Flowchart for Building Alteration Works (BAW) Application and Approval

1.0 Inception
   1.1 EO receives a request from Operating Unit
   1.2 Operating Unit completes Part 1 of the template, with endorsement of the Reporting Officer
   1.3 EO completes and endorses Part 2 of the template
   1.4 FEO completes and endorses Part 3 of the template

2.0 Approval
   2.1 Based on the project cost in the template:
      - **Below $500,000**
        - Director of Estates
      - **$500,000 - $5,000,000**
        - AC Chairman
      - **$5,000,001 - $30,000,000**
        - Accommodation Committee
      - **$30,000,001 or above**
        - Finance Committee
   2.2 Authorized Officer approves and signs off Part 4 of the template

3.0 Detailed Design and Tender/Quotation
   3.1 Detailed design
   3.2 Preparation of tender or quotation
   3.3 Return of tender or quotation

Significant Matters*?
   - No: Proceed to prepare purchase order
   - Yes: Obtain supplementary information/justifications
   - Seek re-approval

Re-approval granted

* Significant Matters include variation of the originally approved budget by 5% or $500,000, whichever is higher, and/or other major compliance issues.