid and Executive Director of Info-Geomatik (M) Sdn. Bhd.

QUANTITY SURVEYING (QS)



PROF. IR. DR. ZUHAIRI ABD. HAMID

Prof. Ir. Dr. Zuhairi Abd. Hamid is the Executive Director of the Construction Research Institute of Malaysia (CREAM), a research institute established under the Construction Industry Development Board (CIDB) which he joined in January, 2006. He has over 26 years of experience in the construction industry and started his professional career as a civil and structural engineer with the Public Works Department of Malaysia in 1984. He has worked under various capacities such as a road, bridge, building and district engineer, assistant director of planning, and a forensic and structural design engineer. He holds a B.Eng. (Hons.) Civil from University Technology Malaysia, a Masters Degree in Structural Dynamic Engineering from the Kanazawa University, Japan and a PhD in IT Construction majoring in Healthcare Facilities Management from the University of Salford, United Kingdom. He is a Professional Engineer (P.Eng.) in the Board of Engineers Malaysia and a Fellow of the Institution of Engineers Malaysia (FIEM).



PROF. Sr DR. KAMARUL RASHIDAN SALLEH

Prof. Dr. Sr Kamarul Rashidan joined Syarikat Perumahan Negara Bhd in July 2009 as Managing Director and responsible for overseeing a national programme of Rumah Mampu Milik (affordable homes) valued at RM12 billion partly funded by the Government of Malaysia over the next 5 years. He had also a distinction of managing the united front of capital investment of RM830 million through Dana Ransangan Ekonomi for Rumah Mesra Rakyat dan Projek Pemuliharaan Rumah Terbengkalai.

He was educated at Universiti Teknologi Mara Malaysia (Diploma Quantity Surveying), Glasgow Caledonian University (BSc. Hons Quantity Surveying), University of Strathclyde (MPhil Facilities Management) and received his Doctor of Philosophy (PHD) from University of Salford based on a thesis, "The Influence of Retail Design Rental Prices: A Study of Retail Sector in Malaysia." He is a Chartered Quantity Surveyor in the UK and a Member of the Royal Institution of Chartered Surveyors. In Malaysia, he is a Registered Quantity Surveyor and a Member of The Institution of Surveyors, Malaysia. He is also a Member of the British of Facilities Management UK. In addition to that, he is a Visiting Professor of PPP/PFI and Facilities Management of the School of Built Environment, University of Salford UK. He has been the distinguished member of the school since 1997.



MR. TEERACHAI CHANSAKUL

Teerachai Chansakul graduated with a Master in Civil Engineering from New Jersey Institute of Technology, USA in 1998. He started his career path as a project coordinator and eventually a Project Site Superintendent and a Project Manager throughout 11 years with USA Iron in New Jersey. Thereafter, Teerachai joined BlueScope Lysaght in February 2009 and obtained a month's training with BlueScope Construction in both Texas and Kansas. He is currently the Construction Project Director.

Teerachai has vast experience in the area of Leadership in Energy and Environmental Design (LEED) based on his active involvement in many public projects in United States of America such as schools, subways and government buildings. With his extensive knowledge, one of the key area of focus is to build a sustainable environment by reducing energy usage and effective waste management. In addition, he is also very well versed in the aspect of Project Management and Construction Safety Management.

PROPERTY CONSULTANCY & VALUATION (PCVS)



YBHG. DATO' MICHAEL K C YAM

Dato' Michael K C Yam is the founder and Managing Director of a strategic, technical and project management consultancy firm known as Impetus Partnership. Prior to his current position in May 2008, Michael had an illustrious career spanning more than 29 years in the construction, real estate and corporate sectors, the last 12 years successfully managing two award winning public listed companies as their CEO and Managing Director. In 2002, Michael was voted the "CEO of the year 2002" for Malaysia by American Express Corporate Services and Business Times. He is a Fellow of the Royal Institution of Chartered Surveyors and also qualified as a

Fellow of the Chartered Institute of Building after his graduation in 1979 from the University of Westminster, London.

He is the current Chairman of the Real Estate and Housing Developers' Association for Wilayah Persekutuan since 2008 while at the same time serving as the incumbent Deputy President of the National Association. He was also appointed by the Government as a member of the Advisory Board to the City of Kuala Lumpur in 2008 for a 2 year term. Internationally, Michael is one of 2 Asians elected onto the Board of Trustees of the UK headquartered Chartered Institute of Building which sets global standards for the management and implementation of the construction process for its 43,000 members worldwide.

On the corporate arena, he is an independent director of Standard Chartered Bank Malaysia Berhad, Paramount Corporation Berhad and statutory board CLAB Berhad. He is also currently Advisor to several conglomerates while at the same time serving as a director and trustee of the British Malaysian Chamber of Commerce and Standard Chartered Charity Trust respectively.



MR. PRABA G MENON

Mr Praba Menon is currently the General Manager of Hotel Istana, Kuala Lumpur and responsible for the GOP and total operations of the property, a 5 star city hotel.

He is distinctive, highly driven individual with strong and diversified background in strategic planning, team leadership and operational enhancement of areas including sales and marketing, food and beverage and staff management and training.

BUILDING SURVEYING (BS)



Sr DR. MD YUSOF HAMID

Sr Dr. Md Yusof Hamid is currently a Senior Lecturer at Department of Building Surveying, Faculty of Architecture, Planning and Surveying, Universiti Teknologi Mara Perak, Malaysia. He attained his PhD from University of Salford, United Kingdom in the discipline of facilities management (strategic facilities management process). His research interests are strategic facilities management, building usability, building performance studies, space management, community based FM and building maintenance management. By profession, he is a Registered Building Surveyor in Malaysia. He is

also a Member of Centre for Facilities Management, UK which is undertaking research on behalf of European Facilities Management Organisation (Euro FM). Sr Dr. Md Yusof actively involved in research that focus on FM processes and contributed in Euro FM Monograph entitled 'FM Processes'. The work has also interfaced on various occasions to inform the CEN standardization processes. He is also the author of several journal papers and had presented numerous research and technical papers at both reputable local and overseas conferences.



MR. MOHD NURFAISAL BAHARUDDIN

Mohd Nurfaizal Baharuddin is a Lecturer at Department of Building Surveying, Faculty of Architecture, Planning and Surveying, Universiti Teknologi MARA (UiTM). He attained his Degree in Building Surveying from Universiti Teknologi MARA with 'Dean List' award. His research interests are thermal comfort, maintenance management and building orientation and ventilation. As academician, he is actively involved in preparing various paper works and technical paper about his research interest and building surveying practices. He is also being invited as a moderator for various open forum events, among others is Building Surveying Act discussion forum

held at UiTM Shah Alam during BS Raya gathering. His practical project experience is now mainly covers the thermal comfort measurement in various categories of buildings.



Sr DR. ADI IRFAN CHE ANI

Sr Dr. Adi Irfan Che Ani is currently a Senior Lecturer at Department of Architecture, Faculty of Engineering and Built Environment, Universiti Kebangsaan Malaysia (National University of Malaysia). He attained his PhD from University of Malaya, Malaysia in the discipline of facility management (performance measurement). His research interests are building performance evaluation, high-rise residential management, building maintenance of rainwater harvesting, and asset and facility management. By profession, he is a Registered Building Surveyor in

Malaysia. He is also a Corporate Member of The Association of Building Engineers (ABE), United Kingdom. Sr Dr. Adi actively involved in many research and to date has published more than 120 documents comprise international and national journals, proceedings, conferences, invited/keynote papers, technical reports and bulletin/magazine in relation to his research interest. His consultancy works mainly cover the preparation of asset management documentation and manual, building condition survey, as well as to develop a rating tool for building performance evaluation.

THE INTERNATIONAL COST ENGINEERING COUNCIL (ICEC)

ICEC is a worldwide confederation of cost engineering, quantity surveying and project management societies which acts to promote worldwide exchange of cost engineering and project management information and experiences.

ICEC is divided geographically into regions to encourage communication and to foster joint congresses, symposia, and forums on a continental or regional scale. The Regions are:

- a) Region 1 North and South America
- b) Region 2 Europe and the Near East
- c) Region 3 Africa; and
- d) Region 4 Asia Pacific.

ICEC endeavors to:

- a) Encourage the conduct of regional and worldwide congresses, meetings, forums, and seminars.
- b) Promote co-operative research and technical activities among the member societies.
- c) Promote development of standards for accreditation and recognition of cost engineering, quantity surveying and project management certification programs offered by the member societies.
- d) Encourage national and international networking among the members of all ICEC societies within the regions and worldwide.
- e) Develop international standards for terminology in cost engineering, quantity surveying and project management.

The 7th ICEC World Congress and 14th PAQS Congress will be held in Singapore on 23-27th July 2010 in Resorts World Sentosa.

Please refer to www.paqs2010.com.sg or www.icoste.org for more information.

UK CHAPTER

Notes of discussion on dialogue with President on ISM UK Chapter on 16th April 2010 in Holiday Villa, London

Attendance:

Assoc. Prof. Sr Dr Wan Maimun Wan Abdullah (President of ISM)
Sr Chua Siow Leng
Assoc Prof Sr NorAinah Abdllah
Wan Wahizam Tewiran (QS)
Mariati Baharin (QS)
Siti Rosmiza Abdul Rahman (PCVS)
Rajinder Singh (PCVS)
Ng Chin Tiam (QS)
Dzulkarnain Hidayat Dziyauddin (QS)
Khim Leng Khor (QS)
Sharmilee Vickneswaran (QS)
Li Chee Lee (QS)



1. The President met the members and informed the committee with regards to the current activities of ISM. A Protem committee consisting of Wan Wahizam Tewiran, Siti Rosmiza, Abdul Rahman, Mariati Baharin, Rajinder Singh, Ng Chin Tiam and Faisal was elected.

2. The committee proposed to contact Malaysian Surveyors working in UK and students taking Surveying courses to participate in the UK chapter. The following activities had been proposed:

- Mentoring
- Career talks
- Talks by visiting Surveyors
- Newsletter
- Articles for the Malaysian Journal
- CPD activities
- Technical and social activities

The committee hoped to organize an inaugural seminar to formally launch ISM UK chapter and the committee hoped that the President would be able to attend.

3. The President advised the committee to check with regards to the laws and regulations in the UK in relation to the formation and registration of the UK chapter.

4. The committee proposed for ISM to render financial assistance from a % of the membership fee of members in the UK chapter. The President hoped that the committee could be organized with list of members and potential members, scheduled activities and the inaugural seminar to indicate their commitment and earnestness in the formation of the UK chapter.

5. It was proposed that for this initial stage, Malaysian Surveyors working in the UK for more than 10 years be accorded the same special entry scheme. This is to encourage them to become ISM members thus the UK chapter could flourish and more activities could be carried out.

The President would present all the above issues for Council's consideration at the council meeting to be held on 30 April 2010.



WHAT MAKES OR BREAKS A PROJECT? RECORDS, RECORDS, RECORDS

John Wong B Sc (Hons) LLB (Hons) ACI Arb MISM Registered
Quantity Surveyor
john.wong@jcharltonmartin.com

Construction Contract Consultant

Disclaimer Note: The following article forms a personal opinion of the author and does not reflect the views of the company to which the author is attached. The article is merely for the purpose of general knowledge and is not to be taken as professional advice or to create a consultant-client relationship. No two contractual issues are alike and you are strongly advised to seek a comprehensive advice.

It is prevalent in the construction industry that there is a lack of awareness as to how effective documentation on site can play an important role in determining whether a project would be a success or not. It is often seen in the construction industry that when the project runs smoothly, less attention is paid to the proper documentation of records and information in a builder's site office. However, disputes arise when money and time are at stake and such disputes are aggravated by a lack of records to prove factual occurrence.

What can be done in order to minimise or avoid such disputes that often plague the construction industry? Once the contractor is awarded a job, the contractor can identify major risks in the contract. A study on the contract conditions should be carried out and a checklist for contract administration drawn up for each individual job. If in-house expertise is not available in the contractor's organisation, external professional advice should be obtained in order to pursue one's rights and entitlement.

It should be noted that no two projects are alike. Time should be invested in tailoring the checklist according to the contractual requirements. The contractor has to assign specific roles and responsibility to each member of the site organisation in relation to the checklist so that each team member would know what or how to act in every different circumstance without referring back to the contract which can be quite cumbersome and time-consuming. For a massive project, it would be a valuable investment to draw up an operation manual based on the builder's contractual obligations in order to ensure compliance with such obligations.

The checklist helps to monitor the progress of work on site. It should be noted that the contract may require a notice of delay be given as a condition precedent to the granting of extension of time. As soon as a possible delaying event surfaces, correspondence must be effected to serve a notice of delay, and to record the delay event and its cause. For the purpose of ease of reference, it is practical to have a file reference for each possible issue in contention that records a list of correspondence from the respective parties like the contractor, the employer and the subcontractor. Photographs with imprinted dates must be taken of the delaying event such as obstructions at site that could be squatter houses that lie in the way of pipe laying work. Progress reports should be updated regularly with complete records of labour and material on site together with the weather records.

Since critical path is dynamic in a construction project, the works programme must be frequently updated to reflect the delaying event and the effects on the critical path in order to identify the activities which are in delay. This could assist the contractor as well as the Architect/Superintending Officer to analyse the delays in order to ascertain the true extension of time due to the contractor. Moreover, a schedule requesting for design information or design approval required from the employer's consultants at specific dates should be drawn up so that information is received on time and that progress of works would not be hindered.

Once the delaying event is identified, the progress of the works on the works programme should be monitored to identify the prolongation period arising from the disruption of works. Whatever losses and/or expenses incurred during this period have to be compiled and substantiated for onward submission to the employer's consultants for evaluation. The contractor should exercise good practice in keeping separate project account for each individual project for ease of substantiation and claim evaluation. Each project account would include information like the time sheets of site management staff, running costs of the site office, and rental of plant and machineries. Proper site records should be maintained including the number of labourers and which trade working on site especially when labour and plant are lying idle on site due to late arrival of design information from the employer's consultants.

Proper and complete documentation should follow each variation claim including the variation instruction. If the instruction is verbal, written confirmation has to be given to the employer's representatives or consultants. This can be formatted into a readily available "verbal instruction confirmation" pro-forma so that the instruction could be confirmed promptly. Photographs should be taken, particularly, of excavation and drainage works before they are backfilled. The contractor should submit the variation claim as soon as the work is completed and should work with the employer's consultants to agree on the value of the variation work. Any procrastination on either side can have detrimental effects to both parties' interests.

Records are to be treated as precious commodities. A document controller should be introduced to store, coordinate and send correspondence to various parties while ensuring copies of letters are extended to the head office. For large projects that involve hundreds of correspondence files, it is advisable to use specialist software that allows all correspondence to be scanned into the computer hard disk for ease of storage and retrieval.

It is evident that complete and organised documentation determine the profitability of a project in the contractor's perspective. It cannot be denied that construction projects are increasing in complexity coupled with the increasing use of tailored and complex contracts. It is therefore vital for contractors to restructure their mode of operation on site in order to keep up with growing challenges. A prudent contractor would invest in such good management practice in order to reap the benefits in the long term period.

Green Building Index CPD Talk
27th March 2010 at
Hotel Singgahsana, Petaling Jaya



THE COMMITTEE MEMBERS OF 2009/2010 SESSION



A BIG THANK YOU TO ALL!



Copyright © 2010
The Institution of Surveyors, Malaysia
3rd Floor, Bangunan Juruukur,
64-66, Jalan 52/4,
46200 Petaling Jaya, Selangor
Tel : 603 - 79551773 / 79569728
Fax : 603-79550253