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, and return to EO

1.5 EO submit to Authorized Officers/Committee

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
- AC

$30,000,001 or above
- Finance Committee

2.2 Authorized Officer/Committee 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

Seek re-approval

Obtain supplementary information/justifications, and FEO comments

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.

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