



**DEPARTMENT OF BUILDING
UNIVERSITI TEKNOLOGI MARA
(PERAK)**

**CERTIFICATION OF COMPLETION AND COMPLIANCE OF
CADANGAN SEBUAH GUDANG 1 TINGKAT DI JALAN
PERIGI NENAS 8/7 TAMAN PERINDUSTRIAN, PULAU INDAH,
PELABUHAN BARAT, KLANG**

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(PERAK)**

DECEMBER 2019

It is recommended that the report of this practical training provided

by

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entitled

**Certification Of Completion And Compliance Of Cadangan Sebuah Gudang 1
Tingkat Di Jalan Perigi Nenas 8/7 Taman Perindustrian, Pulau Indah,
Pelabuhan Barat, Klang**

be accepted in partial fulfillment of the requirement for obtaining the Diploma In
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(PERAK)

DECEMBER 2019

STUDENT'S DECLARATION

I hereby declare that this report is my own work, except for extract and summaries for which the original references are stated herein, prepared during a practical training session that I underwent at Majlis Perbandaran Klang under Jabatan Bangunan for a duration 20 weeks starting from 23 August 2019 and ended on 6 January 2020. It is submitted as one of the prerequisite of BGN307 and accepted as a partial fulfillment of the requirements for obtaining the Diploma in Building.

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ABSTRACT

Certification of completion and compliance is an important part of any building project that needs to be addressed, therefore this report will discuss about the issuance process of CCC that is based on a number of laws including the Uniform Building By-Laws of 1984. The objective of this report is to understand the important of issuance of CCC and determine a stakeholder or parties involved throughout the process for CCC. It will focus more on the procedure involved in issuance of Certificate of Completion and compliance for building construction. To identify how the CCC was issued and which forms and important documents were involved and which groups were involved during the process. The issuance of this CCC is crucial to ensuring that a building is safe and appropriate for occupancy as well as attracting customers or buyers to buy the building.

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CHAPTER 1 : INTRODUCTION

1.1 INTRODUCTION

For every constructed building, there must be a certificate stated that the building is safe and ready to use. Once the construction follow the rules and condition from local authority (PBT) for plan approval, then the certification can be issued. If someone staying and using a building, either commercial or residential building that did not have the certification, it can be considered as an error and are subject to legal action.

Certificate of completion and Compliance or CCC is a building recognition that is expanded from existing CCC certification on a bungalow that is built separately to other more categories of buildings that is more complicated. Professionals which involve in the process of issuing this recognition are Professional Architects, building planners that are registered with Lembaga Arkitek Malaysia or registered Professional Engineers from Lembaga Jurutera Malaysia. Building developers will appoint these group of professionals to serve as project consultants in their project in which to oversee the progress of building development from planning stage until the building is completed.

This CCC enforced started from 12 April 2007 which define the purpose of implementing the self certification and self regulation in construction industry. It is also to reduce the demands of bureaucracy in other to smoothen the process and procedures which involved the professional team and developer in the industry who cooperate with PBT.

To sum up everything, Certificate of Completion and Compliance are very important in the construction industry as it manage to ensure that every developed building have their own certificate which obey the regulations of PBT. This will also makes all the party of PBT gains and store the data throughout all the projects along documents by the developers.

1.2 OBJECTIVE

The objectives of this report are :

- i. To understand the important of issuance of CCC.
- ii. To identify the procedure involves in issuance of Certificate of Completion and compliance for building construction.
- iii. To determine a stakeholder or parties involves throughout the process for CCC.

1.3 SCOPE OF STUDY

The study has been carried out at the Building Department at Klang Municipal Council. The focus of the study is to identify the process of issuance of Certification of Completion and Compliance that has been practiced here. Finally, this study is made to determine a form used throughout the process.

In this report, will be explained how the CCC process was issued and what the documents involved were and the forms required. In addition, the importance of the CCC and its impact on the environment and the country. Finally, who's involved during this process.

1.4 METHOD OF STUDY

i. Observation

Observation is made at Authority Unit to obtain the sequence and procedure in issuing the CCC that is commonly practiced in the construction industry.

ii. Documents review

This process involves with a lot of documentations. These documents contributes to more findings and information. Documents such as architectural drawing, the progress and finished report form the department.

iii. Interview

Infomral interview session is carried out especially with in charge person who is responsible for the project and department staff to gain as much information about the said topic. These groups of expert people are believed to know more and much specific about contracting works.

CHAPTER 2 : COMPANY BACKGROUND

2.1 Introduction to Klang Municipal Council (MPK)

MPK is a local government that takes responsibility for managing and administrating for whole Klang City. It was established in May 1890 and as known as Klang Local Authority before it changes to Klang Health Board. In 1977, Klang Municipal Council (MPK) was upgraded from Klang District Council (with the enforcement of the Local Government Act 1976 (Act 1971)). Its principal activities range was divided into 21 departments including authority units.



Figure 2.1 : MPK Logo



Figure 2.2 : MPK Headquarter Building

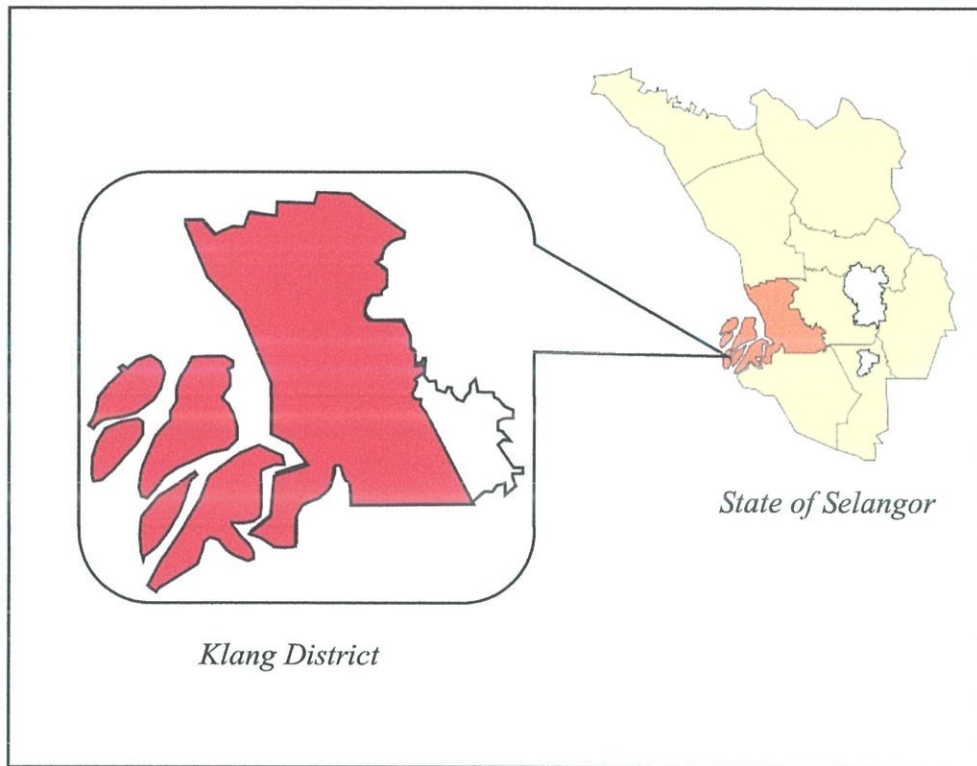


Figure 2.3 : Map of Klang

2.1.1 List of department in MPK

Table 2.1 : List of Department

No.	Department
1	Financial Department
2	Legal Department
3	Engineering Department
4	Town Planning Department
5	Buildings Department
6	Community Department
7	Assessment and Property Management Department
8	Management Services Department
9	Park and Recreational Department
10	Enforcement Department
11	Licensing and Hawkers Department
12	Information Technology Department
13	Service Department
14	Corporate Communication Department
15	One Stop Center (Osc) Department
16	Commissioner of Buildings (Cob) Division
17	Health Department
18	Internal Audit Division
19	Communication and Public Complaint Department
20	Integrity Unit
21	Meru & Kapar Market Management Unit

2.2 Department profile

2.2.1 Introduction of Building Department

The Building Department is among the departments with its own specific functions within the Council which is to control all building constructions from building plans approval to the issuance of the Certificate of Fitness for Occupation including the processes to issue the Certificate of Completion and Compliance by project consultants. In addition, the department is also responsible in controlling illegal structural constructions, approve Temporary Buildings Licence Permit and building design plans for projects carried out by the Council.

The department indirectly generates Council income for the council through received process payments received. As a result, the Council is able to provide some municipal services to the people of Klang.

The Building Department operates from the Council office at Jalan Raya Barat with more than 60 technical and support personnel.



Figure 2.4 : Building Department Building



Figure 2.5 : Location of Building Department

2.2.2 Mission

- To increase efficiency of service delivery in regards to building control fro clients digitally by digital means.
- To enhance development enforcement control using legal centred centric electrtronic systems and equipments.
- To develop information technology systems in all Departmental functions for client's satisfaction.
- To inculcate work centered on advance technological work practices to achieve the target of the Department's Client Charter.

2.2.3 Vision

“ A leader in technological service delivery for development control towards a Premiere City by 2015”.

2.3 ORGANIZATION CHART

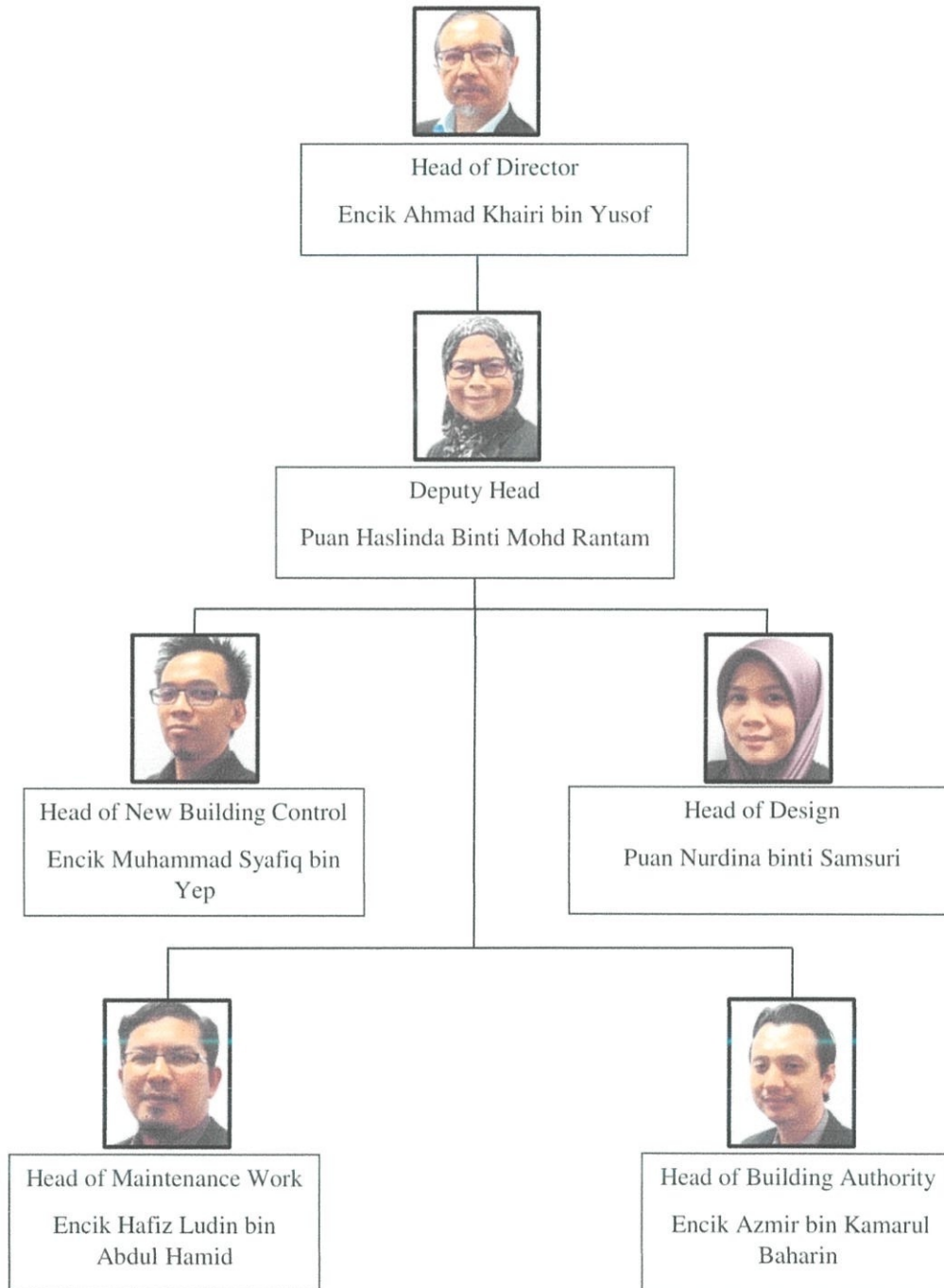


Figure 2.6 : Organization chart

2.4 LIST OF PROJECT

2.4.1 Completed Projects

Table 2.2 : List of selected completed project

Bil.	Location	Project	Complete date	Amount (RM)
1.	Kompleks Sukan Pandamaran, Pandamaran, 42000 Pelabuhan Klang, Selangor.	Proposed design for surau and public toilet at Pandamaran Sport Complex.	21 May 2018	446,848.30
2.	Aras 3, Pejabat Cawangan Majlis Perbandaran Klang, Jalan Tengku Kelana, 41000 Klang, Selangor.	Proposed construction works for authority rest room.	30 April 2019	182,882.00
3.	Pusat Perniagaan, Jalan Raya Barat 1/KS1, Jln Raya Barat, Kawasan 1, 41100 Klang, Selangor	Proposed renovation works for counter at Building Department.	04 April 2019	157,922.00

2.4.2 Project in progress

Table 2.3 : List of project in progress

Bil.	Location	Project	Start date	Amount (RM)
1.	Jalan Rodat 6\6A, Bandar Bukit Raja, 41050 Klang, Selangor.	Proposed construction works of Bukit Raja Convention Hall.	7 October 2019	13,364,958.96

2.4.3 Incoming project

Table 2.4 : List of incoming project

No.	Location	Project
1.	10, Jalan Besar, Taman Kapar, 42200 Kapar, Selangor	Proposed demolition and re-build works for a food court.
2.	Perhentian Teksi, Kawasan 13 42000, Pelabuhan Klang, Selangor.	Proposed design for taxi stand at Port Klang.

CHAPTER 3 : CERTIFICATION OF COMPLETION AND COMPLIANCE

3.1 Introduction to case study

The project that has been selected to conduct the CCC process is the Proposed 1st Floor Warehouse at Pulau Indah Industrial Park, Klang. The project has started in mid-November of 2012 and is managed by YL Design Consultancy Services as a project consultant. This project was implemented through design and warehouse concept, where the appointed contractor was responsible for the design and construction of the project. This process, consists of two main party which are Local Authority and Board of Engineer Malaysia.

According to several interviews conducted with staff department, it is normal if the issuance of CCC process takes such a long time. This is because the issuance process also involved with other agencies to provide verification upon CCC is issued, as for example, the external power supply systems require approval from Tenaga Nasional Berhad (TNB) before it is allowed to operate. Furthermore, the process would consume more time if the verification process is slow.

However, this report will focus more on method of issuing the CCC beginning from submission of plans (Form A) until the issuance of CCC (Form F). However, this report will stress more on Form G and F as it is in line with my practical training session while Form A and B has been submitted by PSP as the project started.

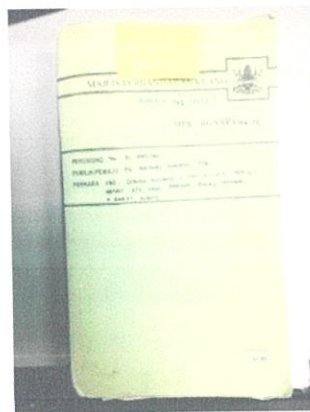


Figure 3.1 : CCC file of project



Figure 3.2 : Location of the project

3.2 Introduction about CCC

Certification of completion and compliance (CCC) is one of the branches of building control where it engages with professionals to issue and certify certificates to enable the building to be safely used and occupied. The verification is applicable for the building which is still under planning, regardless of whether the building is new, additional buildings or others. According to the provisions of section 70, Road, Drainage and Buildings Act 1974 (Act 133), if the project is to be commenced, the developer must obtain prior approval from the local authority. Once approval is approved, the building plan must be submitted by the developer to the local authority for approval to begin construction work on site. Finally, once the work on the construction site has been completed and succeeded in accordance with the requirements of the statutory approval and provision, PSP must verify a Certificate of Completion and Compliance from local authority to enable the buyer or owner to occupy the building. The above process must be abided by all parties involved to carry out any construction project at the same time protecting the rights of the buyer. This is also to ensure that the buyers are safe from buying perilous buildings that do not comply with established rules and regulations

In terms of CCC procedures, there are numerous and complex especially for the Staged Certification Process. The PSP must comply and complete each of the forms that involved throughout the construction process. Any process that does not follow the prescribed procedure may cause repeated work by the PSP. The PSP also needs to get the cooperation of other parties such as the main contractor, sub-contractor, local authority and the list goes on. The cooperation by the parties can guarantee the quality of service provided.

In addition, there are some important documents that the PSP needs to produce throughout the construction process. This is to ensure that the projects will run smoothly. Incomplete documentation can cause many things to fail to be properly referred, resulting in the PSP having to refer to other parties' documentation and so on. This will indirectly reduce and undermine the quality of services provided by the PSP. In other words, if the PSP can refer to the complete documentations, all the issues can be prevented, such as, misuse of documentation, disobedience of law and so on.

3.2.1 CCC information

Before the PSP wants to issue the CCC, they should ensure that the following actions should be taken:-

Table 3.1 : CCC Checklist

No.		Date	Marks
1.	<p>Form A – The submission of plans</p> <p>1.1 Building plan submission.</p> <p>1.2 Building plan approval.</p> <p>1.3 The submission by SP for :-</p> <ul style="list-style-type: none"> a) Soil work b) Structure c) Water d) Sewer e) Electrical f) Fire g) Mechanical h) Elevator/escalator i) Telecommunication j) Landscape k) Drainage & road 		
2.	<p>Form B – The issuance of initiation/continuance of building works notice</p> <p>2.1 Submission form B to Local Authority.</p>		
3.	<p>Form G – Approval of completion and compliance of building components</p> <p>3.1 Obtain Forms G1 - G21 certified by the tred contractor and professionals. Ensure that eight (8) relevant G forms are included along with the relevant technical agency release / validation letter.</p> <ul style="list-style-type: none"> a) Form G1 – Soil work b) Form G2 – Signal planning c) Form G3 – Original site 		

	<ul style="list-style-type: none"> d) Form G4 – Structure e) Form G5 – Internal drainage f) Form G6 – Internal sanitary sewer g) Form G7– Internal electricsl h) Form G8 – Fire protection (pasive)- JBPM i) Form G9 – Fire protection (active)- JBPM j) Form G11 – Lift/escalator installation- JBPM k) Form G12 – Building l) Form G13 – Outer water supply system - LAP m) Form G14 – Drilling reticulation- IWK n) Form G15 – Sewage treatment plant- IWK o) Form G16 – Outer electrical supply system- TNB p) Form G17 – Street and drainage- PBT/JKR q) Form G18 – Streetlight r) Form G19 – Main outdoor drainage s) Form G20 - Telecommunication t) Form G21 – Land view 		
4.	<p>Form F – The issuance of CCC</p> <p>4.1 Submitting, within 14 days of issuance of CCC or part CCC, copies of CCC or part CCC and forms G1 to G21 to the Local Authority and , Board of Engineers Malaysia or Board of Architet Malaysia as applicable.</p>		

The table above shows the forms needed during the submission process and should be considered by the PSP throughout the process. Each of these forms outlines the work that is being done on the site and needs to be submitted according to the stage.

3.2.2 Important of CCC

Generally, the function of issuance of CCC is to prove that a building is safe and suitable for occupation. In addition, the method of issuance of CCC by professionals is an effort towards a "self regulation" and "self certification" approach that is consistent with the government's intent as contained in step 70 (d) of a new strategy to stimulate the country's economic growth. The CCC also has its own interests and not only give a benefit for the PSP, local investors and buyers, it will also enhance the country's economy. Here is the importance of the CCC:

- i. Improve the efficiency of project delivery service delivery systems through efforts to reduce the bureaucracy.
- ii. It can help to reduce the cost of doing business in the country while also facilitating investors dealing with the government including the local authorities.
- iii. Proves that a building is safe and suitable for occupation and has complied with specifications and requirements.

3.2.3 Laws relating to CCC

The issuance of the CCC is substantially tied to a number of laws and regulations that have been amended by the government since its enactment on April 12, 2007. There are 9 amended subsidiary Acts and laws relating to this CCC issuance process, that is:

- I. Architects Act 1967 [Act 117]
 - An Act to provide for the registration of architects, architectural technologists, building draughtsmen, inspector of works, foreign architects, graduate architects, graduate interior designers, interior designers, sole proprietorships, partnerships and bodies corporate providing architectural consultancy services and interior design consultancy services.

- II. Strata Title Act 1985 [Act 318]
 - An Act to facilitate the subdivision of building or land into parcels, the disposition of titles and the collection of rent and for the purposes connected therewith.

- III. Akta Pendaftaran Jurutera 1967 [Akta 138]
 - An Act to provide for the registration of engineers, and sole proprietorships, partnerships and bodies corporate providing professional engineering services and for purpose connected therewith.

- IV. Akta Jalan Parit & Perundangan [Akta 133]
 - An act to amend and consolidate laws relating to roads, drainages and buildings within the local authority area of Peninsular Malaysia, and for purposes connected therewith.

- V. Akta Pemajuan Perumahan (kawalan dan pelesenan) 1966 [Akta 118]
- An Act to provide for the control and licensing of housing development matters in Peninsular Malaysia and for matters connected therewith.
- VI. Akta Kerajaan Tempatan 1976 [Akta 171]
- An act to restructure and consolidate laws relating to local government.
- VII. Akta Perancangan Bandar dan Desa 1976 [Akta 172]
- An act to provide for the proper control and regulation of urban and rural planning in Peninsular Malaysia and for the purposes connected with it.
- VIII. Uniform Building By Law 1984

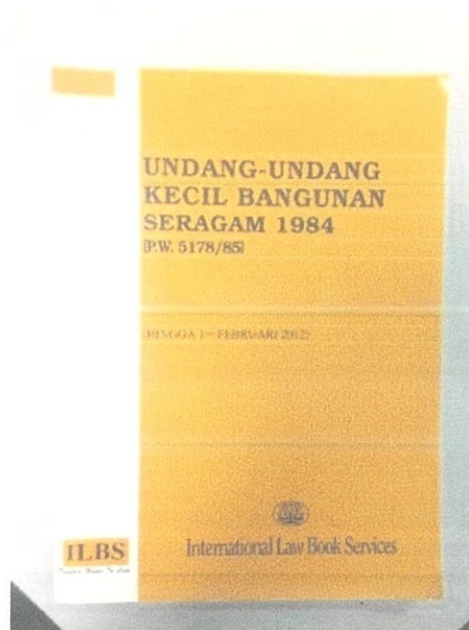


Figure 3.3 : UBBL 1984 Book

IX. Selangor Uniform Building By Law 1986

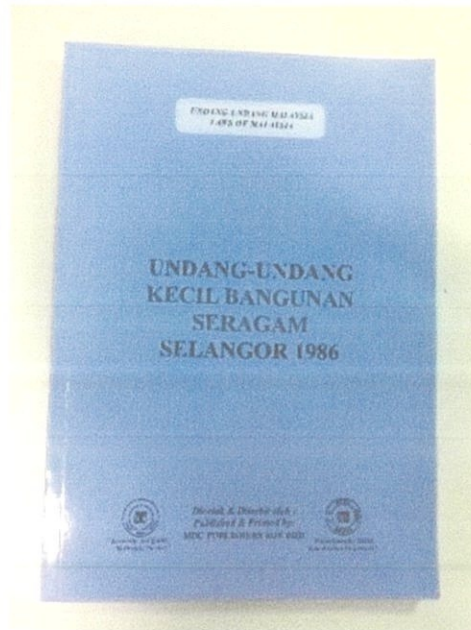


Figure 3.4 : Selangor UBBL 1986 Book

3.2.4 Party involved

Generally, the person involved in the CCC process for a Proposed 1st Floor Warehouse project consist of several parties. Here are the parties involved and their functions in the CCC process:

1. Local Authority

I. Department of Building

- Function :

- a. Approve planning permission application
- b. Approve building plans.
- c. Conduct site inspections for initiative or complaints.
- d. Issue a notice to the PSP to take action on matters found to be non-compliant with the provisions of the law and the conditions set forth in the approval of planning permission and building plans.
- e. Issue instructions to PSP not to issue CCC in the following circumstances:
 - i. If non-compliance matters are not corrected.
 - ii. In the event of fraud in construction, documentation, or project management.
 - iii. In case of incorrect information in the documentation.
- f. Issue a notice to the professional if a breach has occurred but not reported to the local authority.
- g. Issue a notice to the professional if a breach has occurred but not reported to the local authority.
- h. Claims the party giving the wrong certificate in form G and reports to the relevant authorities.
- i. Ensure buildings above 5 storey and 10 years old from the date the CCC is issued and inspect its security level every 10 years.

II. Department of One Stop Center (OSC)

- Function : data key in.

2. PSP (Principal Submitting Person) / SP (Submitting Person)

- I. Board of Engineers Malaysia / Board of Architect Malaysia
 - Function:
 - i. Submit a building plan to the local authority for approval.
 - ii. Coordinates the preparation and submission of plans other than building plans.
 - iii. Inform the local authority to start the operation.
 - iv. Oversee construction work on site and ensure the local authority legal and technical requirements is complied.
 - v. Report failure, describe a failure and state the remedial action taken in case of failure during construction.
 - vi. Submit a notice of resumption of employment to the local authority.
 - vii. Ensure the non-compliance matters during the construction as per notice of the Local Authority to PSP are rectified before CCC is issued.
 - viii. Issue the CCC to the owner or developer and a copy of the CCC is submitted to the local authority and the Professional Board relevant to the PSP.
 - ix. that G forms are valid and complete and submit a copy of all G forms to the local authority and the Professional Board of the PSP.
 - x. For professionals who agree to take over PSP's duties and responsibilities, he or she will be solely responsible for the project as a new PSP.

3.3 Process for CCC from Klang City Council

Generally, the CCC process is based on the principle of matrix of responsibility that requires the contractor or tred contractor and the professionals responsible for a component of the construction to certify the preparation and compliance of the component. The process also aims to enhance the safety and comfort aspects of the building while also facilitating action taken against the responsible party in the event of any failure.

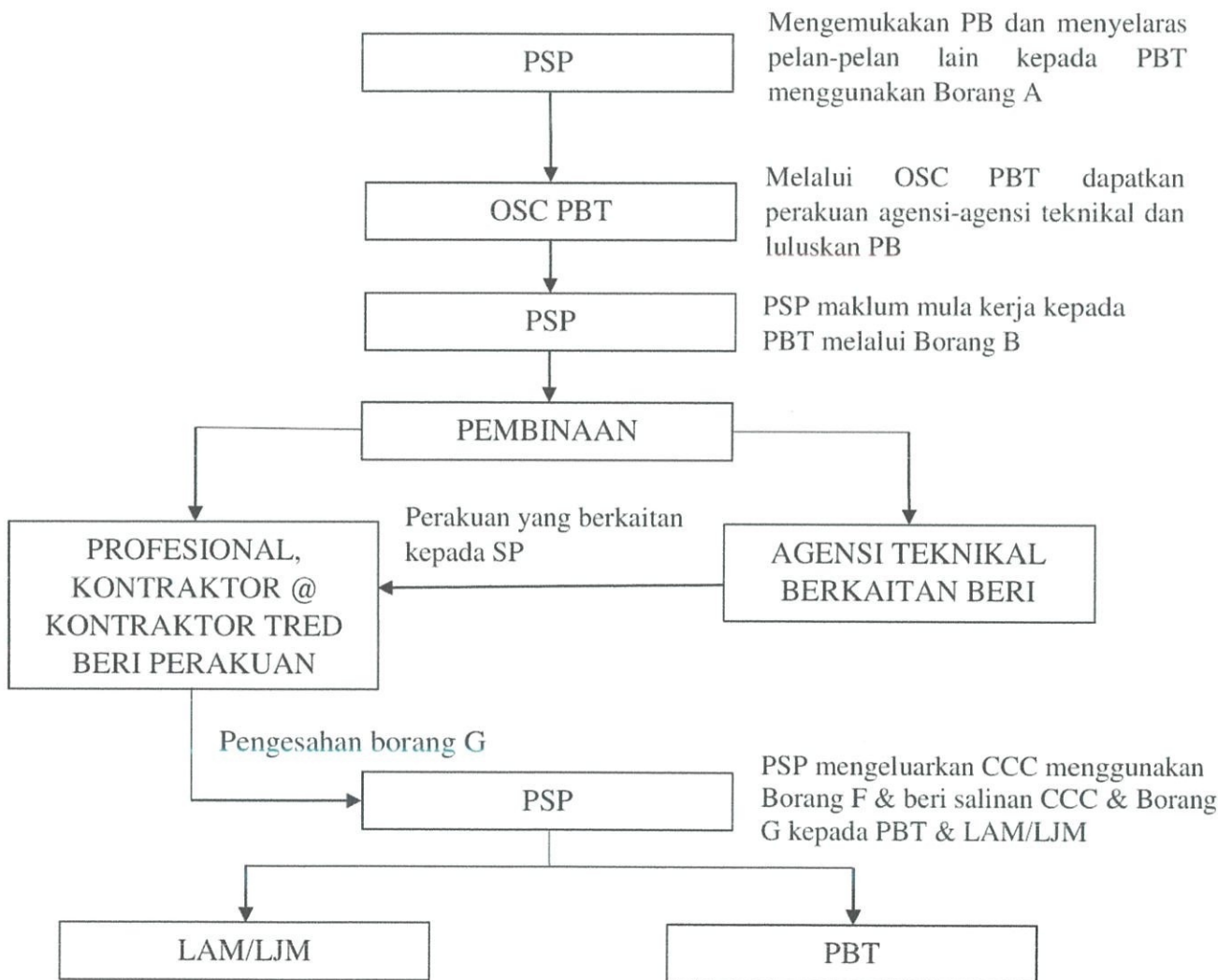


Figure 3.5 : Process for CCC from MP Klang

The figure above shows the process of CCC production by PSP. For a brief description, the PSP was asked to submit form A, along with other documents such as a building plan that had been approved by the external technical agency to the local authority for key in data. Following the submission, PSP was given 12 months to submit Form B, which is the form commencing work with some other required documents. If no submission of form B is made and beyond the stipulated time, the PSP will need to resubmit form A. Subsequently, after the PSP submits form B within the given period, construction work may commence after 4 days from the submission. In turn, once the construction work is complete, the G form process can be run. At this stage, the SP is required to submit all forms G 1 until G 21 to external or internal technical agencies related to the scope of work to obtain support stamps and letters of confirmation. Subsequently, the SP is required to obtain the approval of all G forms from the relevant professional, contractor or tred contractor, and only upon submission to the Local Authority. Finally, once the key in data process by the Local Authority is completed, then the PSP can issue the CCC using form F and provide some copies to be submitted to the local authority, Board of Architect Malaysia or Board of Engineers Malaysia.

- The forms used in CCC issuance system

Table 3.2 : Types of form

Bil.	Type of form	Status & function of form	References
1.	Form A - The submission of plans	Form A is maintained for submission / approval of plans and contains PSP and SP certificates.	UUK 3(1)(c) & 16(2) UKBS 1984
2.	Form B - The issuance of initiation/continuance of building works notice	Form B is retained for use as is.	UUK 22(1) & (2) UKBS 1984

3.	Form G1 – G21 – stages certificate	Introduced in a staged certification process for 21 construction components.	UUK 25 atau 27 UKBS 2007
4.	Form F - CCC	Replaces a form E and is by the PSP with a certificate that he has supervised the construction and completion of the building.	UUK 25 UKBS 2007
5.	Form F1 - CCC and part* *only of a residential project and high rise comercial building	Issued by PSP for any part of the building that is partially completed.	UUK 27 UKBS 2007

3.3.1 The submission of plans (Form A)

Form A is the beginning process whereby the PSP needs to submit a building plans and some other important documents. In other words, Form A is the application process for starting a project, but it is not included in the 1st stage of the CCC application process. In this process, the PSP is asked to submit an approved plans from the relevant technical agencies such as the Town and Country Planning department and the Engineering department. This approval is crucial to ensure that each of these plans complies with the requirements of the Unified Building By-Laws 1994 and has the approval and support from the technical agency. Below is the form A that has the support stamp as well as the letter of approval form A that has submitted by PSP and also the site plan that has the support stamps by Department of Engineering.

Logo of Majlis Perbandaran Klang (Majlis Perbandaran Klang) and the title 'PERAKLAN PELAN PELAN RANGUNAN PERKAWAL'. The form is addressed to the Yang Dipertua, Majlis Perbandaran Klang. It includes a declaration of compliance with the Unified Building By-Laws 1994 and a section for the applicant's name and address. A stamp from the Department of Engineering is visible at the bottom.

Figure 3.6 : Form A

Logo of YL DESIGN and the title 'Form A Confirmation Letter'. The letter is addressed to the Yang Dipertua, Majlis Perbandaran Klang. It includes the company name 'Yl Design', address 'Jabatan Rancangan, Majlis Perbandaran Klang', and a declaration of compliance with the Unified Building By-Laws 1994. A circular stamp from the Department of Engineering is visible on the right side.

Figure 3.7 : Form A Confirmation Letter

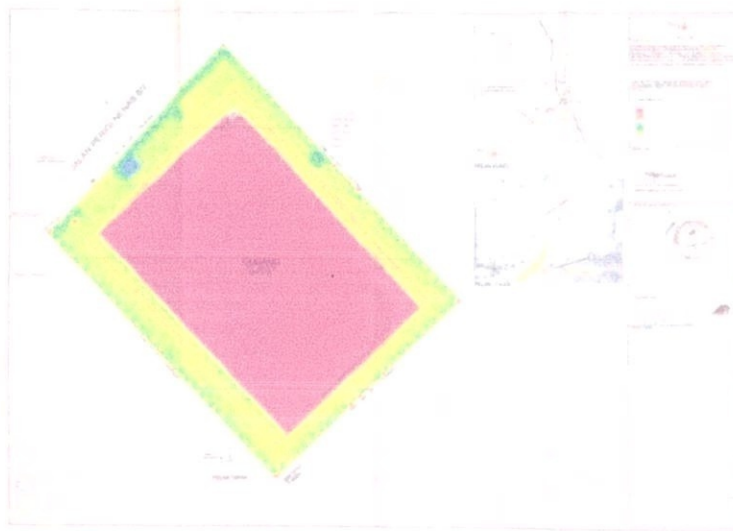


Figure 3.8 : Site Plan with approval

In addition, the PSP is also need to submit some important documents such as a copy of the letter stating that the consultant for the project for this CCC process. Mr. Tu Pih Shyong as a consulting engineer has been appointed by YL Design Consultancy Services for this project.

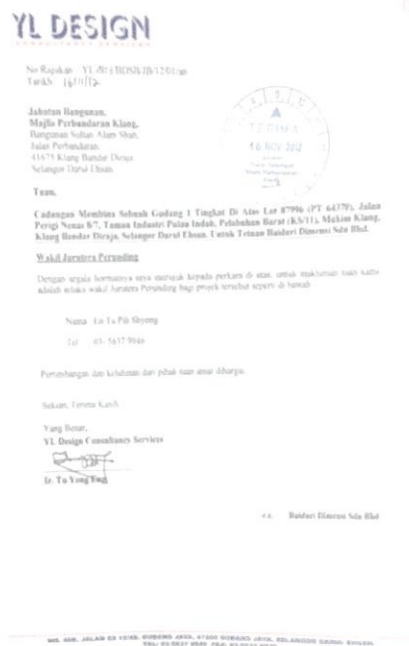


Figure 3.9 : Confirmation letter of PSP representative

In addition, a pictures of the development along with the site vista and the surrounding vista are also required for a reference and the following is a list of other documents required in the process of form A:

1. A copy of the grant or letter of title to the original land or a copy of the proof of application for the land.
2. Copy of current tax receipt / assessment.
3. Copy of payment receipt processing plan.
4. Copy of planning permission approval.
5. A copy of the official search for the grant / letter of title.
6. The process of fee calculation template based on the first schedule of UKBS 1984.

All of these documents must be submitted concurrently to the building department to obtain a local support stamp, before being forwarded to the OSC department for keyed in data processing. Subsequently, the document will be forwarded to the building department for filing. After the filing process, the PSP need to save the document for the next process.

Finally, the PSP has 12 months to process the form B submission before it can begin work on the construction site. During this period, PSP is also required to provide necessary documents as per the checklist of form B. However, if the submission is due more than 12 months, the PSP is required to renew the application and submit another new form A. As for the plans, the PSP will need to submit existing plans, but with a new stamp with approval from the relevant technical agencies.

3.3.2 The issuance of initiation or continuance of building works notice (Form B)

Form B is the first out of five (5) stages in the CCC process. The Form has two (2) functions which are; work commencement or building work resumption notice. Work commencement notice determines a commencement work to initiate any new construction project, while building resumption notice is a notice to resume construction work of any abandoned buildings. During the process of submitting this Form B, the PSP is not allowed to submit the document separately as this will cause difficulties during the data keying and filing process. In other words, the PSP must submit all the necessary documents to the building department at once.

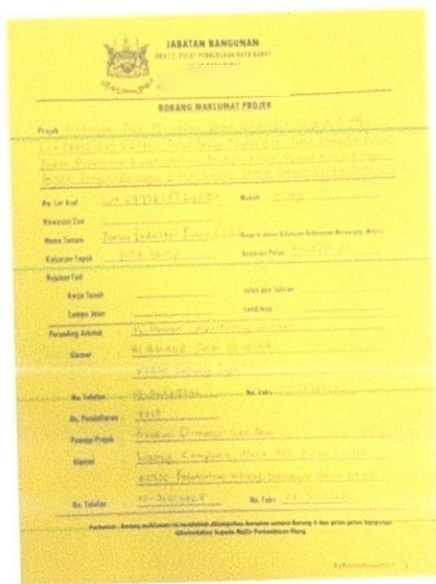
To facilitate the preparation of documents by the PSP, a submission checklist notification has been prepared by PBT (commencement of construction work), form B can be retrieved online and the PSP will only need to download the checklist on the official portal of the Klang Municipal Council, ([http://iportal.mpklang.gov.my /](http://iportal.mpklang.gov.my/)). However, Form B can be purchased at the OSC counter worth RM1 only. According to the notification submission form (commencement of construction work) form B, the required documents are:

1. Copy of building plan approval letter.
2. Copy of letter of approval for building plan approval requirements.
3. Copy of ground work letter from engineering department.
4. Temporary building layout plans, project boards, protective boards (colored A3 size).
5. A copy of the Form A (RC) Plan and Form A (RC) approval letter.
6. Form B certified and certified.
7. The A3 size site plan.
8. A copy of a KM letter and a certified planning permission plan.
9. Pest Controller Operator (PCO).
10. Appointment letter of the contractor for the cleaning and disposal of shared household and domestic waste.
11. A3 site plan showing temporary entrances approved or approved by the engineering department.

All of the above documents are required to have a validation stamp from an external agency or party involved in order to serve as a proof that the documents have been verified.

In addition, the project information form must also be included once with other documents before being submitted to the local authority.

Once all of these documents have been completed, the PSP need to submit them to the building department along with the previous mentioned checklist for review by the local authority. If all of these documents are complete with a validation stamp, and prepared according to the checklist provided, the local authority will provide a support stamp and forward it to the OSC department. Meanwhile, in OSC, the data keyed in process will be performed, and all the documents will be returned to the building department for filing and storage for subsequent processing. Upon completion of submission of form B to PBT, only then the site work can be commenced, right after 4 days of submission of the form.



The image shows a yellow project information form from the Jabatan Bangunan (Building Department) of the Putrajaya City Council. The form is titled 'BORANG MAKLUMAT PROJEK' and contains various fields for project details. The fields include: Nama Projek (Project Name), Lokasi (Location), Jenis Bangunan (Type of Building), Bilangan Unit (Number of Units), and other administrative information. The form is filled out with handwritten text in blue ink.

Figure 3.10 : Project information Form



The image shows a white form titled 'BORANG B' from the Jabatan Bangunan (Building Department) of the Putrajaya City Council. The form is for the submission of project information. It contains fields for Project Name, Location, Type of Building, and other administrative information. The form is filled out with handwritten text in blue ink.

Figure 3.11 : Form B

3.3.3 Approval of completion and compliance of building components (Form G)

During the construction work, the project unit from the building department will periodically visit the site to monitor the progress of the once in 2 months. From the visit, the project unit will conduct an inspection to ensure that construction works are in compliance with the approval plan. However, if a project unit finds an error or change in work that does not follow the approved plan during construction work, a notice of deviation amendment will be issued to the contractor. After the notice is issued, the contractor is given 7 or 14 days to demolish the redirected building. If the contractor still refuses, a follow-up action will be taken.

Subsequent process of submitting all G forms can be done once construction work has been completed. Subsequently, the PSP may submit concurrent forms G12, together with all forms G, required documents and form F. However, all such forms must first obtain the support stamp from the relevant technical agency to indicate that each work is correct and have no faults or problems.

In the process of Form G, it is divided into 3 stages, which is 2,3 and 4. Phase 2 is the process of submitting a copy of the notice for forms G1 through G3 to the relevant technical departments such as building departments, engineering departments, city and village planning departments and others. Whereas 2 and 3 are the process of submitting letters related to the substructure and external or internal services for forms G4 through form G21. At this stage, the PSP is requested to obtain verification stamps from relevant technical agencies such as, Fire Department, JKR, Tenaga Nasional Berhad, Syabas and others.

Subsequently, all of these forms must be submitted along with the required documents referencing the checklist of Form G12, which is the building form. The required documents are as follows:

1. Verification report form.
2. A copy of the validation letter for compliance with the plan approval / amendment plan.
3. Copy of building plan approval letter.
4. 1 copy of A3 size site plan
5. Photograph the site according to the level of progress on the site.
6. Validation letter for closure of non-compliance. (NCR) (as applicable)

7. Proof of compound payment has been clarified. (if related)
8. Proof of copy of form B has been submitted.
9. Proof of payment for Temporary Building Permit renewal
10. A copy of the interpretation tax that has been explained.
11. Copy of proof of acceptance of form A plan of structure.

Figure 3.12 : Form G12 (Building)

As for form F, which is a CCC form it also needs to be submitted once in conjunction with form G, and at this stage it is called concurrent submission.

Figure 3.13 : Form F with Confirmation Letter

- Example of G form, with confirmation letter.

UNDANG UNDANG KECIL BANGUNAN SERAGAM SELANGOR 1986
BORANG G-8
PERAKUAN BERPERINGKAT - MENENTANG KEBAKARAN (PASIF)
[undang-undang kecil 25 atau 27]

Cadangan Membina Sebuah Gudang 1 Tingkat, Di Atas Lot 8796 (PT 64176), Jalan Perigi Nenas 67, Taman Industri Pulau Indah, Pelabuhan Barat (KN11), Mukim Klang, Daerah Klang, Bahagian Darul Ehsan, Utarak Terasa Baduri Dimensi Sdn Bhd.

11 Kami memperakui bahawa kami telah mengawasi dan/atau menjalankan pemantauan dan penyediaan kera-kera menentang kebakaran (pasif) dan bahawa sepanjang pengetahuan dan kepercayaan kami kera-kera ini adalah mengikut "Pelan yang Disediakan Pelan Disediakan No. R/02/2016/1062/001/3342" dan bahawa kami menerima tanggungjawab sepenuhnya ke atas pemantauan dan penyediaan kera-kera menentang kebakaran (pasif) ini.

Nama (Perseorangan) _____ No. Pendaftaran _____ Landmark _____

1. No. K.P. jika ada hadan yang berkaitan berkenaan dengan pemantauan
2. Surat Perakuan daripada Jabatan Bomba dan Penyelamat (kecuali untuk bangunan kediaman yang tidak melibatkan tanggapan 1 mata rendah di lapangan)
3. Pusing memo-memo yang tidak berkaitan

JABATAN BOMBA DAN PENYELAMAT
NEGERI SELANGOR DARUL EHSAN
No. 3, Persiaran Teluk Layar,
Bukit Jelutong, Seksyen UE,
40150 Shah Alam,
SELANGOR DARUL EHSAN

SURAT PELEPASAN PERAKUAN BERPERINGKAT
MENENTANG KEBAKARAN (PASIF)
Borang G8, UUDK 1986

ARCHITECT VL DESIGN
46A, Jalan SS15/48
47100 Subang Jaya
Selangor

Tuan _____
Proses _____

CADANGAN MEMBINA SEBUAH GUDANG 1 TINGKAT, DI ATAS LOT 8796 (PT 64176) JALAN PERIGI NENAS 67, TAMAN INDUSTRI PULAU INDAH, PERLABIHAN BARAT (KN11) MUKIM KLANG, DAERAH KLANG, KLANG BANDAR DI RAJA SELANGOR DARUL EHSAN UNTUK TETUAN BADURI DIMENSI SDN BHD

Merujuk kepada proses di atas adalah berkaitan:
2. Untuk makluman Jabatan ini telah menyerahkan pemantauan ke atas keselamatan menentang kebakaran atau pemantauan keselamatan kebakaran (Pasif) pada 06.06.2017 dan bersefua dengan permohonan pelepasan bagi proses yang dinyatakan di atas.
Sesuai, terima kasih.
"BERKHIDMAT UNTUK NEGARA"
"1 Malaysia" Rakyat Didahulukan, Pencapaian Diutamakan.

"CEPAT DAN MESRA"

Figure 3.14 : Form G8 with Confirmation Letter

UNDANG UNDANG KECIL BANGUNAN SERAGAM SELANGOR 1986
BORANG G-9
PERAKUAN BERPERINGKAT - MENENTANG KEBAKARAN (AKTIF)
[undang-undang kecil 25 atau 27]

Cadangan Membina Sebuah Gudang 1 Tingkat, Di Atas Lot 8796 (PT 64176), Jalan Perigi Nenas 67, Taman Industri Pulau Indah, Pelabuhan Barat (KN11), Mukim Klang, Daerah Klang, Bahagian Darul Ehsan, Utarak Terasa Baduri Dimensi Sdn Bhd.

11 Kami memperakui bahawa kami telah mengawasi dan/atau menjalankan pemantauan dan penyediaan kera-kera menentang kebakaran (aktif) dan bahawa sepanjang pengetahuan dan kepercayaan kami kera-kera ini adalah mengikut "Pelan yang Disediakan Pelan Disediakan No. R/02/2016/1062/001/3342" dan bahawa kami menerima tanggungjawab sepenuhnya ke atas pemantauan dan penyediaan kera-kera menentang kebakaran (aktif) ini.

Nama (Perseorangan) _____ No. Pendaftaran _____ Landmark _____

1. No. K.P. jika ada hadan yang berkaitan berkenaan dengan pemantauan
2. Surat Perakuan daripada Jabatan Bomba dan Penyelamat (kecuali untuk bangunan kediaman yang tidak melibatkan tanggapan 1 mata rendah di lapangan)
3. Pusing memo-memo yang tidak berkaitan

JABATAN BOMBA DAN PENYELAMAT
NEGERI SELANGOR DARUL EHSAN
No. 3, Persiaran Teluk Layar,
Bukit Jelutong, Seksyen UE,
40150 Shah Alam,
SELANGOR DARUL EHSAN

SURAT PELEPASAN PERAKUAN BERPERINGKAT
MENENTANG KEBAKARAN (AKTIF)
Borang G9, UUDK 1986

MEC'S ENGINEERING SDN BHD
111, Jalan Klang 11/211,
Seksyen UE, Mahang Industrial Park,
40150 Shah Alam, Selangor

Tuan _____
Proses _____

CADANGAN MEMBINA SEBUAH GUDANG 1 TINGKAT, DI ATAS LOT 8796 (PT 64176) JALAN PERIGI NENAS 67, TAMAN INDUSTRI PULAU INDAH, PERLABIHAN BARAT (KN11) MUKIM KLANG, DAERAH KLANG, KLANG BANDAR DI RAJA SELANGOR DARUL EHSAN UNTUK TETUAN BADURI DIMENSI SDN BHD

Merujuk kepada proses di atas adalah berkaitan:
2. Untuk makluman Jabatan ini telah menyerahkan pemantauan ke atas keselamatan menentang kebakaran atau pemantauan keselamatan kebakaran (Aktif) pada 06.06.2017 dan bersefua dengan permohonan pelepasan bagi proses yang dinyatakan di atas.
Sesuai, terima kasih.
"BERKHIDMAT UNTUK NEGARA"
"1 Malaysia" Rakyat Didahulukan, Pencapaian Diutamakan.

"CEPAT DAN MESRA"

Figure 3.15 : Form G9 with Confirmation Letter

3.3.4 The issuance of CCC (Form F)

This CCC issuance process can only be issued by the PSP once the project has been completed and succeeded according to the standards set. It can only be issued after all technical agencies involved in providing satisfactory validation that the construction has been monitored and completed in accordance with the legal provisions and conditions in the approval of the Planning Permission and Building Plan as stipulated by the Local Authority. In addition, pursuant to subsection 25, UKBS 2007, PSP may only issue the CCC using Form F and subject to the following:

- i. Once all technical requirements imposed by the local authority have been complied with.
- ii. When the G1 - G21 forms regarding the grading certificate as stated in the Second Schedule have been approved and accepted by them.
- iii. When all necessary services including access roads, landfills, parking lots, drains, sanitary installation, water & electricity, fire hydrants, sewerage and garbage disposal and fire elevators if desired, are provided.
- iv. When the PSP acknowledges in Form F that it has oversight of the construction and completion of the building and that to the best of its knowledge and belief the building has been constructed and completed in accordance with the Act, law and approved plan.

In addition, there are a number of reasons why PSP cannot be issued the CCC if the following is happened. These are:

1. If non-compliance matters are not corrected.
2. In the event of fraud in construction, documentation, or project management.
3. In the event of incorrect information in the documentation.

Once the PSP has found that all of the following things do not happen during the project, then the CCC can be issued.

Subsequently, the PSP is requested to submit a copy of the certificate along with forms G1 to G21 to the local authority and the Board of Architects Malaysia or the Board of Engineers of Malaysia to indicate that the project has been completed and has succeeded in accordance with the provisions and laws.

UNDANG-UNDANG KECIL BANGUNAN SERAGAM SELANGOR 1986

BORANG F

PERAKUAN SIAP DAN PEMATUHAN
[Undang-undang Kecil 25]

No. Siri: LJM/S/ 3597
Tarikh: 23 SEP 2019

Kepada : BAIDURI DIMENSI SDN BHD
* LORONG CEMPAKA, WEST PORT,
PULAU INDAH, 42920 PELABUHAN KLANG,
SELANGOR DARUL EHSAN

Saya dengan ini mengeluarkan Perakuan Siap dan Pematuhan untuk bangunan-bangunan atas

Lot/Lot-Lot CADANGAN MEMBINA SEBUAH GUDANG 1 TINGKAT DI ATAS LOT 87996 (PT 64370), JALAN
Seksyen PERIGI NENAS 8/7, TAMAN INDUSTRI PULAU INDAH, PELABUHAN BARAT (KS/11), MUKIM
KLANG, DAERAH KLANG, KLANG BANDAR DIRAJA, SELANGOR DARUL EHSAN UNTUK
Jalan TETUAN BAIDURI DIMENSI SDN BHD

setelah berpuashati bahawa bangunan-bangunan itu telah siap menurut pelan yang diluluskan No

MPK/BGN-600-4/1/146(2012) bertarikh 01HB AUG 2013

Saya telah mengawasi pembinaan dan penyediaan bangunan-bangunan itu dan sepanjang pengetahuan dan kepercayaan saya kerja-kerja itu adalah mengikut Akta, Undang-undang Kecil Bangunan Seragam Selangor 1986 dan pelan-pelan yang diluluskan. Saya dengan ini memperakui bahawa bangunan-bangunan itu adalah selamat dan layak untuk diduduki.

1. Butir-butir orang utama yang mengemukakan

Nama: IR TU YONG ENG

Alamat: NO 46A&B, JALAN SS 15/4, 47500 SUBANG JAYA,
SELANGOR DARUL EHSAN

No. Pendaftaran LJM: C18213

2. Salinan kepada :

(a) Pihak Berkuasa Tempatan: MAJLIS PERBANDARAN KLANG
(Nama Pihak Berkuasa Tempatan)

(b) Lembaga Jurutera Malaysia (LJM)

* *Pemaju, jika ia adalah untuk pembangunan selain rumah berasingan yang dibina secara tunggal atau pemunya jika ia adalah untuk rumah berasingan yang dibina secara tunggal*

SALINAN PIHAK BERKUASA TEMPATAN

Figure 3.18 : Certification of Completion and Compliance

After the CCC is issued using form F, the PSP need to provide other copies of the CCC for submission to the Local Authority, Board of Architect Malaysia or Board of Engineers Malaysia.

3.4 Problem facing during application CCC

Overall, there were not many problems during the CCC process for this Proposed 1st Floor Warehouse project. The obvious problem during this process is that the PSP is careless when they comes to submit the documents to the local authority even though the checklist has been prepared. However, this problem is not a big problem and inevitably, the PSP has been able to overcome it and has not repeated the same mistakes over and over again. However, following the CCC process for other projects, there are some other common problems. These are:

1. Construction works are not in accordance with approved plans.
 - This is a common problem in this process for any project, no matter whether the project is big or small. This fault can be identified when a representative from the local authority makes a regular visits to the site to make sure the construction works are in accordance with the approval plan.
 - To resolve this problem, the local authority will issue a notice of deviation amendment to the contractor, and the contractor is asked to demolish any of the redirected structures after 7 or 14 days of notice has been issued.

2. PSP careless during the submission/incomplete document
 - Regardless of the CCC production process, this problem is very rare for the PSP in the process of submitting forms and documents. This is due to the negligence of the PSP itself as it does not conduct any reviews to ensure that [all forms and documents are complete](#).
 - The solution to this problem is that the PSP need to make a several regular checks to ensure that all documents are complete and on the checklists provided before it can submit to the Local Authority.

3. External agencies late to make a validation.
 - In this process, cooperation from external technical agencies is crucial to the validation process for each form. This is because their validation is important and the timing of the CCC's issuance depends on that.

- To ensure that this problem can be resolved, the PSP should always be up to date with external technical agencies to ensure that the process should be synchronized in the event of any inconvenience.

CHAPTER 4 : CONCLUSION

4.1 Conclusion

As a conclusion, the introduction of the CCC system is a government commitment to continuous improvement, service delivery system, especially in the construction industry. Implementation of measures to facilitate investors and developers in dealing with the government in the public sector will help lower the cost of doing business and will in turn contribute to the country's competitiveness.

CCC is a one of the government initiative aimed at self-regulation and self-certification approaches that are consistent with the government's intent as contained in step 70 (d) of new strategies to stimulate the country's economic growth. These interests can expose professionals to knowing for themselves the actual process of CCC production. If before, this process is fully funded by the local authorities. Indirectly, this can make the CCC production process faster, organized and efficient.

As mentioned, the CCC issuance process is an efficient process as it contains guidelines that have been formulated by the government to enable the process to run smoothly. This process is not in conflict with the Unified Building By-Laws of 1984, which makes reference to every building under construction, in accordance with the provisions and conditions specified, as well as several other Acts.

Throughout this process, 3 parties have played a key role in enabling the smooth and orderly process of this production process. The PSP for this project is fully supervised by the Board of Engineers of Malaysia and the local authority is overseen by the Department of Building and One Stop Center department. Both parties have shown good cooperation despite some difficulties. However, all issues are well managed.

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APPENDICES



Nº 23142

مجلس قريندان كلال

MAJLIS PERBANDARAN KLANG
UNDANG-UNDANG KECIL BANGUNAN SERAGAM 1984

JABATAN BANGUNAN

BORANG B
NOTIS MEMULAKAN/PENYAMBUNGAN SEMULA
KERJA BANGUNAN
(Undang-Undang Kecil 22(1) dan (2))

..... 20

Yang Dipertua,
Majlis Perbandaran,
Klang.

Saya memberi notis bahawa selepas tamat tempoh 4 hari dari tarikh notis diterima saya bercadang
untuk memulakan/menyambung semula kerja bangunan iaitu :
.....
atas *Lot/lot-lot : Seksyen
Jalan
..... bagi
menurut Pelan yang Diluluskan No.
Bertarikh

.....
Orang Yang Mengemukakan

Nama :
Alamat :
.....
No. Pendaftaran :
Kelas :

*Potong mana yang tidak berkenaan.



No 23142

مجلس قريستان كراچي

MAJLIS PERBANDARAN KLANG
UNDANG-UNDANG KECIL BANGUNAN SERAGAM 1984

JABATAN BANGUNAN

BORANG A
PERAKUAN PELAN-PELAN BANGUNAN/STRUKTUR
(bagi pengesahan atas pelan-pelan untuk dikemukakan untuk
diluluskan Undang-Undang kecil 3(1)(c) dan 16(2))

..... 20

Yang Dipertua,
Majlis Perbandaran,
Klang.

Saya memperakui bahawa perincian dalam pelan-pelan iaitu

atas *Lot/lot-lot :

Jalan

..... bagi

adalah menurut kehendak-kehendak Undang-Undang Kecil Bangunan Seragam 1984 dan saya setuju terima
tanggungjawab penuh dengan sewajarnya.

.....
Orang Yang Mengemukakan

Nama :

Alamat :

No. Pendaftaran :

Kelas :

*Potong mana yang tidak berkenaan.

HARGA
RM 1.00



**SENARAI SEMAK DEPOSIT SIJIL PERAKUAN SIAP DAN PEMATUHAN (CCC)
BORANG G1-G21 DAN BORANG F**

Panduan kepada Perunding

Bil.	Tindakan/Dokumen yang Diperlukan	(✓)
1.	Pemohon perlu layari portal Majlis Perbandaran Klang (<i>iportal.mpklang.gov.my</i>) untuk mendapatkan borang senarai semakan dokumen dan senarai semak terperinci setiap jabatan teknikal yang berkaitan.	
2.	Maklumat dalam Bahagian A perlu diisi dan ditandakan dengan lengkap.	
3.	Pemohon perlu memastikan Borang G dan Borang F yang hendak dikemukakan lengkap dengan Tajuk Projek, No.Ruj. Pelan yang diluluskan, tarikh, nama PBT, cop serta ditandatangani dan diakui sah oleh Perunding.	
4.	Pemohon perlu mendapatkan cop pengesahan 'TERATUR UNTUK PERMOHONAN KE OSC' oleh pegawai bertugas di kaunter Jabatan Bangunan.	
5.	Pemohon perlu membahagikan dokumen dan pelan yang ingin dikemukakan mengikut keperluan jabatan teknikal serta diikat dengan kemas untuk memudahkan edaran dokumen ke agensi teknikal.	
6.	Sila tandakan (✓) di ruang semakan "Perunding" jika dokumen disertakan dan (X) jika dokumen tidak disertakan. Berikan justifikasi/sebab dokumen tidak disertakan.	

Kekecualian Dalam Pelaksanaan Sistem CCC

1. Pelan Bangunan telah dikemuka dan diterima Majlis Perbandaran Klang sebelum kuatkuasa sistem CCC tetapi belum lulus.
2. Pelan Bangunan telah lulus sebelum kuatkuasa sistem CCC.
3. Arahan bertulis telah dikeluarkan untuk pelan dan penentuan dipinda dan dikemuka semula bagi pelan yang dikemuka sebelum kuatkuasa sistem CCC.
4. Pelan dan penentuan yang dipinda belum lulus bagi pelan yang dikemuka sebelum kuatkuasa sistem CCC.
5. Kerja pembinaan belum mula dan masih dalam tempoh 12 bulan dan tarikh pelan dan penentuan yang diluluskan bagi pelan yang dikemukakan sebelum tarikh kuatkuasa sistem CCC.
6. Kerja mendirikan bangunan telah bermula sebelum kuatkuasa sistem CCC.
7. Kerja bangunan telah digantung dan dimula semula selepas tarikh kuatkuasa sistem CCC.
8. Bangunan telah didirikan tanpa pelan dan penentuan yang diluluskan sebelum tarikh kuatkuasa sistem CCC.



PANDUAN KEPADA PERUNDING BAGI PELEPASAN/PENGESAHAN YANG DIPERLUKAN

Jenis Borang	Peringkat Perakuan/ Borang G Yang Dikemukakan	Lampiran Yang Diperlukan
G1	Kerja-kerja Tanah	Tiada Lampiran
G2	Pemancangan Tanda	
G3	Asas Tapak	
G4	Struktur	
G5	Pepaipan Air Dalaman	
G6	Pepaipan Sanitari Dalaman	
G7	Elektrikal Dalaman	
G8	Menentang Kebakaran Pasif	Surat pelepasan daripada Jabatan Bomba dan Penyelamat Malaysia (kecuali untuk bangunan kediaman yang tidak melebihi ketinggian 18 meter)
G9	Menentang Kebakaran Aktif	Surat pelepasan daripada Jabatan Bomba dan Penyelamat Malaysia (kecuali untuk bangunan kediaman yang tidak melebihi ketinggian 18 meter)
G10	Pengudaraan Mekanikal	Tiada Lampiran
G11	Pemasangan Lif/Eskalator	Sijil kelayakan daripada Jabatan Keselamatan dan Kesihatan Pekerjaan
G12	Bangunan	Tiada Lampiran
G13	Sistem Bekalan Air Luaran	Surat pengesahan daripada Pihak Berkuasa Air (SYABAS) bahawa bekalan air telah sedia untuk pemasangan
G14	Retikulasi Pembedungan	Surat pengesahan daripada Jabatan Perkhidmatan Pembedungan/Indah Water Konsortium
G15	Loji Rawatan Pembedungan	Surat pengesahan daripada Jabatan Perkhidmatan Pembedungan/Indah Water Konsortium
G16	Sistem Bekalan Elektrik Luaran	Surat pengesahan daripada Tenaga Nasional Berhad bahawa bekalan elektrik telah sedia untuk dipasang
G17	Jalan dan Parit	Surat pengesahan daripada Jabatan Kejuruteraan, Majlis Perbandaran Klang/Jabatan Kerja Raya
G18	Lampu Jalan	Tiada Lampiran
G19	Parit Luaran Utama	
G20	Telekomunikasi	
G21	(Pandangan Darat)	



BAHAGIAN B: SENARAI SEMAK DOKUMEN BORANG G (CCC)

Bil.	Jabatan/ Agensi Teknikal	Butir-butir/Dokumen Yang Diperlukan (Tandakan (✓) di ruang yang berkaitan dan (X) di ruang yang tidak berkaitan)	Semakan (✓) jika dipatuhi	
			Perunding	Kaunter OSC
1.	Jabatan Pusat Setempat	i. Surat permohonan rasmi		
		ii. Salinan borang G1-G21 beserta surat pelepasan/ pengesahan daripada jabatan teknikal berkaitan.		
2.	Jabatan Bangunan	i. Surat permohonan rasmi		
		ii. Borang CCC - Borang G12 (<i>Borang Jabatan Bangunan</i>)		
		iii. Borang G1-G21 beserta surat pelepasan/ pengesahan daripada jabatan teknikal berkaitan		
3.	Lembaga Jurutera / Arkitek Malaysia	i. Surat permohonan rasmi		
		ii. Salinan borang G1-G21 beserta surat pelepasan/ pengesahan daripada jabatan teknikal berkaitan		
4.	Jabatan Kejuruteraan	i. Surat permohonan rasmi		
		ii. Salinan borang G1, G17, G18 dan G19 beserta surat pelepasan/pengesahan daripada jabatan teknikal berkaitan		
		iii. Salinan Pelan Ukur Aras terkini		
5.	Jabatan Taman dan Rekreasi	i. Surat permohonan rasmi		
		ii. Salinan borang G21 beserta surat pelepasan/pengesahan daripada jabatan teknikal berkaitan		
		iii. Gambar siap tapak		



BAHAGIAN C: SENARAI SEMAK DOKUMEN DEPOSIT BORANG F (CCC)

Bil.	Jabatan/ Teknikal Agensi	Butir-butir/Dokumen Yang Diperlukan (Tandakan (✓) pada yang berkaitan dan (X) pada yang tidak berkaitan)	Semakan (✓) jika dipatuhi	
			Perunding	Kaunter OSC
1.	Jabatan Pusat Setempat	i. Surat permohonan rasmi		
		ii. Gambar siap tapak		
		iii. Salinan Borang F (<i>Salinan Pihak Berkuasa Tempatan</i>)		
		iv. Salinan Borang F (<i>salinan Lembaga Jurutera/Arkitek Malaysia</i>)		
2.	Jabatan Bangunan	i. Surat permohonan rasmi		
		ii. Borang CCC - Borang F (<i>Borang Jabatan Bangunan</i>)		
3.	Jabatan Kejuruteraan	i. Surat permohonan rasmi		
		ii. Salinan Borang F (<i>Salinan Pihak Berkuasa Tempatan</i>)		
4.	Jabatan Taman dan Rekreasi	i. Surat permohonan rasmi		
		ii. Salinan Borang F (<i>Salinan Pihak Berkuasa Tempatan</i>)		
5.	Jabatan Penilaian dan Pengurusan Harta	i. Surat permohonan rasmi		
		ii. Salinan Borang F (<i>Salinan Pihak Berkuasa Tempatan</i>)		
		iii. 1 salinan Lengkap Pelan Lulus Bangunan (A1)		
		iv. Salinan Cukai Taksiran terkini.		
		v. Salinan Geran/Hakmilik terkini.		
6.	Jabatan Pesuruhjaya, Bangunan (COB)	i. Surat permohonan rasmi		
		ii. Salinan Borang F (<i>Salinan Pihak Berkuasa Tempatan</i>)		
		iii. Salinan Pelan Sanitari (A1)		
7.	Jabatan Perkhidmatan Persekitaran	i. Surat permohonan rasmi		
		ii. Salinan Borang F (<i>Salinan Pihak Berkuasa Tempatan</i>)		
8.	Lembaga Jurutera / Arkitek Malaysia	i. Surat permohonan rasmi		
		ii. Borang F (<i>Salinan Lembaga Jurutera/Arkitek Malaysia</i>)		



Jabatan Pusat Setempat (OSC)
Majlis Perbandaran Klang
Aras Bawah, 2-12 (G)
Jalan Raya Barat
41100 KLANG

OSC/CCC/01-18 Pindaan:02
Tarikh Kuatkuasa:01 Julai 2018

BAHAGIAN D: PERAKUAN PENDAFTARAN SEBAGAI ARKITEK/JURUTERA

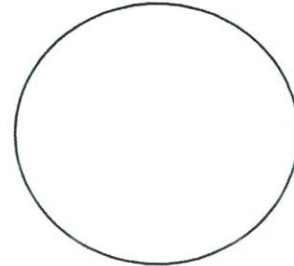
Adalah saya, orang berkelayakan untuk membuat perakuan siap dan pematuhan projek secara berperingkat mengesahkan bahawa perkara di atas telah disertakan untuk deposit Borang G dan Borang F.

Tandatangan:

Nama:

No. Keahlian Lembaga:

No. Tel: No. H/p:



Cop Keahlian Lembaga

UNTUK KEGUNAAN PEJABAT

Disahkan lengkap dan boleh diterima
(oleh pegawai kaunter OSC)

Perakuan Penerimaan
(oleh pengarah/pegawai terkanan OSC)

Tandatangan :

Tandatangan:

Nama :

Nama :

Jawatan :

Jawatan :

Tarikh :

Tarikh :





JABATAN BANGUNAN
ARAS 2, PUSAT PERNIAGAAN RAYA BARAT
JALAN RAYA BARAT
41000 KLANG, SELANGOR DARUL EHSAN

Homepage: www.mpklang.gov.my email: aduan@mpklang.gov.my

CCC- BORANG G12 (BANGUNAN)

Tandakan Ya Tidak Tidak berkaitan

NO. FAIL BGN:

NO. FAIL OSC:

MAKLUMAT PROJEK
(PERLU DIISI OLEH PEMOHON)

Tajuk Projek :

Perunding :

Alamat :

No Telefon :

No Fax :

Tarikh Pelan Lulus :

DOKUMEN YANG PERLU DIMAJUKAN

1. Borang laporan pengesahan CCC (BGN/PB/CCC/01/2018)
2. Salinan surat pengesahan pematuhan syarat kelulusan pelan/pelan pindaan.
3. Salinan surat kelulusan pelan bangunan.
4. 1 salinan Pelan tapak berwarna (A3)
5. Gambar tapak mengikut peringkat kemajuan di tapak
6. Surat pengesahan penutupan ketidak patuhan.(NCR) (jika berkaitan)
7. Bukti bayaran Kompaun telah dijelaskan (jika berkaitan).
8. Bukti Salinan borang B yang telah dikemukakan.

Nama Borang : Borang Semakan G12(Bangunan)	No. Borang : -
Tarikh Berkuatkuasa : 01.06.2018	No. Pindaan : 01

9. Bukti bayaran pembaharuan Permit Bangunan Sementara (PBS)

10. Salinan cukai tafsiran terkini yang telah dijelaskan.

11. Salinan bukti penerimaan borang A pelan struktur.

Tarikh:.....

.....

**Tandatangan Dan Cop
Arkitek/Jurutera Perunding**

Ulasan Kaunter :

Tandatangan, Cop Jawatan & Tarikh :

Nama Borang : Borang Semakan G12(Bangunan)	No. Borang : BGN / PB /
Tarikh Berkuatkuasa : 01.06.2018	No. Pindaan : 01



JABATAN BANGUNAN
ARAS 2, PUSAT PERNIAGAAN RAYA BARAT
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41000 KLANG, SELANGOR DARUL EHSAN

DICETAK DI KERTAS WARNA KUNING

JADUAL KELULUSAN CCC JABATAN TEKNIKAL (Disisi oleh perunding)

NO. FAIL :

TARIKH PENERIMAAN DI OSC :

NAMA BORANG	BORANG	TARIKH PADA BORANG	AGENSI	NO. RUJUKAN FAIL	TARIKH LULUS AGENSI	TARIKH SOKONGAN AGENSI CCC	SEMAKAN PEJABAT	
							KAUNTER	PEJABAT
B	Mula Kerja							
G1	Kerja Tanah							
G2	Pancang							
G3	Kerja asas							
G4	Struktur							
G5	Paip air dalam							
G6	Paip sanitari							
G7	Elektrikal							
G8	Bomba							
Sokongan	Bomba – Pasif							
G9	Bomba							
Sokongan	Bomba Aktif							
G10	Udara Mekanikal							
G11	Lif							
Sokongan	JKKP							
G12	Bangunan							
Kelulusan	Jabatan Bangunan							
Kelulusan	Jabatan Perancang							
G13	Bekalan air							
Sokongan	Syabas							
G14	Retikulasi							
Sokongan	IWK							

Nama Borang : Jadual Kelulusan CCC (Borang B, G1-G21 dan F)

No. Borang : BGN/PB/CCC/02/2018

Tarikh Berkuatkuasa : 01.06.2018

No. Pindaan : 01

G15	STP								
Sokongan	IWK								
G16	Bekalan Elektrik								
Sokongan	TNB –Bekalan								
G17	Jalan Saliran								
Sokongan	Jabatan								
	Kejuruteraan - JS								
Sokongan	JKR								
Sokongan	JPS (Masma)								
G18	Lampu Jalan								
Sokongan	Jabatan								
	Kejuruteraan –LJ								
Sokongan	TNB – LJ								
G19	Longkang Luar								
Sokongan	Jabatan								
	Kejuruteraan								
Sokongan	JPS								
G20	Komunikasi								
Sokongan	Telekom								
G21	Pandangan Darat								
Sokongan	Jabatan Taman								
Sokongan	JAS								
	BORANG F								
	BORANG F1								

LASAN :
 (untuk kegunaan pejabat)

ANDATANGAN, COP JAWATAN DAN TARIKH:

Nama Borang : Jadual Kelulusan CCC (Borang B, G1-G21 dan F)	No. Borang : BGN/PB/CCC/02/2018
Tarikh Berkuatkuasa :01.06.2018	No. Pindaan : 01



JABATAN BANGUNAN
ARAS 2, PUSAT PERNIAGAAN RAYA BARAT
JALAN RAYA BARAT
41000 KLANG, SELANGOR DARUL EHSAN

Homepage: www.mpklang.gov.my email: aduan@mpklang.gov.my

CCC- BORANG F / F1 (SIJIL CCC)

Tandakan Ya x Tidak - Tidak berkaitan

NO. FAIL BGN :

NO. FAIL OSC :

MAKLUMAT PROJEK (PERLU DIISI OLEH PEMOHON)

Tajuk Projek :

Perunding :

Alamat :

No Telefon :

No Fax :

Tarikh Pelan Lulus :

PERLU DIISI OLEH PEMOHON

*** Setiap Bilangan perlu di 'Partition' (Jilid) ***

*** Sesalinan dalam bentuk 'soft copy' CD dimajukan bersama ***

BAHAGIAN A

DOKUMEN YANG PERLU DIMAJUKAN (DIJILID - 2 SALINAN)

- | | | |
|-----|--|----------------------|
| 1.0 | Pendahuluan | |
| | 1.1. Pelan Kunci, Pelan Lokasi, Pelan Tapak.(A4 berwarna 1 salinan) | <input type="text"/> |
| | 1.2 Ringkasan Projek | <input type="text"/> |
| | 1.3. Salinan surat kelulusan Pelan Bangunan. | <input type="text"/> |
| | 1.4 Salinan surat kelulusan pelan pindaan | <input type="text"/> |
| | 1.5. Surat Kelulusan KM dan pelan susuatur yang diendos. | <input type="text"/> |
| | 1.6 Surat pengesahan penutupan ketidak patuhan (NCR) | <input type="text"/> |
| | 1.7 Senarai Hakmilik, senarai nama pembeli dan alamat. | <input type="text"/> |
| | 1.8 Salinan Sijil CCC- Borang F/F1(Salinan Pihak Berkuasa Tempatan). | <input type="text"/> |

Nama Borang : Borang Semakan Sijil CCC	No. Borang : -
Tarikh Berkuatkuasa : 01.06.2018	No. Pindaan : 01

2.0 Organisasi Terlibat

- 2.1. Tuan Punya /Serah Kuasa
- 2.2 Agensi Perlaksana (Bagi Projek Kerajaan Sahaja)
- 2.3 Kontraktor Terlibat (Kontraktor Utama, Sub Kontraktor)
- 2.4 Juruperunding Terlibat
 - 2.4.1. Jururancang
 - 2.4.2 Jurukur
 - 2.4.3 Arkitek
 - 2.4.4 Jurutera C & S
 - 2.4.5 Jurutera M& E
 - 2.4.6 Arkitek Lanskap
 - 2.4.7 Arkitek Dalaman (Jika Berkaitan)

(Disertakan sesalinan Pendaftaran Syarikat Dan Sijil CIDB/Lembaga)

3.0 Laporan Bergambar

- 3.1 Gambar siap tapak
- 3.2 Jadual Kelulusan Jabatan Teknikal, No Rujukan Fail, Tarikh Lulus Tarikh Sokongan CCC.

4.0 Borang G dan Sokongan Teknikal

- 4.1 Salinan Jadual Kelulusan CCC Jabatan Teknikal yang telah dilengkap diisi. (BGN/PB/CCC/02/2018)
- 4.2 Salinan Borang G1 - G21 dan Sokongan Teknikal Terlibat disusun mengikut Jadual Kelulusan CCC Jabatan Teknikal

BAHAGIAN B

DOKUMEN YANG PERLU DIMAJUKAN (BERASINGAN)

- 1.0 Pelan tapak berwarna A1- 4 salinan.
- 2.0 Sijil CCC (Borang F @ F1)
 - 2.1 Sesalinan Pihak Berkuasa Tempatan (PBT)
- 3.0 Borang Jadual Kelulusan CCC Jabatan Teknikal (BGN/PB/CCC/02/2018) dan Sokongan Teknikal Terlibat disusun mengikut Jadua.

Nama Borang : Borang Semakan Sijil CCC	No. Borang : -
Tarikh Berkuatkuasa : 01.06.2018	No. Pindaan : 01

Tarikh:.....

**Tandatangan Dan Cop
Arkitek/Jurutera Perunding**

Ulasan Kaunter

Tandatangan, Cop Jawatan & Tarikh :

Nama Borang : Borang Semakan Sijil CCC	No. Borang : -
Tarikh Berkuatkuasa : 01.06.2018	No. Pindaan : 01

**JABATAN BANGUNAN**ARAS 2, PUSAT PERNIAGAAN RAYA BARAT
JALAN RAYA BARAT
41000 KLANG, SELANGOR DARUL EHSAN

DICETAK DI KERTAS WARNA KUNING

LAPORAN PENGESAHAN SIJIL SIAP DAN PATUH (Diisi oleh perunding)

NO. FAIL :			
TARIKH BORANG F :		NO SIRI BORANG F :	
MAKLUMAT ASAS FAIL (salinan setiap dokumen berkaitan dilampirkan)	TARIKH	SEMAKAN PEJABAT	
		TANDAkan (✓) JIKA DIPATUHI	KAUNTER
1. Pelan Diluluskan			
2. Pelan Pindaan Diluluskan			
3. Bukti Pelan Struktur dan Kiraan telah dimajukan			
BAYARAN (salinan setiap resit bayaran dilampirkan)	JUMLAH BAYARAN		
BAYARAN PROSES PELAN	PENUH		
1. Bayaran Pelan			
2. Bayaran Pagar			
3. Bayaran Sanitari			
4. Bayaran Saliran			
BAYARAN-BAYARAN LAIN.			
1. Bayaran Permit Bangunan Sementara (bayaran pembaharuan sehingga Borang F dimajukan)			
i. Bangunan Sementara			
ii. Papan Tanda Projek			
iii. Papan Pelindung			
2. Cukai Taksiran Terkini Berbayar			
3. Lain-lain			

Perakuan Perunding :

"Saya mengaku telah memberi semua maklumat didalam borang ini"

TANDATANGAN DAN COP RASMI PERUNDING

Nama ;

ULASAN :

(untuk kegunaan kaunter)

TANDATANGAN, COP JAWATAN & TARIKH :

ULASAN :

(untuk kegunaan pejabat)

TANDATANGAN, COP JAWATAN & TARIKH :



Jabatan Pusat Setempat (OSC)
Majlis Perbandaran Klang
Aras Bawah, 2-12 (G)
Jalan Raya Barat
41100 KLANG

OSC/CCC/01-18 Pindaan:02
Tarikh Kuatkuasa: 01 Julai 2018

SENARAI SEMAK PENGEMUKAAN NOTIFIKASI (PERMULAAN KERJA BINAAN)

Nota: Setiap jenis notifikasi hendaklah menggunakan borang yang berlainan.

Panduan kepada Perunding

Bil.	Tindakan/Dokumen yang Diperlukan	(√)
1.	Pemohon perlu layari portal Majlis Perbandaran Klang (<i>portal.mpklang.gov.my</i>) untuk mendapatkan borang senarai semakan dokumen dan senarai semak terperinci setiap jabatan teknikal yang berkaitan.	
2.	Maklumat dalam Bahagian A perlu diisi dan ditandakan dengan lengkap.	
3.	Pemohon perlu mendapatkan cop pengesahan 'TERATUR UNTUK PERMOHONAN KE OSC' oleh pegawai bertugas di Kaunter Jabatan Bangunan bagi urusan deposit Borang B, Jadual kedua UKBS 1984.	
4.	Pemohon perlu membahagikan dokumen dan pelan yang ingin dikemukakan mengikut keperluan jabatan teknikal serta diikat dengan kemas untuk memudahkan edaran dokumen ke agensi teknikal.	
5.	Sila tandakan (√) di ruang semakan "Perunding" jika dokumen disertakan dan (X) jika dokumen tidak disertakan. Berikan justifikasi/sebab dokumen tidak disertakan.	



Jabatan Pusat Setempat (OSC)
Majlis Perbandaran Klang
Aras Bawah, 2-12 (G)
Jalan Raya Barat
41100 KLANG

OSC/CCC/01-18 Pindaan:02
Tarikh Kuatkuasa: 01 Julai 2018

Tel : 03-3375 7873
Faks : 03-3371 0695

BAHAGIAN B: SENARAI SEMAK DOKUMEN PENGEMUKAAN BORANG MULA KERJA TANAH

Bil.	Jabatan/ Agensi Teknikal	Butir-butir/Dokumen Yang Diperlukan (Tandakan (✓) di ruang yang berkaitan dan (X) di ruang yang tidak berkaitan)	Semakan (✓) jika dipatuhi	
			Perunding	Kaunter OSC
1.	Jabatan Pusat Setempat	i. Surat permohonan rasmi		
		ii. Salinan borang PSJ-10/02		
		iii. Jadual pelaksanaan projek		
		iv. Bukti sumbangan infra (jika berkaitan)		
2.	Jabatan Kejuruteraan PBT	i. Surat permohonan rasmi		
		ii. Borang PSJ-10/02		
		iii. Jadual pelaksanaan projek		
		iv. Bukti sumbangan infra (jika berkaitan)		

BAHAGIAN C: SENARAI SEMAK DOKUMEN PENGEMUKAAN BORANG MULA KERJA JALAN DAN PARIT

Bil.	Jabatan/ Agensi Teknikal	Butir-butir/Dokumen Yang Diperlukan (Tandakan (✓) di ruang yang berkaitan dan (X) di ruang yang tidak berkaitan)	Semakan (✓) jika dipatuhi	
			Perunding	Kaunter OSC
1.	Jabatan Pusat Setempat	i. Surat permohonan rasmi		
		ii. Salinan borang PSJ-10/02		
2.	Jabatan Kejuruteraan PBT	i. Surat permohonan rasmi		
		ii. Borang PSJ-10/02		

BAHAGIAN D: SENARAI SEMAK DOKUMEN PENGEMUKAAN BORANG MULA KERJA LAMPU JALAN

Bil.	Jabatan/ Agensi Teknikal	Butir-butir/Dokumen Yang Diperlukan (Tandakan (✓) di ruang yang berkaitan dan (X) di ruang yang tidak berkaitan)	Semakan (✓) jika dipatuhi	
			Perunding	Kaunter OSC
1.	Jabatan Pusat Setempat	i. Surat permohonan rasmi		
		ii. Salinan borang PSJ-10/02		
2.	Jabatan Kejuruteraan PBT	i. Surat permohonan rasmi		
		ii. Borang PSJ-10/02		



BAHAGIAN E: SENARAI SEMAK DOKUMEN PENGEMUKAAN BORANG B, JADUAL KEDUA UKBS 1986

Bil.	Jabatan/ Agensi Teknikal	Butir-butir/Dokumen Yang Diperlukan (Tandakan (✓) di ruang yang berkaitan dan (X) di ruang yang tidak berkaitan)	Semakan (✓) jika dipatuhi	
			Perunding	Kaunter OSC
1.	Jabatan Pusat Setempat	i. Surat permohonan rasmi		
		ii. 2 salinan Borang B		
		iii. Salinan surat pengesahan pematuhan syarat kelulusan pelan bangunan		
		iv. Salinan surat kelulusan pelan bangunan		
		v. Salinan surat kelulusan pelan kerja tanah		
2.	Jabatan Bangunan PBT	i. Surat permohonan rasmi		
		ii. Borang CCC - Senarai Semak BGN		
3.	Jabatan Kesihatan PBT	i. Surat permohonan rasmi		
		ii. Surat lantikan Syarikat Pest Controller Operator (PCO) yang berdaftar		
		iii. Surat lantikan Syarikat Kontraktor Pembersihan Pelupusan Sampah, Sarap Binaan dan Domestic.		

BAHAGIAN F: SENARAI SEMAK DOKUMEN PENGEMUKAAN PDC 6, MSIG VOL II (IWK)

Bil.	Jabatan/ Agensi Teknikal	Butir-butir/Dokumen Yang Diperlukan (Tandakan (✓) di ruang yang berkaitan dan (X) di ruang yang tidak berkaitan)	Semakan (✓) jika dipatuhi	
			Perunding	Kaunter OSC
1.	Jabatan Pusat Setempat	i. Surat permohonan rasmi		
2.	Indah Water Konsortium (IWK)	i. Surat permohonan rasmi		
		ii. Borang PDC 6, MSIG Vol II		



Jabatan Pusat Setempat (OSC)
Majlis Perbandaran Klang
Aras Bawah, 2-12 (G)
Jalan Raya Barat
41100 KLANG

OSC/CCC/01-18 Pindaan:02
Tarikh Kkuatkuasa: 01 Julai 2018

BAHAGIAN G: PERAKUAN PENDAFTARAN SEBAGAI ARKITEK/JURUTERA

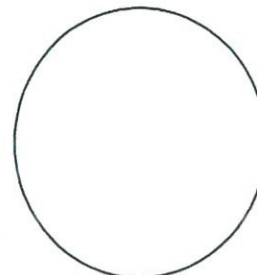
Adalah saya, orang berkelayakan untuk mengemukakan notifikasi bagi memulakan kerja binaan di tapak.

Tandatangan:

Nama:

No. Keahlian Lembaga:

No. Tel: No. H/p:



Cop Keahlian Lembaga

UNTUK KEGUNAAN PEJABAT

Disahkan lengkap dan boleh diterima
(oleh pegawai kaunter OSC)

Perakuan Penerimaan
(oleh pengarah/pegawai terkanan OSC)

Tandatangan :

Tandatangan:

Nama :

Nama :

Jawatan :

Jawatan :

Tarikh :

Tarikh :





JABATAN BANGUNAN
ARAS 2, PUSAT PERNIAGAAN RAYA BARAT
JALAN RAYA BARAT
41000 KLANG, SELANGOR DARUL EHSAN

Homepage: www.mpklang.gov.my email: aduan@mpklang.gov.my

CCC- SENARAI SEMAK BORANG B

Tandakan Ya x Tidak - Tidak berkaitan

NO. FAIL BGN :

NO. FAIL OSC :

MAKLUMAT PROJEK (PERLU DIISI OLEH PEMOHON)

Tajuk Projek :

Perunding :

Alamat :

No Telefon :

No Fax :

Tarikh Pelan Lulus :

DOKUMEN YANG PERLU DIMAJUKAN

1. Salinan surat kelulusan pelan bangunan.
2. Salinan surat pengesahan pematuhan syarat kelulusan pelan bangunan.
3. Salinan surat kerja tanah daripada Jabatan Kejuruteraan
4. Pelan susunatur bangunan sementara(pejabat tapak,stor,tandas, rumah kongsi) Papan projek, papan pelindung.(saiz A3 berwarna).
5. Salinan surat pengesahan pemajuan Pelan struktur dan Borang A (RC) **(Pelan Kertas dibukukan dengan saiz A4)**
6. Borang B yang diperakui dan disahkan
7. Pelan tapak berwarna saiz A3.
8. Salinan surat KM dan pelan susunatur kebenaran Merancang yang disahkan.

9. Surat lantikan kontraktor (Pest Controler Operator (PCO))
10. Surat lantikan syarikat kontraktor pembersihan dan pelupusan sampah sarap binaan dan domestic rumah kongsi
11. Pelan tapak berwarna A3 yang menunjukkan laluan masuk sementara yang diluluskan / disahkan oleh Jabatan Kejuruteraan

KATEGORI PEMAJUAN

- A Projek Biasa
- B Projek Berkonsepkan Bina Kemudian Jual (BKJ)
- C Projek Kerajaan
- D Projek Impak Tinggi
- E Projek Pelabur Asing (SSIC)

PEMAJUAN

Bil	Jenis Pemajuan	Jenis Bangunan	<input type="checkbox"/>
1	Perumahan	Banglo	<input type="checkbox"/>
		Perumahan(Projek Skim Kecil)	<input type="checkbox"/>
		Perumahan(Projek Skim Besar)	<input type="checkbox"/>
2	Komersial	Kedai Pejabat	<input type="checkbox"/>
		Projek Skim Kecil	<input type="checkbox"/>
		Projek Skim Besar	<input type="checkbox"/>
		Hotel	<input type="checkbox"/>
		Kompleks Membeli Belah	<input type="checkbox"/>
3	Industri	Kilang	<input type="checkbox"/>
		Gudang	<input type="checkbox"/>
		Stesen Minyak	<input type="checkbox"/>
		Industri Teres/ Berkembar	<input type="checkbox"/>
4	Institusi	Sekolah	<input type="checkbox"/>
		Masjid	<input type="checkbox"/>
		Dewan Orang Ramai	<input type="checkbox"/>
		Agensi Kerajaan	<input type="checkbox"/>
		Rumah Ibadat Bukan Islam(Tokong/Kuil)	<input type="checkbox"/>
		Gereja	<input type="checkbox"/>
5	Lain-Lain	Selain Pamajuan Yang disebut diatas	<input type="checkbox"/>

Tarikh:.....

.....

**Tandatangan Dan Cop
Arkitek/Jurutera Perunding**

Ulasan Kaunter:

Tandatangan, Cop Jawatan & Tarikh :