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 eBAW, with endorsement of the Reporting Officer
1.3 EO completes and endorses Part 2 of the eBAW
1.4 FEO completes and endorses Part 3 of the eBAW, and return to EO
1.5 EO submit to Authorized Officers/Committee

2.0 Approval
2.1 Based on the project cost in the eBAW:
   - Below $700,000
     • Director of Estates
   - $700,000 - $5,000,000
     • SAMB Chairman
   - $5,000,001 - $30,000,000
     • SAMB
   - $30,000,001 or above
     • Finance Committee
2.2 Authorized Officer/Committee approves and signs off Part 4 of the eBAW

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*?

Proceed to prepare purchase order

Yes

Obtain supplementary information/justifications, and FEO comments

Re-approval granted

Seek re-approval

No

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

March 2023