Model Audit Checklist

	Requirements	Compliance (Y = Yes, in Compliance, NC = NOT in Compliance, NA = Not applicable)	Auditor comment	Consultant / Contractor proposed remedial measure or responses	Target completion date	Approval of remedial measure
A.	Mode-Related Documentation Check					
A1.	Model and Drawing Register List					
A1.1.	According to BIM Standard and project scope, are there missing sheet models, authoring models or reference models?					
A1.2.	Is Model Division Federation Map provided or does model hierarchy match with the federation structure in the project-specific BIM execution plan or as required in BIM Standard?					
B.	Model Compliance Check					
B1.	Software and File Format					
B1.1.	Does the software used fulfil minimum functional requirements in accordance with the project-specific BIM execution plan or as required in BIM Standard? If Revit is used, is software version and format in accordance with the project-specific BIM execution plan or as required in BIM Standard?					
B2.	Model Files and Master Model					
B2.1.	Have [Client / RLP / other] model templates been used for the project models?					
B2.2.	Do the naming for provided models align with Client's latest requirements, project-specific BIM execution plan or BIM Standard?					
B2.3.	Are federated model, all master models (for each main discipline) and linked files provided?					
B2.4	Does the federated model use the color scheme specified in Client's or project-specific BIM Matrix or as otherwise required by the project?					
B2.5	Has the starting view necessary information e.g. model author, project information, project number, etc., been filled in?					
B3.	BIM Standard					
B3.1.	Are all models at the correct location and direction in true coordinates?					
B3.2.	Is drawing unit set to Metric? (The commonly recognized unit for building projects is millimeter(mm). Meter(m) may be used for projects with larger footprint or span.)					
B3.3.	Is Hong Kong 1980 grid Hong Kong 1980 Datum adopted as project Coordinate System?					
B3.4.	Does Survey Point have the correct coordinates?					
B3.5.	Does Survey Point elevation set to 0 mPD?					
B3.6.	Does Project Base Point have the correct coordinates according to BIM Standard?					
B3.7.	Does Project Base Point elevation set to X mPD?					
B3.8.	Does Project Base Point and Internal Origin Point aligned?					
B3.9.	Are Levels and Grids aligned between different discipline models?					
B4.	BIM Element Properties					
B4.1.	Has Project Information been entered for all models?					
B4.2.	Are all rooms placed correctly and have unique names and IDs, and correct height?					
B4.3.	Are the models set to "room bounding" in type properties?					
B4.4.	Do families have "Room Calculation Point" parameter activated?					
B4.5.	Are MEP element assigned to correct systems?					
B4.6.	Do the naming for the families align with BIM Standard or as proposed in the BEP?					
B4.7.	Do the naming for the views align with BIM Standard or as proposed in the BEP?					
B4.8.	Do the naming for the sheet align with BIM Standard or as proposed in the BEP?					
B4.9.	Has Worksharing been enabled?					
B4.10.	Are elements placed in correct worksets? e.g. Hidden Workset, Vertical Transportation, etc.					
B4.11.	Does the naming for the workset align with as proposed in the BEP?					
B4.12.	Are maintenance space modelled for MEP equipment?					
B4.13.	Are essential fields included in schedules?					
B4.14.	Are all zones and spaces placed correctly and have unique IDs?					
C.	Non-graphic Information					
C1.1	Have essential BIM parameters setup in accordance to requirements mentioned in BEP exist for each elements?					
C1.2	Have Classification information / CAT Code been input to the majority of model elements?					
C1.3	Are essential fields included in schedules?					
D.	Construction Stage Requirements					
D1.1	Do construction stage model elements contain the Manufacturer's Equipment and Condition Properties as required by the BIM Standard or the BEP?					
D1.2	Do As-built model elements contain the Verification Properties as required by the BIM Standard or the BEP?					
E.	Drawing Generation					
E1.	Drawing Production					
E1.1.	Are the formatting of line weight/pattern/style, symbols, text, annotation, dimension and object style aligned with BIM Standard?					
E1.2.	Are all linked/referenced files (including other files used to generate sheets) provided?					
E1.3.	Have drafting and manual input been minimized, i.e., information display on drawings is originate from the model elements as far as practicable?					
E2.	MEP Drawing Production					
E2.1.	Are MEP elements displaying properly on sheets and filtered with proper color code?					
E3.	GBP Submission					
E3.1.	Are Arch and Struc elements displaying properly on sheets and filtered with proper color code?					
E3.2.	Have the GBP Submission drawings generated by the methodologies proposed in RLP Guidelines / BIM Standard or BEP?					
F.	Model Quality Check					
F1.	General Housekeeping					
F1.1.	Are all views in model grouped in the project browser?					
F1.2.	Are all sheets grouped in the project browser?					
F1.3.	Are model assigned to proper disciplines?					
F1.4.	Are all warnings and errors resolved in the model?					
F1.5.	Are all outdated CAD/Model drawings and unused contents purged (to minimize model size)?					
F1.6.	Have all irrelevant referenced files been removed?					
F1.7.	Are all relevant external referencing files provided?					
F1.8.	Do all relevant external references use "Relative path" as path type?					

F1.9.	**Is each model file size less than [500mb] (or as specified in the project BIM Standard)?**						
F2.	Visual Check						
F2.1.	Without missing elements						
F2.2.	Without discontinuous elements or disconnected system						
F2.3.	Without overlapping elements						
F2.4.	Without 2D/3D inconsistency						
F2.5	Without flying objects or misplacement						
F2.6.	Without visible clashes						
F2.7.	Visible sufficient LOD						
F2.8.	Without other visible issues						
G.	Other BIM-Related Issues / Remarks						
G1.	Other BIM-Related Issues / Remarks						
	[insert other issues / remarks if any]						