

# BEM CCC ONLINE SYSTEM

By **Ir. Wong Shu Leong**

**Member of the BEM Professional Practice Committee**

We are proud to announce

**CERTIFICATE OF COMPLETION & COMPLIANCE (CCC) ONLINE SUBMISSION SYSTEM**

via MyBEM Online System platform (<https://engineer.org.my>)

**Will be launched on 16<sup>th</sup> November 2021**

In-conjunction with BEM MINI HYBRID CONVENTION 2021 Physical Hubs in Sabah and Sarawak

Transition Period: Until 14<sup>th</sup> May 2022 (6 Months)

During this transition period both online and manual submissions will be accepted

**FULLY ONLINE: 15<sup>th</sup> May 2022**

MANUAL SUBMISSION is strictly NOT ALLOWED FROM 15<sup>th</sup> May 2022 onwards

Please visit [www.bem.org.my](http://www.bem.org.my) for more details

**The Certificate of Completion and Compliance (CCC) Online System replicates the manual system in its process so that submissions can be speeded up while incorporating particular safeguards, avoid common mistakes or missteps prevalent in the manual submission system, and mitigate fraudulent activities.**

Since April 2007, the Certificate of Fitness for Occupation (CFO) issued by the Local Authorities for Peninsular Malaysia has been replaced with the Certificate of Completion and Compliance (CCC). This is issued by the project Principal Submitting Person (PSP) who could either be an Architect or an Engineer (of a Civil discipline), depending on the category of the project. The responsibility for issuing a CCC falls strictly with the PSP who must satisfy himself that the building is safe and fit for occupation before signing the CCC. Meanwhile, the Local Authority (LA) can issue a written notice to the PSP to stop the issuance of a CCC should the LA find the building to be unsafe or not meeting the LA's approved plans following a LA site inspection

which may be conducted at any time during the project construction stage. However, the LA cannot simply order a PSP to issue a CCC nor stop the PSP from issuing a CCC. The PSP can only issue a CCC when all Forms G have been duly signed and are supported by the stipulated relevant clearances. The process of CCC issuance is automatic and cannot be hindered by any third party. The PSP must act independently and professionally as required under the Law.

This change in direction to allow self-regulation by a professional was a bold step taken by the Government to ensure greater transparency and governance with the objective of speeding up the process of certification upon project completion. The building industry was at that time, beset with long delays caused by bureaucratic procedures and arbitrary discretions of Local Authorities. The Government's decision to place full trust in the integrity and professionalism of Architects and Engineers has since borne fruit in overcoming artificial hurdles and hidden unhealthy practices, resulting in faster certification of completed buildings.

## THE MANUAL SYSTEM

The Uniform Building By-Laws of the Street, Drainage and Building Act 1974 were amended to incorporate the CCC regime. All 21 Forms G are required to be signed by the Submitting Persons (SPs)/Licensed Professionals to support the issuance of Form F (CCC) by the PSP. The idea is to hold every party in the Building Industry responsible and accountable for their actions in a project. The PSP is responsible for the implementation of the whole project by ensuring that only qualified persons registered with the appropriate regulatory bodies are employed for the project, that all statutory and Authorities' technical requirements are met, and the project is properly supervised by qualified site supervisory staff. The Submitting Person or Licensed Professional is fully responsible for the design and supervision of each area of his expertise. The site supervisory staff employed by the SP or Licensed Professional support them in carrying out their duties and responsibilities. The site supervisory staff will be held accountable for any supervisory negligence in the latest version of the UBBL dated December 31, 2021, which has already been already gazetted by the Federal Government and is now pending adoption by the respective State Governments.

Similarly, Contractors and Trade Vendors will be held responsible for the quality of their workmanship and materials used. In the supply of essential utilities to the owner, every supply agency has to give a letter of support that the services are available and ready for connection before the SP can sign his respective Form G. Similarly, support letters or other confirming evidence that a particular service has been inspected and permitted for safe operation, is required for the certification of other Forms G. Hence the CCC manual system is a comprehensive process involving multiple parties coming together to get all the 21 Forms G signed before the PSP can sign off the Form F to declare the building safe and fit for occupation to the Owner, with copies submitted to the Board of Engineers Malaysia (BEM) and the Local Authority within 14 days of the CCC issuance. Certain Forms G are provided with a deeming clause of approval should the Authority not issue approval within a stipulated time period provided the SP has confirmed in writing that all

works are satisfactorily completed. Hence the CCC concept is simple, but implementation may appear complicated to the uninitiated. BEM provides a comprehensive guide on how to fill the forms and a frequently asked questions list (FAQs) to assist engineers on the BEM Website.

## BEM CCC ONLINE SYSTEM

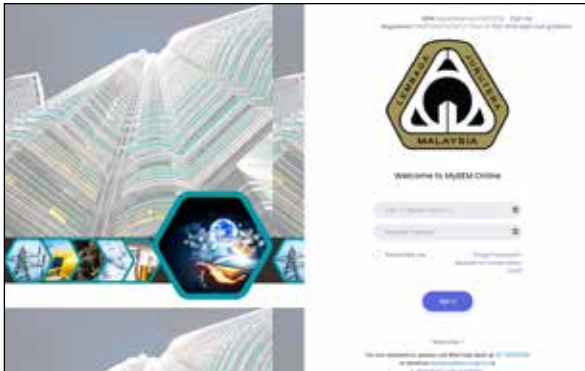
The CCC online system basically replicates the manual system in its process so that submissions can be speeded up while incorporating particular safeguards and interlocks to aid the PSP and SP avoid common mistakes or mis-steps prevalent in the manual submission system, and to mitigate against fraudulent activities. The system does not in any way affect the present One-Stop Centre (OSC) process as it runs parallel to the OSC Online system, wherein the physical Form F still has to be submitted to the Local Authorities as before. BEM is presently seeking to integrate the CCC online system with the OSC Online system developed under the Ministry of Housing and Local Government. Once this has been completed, the CCC forms can be automatically presented online to the appropriate Local Authority immediately upon issuance of the CCC by the PSP. BEM has also offered the Board of Architects Malaysia (BAM) the opportunity to expand the CCC online system to incorporate projects where architects are the PSPs. A definite requirement on BAM's part is the issuance of a Form F1 which is applicable for integrated developments requiring a phased completion, where the architects are the PSPs. BEM no longer allows the issuance of a Form F1 by engineers after encountering issues of a converted Form F1 into Form F. Phased development of projects under engineers, are usually more appropriate using multiple Forms F, given the nature of the projects handled by engineers. Case-by-case approval of BEM is required for any intended Form F1 issuance.

## NOTABLE FEATURES OF THE BEM CCC ONLINE SYSTEM

1. There is no processing fee.
2. BEM Admin receives an e-record of a CCC submission almost instantaneously.

3. The engineer can view the history of his CCC submissions.
4. Improved security as the system only allows active engineers and Engineering Consultancy Practice (ECP), and those of the right discipline access to the database to submit the respective Forms G and Form F.
5. Improved processing time with fully online submissions.

## BEM CCC ONLINE SYSTEM EXPLAINED



### The BEM Website

1. Log onto myBEM with your IC MyKad as login ID and your password.
2. At the side menu bar, only Professional Engineer with Practising Certificate (PEPC) in Civil discipline with ECP can log in to issue CCC.
3. A sub-menu will appear to show "My CCC list tray" or "Verify Assigned Form G".
4. You may initiate a new CCC or you may view the list of Forms G to be submitted upon invitation received from a PSP for each project.

### How to initiate a CCC?

1. First you must register in order to submit Form F and Form G.
2. Click on "Initiate CCC" button and a List of My CCC page will appear which shows a table with headings Serial number, Project Title, Plan No, Owner, Local Authority and Status.
3. To register for a new CCC, the project information on details of Building Owner, Building Plan, Project Title, Lot, Section/ Mukim must be keyed in.

4. Once filled up, click button to initiate CCC.
5. On the next page, it will display the information you have keyed in.
6. On the next page, a table for all the 21 Forms G will be displayed. A PSP will have to identify the applicability of some of the works and assign each Form G to the relevant SP.
7. The project title will be displayed on every page to guard against the PSP and SP from inserting incorrect information.
8. By default, the system will mark all Forms G as applicable.

### How to update Form G when it is not applicable?

1. For example, if the Form G1 is not applicable as there is no earth works needed for a particular project.
2. The PSP (who is also the SP in this instance) has to click the selector switch that shows the Form G1 is not applicable.
3. The SP declares that the said Form G1 is not relevant.
4. The SP then has to download the Form G1, sign and stamp the hard copy.
5. The SP has to scan the hard copy and then pre-upload Form G1 which has been duly signed and stamped.
6. Click update to save and update the Form G1.
7. The Form G1 will be updated if the signed and stamped Form G1 has been uploaded and updated.
8. The Form G1 status is updated as verified under Verification by the SP.
9. The Form G1 status will show as Not Applicable under the Applicability heading.



Manage CCC page

### How to update Form G where it is applicable?

1. The PSP assigns Form G4 to the SP of a Civil discipline for Structural Works.
2. The PSP by clicking on the list of SPs will be brought to the BEM database and he can search for the appointed SP by name.
3. Upon selection, the SP's registration number will automatically appear.
4. Similarly, the PSP searches for the ECP that SP represents.
5. If the selected SP is not a director of the ECP then tick the box that he is not a director of the ECP.
6. Click update button to update the Form G4.
7. Once updated the system will be re-directed back to Manage CCC page.
8. The changes will be saved.
9. The Form G4 status on the table will be updated as pending.
10. The system automatically sends an email to the assigned SP.
11. The SP receives email notification to fill up particulars about the project and his personal details and then submits the Form G4: Structural.
12. The SP has to login to the MyBEM system using his account credentials.
13. The SP has to fill up Form G4 and submit it.
14. The PSP may check the verification status of all assigned SPs.
15. The PSP may note the SP's verification status for the Form G4.
16. The PSP may remind the SP to complete and submit the Form G4.
17. The SP fills up and submits the Form G4 (Structural).
18. The SP logs in to complete and submit the Form G4.
19. The SP clicks Verify Assigned Form G4.
20. The SP notes incomplete status under Verify Assigned if the Form G4 is still pending after the award of Civil contracts.
21. The SP click on Details to proceed with the next phase of the Form G4 submission process.
22. The SP completes the Form G4 by filling in the contractor's name and CIDB registration number and date. If there is no relevant body in respect of registration,

Form G10 page

the SP inserts the contractor's NRIC number.

23. The SP must upload the supporting documents as indicated on each page of the Form G4.
24. The SP may download the Form G4 when the project is completed.
25. Once the Form G4 is ready (signed and stamped), the SP has to up-upload the Form and click Save to complete the process.
26. The SP has to mark this process as completed.
27. The form will be sent to the PSP.
28. The system will prompt the SP to confirm submission of the Form G4.
29. The SP may click Yes, to confirm or click Cancel to make further revisions, if any.
30. Once confirmed, the process is irreversible and the SP has to make a trip to BEM HQ to make any changes to the Form G4.
31. An email will be sent to the PSP to inform him that the SP has completed and submitted the Form G4.
32. At the SP verification tray, the re-uploaded Form will be marked as Uploaded, and the Completion Status will be marked as Completed.
33. The SP may view the details but cannot make any changes.

The process of confirming which Forms G are not applicable and updating Forms G where applicable are similar except for the details of the contractor, and vendor, supporting letters from Agencies and Authorities to be filled in and uploaded. In the case of a deemed approval, the PSP has to upload the confirmation letter by the SP to the Agency/Authority that all requirements by him have been complied with and is now



The manual system which uses BEM Form F blank certificates with pre-printed serial numbers will no longer be used for CCC issuance.

pending approval. The time elapsed must not be more than the stipulated time in the relevant Form G.

Once all Forms G are verified and uploaded, the PSP may issue CCC.

## How to issue a CCC?

1. Under the next step to Manage a CCC, there is a blue button for you to click to issue a CCC.
  2. A message prompt will ask you to confirm in order to proceed. Click to proceed.
  3. The system will prompt you that the PSP has successfully submitted a Form F.
  4. An email has been sent to the PSP to confirm action.
  5. The system will automatically generate a serial number for the Form F and the date issued.
  6. The PSP has to download the Form F, sign, and re-upload it into the system once it is ready.
  7. Once uploaded, a notification that the Form F has been uploaded will appear.
  8. The PSP clicks the Mark as Completed button.
  9. The CCC has been successfully issued.
- Status: COMPLETE.

The PSP should forward the original copy of the Form F to the owner and copies of the Form F and all Forms G with other supporting documents to the LA within 14 days from the date of the Form F.

The BEM will only accept CCC submissions through the Online system from May 16, 2022 when the six months' grace period for submission

[illegible]

Form F page

UNDANG-UNDANG KECELA BANGUNAN SERAGAM SELANGOR  
1986

BORANG F

**PERAKTIAN SIAP PAMUTIHAN**

[Unding - unding kecl 25]

No. Sal : **LJM/0000**  
Tarikh : 22/04/2021

\*Kepala :

DEMO BERHAD

TINGKAT 1 BUM, KUALA LUMPUR CITY CENTRE,  
50088 KUALA LUMPUR.

Saya dengan ini mengemukakan Perakitan Siap dan Pamutihan untuk bangunan-bangunan-bangunan atas:

Lot/Lot-Est Sejenis Jalan:	CADANGAN TAMBAHAN 1 UNIT TANGKI MINYAK BAWAH TANAH KE ATAS SEBUAH STESEN MINYAK SEDUA ADA DI ATAS LOT PT 1 (LOT LAMA 2), JALAN MELUR, TAMAN PULAI MUKIM BATU, JENJAL PERDABANDARAN SELAYANG, SELANGOR DARUL EHSAN, NEKLIK TITILAN PETRONAS DAGANGAN BERHAD.
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setelah berpuas hati bahawa bangunan-bangunan-bangunan itu telah siap menurut pelan yang dibekalkan No:

MPS.V2-1371/75 (PUTAMAI C)	tarikh: 11/10/2021
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Saya telah mengawasi pembinaan dan purnasempurnaan bangunan-bangunan itu dan sepanjang pengetahuan dan kepercayaan saya kerja-kerja keajaib adalah mengikut Akta UNDANG-UNDANG KECELA BANGUNAN SERAGAM SELANGOR 1986 dan telah telah yang dibekalkan dan dengan ini memperakiti bahawa bangunan-bangunan-bangunan itu adalah selamat dan layak untuk diduduki.



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(Tiang status yang mengemukakan)

1. Butir-butir orang utama yang mengemukakan
 

Nama : B. DEMO

Alamat : NO 1 JALAN GEMERA, TAMAN GEMERA 48000 RAWANG SELANGOR  
MALAYSIA

No. Pendaftaran LJM : U12456
2. Salinan kepada
 

(a) Pihak Berkuasa Tempatan :

Majlis Perbandaran Selayang  
(Nama Pihak Berkuasa Tempatan)

(b) Lembaga Jawatan Malaysia (LJM)

\* Pengetik, jika ia adalah untuk pembangunan nilai rumah bersejarah yang dilulus secara tunggal atau pemilikan jika ia adalah untuk rumah bersejarah yang dilulus secara tunggal

**SALINAN ASAL**

## Form F CCC

using the parallel manual system elapses. There is no cause to worry as the manual system can be easily converted to the online system by following the instructions above even though the project is not yet completed. The determination point will be the date of CCC issuance. The manual system which uses BEM Form F blank certificates with pre-printed serial numbers will no longer be used for CCC issuance even though the project has started manually and the completion period has extended beyond the given deadline. The CCC manual process will be transferred to the online system and all CCCs will be issued with generated serial numbers.

The BEM CCC Online system will be updated from time to time, especially to incorporate the requirements of BAM, new requirements of the latest UBL and the interface with OSC Online in the future. ■