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**ARCHITECT SUBMISSION APPROVAL FOR PROJECT MRT TRANSIT
LALUAN 2: SUNGAI BULOH – SERDANG - PUTRAJAYA**

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ABSTRACT

The submission approval document is very important for each construction site in order to ensure the quality and the safety of the building or the project. The aim of this study was to discover the method of submission approval at WCT management office located at Kuchai Lama, Kuala Lumpur. An appropriate case study, all information and data were collected from the observation, interview and review related documents. Submission approval was carried out by material engineer, architect and sub-contractor because it was a requirement from the client which is MRT Corporation. All the submission and data were then uploaded in the Aconex System for long term access. The submission approval at WCT management office was crucial to prevent collapse of the building and to avoid building defect.

ACKNOWLEDGEMENT

First of all, I would like to extend my heartfelt gratitude to WCT HOLDINGS BERHAD for gave me the opportunity to do my practical training here. It is a great honor for me that I am able to work with a great company and a great staff. This is a big chanced for me to experience new thing and gathered new information or knowledge about the construction work. In addition, I had the opportunity to get exposed to field work, which will be helpful for working in the future. Without the chance given to me by this company, it would be difficult for me to feel the experience.

After that, I would like to thanks my family and my friends for helped me and guided me to complete this report. My family who always supported me and encouraged me by influenced me with positive words and provides a comfortable environment that enhanced my studies session. My friends also helped me by provided me useful information and taught me how to write a quality report and used the right format. With the help from my family and my friends, I was able to complete my practical report smoothly.

Next, I was very grateful to my lecturer, Dr. Hafizah Mohd Latif for giving me a valuable information and knowledge during my practical semester. Without her, it would be difficult for me to complete and submitted this report. She also had been supportive and always taught me by showing me the right information and the valuable technique, method and the details needed to write on my report. In addition, Dr. Hafizah also always kept in touch with me and other student under her on social media and immediately answered all of our question and our doubt during our internship. With her guideline, the report is smoothly done and properly made.

Lastly, I extended my sincere thanks to my practical training supervisor, Ms.Suraya Mohd Ali who is the Architectural Coordinator at WCT HOLDINGS BERHAD. She assisted me and helped me to get used to the environment of the work. She also has been supportive, sporting but at the same time gave her full commitment to her job. Furthermore, she willingly spent her time by shared her knowledge and answered all of my question and curiosity diligently. I am truly grateful toward her as she took care and helped me with patient. On top of that, I would also like

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CHAPTER 1.0 INTRODUCTION

Construction submittals were items that the contractor sends to the project engineer in the construction field office for review and approval. Problems arise when the construction schedule was negatively impacted because submittals either received late, incomplete, or deficient from the contractor (Garrett & Lee (2010). Lean construction submittal process—A case study. *Quality Engineering*, 23(1), 84-93). Construction contracts require builders to reproduce and certify paper documents that attest to the quality and or functionality of the systems, equipment, products, and materials planned for inclusion in a finished facility. Once submitted these documents are approved or acknowledged as part of a quality control process prior to placing purchase or fabrication orders (East & Love (2011) Value-added analysis of the construction submittal process. *Automation in Construction*, 20(8), 1070-1078). Submission Approval in construction management was a document that required especially for the manager to check and reviewed and then gave the approval. The submission approval document was very important for each construction site in order to ensure the quality and the safety of the building or the project. There were 3 types of submission which is material submission approval, shop drawing and method statement. The submission approval involved many parties for example the architect, sub-contractor and material engineer to check the shop drawing, verified the method statement work and also materials that will be installed on the project. All the submissions were then download inside a system which is called Aconex System. It was a network based construction project management system. The system includes network accessible databases of project information including drawings and specifications. The system allows for varying amount of access for various user including general contractors, subcontractors, architects and project owners. The system allows for the effective creation, management and long term accessible storage of project submittals (Harris (2006).

In case of material, this process required the material engineer to determine or select the materials on a few aspects such as the colors, patterns, and types of material. The material that were choose must followed the specification provided by the client and the quality level must be the top priority to ensure that the materials will last for a longer period and not easily damage. In