



CONSTRUCTION METHOD STATEMENT

1.0 PURPOSE & SCOPE

This document describes how Interior Contract Int'l Ltd. (ICIL) intends to design, carry out, co-ordinate and complete the Works and to fulfill all its contractual obligations and the achievement of Milestones.

2.0 ORGANIZATION - RESPONSIBILITIES

2.1 Responsibilities:

2.1.1 The Project Director

The Project Director is responsible for overall management of the project. This includes determining quality management policy and addressing quality problems across the project.

He shall have overall responsibility for the Design work undertaken by Interior Contract Int'l Ltd. in connection with this project.

The Project Director shall actively promote approved concepts and ensure that these are to be adopted and implemented at all levels within the project organization. He shall have the duty to monitor the assigned project staff to satisfactorily perform the work that they are delegated.

2.1.2 Assistant General Manager

The Assistant General Manager is a deputy to the Project Director and assists him for the overall management of the project and every aspects of his duty.

He shall have specific responsibility for the overall contract administration of the project which is inclusive of procurement, subletting, monitoring the performance of the Project Manager and his teams so as to ensure prompt compliance with the Client's project team's requirements in all aspects of the project ranging from design submissions, approvals, work progress, defects rectification.

2.1.3 Senior Project Manager

The Senior Project Manger is responsible to assist the Project Director to provide design development, integration, prepare detailed design, shop drawings and in charge of other submittals as required.



The Senior Project Manager shall interpret the design concepts, and coordinate with the main contractor and other trades of works. With the integration of site conditions and close liaison with the production team regarding all construction matters and details, the Senior Project Manger is responsible for the overall formulation of detailed design and shop drawings for approvals. She will be assisted by the Design and Cad Supervisor and the team of Cad Draftsman.

2.1.4 The Project Manager

The Project Manager is full time dedicated to the project and is responsible for the overall in charge of the Project as directed by the Project Director. He shall assist the Site Supervisor/Coordinator to determine/resolve difficulties in respect of management of work and all site aspects of the Project.

The Project Manager shall coordinate and address all problems arisen throughout the execution of the Project. He shall actively support the project site team and ensure that it is efficiently and effectively managed according to the project quality plans as designated.

2.1.5 The Design and Cad Supervisor

The Design and Cad Supervisor is responsible to the Project Manager to ensure that the design activities are properly managed to meet with the Client's specifications, to ensure adequate design data including schedules and shop drawings are produced that allow purchasing, construction and installation work to proceed to programme. He is assisted by a team of CAD draftsman.

The related duties of the design team include, but not limited to ensuring documents in relation to design are identified, filed and distributed in accordance with approved procedures and obsolete documents are suitably marked and withdrawn from use.

2.1.6 The CAD Draftsman

The CAD Draftsman shall follow the procedures for layout, style, format and management of the CAD produced drawings in accordance with ICIL CAD manual.

2.1.7 The Logistic & Procurement Officer

The Logistic & Procurement Officer is responsible to the Corporate Project Management for the overall operation of the procurement function, to ensure



material and labour that meets with the requirements of the project as effected on site at the planned programme time.

2.1.8 The Quality Assurance Engineer

The Quality Assurance Engineer is responsible for overall operation and effectiveness of the Quality Management System. His specific duties include:-

- Maintaining the Quality Manual and Quality Procedures associated with the Project Quality System.
- Providing assistance to the Project Staff in the development of the Various Quality Procedures, Plans, Method Statements, Work Instruction and Forms to ensure a cohesive and uniform format that meets the Project requirements and various clauses of ISO 9001:2000, are relevant.
- Training the Project Staff in adoption of the Quality System and provide assistance as necessary. Liaise with the Contractor to ensure effective system implementation.

- Managing the internal auditing process broadly in line with ISO 9001:2000 Clause 4.17 and in accordance with ICIL Quality Procedure.
- Following up audit findings by ensuring corrective and preventive actions are taken in accordance with ICIL procedure.
- Reporting on the operation and effectiveness of the Quality Management System at the Management Review Meetings and following up actions assigned.
- Setting up Quality Records Systems and ensuring other staff handle & file their Quality Records in a satisfactorily manner.

2.1.9 The Safety Supervisor

The Safety Supervisor is responsible to the Corporate Project Management for establishing and maintaining Interior Contract Int'l Ltd.'s policy for safety on site in accordance with the requirements of Clause 39A of the Building (Amendment) Ordinance 1996, the Code of Practice and the Technical Memorandum for Safety Plans all as further referred to in Schedule 11. His quality related responsibilities include but not limited to ensuring the various statutory regulations, reference standards and codes, applicable to the working areas are complied with in accordance with the requirements of the Contractor's Safety Management Plan.



3.0 PROCEDURE

3.1 General

The Design and Cad Supervisor, in liaison with the Corporate Project Management and Project Manager will identify the design concepts and requirements. If these are already defined on the Client's given design information, they will review to identify any omissions or queries.

The Corporate Project Management will produce a schedule of drawings necessary at the start of the design process and this will be updated as required during design development.

The Design and Cad Supervisor will produce design outlines, preliminary design data and sketches and these will be reviewed by the Corporate Project Management and the Project Manager. When approved, the Design & Cad Supervisor shall supervise the production of shop drawings by the CAD draftsman.

When complete the shop drawings, it will be submitted to the Corporate Project Management and the Project Manager for checking and approval, and then submitted to the Client for review and approval.

When approved they will issue "for construction" at a new revision status and the schedule of drawings will be amended as appropriate by the Project Administration.

3.2 Design Control

Design work is carried out such that design output meets the design input (i.e. the Clients specified requirements). The quality system shall ensure that:-

- 3.2.1 a) Design input is properly defined;
- b) Design work, including changes to approved design is carried out, reviewed and approved by persons appropriately qualified for the task.
- c) An appropriate level of review is applied to all design output through holding formal review meetings every month or at other appropriate times to suit the progress of work. The meetings will be minted.



- 3.2.2 Control and verification of design activities shall be achieved by:
- a) Preparing a set of design control plans;
 - b) Implementing the design work in accordance with the plans;
 - c) Hold formal verification meetings every week to verify that Design Output meets Design Input. The meeting shall be minuted;
 - d) Apply corrective action procedures that form part of the quality system if any non-conformity is found.

3.2.3 Change control procedures will be implemented as follows:

- a) All requests for changes or clarification of the design brief or documentation of the design changes should be in writing using the Query sheet;
- b) All changes to the design brief or the design output will be reviewed and processed by the Design Manager in liaison with the Senior Project Manager;
- c) Documentation relating to these changes will be maintained in the Project File.
- e) All superseded documents will be identified as such and segregated or removed from all points of use.

3.3 Design Changes

Design Changes can occur through many various sources throughout the development of the design. The key sources of a design change can be from the following:-

- Design Reviews by the Client
- Unexpected Site Conditions
- Updating and/or revision of standards and regulations
- Contractor's Instruction and Variations

3.3.1 Where the need for a design change has been identified by the

Project Manager, the Senior Project Manager shall record the details on the Schedule of Design Changes Form by completing the next line and identifying the change by the next sequential number.



- 3.3.2 The Senior Project Manager and Project Manager shall review all the relevant information to ensure that the requirements are complete and documented. If there are any ambiguities or the information is incomplete then the Senior Project Manager and Project Manager shall complete Request For Information and send to Client to obtain the information or to clarify the ambiguities.
- 3.3.3 Upon receipt of the completed information the Senior Project Manager (and where a major change is anticipated the Project Director), shall review the requirements for cost, programme and technical implications and record this on the Design Change Proposal Form.
- 3.3.4 A Design Review and a Contract Review shall be carried out.
- 3.3.5 Following these reviews, the Corporate Project Management and the Project Manager shall respond contact the Client regarding the implications of the proposed design change (as necessary) by using Site Queries and Contractors Proposal Sheets and provide full information concerning the proposed change. Following receipt of the Client's comments and depending on the response received, the design change shall be implemented.

3.4 Site Survey

All dimensions will be checked and verified on site to accommodate all specified tolerances and differences between actual site dimensions and dimensions shown on the working drawings in the design. Prior to approval, we will submit a copy of the method statement dimensions for review and approval. If design changes are required, we will revise in accordance to the above procedure for design changes.

3.5 Samples

After the Client confirmed the extend of samples require, we will research and submit samples (materials in their final form as proposed for inclusion in the permanent works) of all kinds and types for review and approval. In required or requested, we will submit other alternative samples for status until the issue of Approval/No adverse Comment. All results from samples will not have any affect to our design.



3.6 Prototypes/Benchmarks

ICIL shall construct on-site if specifically required by the Client and prior to manufacture of permanent works (if required), full scale three-dimensional sections as shown on the Client's Drawing utilizing specified materials, but not necessarily final production technique. These prototypes will be inspected to ensure that the system meets the requirement in the Technical Specification by application of the maximum applied loads, climate conditions and structural movements. When completed, it will be review by Architect/Client for approval. Depending on the results of review by Architect/Client for approval, we will make changes (if necessary) in accordance with above design change procedures.

4.0 METHOD

The Corporate Project Management shall review all management and operation activities that are relevant to the execution of this Project. He shall ensure the Management System is conceived, prepared, documented, implemented and maintained to meet the objectives of the Contract.

The planning activity shall include but not limited to:-

- Defining the organization and allocate responsibilities to ensure the Project requirements are met.
- Defining the structure of the management system documentation and the relationship between the documents.
- Define the scope of all documents (plans, manuals, procedures and method statements).
- Reviewing Interior Contract Int'l Ltd. requirements for controls, special processes, equipment resources and skills and ensure these are identified and suitable provisions made.
- Ensuring there is compatibility between design, installation process, inspection and testing.
- Ensuring the inspecting and testing activities are appropriate to the scope of work within this Project, and that suitable equipment is available.
- Ensuring that sufficient time is made available in the construction programme for the development of any special techniques.
- Establishing suitable inspection and verification activities at appropriate stages of the construction programme and establishment of appropriate standards.
- The identification of all quality records.



5.0 SUBMISSION

The following items will be submitted to the Client for review and approval:-

- Drawings Submission
- Samples Submission
- Procurement & Delivery Programme
- Construction Programme
- Progress Report / Daily Report (Include Progress Photo)
- Monthly Labour Analysis / Plant Analysis / Material Analysis
- Safety Report
- Testing Results (if applicable)

6.0 SITE ACCESS AND TEMPORARY WORK

6.1 Site Accommodation

Proposed location of temporary site office shall be coordinated with the main contractor and submitted to employer/ architect for approval.

6.2 Watchmen And Attendance

When instructed (if required), ICIL shall keep efficient watchmen on the site and on the Works.

6.3 Temporary Works Erection

Interior Contract Int'l Ltd. (ICIL) shall comply with all regulations concerning temporary works erection.

When necessary or instructed, ICIL shall provide temporary hoarding, fencing, barriers and other necessary safety precautionary measure to the satisfaction of the Employer/Architect for protecting the public and others during the proper execution of the Works. All materials are to be submitted for approval by the Employer/Architect prior to commencement of the installation.

In particular, ICIL shall protect the lift cars, lift lobbies and all public areas from damage and dirt while execution the Works.

6.4 Power

ICIL shall be provided with temporary electricity supply. We shall be responsible for all connection form the power point designated from the Contractor and removal on completion all necessary wiring and accessories.



In case sources of lighting and power supply is unavailable or inadequate within the Site, ICIL is responsible for the provision of temporary lighting and power supply at the locations and in the manner as directed by the Contractor and submit installation detail and routing of the electricity supply for the information of the Contractor prior to commencement of the installation. The level of light shall be adequate for safety, routine inspections and detailed inspection of finishes as the works proceeds.

6.5 Maintenance of Temporary Works

Maintain, alter, adapt and move Temporary Works as necessary. Clear away when no longer required and make good.

6.6 Site Access and Material Delivery

Our employees and workmen shall observe all rules and regulations of the statutory codes and regulations, with regard to access to site, security thereof, issuing of passes and the like.

It is the responsibility of ICIL to plan and coordinate with main contractor and other work packages contractors to work out the delivery route and schedule. We shall allow for delivery time restrictions. Material delivery schedules shall be submitted to and agreed by Employer/Architect and Main Contractor in advance prior to any deliveries being made.

ICIL shall comply with all requirements of the Highway Department, obtain authorization to cross pavements and similar areas. When using public roads for access purpose, co-operate with Highways Department and others using such roads to ensure that they are kept free obstruction at all times and comply with any restriction on access.

ICIL shall keep all access clean and should clear away all debris arising from the Works in a neat and orderly manner.

6.7 Noise/ Nuisance Mitigation Measures

Interior Contract Int'l Ltd. (ICIL) shall comply with all Regulations concerning the prevention of nuisance arising from noise, water, smoke, dust, accumulation of rubbish, mosquito breeding and all other causes. ICIL shall take every precaution necessary to cause minimum of nuisance, disturbance or



京 匯
I N T E R I O R
C O N T R A C T
I N T ' L L T D

inconvenience to the occupants of the affected premises.

ICIL shall provide throughout the whole period of the Contract and extended period, if any, mufflers or other suitable noise suppressors on all pneumatic drills, compressors and other plant which may cause a noise nuisance to the general public.

ICIL shall store, cover or treat all items on the Site, capable of retaining water to prevent the collection of water in them.

ICIL shall provide throughout the construction period an approved central collection point on the Site for depositing of all empty cans, oil drums, packings and other receptacles capable of holding water and for the regular collection and removal of such articles from the site.

ICIL shall not burn debris, or any other matter on the Site.