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STREAMLINING OF TEMPORARY OCCUPATION PERMIT (TOP) / CERTIFICATE OF STATUTORY COMPLETION (CSC) PROCESSES THROUGH WHOLE-OF-GOVERNMENT (WOG) VIRTUAL INSPECTIONS (VI)

Objective

1. This circular is to inform the industry on the implementation of the Whole-of-Government Virtual Inspection (WOG VI) process for Temporary Occupation Permit (TOP) and Certificate of Statutory Completion (CSC) inspections, and the publication of the *Guidebook for Whole-of-Government Virtual TOP/CSC Inspections*.

Background

2. Project teams currently spend substantial time and resources to coordinate site inspections with the relevant regulatory agencies and to ensure that TOP/CSC approvals are secured on time. This process can be especially challenging towards the end of a project, where tight delivery timelines leave little room for delays.

3. As part of the government's pro-enterprise initiatives, the participating regulatory agencies have worked together to streamline the TOP/CSC inspection process and introduce the WOG VI process as an alternative to conventional physical TOP/CSC inspections.

Whole-of-Government Virtual Inspection (WOG VI) Process for TOP/CSC Inspections

4. Under the WOG VI process, project teams may submit 360-degree virtual scans of their project sites for participating regulatory agencies to conduct their respective TOP/CSC regulatory checks virtually.

5. Project teams may also submit virtual scans progressively as works in specific areas are completed, instead of waiting for the entire project to be ready before commencing inspections. This allows regulatory agencies to review completed works earlier and gives project teams greater scheduling flexibility in planning their site completion and inspection schedules.

6. With immediate effect, project teams may adopt WOG VI for TOP/CSC inspections, where their projects and proposed inspection scope meet the requirements of the respective participating regulatory agencies. Conventional physical inspections will continue to remain available for project teams that prefer to do so.

Guidebook for Whole-of-Government Virtual TOP/CSC Inspections

7. Participating regulatory agencies have also published the *Guidebook for Whole-of-Government Virtual TOP/CSC Inspections* to provide guidance to project teams intending to adopt WOG VI. The guidebook sets out the WOG VI process, participating agencies' inspection requirements and key considerations for planning and conducting virtual inspection scans.

8. Project teams who are keen to adopt WOG VI for their TOP/ CSC inspections should refer to the Guidebook to assess the suitability of their projects. Details on how to start the application process and the Guidebook is available at <https://www1.bca.gov.sg/growth-and-transformation/productivity/ops-tech-enabled-inspections/wog-vi>

Participating Regulatory Agencies

9. The following regulatory agencies are participating in the WOG VI process for TOP/CSC:

- Building and Construction Authority (BCA)
- Infocomm Media Development Authority (IMDA)
- Land Transport Authority (LTA)
- National Environment Agency (NEA)
- National Parks Board (NParks)
- PUB, Singapore's National Water Agency
- Singapore Civil Defence Force (SCDF)
- Urban Redevelopment Authority (URA)

For Clarification

10. Please refer to Annex A for a list of frequently asked questions about the WOG VI process.

11. We would appreciate it if you could convey the contents of this circular to members of your organisation. For clarifications, please contact us through BCA's Online Feedback Form at <https://www.bca.gov.sg/feedbackform/>

Yours sincerely,

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Annex A

FREQUENTLY ASKED QUESTIONS

1. Is the WOG VI process mandatory? And which projects are eligible?

No. The WOG VI process is an alternative to the conventional TOP/CSC physical inspections, and project parties can select between the two based on the needs of their project.

The WOG VI process is available to projects across different building typologies, provided that the participating agencies' requirements for virtual inspections can be met.

Qualified Persons (QPs) and project teams are encouraged to evaluate individual project factors such as size and complexity, to determine whether the WOG VI process or conventional TOP/CSC physical inspections are better suited to their project.

To support project teams, BCA and participating agencies have developed a WOG VI Guidebook, which sets out the VI requirements and other relevant considerations for adopting the WOG VI process.

2. How do I apply for the WOG VI process?

Project parties who wish to apply for the WOG VI process should visit BCA's website at <https://www1.bca.gov.sg/growth-and-transformation/productivity/ops-tech-enabled-inspections/wog-vi> for details on the application process.

3. Can I apply for virtual inspections with some agencies and physical inspections with others?

Yes, projects can apply for virtual inspections applicable works with some agencies and physical inspections with other agencies such as functional checks. This hybrid approach provides project teams the flexibility to adopt the most suitable arrangements for their projects.

Information on how project teams can prepare VI plan can be found in the WOG VI guidebook.

4. What do I need to get ready in order to apply?

Project teams are advised to take reference to the WOG VI Guidebook to fill in the VI plan and templates provided.

Project teams should also plan ahead how they prefer to split their projects into the different phases of inspection, which floors to provide scans and photos for, the submission timeline of their scans, as well as the expected date of the physical inspections by agencies for checks that cannot be covered by virtual inspections.

5. What happens if the virtual scan is insufficient or does not meet an agency's requirements? Will a physical inspection be required?

For situations where the submitted virtual scans do not provide sufficient information for an agency to complete its assessment, the project team may be asked to rescan the affected area and submit additional scans or images.

If the additional virtual submissions do not meet requirements, the agency may request a physical inspection of the relevant area to complete their assessment.