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ASSOCIATION OF  
CONSULTING ENGINEERS  
SINGAPORE

IES Reference: IES/QECP/2016/5686

Date: 1 April 2016

Er. Chong Kee Sen, President, IES

Er. Ling Shiang Yun, President, ACES

Mr. Ridzuan Bin Ismail, Director (Catchment and Waterways), PUB

### **EXTENSION OF TERMS OF DUTIES FOR THE QECP REVIEW PANEL SCHEME**

The QECP Review Panel, jointly appointed by IES President, ACES President and Director (Catchment & Waterways Department) PUB has expired on 31 Mar 2016.

2 The objectives of this QECP Review Panel Scheme include reviewing the quality and professionalism of the services provided by about 160 QECP to the construction industry.

Details of the QECP scheme is at <https://www.ies.org.sg/professional/registry/qecp/2.%20Circular%20%20to%20QECP-%2018%20Mar%2013.pdf>

3 Since the setting up of the Panel, the Panel has:

- (i) Conducted 12 review sessions on the ECM plans submitted by QECP
- (ii) Awarded demerit points to 49 QECPs for errors and poor ECM plan submissions
- (iii) Conducted 5 seminars/interactive workshops to share the findings of the Panel
- (iv) Shared findings of the Panel on the IES web portal

4 The QECP Review Panel Scheme has been successful in enhancing the service and professional quality of the QECP fraternity. The Panel members have voluntarily spent their professional time for the Panel's work.

5 In view of the above, the Secretariat recommends to extend/appoint the following members for another 3 years, up to end Mar 2019.

- Mr Quah Hock Lai(PUB)
- Mr Ho Chyi Perng(PUB)(new appointment)
- Er. Dr. Chew Soon Hoe(IES)
- Er. Teo Ee Huat(Ngee Ann Poly, Co-Chairman, IES/ACES QECP Registry)
- Er. Leong Sow Hon(Chairman, IES/ACES QECP Registry)
- Er. Lim Peng Hong(IES/ACES QECP Registry)
- Er. Sim Mui Leng(Chairman, IES EC Sub Committee)

6 The attached term of reference is for your endorsement please.

Yours sincerely

Stanley Ho  
Admin Executive  
QECP Registry

## TERMS OF REFERENCE

### **REVIEW PANEL ON EARTH CONTROL MEASURES (ECM) SUBMISSIONS BY QUALIFIED EROSION CONTROL PROFESSIONAL (QECP)**

#### **OBJECTIVES**

- To put in place a system to monitor and maintain the professionalism of QECP services.
- To conduct periodic audit checks on the ECM plans designed by the QECP and the actual implementation of ECM on-site, as supervised by the QECP.
- To take appropriate actions against QECPs with erroneous submissions or poor performance.
- To promote fair and good QECP service standards.

#### **REVIEW PANEL COMPOSITION**

- Mr Quah Hock Lai (PUB)
- Mr Ho Chyi Perng (PUB)
- Er. Dr Chew Soon Hoe (NUS)
- Er Teo Ee Huat (Ngee Ann Poly, Co-Chairman, IES/ACES QECP registry)
- Er Leong Sow Hon (Chairman, IES/ACES QECP Registry)
- Er Lim Peng Hong (IES/ACES QECP Registry)
- Er Sim Mui Leng (Chairman, IES EC Sub Committee)

#### **TERM OF APPOINTMENT**

- 1 Apr 2016 to 31 Mar 2019

#### **WORK PLANS**

- The review session shall be carried out on a quarterly basis. Depending on the need for the review, and availability of projects that meet the selection criteria, the frequency for the review sessions may be adjusted accordingly.
- The Panel shall set the projects selection criteria for PUB to pre-select a list of projects. The Panel shall select not more than 5 projects for review for each review session.
- The QECP Registry Panel will arrange for the QECP of selected projects to attend the review.
- The Panel shall submit the audit report and recommended actions to the PUB/QECP Registry.
- The Panel shall disseminate and share the audit findings with the QECP community.
- Ad hoc audits may be held on projects upon public feedback/complaints on poor ECM of such projects or upon request by PUB.



Mr. Ridzuan Bin ISMAIL  
PUB Director  
Catchment & Waterways



Er. Chong Kee Sen  
IES President



Er. Ling Shiang Yun  
ACES President

## **Review Panel on Earth Control Measures (ECM) submission by Qualified Erosion Control Professional (QECP)**

### **Review Mechanism**

1. The review session will be carried out on a quarterly basis. Construction projects subject to the review will be pre-selected by PUB. (Note: Additional review sessions may be held upon feedback received through PUB.)  
PUB will pre-select the projects based on the following Panel's selection criteria:
  - QECP with exceptionally high records of ECM submission
  - ECM projects near to sensitive areas, where PUB would want to pay more attention
  - Large Project with site area say exceeding 6 hectare and above
  - Contractors who have been issued warning letters/ Fines regularly and have not improved in ECM implementation
  - ECM submission where PUB having issues with QECP who do not comply with requirement
  - QECP accorded with demerit points.
  
2. Ad-hoc review could be conducted via electronic platform such as emailing system so that the case could be dealt with promptly without waiting for the next review session. It would be done based on the following process :
  - PUB float case via email
  - Registry secretariat consolidates comments from members
  - Registry secretariat writes to QECP to respond within 2 weeks
  - Registry secretariat floats reply to Panel for assessment
  - Panel makes decision
  - Registry secretariat informs QECP of the decision
  
3. The QECP of selected projects would be notified two weeks in advance before the review session. QECP shall prepare a power point presentation on the ECM submission and make a 15 minutes presentation. The QECP shall be present in person. Review Panel would assess the QECP presentation and submission based on:
  - Part A - Review Panel would assess the QECP's understanding of the ECM design principles and implementation schedules.
  - Part B - Review Panel would highlight possible improvement / enhancement to QECP's project for better site implementation, where applicable.



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4. The Review Panel would make an assessment on the QECP's technical competency based on Part A and, where applicable, recommend necessary actions to the QECP Registry Board for subsequent follow-up.
5. Where applicable, the Review Panel would inform PUB on its findings/ proposals as stated under Part B and require that the QECP to make a resubmission. (Note: PUB will issue only conditional approval for those selected-for-review projects).
6. A QECP deemed by the Panel to have unsatisfactory ECM for a project design would be accorded two (2) demerit points. Factors taken into consideration would include design parameters and rainfall intensity adopted, sizing of sedimentation controls and capacity and adoption of treatment plant and provision of post design services to check and advise on actual implementation on site, in tandem with changes in construction phases.
7. Upon the accumulation of 6 demerit points over 1 year, or 12 demerit points within 2 years, the QECP certificate will be suspended for 1 year by the QECP Registration Panel. The QECP Registration Panel could also require the errant QECP to re-sit the QECP course or the QECP course assessment in order to apply for reinstatement of his QECP certificate.
8. Any appeal would be considered in accordance with the Rules for Professional Discipline (QECP)