

# **CORENET e-Submission**

## **Form Templates Guidelines**

**(Dated 15-05-06- Version 3.0)**

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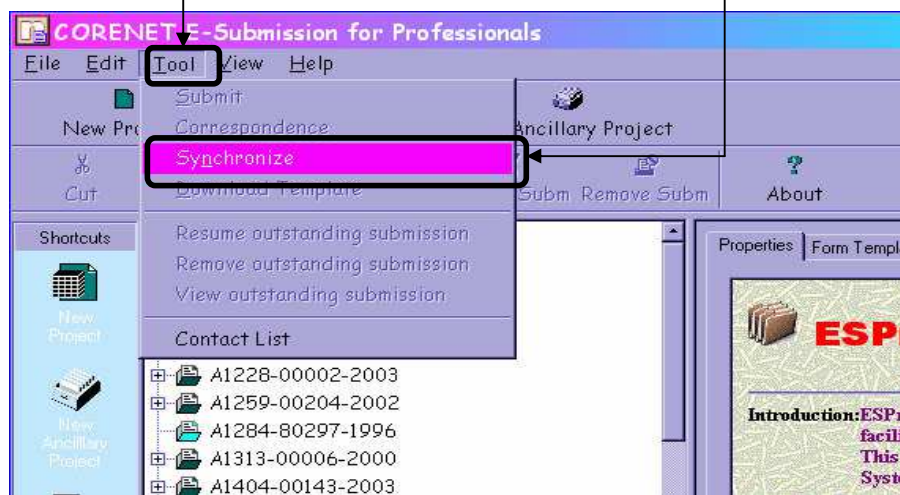
- 1. Updating Form Templates in ESPro (Electronic Submission for Professional)**
- 2. List of Latest BCA Forms**
- 3. List of BCA Folders/ Forms Removed**

## 1. Updating Form Templates in ESPro (Electronic Submission for Professional)

- 1.1 To launch ESPro, click on the **ESPro** (Electronic Submission for Professional) icon on your desktop.



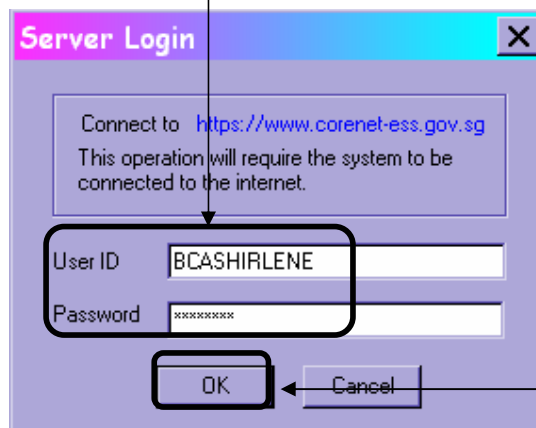
- 1.2 After launching the ESPro, go to **Tools** and select **<Synchronize>**.



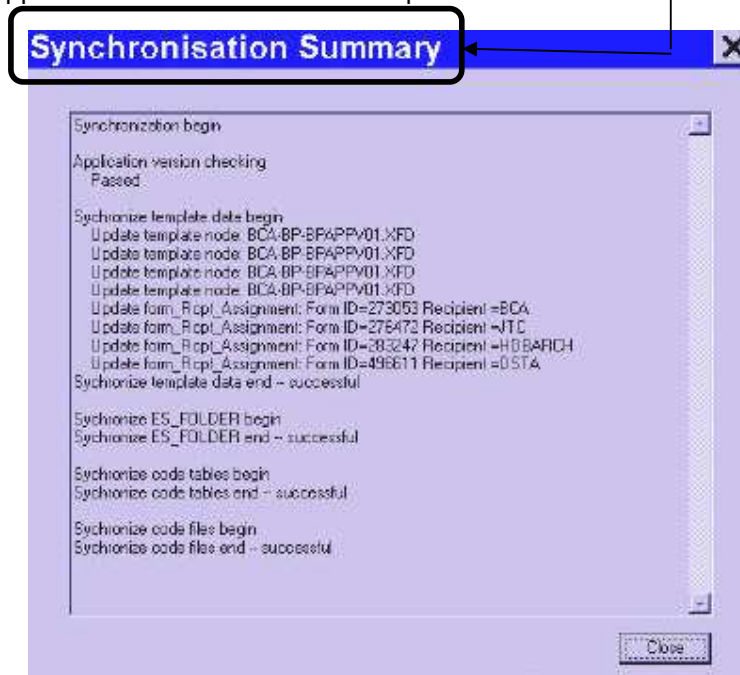
### Notes:

The synchronisation function will only work when your PC is connected to the Internet. It will update the Form Templates in your PC with the latest agencies forms.

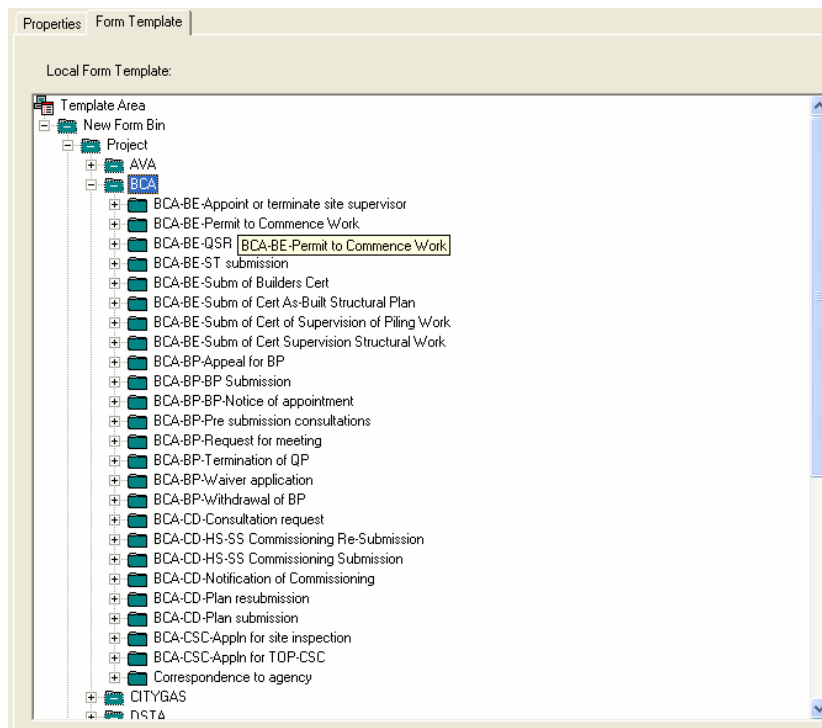
- 1.3 Key in your **USER ID** and **Password**, and click on the **<OK>** button to start synchronize after



- 1.4 Upon successful synchronization, a “**Synchronisation Summary**” dialogue box will appear. It summarizes the latest update carried out.



- 1.5 The latest “FORM TEMPLATE” should look exactly like the one below.



**Notes:**

Outdated forms in your “Work Area” will have a **RED** file name after the synchronisation; you will need to replace them with the newly downloaded forms in the Form Templates.

**2. List of Latest BCA Forms (ESPro-Form Templates)****List of Latest Forms**

Application Type (Folder)	Form Name	Remarks	Descriptions	Category
BCA-BP-Appeal for BP	<b>BCA-BP-NCAPPEAL.XFD</b>		<b>Notice Of Appeal</b>	<b>Main Form</b>
<b>BCA-BP-BP Submission</b>	<b>BCA-BP-BPAPPV01.XFD</b>	Merged with form BCA-BP-BPAPPV01-A1.XFD	<b>Application of Approval of Building Plans</b>	<b>Main Form</b>
	BCA-BP-BPAA01-A1.DOC		Undertaking to PUB (BP)	
	BCA-BP-BPAA01.XFD		Declaration for Submission of Building Plans (Additions & Alteration to Conventional Buildings) by the Qualified Person	
	BCA-BP-ENBPPE.XFD		Professional Engineer's Declaration in Lieu-of Endorsements on Building Plan	
	BCA-LU-NAPPQP01.DOC		Notification of Appointment/ Authorization of Qualified Person(s)/ Accredited Checker/ Builder/ Structural Engineer	
	BS01_COP2000.XLS	Replaced forms: BS-01.XLS, BCA-BP-BS01_2004.DOC, BS-03.XLS, BCA-BP-BS03_2004.DOC	Calculation of Overall Buildability Score- COP2000	
	BS01_COP2002.XLS		Calculation of Overall Buildability Score- COP2002	
	BS01_COP2004.XLS		Calculation of Overall Buildability Score- COP2004	
	<b>BS01_COP2005.DOC</b>	<b>(NEW- DEC 2005)</b>	<b>Calculation of Overall Buildability Score- COP2005</b>	
	BCA-BP-DB.DOC		Appointment of Qualified Person(s) by Builder for Design & Build Project	
	BCA-BP-FETTV01.XFD	Changed in form name BCA-BP-FOTTV01.XFD (Original Form Name)	ETTV Calculation Format in Respect of an Air-Conditioned Building	
	BCA-BP-FETTV-A1	Changed in form name BCA-BP-FOTTV-A1.DOC (Original Form Name)	Calculation of Envelope Thermal Transfer Value of Building Envelope	
	BCA-BP-FETTV-A2	Changed in form name BCA-BP-FOTTV-A2.DOC (Original Form Name)	Summary of Envelope Area Calculation	
	BCA-BP-FETTV-A3	Changed in form name BCA-BP-FOTTV-A3.DOC (Original Form Name)	Description and Technical Specifications of Opaque Wall of the Building Envelope	
	BCA-BP-FETTV-A4	Changed in form name BCA-BP-FOTTV-A4.DOC (Original Form Name)	Description and Technical Specifications of Fenestration of the Building Envelope	
	BCA-BP-AS.DOC	Moved from <Schedule of Alternative Solution> folder to <BCA-BP-BP Submission> Folder	Schedule of Alternative Solutions	

\* Move from Online Submission to ESPro Form Template

BOLD- Main Form

Blue- New Forms

## 2. List of Latest BCA Forms (ESPro-Form Templates)

## List of Latest Forms

Application Type (Folder)	Form Name	Remarks	Descriptions	Category
BCA-BP-BP-Notice of appointment	<b>BCA-BP-COQP01.XFD</b>		<b>Notification of Appointment of Qualified Person and Project Reference Number and Title</b>	<b>Main Form</b>
BCA-BP-Pre submission consultations	<b>BCA-BP-PCBP01.XFD</b>		<b>Request for Pre-submission Consultation</b>	<b>Main Form</b>
	BCA-BP-PCBP01-A1.DOC		Record for Pre-submission Consultation	
BCA-BP-Request for meeting	<b>BCA-BP-RQBPMEETG.XFD</b>		<b>Request for a Building Plan Meeting</b>	<b>Main Form</b>
BCA-BP-Termination of QP	<b>BCA-BP-NCQPTERM.XFD</b>		<b>Notice of Termination of Appointment</b>	<b>Main Form</b>
	BCA-BP-NCQPTERM-A1.DOC		Summary Report	
BCA-BP-Waiver application	<b>BCA-BP-WVBP01.XFD</b>		<b>Application for Modification/ Waiver of Building Regulations</b>	<b>Main Form</b>
BCA-BP-Withdrawal of BP	<b>BCA-BP-WDLBP.XFD</b>		<b>Application of Withdrawal of Plans of Building Works</b>	<b>Main Form</b>
BCA-CD-HS-SS Commissioning Submission	<b>BCA-CD-COMM01.XFD</b>	Replaced forms: BCA-CDAS-ARHSSS.XFD, BCA-CDAS-PCHSSS.XFD, BCA-CDAS-REAHSSS.XFD, BCA-CDAS-ACHSSS01.XFD, BCA-CDAS-ACHSSS02.XFD, BCA-PS-ASTRPS.XFD, BCA-PS-NCCTPS.XFD, BCA-PS-REACTPS.XFD, BCA-PS-RQPCPS.XFD, BCA-PS-ADPPS01.XFD, BCA-PS-REAPSP.XFD	<b>Application for Approval of Commissioning of Civil Defense Shelter (For Household Shelter and Storey Shelter Only)</b>	<b>Main Form</b>
BCA-CD-Notification of Commissioning	<b>BCA-CD-NCOM01.XFD</b>		<b>Notification of Commissioning Test for Civil Defense Shelter (For Public Shelter and Transit Shelter Only)</b>	<b>Main Form</b>
BCA-CD-Consultation request	<b>BCA-CD-PLAN01.XFD</b>		<b>Request for Consultation on Civil Defense Shelter Requirements</b>	<b>Main Form</b>
BCA-CD-Plan submission	<b>BCA-CD-PLAN02.XFD</b>		<b>Application for Approval of Commissioning of Civil Defense Shelter Plans (For Household Shelter and Storey Shelter only)</b>	<b>Main Form</b>
<b>*BCA-BE-Permit to Commence Work</b>	<b>*BCA-BE-PERMIT.XFD</b>	Moved from CORENET Online Submission to ESPro "Form Template"	<b>Joint Application for Permit to Carry Out Structural Works</b>	<b>Main Form</b>
	BCA-BE-PERMIT.DOC		<b>Joint Application for Permit to Carry Out Structural Works</b>	
	*BCA-BE-PERMIT_A1.DOC		Declaration on the Planning Approval Status of the Building Project at the time of the of Submission of the Joint Application for Permit to Commence Demolition/ Site Formation/ Piling/Structural/ Building Works	
	*BCA-BE-PERMIT_A2.DOC		Building Project Data Required for Research & Statistics by URA	
	BCA-BE-PERMIT_A3.DOC		Pre-Construction Survey for Piling and Excavation Works	
BCA-BE-Appoint or terminate site supervisor	<b>BCA-BE-NCTASS.XFD</b>		<b>Notice of Termination/ Appointment of Site Supervisor</b>	<b>Main Form</b>

\* Move from Online Submission to ESPro Form Template

BOLD- Main Form

Blue- New Forms

**2. List of Latest BCA Forms (ESPro-Form Templates)****List of Latest Forms**

<b>Application Type (Folder)</b>	<b>Form Name</b>	<b>Remarks</b>	<b>Descriptions</b>	<b>Category</b>
<b>BCA-BE-QSR submission</b>	<b>BCA-BE-QPRST01.XFD</b>		<b>Quarterly Progress Report for Strutural Works</b>	<b>Main Form</b>
	BCA-BE-QPRST01-A1.DOC		Schedule of Structural Works for the Next Quarter	
<b>BCA-BE-Subm of Builders Cert</b>	<b>BCA-BE-BRCTBW.XFD</b>		<b>The Builder's Certificate of Completion of the Building Works</b>	<b>Main Form</b>
<b>BCA-BE-Subm of Cert As-Built Structural Plan</b>	<b>BCA-BE-CTASST.XFD</b>		<b>Submission Certificate of Record Structural Plans/ Calculations</b>	<b>Main Form</b>
	BCA-BE-ENABSPAC.XFD		Endorsements on Record Structural Plan Certificate to be Endorsed by the Accredited Checker	
	BCA-BE-ENABSPQP.XFD		Endorsements on Record on Structural Plan Certificate to be Endorsed by the Qualified Person for Structural Works	
<b>BCA-BE-Subm of Cert of Supervision of Piling Work</b>	<b>BCA-BE-QPCTPW.XFD</b>		<b>Certificate of Supervision of Piling Works and Notice of Completion by the Qualified Person for Structural Works</b>	<b>Main Form</b>
	BCA-BE-ENABPPAC.XFD		Endorsements on Record Piling Plan Certificate to be Endorsed by the Accredited Checker	
	BCA-BE-ENABPPQP.XFD		Endorsements on Record Piling Plan Certificate to be Endorsed by the Qualified Person for Structural Works	
<b>BCA-BE-Subm of Cert Supervision Structural Work</b>	<b>BCA-BE-QPCTSSW.XFD</b>		<b>Certificate of Supervision of Structural Work by the Qualified Person for Structural Works</b>	<b>Main Form</b>

\* Move from Online Submission to ESPro Form Template

BOLD- Main Form

Blue- New Forms



**2. List of Latest BCA Forms (ESPro-Form Templates)****List of Latest Forms**

Application Type (Folder)	Form Name	Remarks	Descriptions	Category
<b>BCA-BE-ST submission</b>	<b>BCA-BE-STAPPV01.XFD</b>	Merged with form BCA-BP-BPAPPV01-A1.XFD	<b>Application for Approval of Structural Plans</b>	<b>Main Form</b>
	BCA-BE-EXTWD.XFD		Application for Extension of Time to Comply with the Written Direction	
	BCA-BE-ACCHECKLIST.DOC		AC's Checklist in Design Evaluation Report	
	BS02_COP2000.XLS	Replaced forms: BS02.XLS, BCA-BE-BS02_2004.DOC	Calculations of Structural Buildability Score- COP2000	
	BS02_COP2002.XLS		Calculations of Structural Buildability Score- COP2002	
	BS02_COP2004.XLS		Calculations of Structural Buildability Score- COP2004	
	<b>BS02_COP2005.DOC</b>	<b>(NEW- DEC 2005)</b>	<b>Calculations of Structural Buildability Score- COP2005</b>	
	BCA-BP-DB.DOC		Appointment of Qualified Person(s) by Builder for Design & Build Project	
	BCA-BE-ENSPAC.XFD		Endorsements on Structural Plan Certificate to be Endorsed by the Accredited Checker	
	BCA-BE-ENSPPE.XFD		Endorsements on Structural Plan Certificate to be Endorsed by the Professional Engineer for Work	
	BCA-BE-ENSPQP.XFD		Endorsements on Structural Plan Certification to be Endorsement by the Qualified Person for Structural Works	
	BCA-BE-STAPPV01-A1.DOC		Undertaking to PUB (BE)	
	BCA-BE-STAPPV01-ACC.XFD		Accredited Checker's Certificate	
	BCA-BE-STAPPV01-RW.XFD		Declaration by Qualified Person for Structural Works for the Approval of Structural Plan (Retaining Wall)	
	BCA-LU-NAPPQP01.DOC		Notification of Appointment/ Authorization of Qualified Person(s)/ Accredited Checker/ Builder/ Structural Engineering	
<b>BCA-CSC-Appln for TOP-CSC</b>	<b>BCA-CSC-TOPCSC01.XFD</b>		<b>Application for Temporary Occupation Permit (TOP)/ Certificate of Statutory Completion (CSC)</b>	<b>Main Form</b>
	BCA-CSC-CSPACMVS.XFD		Certificate of Supervision of Air-Conditioning/ Mechanical Ventilation System(s)	
	BCA-CSC-CSPBW.XFD		Certificate of Supervision of Building Works	
	BCA-CSC-CSPLE.XFD		Certificate of Supervision of Installation of Escalator(s)/ Lift(s)	
	BCA-CSC-CSPLP.XFD		Certificate of Supervision of Lightening Protection System	
	BCA-CSC-TOPCSCDQP.XFD		Declaration by Qualified Person for the Application of Temporary Occupation Permit/ Certificate of Statutory Completion for Building Works	
	BS03_COP2000.XLS	New Form	Calculations of Structural Buildability Score- COP2000	
	BS03_COP2002.XLS	New Form	Calculations of Structural Buildability Score- COP2002	
	BS03_COP2004.XLS	New Form	Calculations of Structural Buildability Score- COP2004	
	<b>BS03_COP2005.XLS</b>	<b>(NEW- DEC 2005)</b>	<b>Calculations of Structural Buildability Score- COP2005</b>	

\* Move from Online Submission to ESPro Form Template

BOLD- Main Form

Blue- New Forms

**2. List of Latest BCA Forms (CORENET-Online Submission)****List of Latest Forms**

Application Type (Folder)	Form Name	Remarks	Descriptions	Category
BCA-CSC-Appln for site inspection	<b>BCA-CSC-RQSI.XFD</b>		<b>Request for Site Inspection Date under the Advance Booking System</b>	<b>Main Form</b>
Correspondence to agency	ESS-CORR.XFD		Correspondence to Agency	
	BCA-BP-AGENCIES.DOC		Possible Conflicting Requirements	

*\* Move from Online Submission to ESPro Form Template*

*BOLD- Main Form*

*Blue- New Forms*

**2. List of Latest BCA Forms (CORENET-Online Submission)****List of Latest Forms**

<b>Application Type (Folder)</b>	<b>Form Name</b>	<b>Remarks</b>	<b>Descriptions</b>	<b>Catgory</b>
<b>Application for COW</b>	<b>BCA-BE-COWAQS01.XFD</b>		<b>Particulars of Clerk-of-Work for Acceptance as Site Supervisor</b>	<b>Main Form</b>
	BCA-BE-COWAQS02.DOC		Details of Past Site Supervision Experience	
<b>Application for RE</b>	<b>BCA-BE-REAQS01.XFD</b>		<b>Particulars of Resident Engineer for Acceptance as Site Supervisor</b>	<b>Main Form</b>
<b>Permit to erect temporary building works</b>	<b>BCA-BP-PMTTB.XFD</b>		<b>Application for Permit to Erect Temporary Buildings</b>	<b>Main Form</b>
	BCA-LU-NAPPQP01.DOC		Notification of Appointment/ Authorization of Qualified Persons(s)/ Accredited Checker/ Builder/ Structural Engineer	
	**BCA-CSC-CTSTBW.XFD	Moved from ESPro to Online	Certificate of Supervision for Temporary Building Works	
<b>Submission of Dangerous Building Report</b>	<b>BCA-ESID-SIS_SF-SD.XFD</b>		<b>Submission of Structural Investigation Report</b>	<b>Main Form</b>
<b>Appointment of SE under S28</b>	<b>BCA-ESID-SIS_SF-D2.XFD</b>		<b>Appointment of Structural Engineer</b>	<b>Main Form</b>
<b>Visual Inspection Report under S28</b>	<b>BCA-ESID-SIS_SF-D3.XFD</b>		<b>Visual Inspection Certification (for Non-Structural or Minor Structural Defects)</b>	<b>Main Form</b>
<b>Visual Inspection Certification</b>	<b>BCA-ESID-SIS_SF-D7.XFD</b>		<b>Visual Inspection Certification (for Supervision of Remedial Works)</b>	<b>Main Form</b>
<b>Visual Insp Report under S28- Suspected Defects</b>	<b>BCA-ESID-SIS_SF-D4.XFD</b>		<b>Visual Inspection Certification (for Suspected Defects Suspected in Localised Areas/ Whole Building)</b>	<b>Main Form</b>
<b>Localised or Full Stru Investigation Rpt under S28</b>	<b>BCA-ESID-SIS_SF-D5.XFD</b>		<b>Structural Inspection Certificate (for Defects Suspected which are of No Structural Significance)</b>	<b>Main Form</b>
<b>Loc or Full Stru Inv Rpt S28- Suspected Stru Def)</b>	<b>BCA-ESID-SIS_SF-D6.XFD</b>		<b>Structural Inspection Certificate (for Defects Suspected which are full of Structural Significance)</b>	<b>Main Form</b>

\*\* Move from ESPro Form Template to Online Submission

BOLD- Revise Forms/ Changes

**3. List of BCA Folders/ Forms Removed****List of Latest Forms**

Application Type (Folder)	Form Name	Remarks	Descriptions	Category
<b>BCA-BE-Subm of Cert As-Built Structural Plan</b>	BCA-BE-ENSPAC.XFD		Endorsements on Structural Plan Certification to be Endorsed by the Accredited Checker	
	BCA-BE-ENSPQP.XFD		Endorsement on Structural Plan Certificate to be Endorsement by the Qualified Person for Structural Works	
<b>BCA-BE-Subm of Cert of Supervision of Piling Work</b>	BCA-BE-ENSPAC.XFD		Endorsements on Structural Plan Certification to be Endorsed by the Accredited Checker	
	BCA-BE-ENSPQP.XFD		Endorsement on Structural Plan Certificate to be Endorsement by the Qualified Person for Structural Works	

**3. List of BCA Folders/ Forms Removed wef. 27<sup>th</sup> May 2006****List of Latest Forms**

Application Type (Folder)	Form Name	Remarks	Descriptions	Category
<b>BCA-CD-HS-SS Commissioning Re-Submission</b>	<b>BCA-CD-COMM02.XFD</b>		<b>Resubmission for Approval of Commissioning of Civil Defense Shelter (For Household Shelter and Storey Shelter Only)</b>	<b>Main Form</b>
<b>BCA-CD-Plan resubmission</b>	<b>BCA-CD-PLAN03.XFD</b>		<b>Resubmission for Approval of Civil Defense Shelter Plans</b>	<b>Main Form</b>