



19th & 20th November 2024
The Pacific Sutera Hotel Kota Kinabalu

CERTIFICATE OF COMPLETION AND COMPLIANCE (CCC) PRACTICE IN PENINSULAR MALAYSIA

Presented by:
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BEM CCC sub-committee



OUTLINE OF PRESENTATION

- Background of Certificate of Completion & Compliance
- Salient Features of CCC Framework
- CCC Forms & Guide to Filling CCC Forms
- Changes in Acts
- CCC online submissions & Statistics



ACRONYM

CCC	Certificate of Completion and Compliance
PEPC	Professional Engineer with Practicing Certificate
ECP	Engineering Consultancy Practice
BP	Building Plan
PSP	Principal Submitting Person
SP	Submitting Person
LAM	Lembaga Arkitek Malaysia



BACKGROUND

Certificate of Completion and Compliance (CCC) replaces the Certificate of Fitness for Occupation (CFO) issued by Local Authorities for projects approved prior to April 2007.

Due to government policy to encourage self-regulation by professionals, the Street, Drainage and Building Act (Amendment) 2007 (Act A1286) was amended to stipulate that a Principal Submitting Person must sign the Certificate of Completion and Compliance (CCC) (Form F) for him to confirm that the project for which he had obtained Building Plan approval from a Local Authority, is completed and has met all statutory requirements with regards to health and safety aspects and is ready to be occupied with all essential utilities services connected.



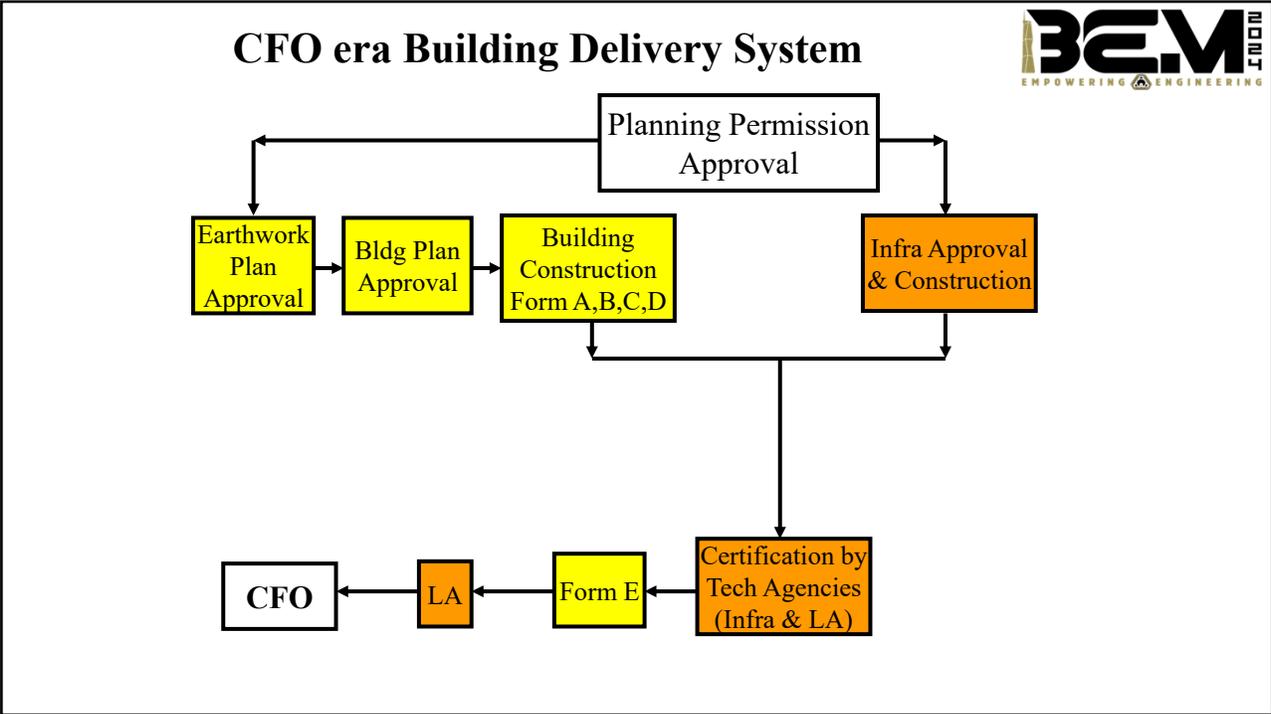
Background cont'd

The Principal Submitting Person (PSP) can only be either a Professional Architect or a Professional Engineer with Practising Certificate (PEPC) depending on the type of building involved.

Copy of the CCC issued to the Owner must be submitted to LAM or BEM and the Local Authority within 14 days of issuance together with all 21 supporting forms (Form G1 - G21) and duly signed by all the relevant parties (including the Submitting Person of various Professions / Engineering Disciplines, Contractors/ Trade Contractors).

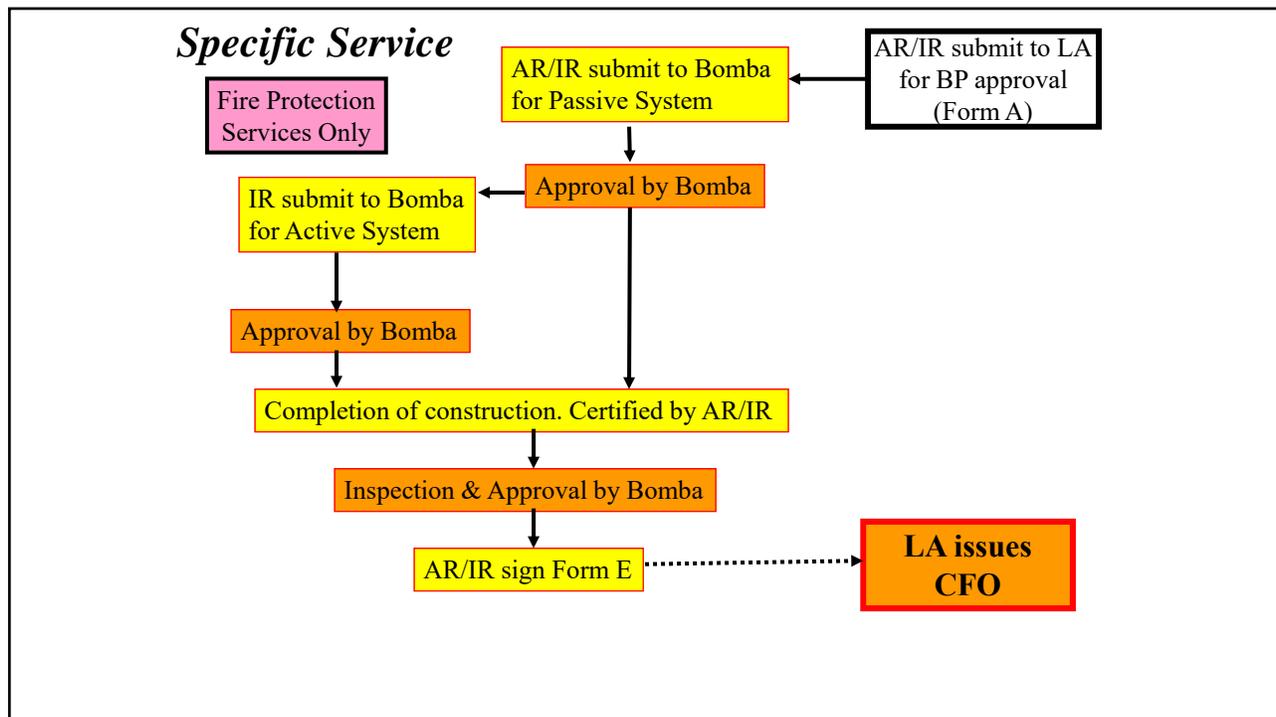


THE CERTIFICATE OF FITNESS FOR OCCUPATION (CFO) REGIME



CFO era Delivery System for Individual Service leading to application for CFO

BEM GROUP
EMPOWERING ENGINEERING





CFO era Procedure cont'd

- CFO application by **‘qualified person*’** using Form E
- UBBL 25 empowers the ‘qualified persons’ to certify in Form E that they have **supervised** the erection of the building which has been constructed in accordance with the UBBL and they **accept full responsibility** for those portions which they are respectively concerned with and **all essential services** have been provided.



CFO era Procedure cont'd

- The LA may, pursuant to UBBL 27 and subject to certain provisions, grant a partial CFO of any part of the building partially completed and impose any conditions that it deems necessary in the interest of the public.



CCC FRAMEWORK



Salient Features of CCC Framework

- Building plans are still to be approved by the local authorities through improved OSC.
- CFO by local authorities will be replaced by CCC to be issued by the Principal Submitting Person (PSP)
- This is meant to be merely an administrative change since the Local Authorities carry no liabilities and the liabilities still go back to the qualified person/s.



- CCC can only be issued by PSP after:-
 - ✓ all the certifications by the respective parties (professionals, contractors, licensed tradesmen) based on prescribed forms (Form Gs) under the Matrix of Responsibility are secured.
 - ✓ Clearances for the essential services (TNB, Water Authorities, JPP, Bomba (for buildings involving active fire system), JKKP and Roads & Drains are still required to be secured before CCC can be issued by the PSP.



- The matrix of responsibility was introduced to make everyone accountable for their respective scope of work
- The local authorities will still maintain their right and power to enter the site during construction prior to issuance of CCC by the PSP
- The Local Authorities can issue an order to stop the issuance of CCC by the PSP if the building on site is found to have breached the approved building plans relating to health and safety aspects



- The issuance of CCC is restricted to only technical issues concerning health, safety and essential services
- Non-technical issues will have to be resolved between the Owner and the Local Authorities at the planning and building plans approval stage or via other mechanism
- The issuance of CCC will only apply to projects in which building plans are submitted after the amendment of the various relevant Acts and Regulations are in place and effected (i.e. 12th April 2007).



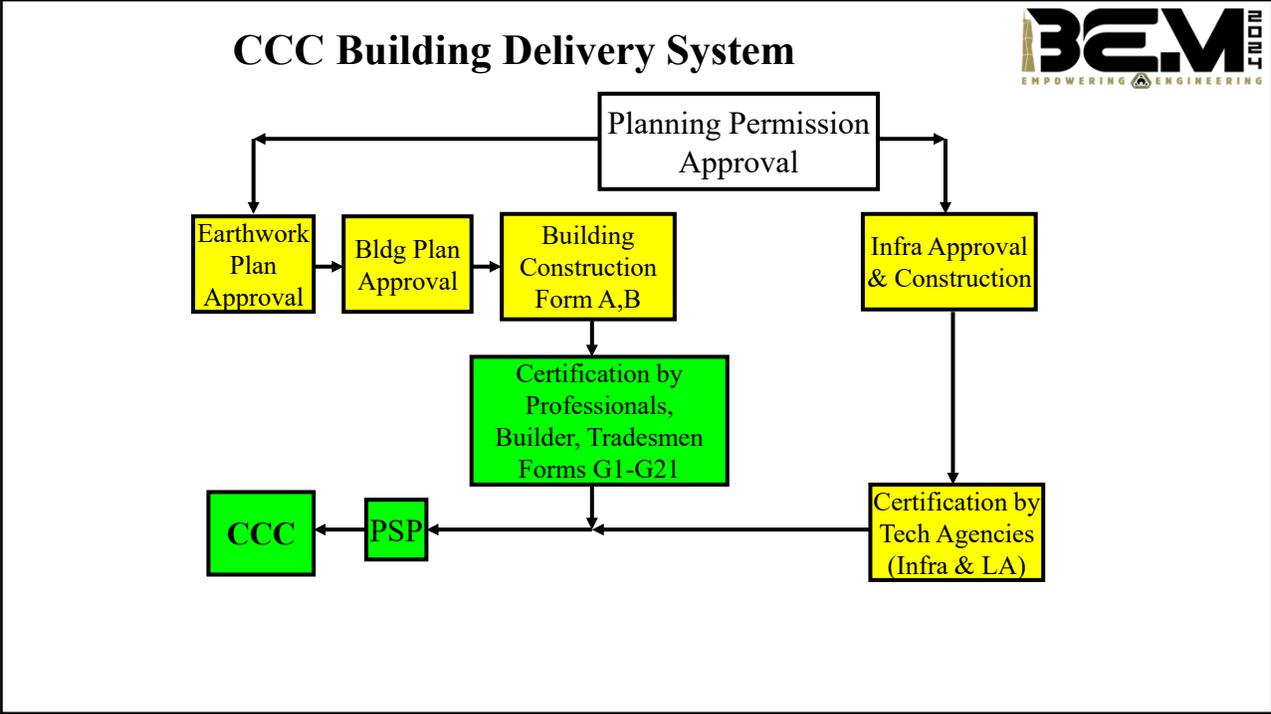
- The respective agencies including CIDB shall take necessary actions against their errant members for non compliance or fraudulent certification
- The respective Boards to improve their efficiency and explore more effective measures against errant members

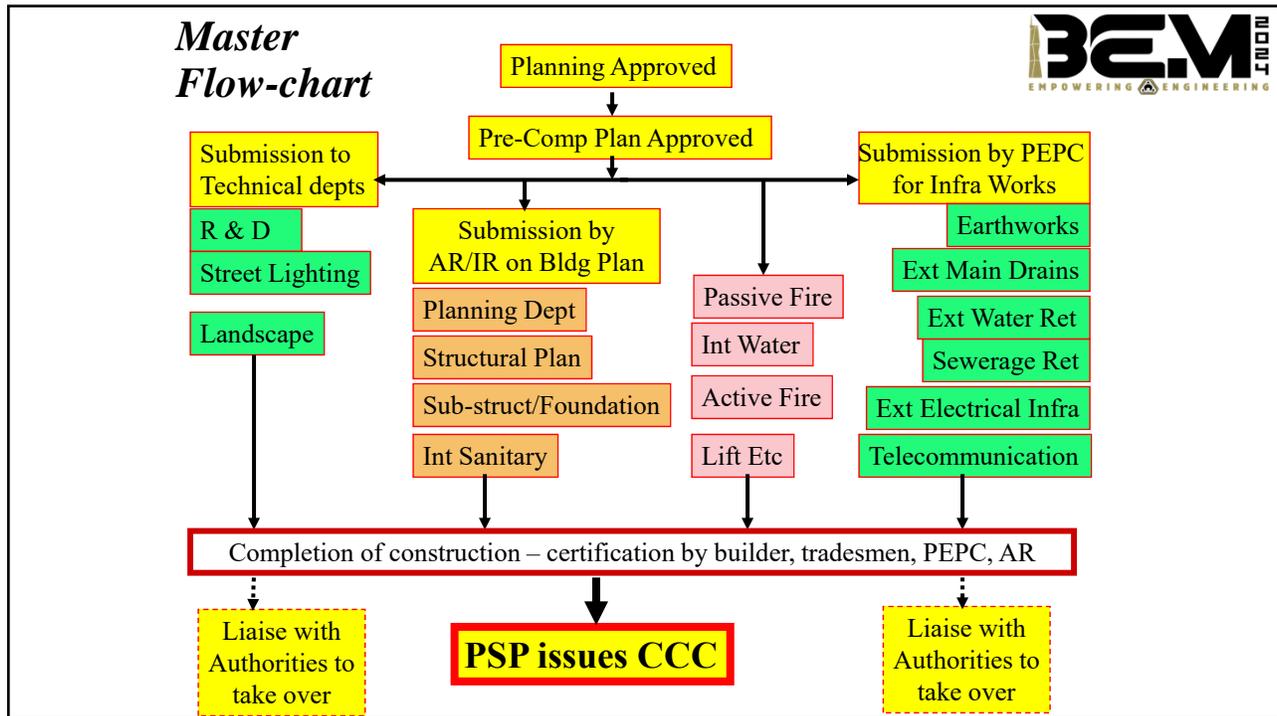
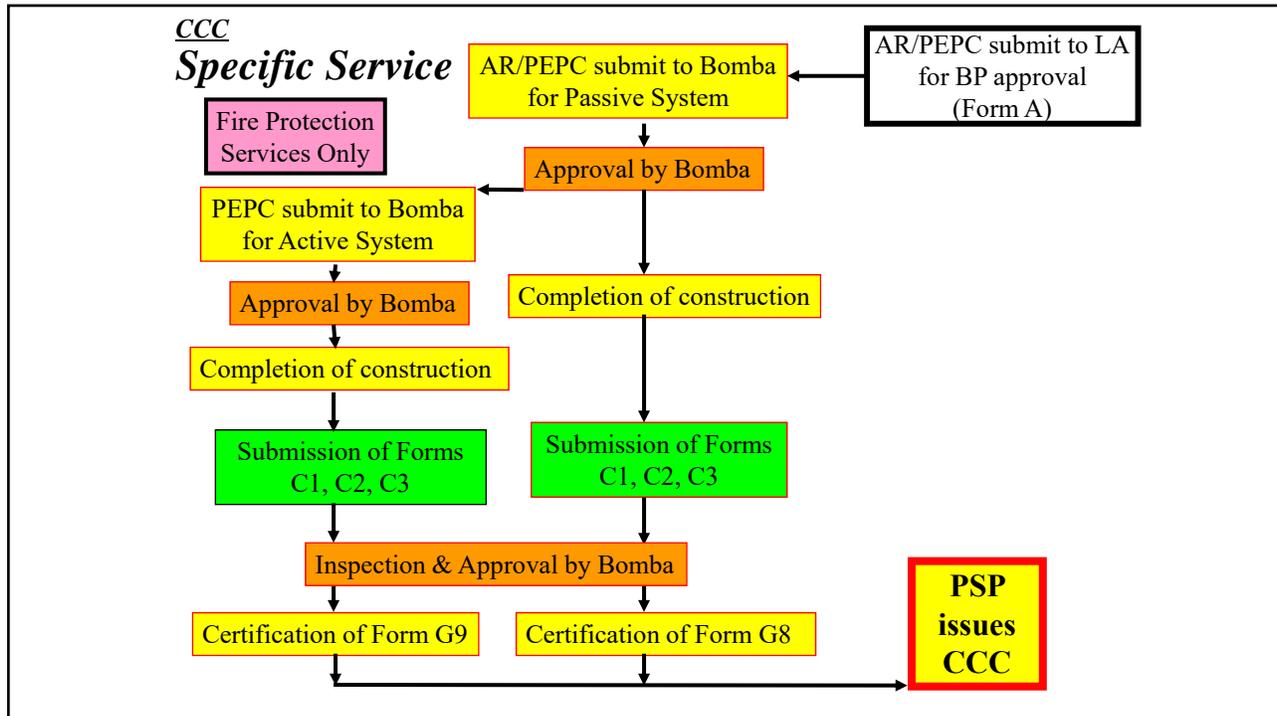


- The matrix of responsibility was introduced to make everyone accountable for their respective scope of work
- The AG chamber took out certification by the consultants' supervisors from Form Gs
- Memorandums were submitted and presented to the Minister of Works to lobby for the inclusion of consultants' supervisors in the matrix of responsibility
- The Minister of Works had in principle agreed for consultants' supervisors to be regulated under CIDB. Effort to be made to include them under the matrix of responsibility



THE CERTIFICATE OF COMPLIANCE & COMPLETION (CCC) REGIME







Critical Issues

- Licensing of Builder (Main Contractor) on an individual basis
- Licensing of specialist tradesman (e.g. fire fighting installer, plumber installer etc.)
- *Registration of architect's and engineer's site supervisors / IOW*
- Submission of plans by the professionals – for Approval or for Record only ?



Types of Forms under CCC

- Form A : Certification of Buildings/Structural Plans (for endorsement on plans to be submitted for approval)
- Form B : Notice of Commencement/Resumption of Building Operations
- Form Gs: Stage Certification for various components of works
- Form F : Certificate of Completion and Compliance
- Form F1: Partial Certificate of Completion and Compliance

FORM F
CERTIFICATE OF COMPLETION AND COMPLIANCE
(By -Law 25)

Date:.....

To:

*

.....

I hereby issue the certificate of completion and compliance for the building/s on

 upon being satisfied that the said building/s has/have been satisfactorily completed and
 is/are Fit for Occupation.

I certify that I have supervised the erection and completion of the building/s and it
 is to the best of my knowledge and belief that such work/s is/are in accordance with the
 Act, Uniform Building By-laws 1984 and Approved Plan No.
 Dated

.....
Signature of Principal Submitting Person

1. Particulars of Principal Submitting Person

Name :

.....

Address:

#Board of Architects Malaysia/Board of Engineers Malaysia

Registration No.

2. Copy to:

Local Authority :

#Board of Architects Malaysia/Board of Engineers Malaysia

* The developer, if it is for development other than individually built building or
the owner, if it is for individually built building.

Delete accordingly

UNIFORM BUILDING BY-LAWS 1984
 FORM G 1
STAGE CERTIFICATION : EARTHWORKS
 (By-law 25 or 27)

Project Title:

*1. We certify that we have supervised and/or carried out the construction and completion of the earthworks and that to the best of our knowledge and belief such works are in accordance with the **Approved** Earthwork Plans Ref. No. : and that we accept full responsibility for the same.

	<u>Name (Individual)</u>	<u>#Registration No.</u>	<u>Signature</u>
(a) Contractor (CIDB) (Date:)
(b) Submitting person (BEM) (Date:)
I			

OR

*2. I certify that this form is not applicable.

.....
 (Principal Submitting Person)

I.C. No., if there is no relevant body in respect of registration
 * Delete whichever is not applicable

UNIFORM BUILDING BY-LAWS 1984
FORM G 4
STAGE CERTIFICATION : STRUCTURAL
(By-law 25 or 27)

Project Title:

* We certify that we have supervised and/or carried out the erection and completion of the structural works and that to the best of our knowledge and belief such works are in accordance with the **Deposited** Structural Plans Ref. No. : and that we accept full responsibility for the same.

	<u>Name (Individual)</u>	<u>#Registration No.</u>	<u>Signature</u>
(a) Contractor (CIDB) (Date:)
(b) Submitting person (BEM) (Date:)

UNIFORM BUILDING BY-LAWS 1984
FORM G 5
STAGE CERTIFICATION : INTERNAL WATER PLUMBING
(By-law 25 or 27)

Project Title:

*1. We certify that we have supervised and/or carried out the erection and completion of the internal water plumbing works and that to the best of our knowledge and belief such works are in accordance with the ***approved plans/Deposited** Plans Ref. No. : and that we accept full responsibility for the same.

	<u>Name (Individual)</u>	<u>#Registration No.</u>	<u>Signature</u>
(a) Trade contractor +() (Date:)
(b) Submitting Person (*BAM/BEM) (Date:)

UNIFORM BUILDING BY-LAWS 1984
 FORM G 21
STAGE CERTIFICATION : LANDSCAPE
 (By-law 25 or 27)

Project Title:

*1. We certify that we have supervised and/or carried out the construction and completion of the landscape works and that to the best of our knowledge and belief such works are in accordance with the **approved plans** Ref. No. : and that we accept full responsibility for the same.

	<u>Name (Individual)</u>	<u>#Registration No.</u>	<u>Signature</u>
(a) Trade Contractor
	+()		(Date:)
(b) *Architect/ Landscape Architect
	+()		(Date:)

+ Relevant Regulatory Body
 # I.C. No., if there is no relevant body in respect of registration

OR
 I certify that this form is not applicable

.....
 (Principal Submitting Person)

FORM G 8
STAGE CERTIFICATION : FIRE FIGHTING (PASSIVE)
 [by-law 25 or 27]

Project Title:

*1. We certify that we have supervised and/or carried out the erection and completion of the fire-fighting (passive) works and that to the best of our knowledge and belief such works are in accordance with the **approved plans/Deposited Plans** Ref. No. : and that we accept full responsibility for the same.

	<u>Name (Individual)</u>	<u>#Registration No.</u>	<u>Signature</u>
a) Contractor	_____	_____	_____
	(CIDB)		(Date: _____)
b) Submitting person	_____	_____	_____
		(BAM/ BEM)	(Date _____)

OR

*2. I certify that this form is not applicable

 (Principal Submitting Person)

I.C. No., if there is no relevant body in respect of registration
** Letter of Clearance from the Fire Department Malaysia (except for residential buildings not exceeding 18 metres height) shall be attached
* Delete whichever is not applicable

FORM G 11
STAGE CERTIFICATION : LIFT/ESCALATOR INSTALLATION
 [by-law 25 or 27]

Project Title:

*1. We certify that we have supervised and/or carried out the erection and completion of the lift/escalator installation works and that to the best of our knowledge and belief such works are in accordance with the **submitting person's Endorsed Plans** and that we accept full responsibility for the same.

	<u>Name (Individual)</u>	<u>#Registration No.</u>	<u>Signature</u>
a) Trade	_____	_____	_____
Contractor		+(_____)	(Date: _____)
b) **Submitting person	_____	_____	_____
		(BEM)	(Date _____)

OR

*2. I certify that this form is not applicable

 (Principal Submitting Person)

+ Relevant regulatory body
I.C. No., if there is no relevant body in respect of registration
** Certificate of Fitness from the Department of Occupational Safety and Health shall be attached
* Delete whichever is not applicable



- ✓ FORM F
CERTIFICATE OF COMPLETION AND COMPLIANCE
- ✓ FORM F1
PARTIAL CERTIFICATE OF COMPLETION AND COMPLIANCE
- FORM G 1 (Approved Plans)
STAGE CERTIFICATION : EARTHWORKS
- FORM G 2 (Approved Plans)
STAGE CERTIFICATION : SETTING OUT
- FORM G 3 (Deposited Plans)
STAGE CERTIFICATION : FOUNDATIONS
- FORM G 4 (Deposited Plans)
STAGE CERTIFICATION : STRUCTURAL



- FORM G 5 (Approved/Deposited Plans)
STAGE CERTIFICATION : INTERNAL WATER PLUMBING
- FORM G 6 (Approved/Deposited Plans)
STAGE CERTIFICATION : INTERNAL SANITARY PLUMBING
- FORM G 7 (Submitting Engr's Endorsed Plans)
STAGE CERTIFICATION : INTERNAL ELECTRICAL
- FORM G 8 (Approved/Deposited Plans)
STAGE CERTIFICATION : FIRE-FIGHTING (PASSIVE)
- FORM G 9 (Approved/Deposited Plans)
STAGE CERTIFICATION : FIRE-FIGHTING (ACTIVE)
- FORM G 10 (Submitting Engr's Endorsed Plans)
STAGE CERTIFICATION : MECHANICAL VENTILATION



- FORM G 11 (Submitting Engr's Endorsed Plans)
STAGE CERTIFICATION : LIFT/ESCALATOR INSTALLATION
- FORM G 12 (Approved Plans)
STAGE CERTIFICATION : BUILDING
- FORM G 13 (Approved Plans)
STAGE CERTIFICATION : EXTERNAL WATER SUPPLY SYSTEM
- FORM G 14 (Approved Plans)
STAGE CERTIFICATION : SEWERAGE RETICULATION
- FORM G 15 (Approved Plans)
STAGE CERTIFICATION : SEWERAGE TREATMENT PLANT
- FORM G 16 (Approved Plans)
STAGE CERTIFICATION : EXTERNAL ELECTRICAL SUPPLY SYSTEM
- FORM G 17 (Approved/Deposited Plans)
STAGE CERTIFICATION : ROAD AND DRAIN



- FORM G 18 (Approved/Deposited Plans)
STAGE CERTIFICATION : STREET LIGHTING
- FORM G 19 (Approved)
STAGE CERTIFICATION : EXTERNAL MAIN DRAIN
- FORM G 20 (Approved/Deposited Plans)
STAGE CERTIFICATION : TELECOMMUNICATION
- FORM G 21 (Approved)
STAGE CERTIFICATION : LANDSCAPE



Guide to Filling CCC Forms

- By May 2008, about 16 CCCs were issued. The completed projects were for factories, warehouses, bungalows and petrol stations. Meanwhile, both BEM and LAM have set up their respective CCC Sub-Committees to deal with all issues pertaining to CCC.
- Upon review of the CCC documents (Form F and Gs) received, it was apparent that many PSPs (Principal Submitting Persons) were still not fully conversant with filling up the various forms properly and some defaulting on enclosures.



Guide to Filling CCC Forms

- Examples of errors detected were;
- Inserting PSP's design drawing nos. instead of Local Authority's Approval Reference no.
- Inserting Contractor with Company Name instead of the required Individual Name with NRIC no.
- Name of Local Authority not inserted
- Wrong discipline of Professional Engineer signing as SP (Submitting Person) in Form Gs
- Non submission of Form Gs
- Non enclosure of Clearance Letters from Utilities



Guide to Filling CCC Forms

- To eliminate this shortcoming, the CCC Sub-Committees prepared a comprehensive “Guide to Filling up CCC Forms F/F1 and G1 to G21”, as well as samples of such filled-up forms.
- This Guide was posted on the websites of BEM, LAM, ACEM and IEM.

GUIDE TO FILLING UP FORMS F & F1							(Version 1 - May 2008)
Form	Date	Address To *	Details of Building	1. PSP	2. Local Authority	Forms G-1 to G-21	
F	Insert date of CCC	1) Insert name of Developer if it is for development other than individually built building 2) Insert name of owner for an individually built building	1) Insert Address of Building - Lot No/Nos, Section, and Road 2) Insert description of project as per Building Plan Approval adjacent or below or in place of item 1) 3) Insert BP Approval Ref and Date 4) PSP to sign off	1) Insert full name of PSP 2) Insert Name of ACP/ECP and address 3) Insert BAM/BEM Registration no. of PSP	Insert Name of Local Authority	Attach Forms G-1 to G-21 together with other required enclosures before forwarding to Local Authority and BAM/BEM	
F1	Insert date of CCC	1) Insert name of Developer if it is for development other than individually built building 2) Insert name of owner for an individually built building	1) Insert Address of Building - Lot No/Nos, Section, and Road 2) Insert description of project as per Building Plan Approval adjacent or below or in place of item 1) 3) Insert BP Approval Ref and Date 4) PSP to sign off	1) Insert full name of PSP 2) Insert Name of ACP/ECP and address 3) Insert BAM/BEM Registration no. of PSP	Insert Name of Local Authority	Attach Forms G-1 to G-21 together with other required enclosures before forwarding to Local Authority and BAM/BEM	
Notes:							
1) PSP shall notify the local authority through OSC (in writing or using prescribed form) after Forms G1-G3 are certified (i.e. after completion of Earthwork, Setting Out and Foundations)							
2) Form F/F1 and Form G-1 to G-21 shall be forwarded to the Local Authority and BAM/BEM within 14 days of the issuance of Form F/F1							

GUIDE TO FILLING UP FORMS G-1 TO G-21							(Version 1 - May 2008)
FORM	Project Title	Item *1	Item *1 (a)	Item *1 (b)	Item *1(c)	Item *2	
G-1 Earthwork	Insert description of project as per BP approval	If this item is applicable, insert LA's Approval Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of proprietor / partner / director of Contractor's Company & attach certified copy of Company's Form 49 to authenticate this individual (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in SP's name 2) Fill in BEM registration no. 3) Sign and date 4) SP must be a Civil Engineer		If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration	
G-2 Setting Out	Insert description of project as per BP approval	If this item is applicable, insert LA's Approval Ref No. If not applicable, strike out Item*1	1) Insert name (individual) of proprietor / partner / director of Contractor's Company & attach certified copy of Company's Form 49 to authenticate this individual (Contractor) 2) Insert Contractor's NRIC 3) Contractor to sign and date 4) Attach copy of CIDB registration of Company	1) Fill in Licensed Land Surveyor's name 2) Fill in registration no. 3) Sign and date	1) Fill in PSP's name 2) Fill in BAM/BEM registration no. 3) Sign and date	If Item *1 is applicable, strike out Item *2. If item *1 is not applicable, PSP to sign declaration	



Changes in Acts

➤ The following Acts were approved by Parliament for the purpose of CCC :-

- ✓ Street, Drainage and Building (Amendment) Act
- ✓ Architects (Amendment) Act
- ✓ Registration of Engineers (Amendment) Act
- ✓ Housing Development (Control and Licensing) (Amendment) Act
- ✓ Strata Titles (Amendment) Act



Key Amendments to the Respective Acts and Regulations for the Implementation of CCC

- **Architect's Act 1967**
 - Increased penalty to deter wrongful certification
 - Expressed provision on fraudulent certification.
- **Registration of Engineer's Act 1967**
 - Increased penalty to deter wrongful certification
 - Expressed provision on fraudulent certification
- **Street, Drainage and Building Act 133**
 - To make provision for implementation of CCC
 - To define Principal Submitting Person
 - Increased penalty to deter wrongful certification



- **Uniform Building By-Law 1984**
 - To make provision for the implementation of CCC
 - Introduction of additional G Forms (Matrix of Responsibility)
- **Housing Development Act and Regulations**
 - Consequential amendment in view of CCC (ie definition of CF etc)
 - VP will now be given together with CCC
- **Strata Title Act**
 - Consequential amendment in view of CCC



CCC Online Submission

Implementation of the BEM CCC Online Submission System was launched on 16th November 2021 with a 6 months' grace period ending 15th May 2022.

During this transition (grace) period, the PSP may submit CCC either manually or online through the system.

From 16th May 2022 onwards, only online submission was permitted.



What is CCC Online Submission?

CCC Online Submission is a web-based application designed to be accessible at anytime and anywhere. Owned by BEM, CCC Online Submission offers the following features: -

- 1. Online submission of Individual Form G by PEPC**
- 2. Complete CCC submission by PSP**
- 3. Online submission of Form F by the PEPC responsible**
- 4. Zero processing fee**
- 5. BEM Administrator receives & records the CCC Submission**
- 6. Ability to view history of CCC submissions**

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Disclaimer: This slide is property of BEM and the information cannot be used as official statement from BEM. The information is only valid on the date of its establishment and you may refer to BEM for new update.



CCC Online Submission Tutorial

<https://engineer.org.my/public/knowledgebases/CategoryIndex?categoryid=4>



CCC STATISTICS

CCC Submission Record

Year	2008	2009	2010	2011	2012	2013	2014
Total Submissions	103	272	398	489	531	574	591
Late Submissions							29
Wrong Endorsement							89
ECP not registered/ Submit without registered ECP							29
G Forms incomplete/ not attached							43
Mistakes on Form F							9
Other issues (PE stamp/ PSP not Civil PE/ Non PE)							5
Incomplete Forms (Queries)							46
Total Submission Errors							250

CCC Submission Record

Year	2015	2016	2017	2018	2019	2020	2021
Total Submissions	701	634	103	611	623	525	489
Late Submissions	39	17	37	16	42	43	68
Wrong Endorsement	70	40	30	56	83	59	74
ECP not registered/ Submit without registered ECP	17	5	7	12	72	38	37
G Forms incomplete/ not attached	23	13	12	109	11	19	32
Mistake on Form F	3	3	9	5	10	5	9
Other issues (PE stamp/ PSP not Civil PE/ Non PE)	9	10	15	21	24	2	4
Incomplete Forms (Queries)	42	84	80	256	110	90	11
Total Submission Errors	203	172	190	475	352	256	235

CCC Submission Record

Year	2022 (until 11 th Mar)
Total Submissions	99
Late Submissions	12
Wrong Endorsement	25
ECP not registered/ Submit without registered ECP	17
G Forms incomplete/ not attached	5
Mistake on Form F	3
Other issues (PE stamp/ PSP not Civil PE/ Non PE)	0
Incomplete Forms (Queries)	
Total Submission Errors	62



CCC Submission Record as of 25th Oct 2024

Manual Submissions = **7324**

Online Submissions = **1602**

Total = **8926**

LAM CCC Total > **60,000**



CONCLUSION

- With self-certification, the delivery process has proven to be more efficient and transparent
- The continued success of CCC will depend largely on the professionalism and integrity of the professionals - Architects and Engineers

AND

- The responsibility and accountability of the contractors and tradesmen



Q & A





THANK YOU

BOARD OF ENGINEERS MALAYSIA

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