

# LEMBAGA ARKITEK MALAYSIA

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## GENERAL CIRCULAR NO. 1/2008

### CERTIFICATE OF COMPLETION AND COMPLIANCE

1. In April 2007 the Government had launched the improvement to the building delivery system to enhance the competitiveness of Malaysia globally. This includes the issuance of the Certificate of Completion and Compliance (CCC) by Professional Architects and Professional Engineers as well as Building Draughtsmen registered with the Board of Architects Malaysia (LAM) to replace the Certificate of Fitness for Occupation (CFO) issued by the local authorities. This new system is an effort towards self-certification and self-regulation approach in the construction industry.
2. LAM had organised a series of seminars on 26 September 2005, 19 December 2006 and the latest on 25 August 2007 to keep members informed of this new development.
3. The salient features of this new system under CCC are as follows:
  - (i) Building plans are still required to be submitted to and approved by the local authorities;
  - (ii) CFO by the local authorities will be replaced by the Certificate of Completion and Compliance (CCC) by the Principal Submitting Person (PSP) who is the Professional Architect, Professional Engineer and Building Draughtsman who submitted the building plans;
  - (iii) CCC can only be issued by the Principal Submitting Person (PSP) after the following have been secured:
    - all the certifications by the respective parties (professionals, contractors and licensed tradesmen) based on the prescribed 'Form Gs' under the Matrix of Responsibility (Forms G1 – G21); and
    - clearances from the following authorities :
      - o Tenaga Nasional Berhad (TNB)
      - o Water Authority
      - o Sewerage Services Department (JPP)
      - o Fire and Rescue Department (except for residential buildings of not more than 18 meters high)
      - o Department of Safety and Health (where applicable),
      - o Relevant authorities/Public Works on Roads and Drainage.

- (iv) The local authorities still maintain their rights and power to enter the site during construction and issue an order to stop the issuance of CCC by the PSP if the construction on site is found to have breached the approved building plans and/or against the provision of UBBL or conditions of building plans approval on health and safety issues until such time the fault is corrected.
- (v) The issuance of CCC is restricted to only technical issues concerning health, safety and essential services. The non-technical issues such as bumiputra quota, low cost provision and contribution for public facilities etc are outside the purview of PSP and will have to be resolved between the Owner and the Local Authorities at the planning and building plans approval stage or via other mechanism.
- (vi) There will be only CCC (Form F) and Partial CCC (Form F1). There will not be any Temporary CCC similar to Temporary CF.
- (vii) The issuance of CCC will only apply to projects in which building plans are submitted after CCC came into force.

4. The following are the 21 FORM Gs included in the UBBL covering various scopes of works: -

- FORM G 1 Stage Certification : Earthworks
- FORM G 2 Stage Certification : Setting Out
- FORM G 3 Stage Certification : Foundations
- FORM G 4 Stage Certification : Structural
- FORM G 5 Stage Certification : Internal Water Plumbing
- FORM G 6 Stage Certification : Internal Sanitary Plumbing
- FORM G 7 Stage Certification : Internal Electrical
- FORM G 8 Stage Certification : Fire-Fighting (Passive)
- FORM G 9 Stage Certification : Fire-Fighting (Active)
- FORM G 10 Stage Certification : Mechanical Ventilation
- FORM G 11 Stage Certification : Lift/Escalator Installation
- FORM G 12 Stage Certification : Building
- FORM G 13 Stage Certification : External Water Supply System
- FORM G 14 Stage Certification : Sewerage Reticulation
- FORM G 15 Stage Certification : Sewerage Treatment Plant
- FORM G 16 Stage Certification : External Electrical Supply System
- FORM G 17 Stage Certification : Road and Drain
- FORM G 18 Stage Certification : Street Lighting
- FORM G 19 Stage Certification : External Main Drain
- FORM G 20 Stage Certification : Telecommunication
- FORM G 21 Stage Certification : Landscape

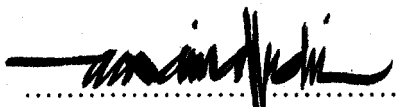
The G Forms can be downloaded from the following website:

- [www.lam.gov.my](http://www.lam.gov.my)
- [www.pam.org.my](http://www.pam.org.my)

5. To facilitate initial implementation of CCC, it has been agreed with the Ministry of Housing and Local Government that PSP shall notify the local authority through OSC (in writing or using prescribed forms) after the Forms G1-G3 are certified (ie, after completion of earthwork, setting up and foundations)

6. In the issuance of CCC, all Professional Architects and Building Draughtsmen registered with LAM are required to use the **FORM F** (Certificate of Completion and Compliance) and **FORM F1** (Partial Certificate of Completion and Compliance) printed by LAM. Each Form F or F1 to be issued shall be in 4 copies as follows:
  - (i) Original copy to be addressed to the House Owner in respect of a singly built detached house or to be addressed to the Developer in respect of other buildings;
  - (ii) Second copy to be retained by the Principal Submitting Person;
  - (iii) Third copy to be sent to the relevant local authority;
  - (iv) Fourth copy to be sent to the Board of Architects Malaysia (LAM).
7. The Forms F and F1 referred to above can be purchased from LAM's office at a cost of RM 5.00 per set excluding cost of postage.
8. The success of CCC will depend largely on the professionalism and integrity of Professional Architects. As such, members shall be reminded on the trust and confidence which have been placed on the professionals and we should ensure our professionalism and integrity are upheld at all time.
9. Fraudulent and wrongful issuance of CCC is a very serious offence and there is no reason for any professional to succumb to pressure by any party to flaunt the independent certifying role that has been entrusted to the profession. The members must carry out their duties with due care and diligence and together with the other parties including fellow professionals and the registered contractors ensure that CCC works for the good of all.

By Order of the Board of Architects Malaysia,

  
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(ZURAINA LEILY AWALLUDIN)  
Registrar

21 January 2008