

**BCA  
DESIGN AND ENGINEERING SAFETY AWARDS 2025**

**NOMINATION FORM**

I have read and understood the eligibility requirements and wish to nominate the following project for the BCA Design and Engineering Safety Awards. I understand BCA reserves the right to defer judgment on the project if the project has any safety-related matter or fatality.

NOMINATION MADE BY QUALIFIED PERSON FOR STRUCTURAL WORKS / QP's OR PE's FIRM

Name of QP (Structural Works):	
Signature:	
E-mail address:	
Name, Address, Tel & Fax of Firm	
Name & Designation of Firm's Principal/Chief Executive:	
Signature:	
E-mail address:	
Project Title:	
BP Number:	
TOP or CSC Date:	
Actual Construction Cost:	

Actual Construction Period	mths
Cost per m <sup>2</sup> GFA	\$ / m <sup>2</sup>
Buildability Score	pts
Other Safety Awards	<i>Eg MOM, LTA, etc</i>
Fatality	
Accidents / feedback	
* delete if not applicable	
Project Photo	

**AGREEMENT OF DEVELOPER/OWNER**

I support the above nomination made by QP - \_\_\_\_\_ .

I understand that BCA reserves the right to defer judgment on the project during the assessment process.

Name, Address, Tel & Fax of Developer/Owner:	
Name & Designation of Principal/Chief Executive of Developer/Owner:	
Signature:	
E-mail address:	

## INFORMATION ON PROJECT AND OTHER PROJECT PARTIES

<b>Name of Project:</b>	
<b>Construction Period of Project:</b>	
<b>Project cost</b>	
<b>Project Category</b>	
<b>Design Engineer(s) within QP's (Structural Works) firm (max. 2 allowed)</b>	
<b>Name of Design Engineer:</b>	
<b>Involvement period (min. 50%):</b>	
<b>Name of Design Engineer:</b>	
<b>Involvement period (min. 50%):</b>	
<b>Architect</b>	
<b>Name of QP (Building Plans):</b>	
Name, Address, Tel & Fax of Firm:	
E-mail address:	
Signature	
<b>Main Builder</b>	
<b>Name of Builder:</b>	
Name, Address, Tel & Fax of Builder:	
E-mail address:	
Signature	
<b>Specialist Consultants</b>	
<b>Name of Specialist Consultant (where applicable):</b>	
Name, Address, Tel & Fax of Firm:	
E-mail address:	

<b>Name of Specialist Consultant (where applicable):</b>	
Name, Address, Tel & Fax of Firm:	
E-mail address:	

**VERIFICATION OF ACCIDENT RECORDS** from the Ministry of Manpower for the project.  
**Projects with fatality will not be eligible for participating.**

Reported Under	Period (Date of Report)	No. of Workplace Injuries Reported to MOM
Workplace Safety and Health (Incident Reporting Regulations 2006) (From 1 Mar 2006 onwards)	_____	

**INFORMATION ON PERMIT REVOCATION / STOP WORK ORDER**

S/ N	Duration		Issued by (eg. BCA, MOM, LTA, NEA, etc)	Reasons for the Permit Revocation / Stop Work Order	Details of the Damage to Properties
	From (date)	To (date)			
1					
2					
3					
4					

**SAFETY AWARDS**

S/N	Safety awards	Issued by (e.g. LTA, etc)	Date of the award
1			
2			

## SUBMISSION OF PROJECT REPORT

In addition to the nomination form, the project report must be submitted to the BCA Secretary together with the Entry Form via. FormSG - <https://form.gov.sg/678e3ef3fafcb11a5e0b350c>. The project report should include photographs and drawings where appropriate.

The **Project Report** shall be type-written in Time New Roman, Font 12 and single spaced in **A4 format**. As far as possible, all materials should be bound into the submission in **A4 format** and shall include the following sections:

➤ **Title Page (Max. 1 page)**

- Project name
- Role of firm
- Role and names of other consultants/architects

➤ **Report proper (Max. 10 pages)**

The report proper shall include the following headings to address each of the assessment criteria:

- **Fact sheet** – (Annex A)
- **Synopsis** – a brief project description (200 words).
- Structural Design processes and solutions that emphasis safety – Should describe the ingenious design processes and solutions to meet challenges posed by the unique nature of the project
- Quality approach in design, details and specifications - Should describe how comprehensive the design analysis and checks and project specific details and specifications to achieve design intent. Relevant extract of drawings, design, specifications shall be enclosed as appendix.
- Design for safe inspection and maintenance - Should describe the provisions for safe inspection/maintenance of building elements and how the provisions are integrated into the design.
- Construction quality and safety – Should describe QP(ST)'s design management of erection methods, construction sequence and temporary works to enhance safety during construction and QP(ST)'s supervision, inspection regime, QA/QC plan, testing and monitoring programme.
- Public safety – Should describe the impact of construction activities to the immediate neighbourhood and how it was minimized.

➤ **Photographs, sketches and diagrams (Max. 5 pages)**

- Photographs, sketches or diagrams may be used to illustrate and describe the achievement. Colour photocopies may also be used.
- For overseas projects, progress photographs and photographs of the completed development should be also be attached.

➤ **Verification of accident records** from the Ministry of Manpower for the project and details of accidents records.

➤ **Details of other safety-related incidents such as:**

- BCA permit revocation;
- Stop-Work orders from other agencies (LTA, MOM, etc);
- Damage to properties

➤ **Details of safety awards if any**

**Note:** Other materials such as display panels, audio-visuals, elaborate presentations, etc, are not required at the submission stage and will not be examined. The committees' assessment will be based on the submissions lodged in accordance with the above requirements and other private enquiries which they may wish to make at their discretion.

**ADDITIONAL MATERIALS REQUIRED FROM SHORTLISTED NOMINEES:**

The shortlisted nominees will be required to submit in **Microsoft PowerPoint** which can be used for the audio-visual presentation during Awards Presentation and for other publicity activities. A soft copy of the presentation and photographs stored in **flash drive** shall be submitted.

**MEDIA RELEASE**

The synopsis, approved by the project team and included in the submission, may be used by the BCA in preparing a media release and script for the Awards Presentation should the submission be successful.

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**FACT SHEET**

Nominees are required to list down the salient points of the project making reference to the assessment criteria. The number of words per heading shall be limited to 100. Information is to be provided for all sections.

<p><b>General:</b> Describe the challenges and the ingenious design process and solutions posed by the unique nature of the project.</p>
<p><b>A1:</b> Innovative structural design processes and solutions that emphasize safety. Should describe the ingenious design processes and solutions to meet challenges posed by the unique nature of the project.</p>
<p><b>A2:</b> Quality approach to support innovative design solution and material, details and specifications. Should describe how comprehensive the design analysis and project specific details and specifications are to achieve the design intent.</p>
<p><b>A3:</b> Design for safe inspection and maintenance. Should describe the provisions for safe inspection/maintenance of building elements and how the provisions are integrated well into the design, maintenance and facilities management.</p>

**B1:** Innovative construction methodology & approach. To describe QP(ST)'s design management of erection methods, construction sequence and temporary works to enhance safety during construction and QP(ST)'s supervision, inspection regime, QA/QC plan, testing and monitoring programme.

**B2:** Advance site management system. To describe how the impact of construction activities to the neighbourhood was minimised and the amount of saving through adopting technology.