

# Roles of Contractors and QECPs

Project Development Process	ROLES	
	Contractor	QECP (Engaged by Contractor) (May or may not be the same QECP of Developer / Owner above)
Before Commencement of works	<ol style="list-style-type: none"> <li>1. Engage QECP for detailed ECM</li> <li>2. Provide information on topography, soil, construction work and schedule, site facilities, etc to QECP</li> <li>3. Submit ECM plan prepared and endorsed by both QECP and Contractor to PUB together with an application for Clearance Certificate to commence earthworks</li> <li>4. Obtain Clearance Certificate to commence earthworks from PUB</li> <li>5. Engage ECO or trained person in ECM</li> <li>6. Implement QECP's endorsed ECM plan before commencement of works</li> </ol> <p><u>a. Erosion Control</u> 1. Minimise exposure of bare surface by paving up, erosion control blankets or scheduling works in phases, etc</p> <p><u>b. Sediment Control</u> 1. perimeter silt fence</p> <ol style="list-style-type: none"> <li>2. perimeter cut-off drains</li> <li>3. silt trap</li> <li>4. storage tanks / ponds</li> <li>5. treatment system etc</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare a detailed ECM plan (basing on information provided on topography, soil, construction work and schedule, site facilities, etc) for all phases of the project for submission to PUB. QECP may be required to make presentation to PUB.</li> <li>2. Advise Contractor to submit ECM plan to PUB and obtain Permit or Clearance Certificate to commence earthwork before commencement of works</li> <li>3. Advise Contractor on setting up of a monitoring and control system at site, including:               <ol style="list-style-type: none"> <li>a. appointment of and brief Environmental Control Officer or trained person in ECM on the ECM plan and checklist</li> <li>b. monitoring the installation of ECM to QECP's specifications and ensuring its effectiveness</li> <li>c. scheduling of maintenance of ECM and inspections</li> </ol> </li> </ol>
During Construction	<ol style="list-style-type: none"> <li>1. Monitor and maintain the ECM to ensure effectiveness</li> <li>2. Engage QECP to           <ol style="list-style-type: none"> <li>a) Set up site monitoring and management system for ECM</li> <li>b) Review in tandem with progress of works and implement the revised ECM accordingly</li> </ol> </li> <li>3. Submit weekly reports of ECM at site to QECP</li> <li>4. Provide continuous monitoring and recording system at discharge point before public drain</li> <li>5. Cover up the active work surfaces with canvas sheet during rain or at the end of the workday</li> <li>6. Make available to PUB Officers at all times of visits the following:</li> </ol>	<ol style="list-style-type: none"> <li>1. Advise contractor on the effectiveness of the site monitoring and management systems.</li> <li>2. Review ECM in tandem with progress of works</li> <li>3. Oversee the keeping of ECM inspections records.</li> <li>4. Requiring Contractor's ECO or trained person in ECM to submit weekly reports for checking and compilation.</li> <li>5. Inform PUB of any non-compliances of ECM plan</li> </ol>

	<ul style="list-style-type: none"> <li>i. Endorsed ECM plan</li> <li>ii. Records of inspections by QECP and ECO</li> <li>iii. Continuous record</li> </ul>	
<p><b>Before Completion</b></p>	<ul style="list-style-type: none"> <li>1. Provide / establish finishing surfaces (close turfing, concrete paving, road surfaces etc)</li> <li>2. Obtain QECP's approval before ECM is removed</li> </ul>	<ul style="list-style-type: none"> <li>1. Ensure ECM is removed only after completion of all works</li> </ul>