

Project name:	Sample Project	Checklist Issue no.:	PS- 01
Agreement no.:	xxxxxxx		
Company:	xxxxxxx		
Prepared by:	BIM Coordinator(s)/ xxxxxx	Signature:	xxx
	BIM Modeller(s): xxxxxx		Date: xxxxxx
			xxxxxx
Reviewed by:	BIM Manager: Xxxxxx	Signature:	xxx
			Date: xxxxxx

Notes:

1 Purpose

The purpose of submission of BIM Quality Assurance Report is to ensure that the geometry and information of all BIM models and files maintained a consistent standard and quality. It is important that there is a checking mechanism in place throughout the design and construction stage as well as project completion.

HA adopts a self verification approach to BIM QA in which important and essential information are presented in the BIM QA report to demonstrate compliance.

2 BIM Quality Assurance (QA) Requirements

2.1 For agreements/ contracts which have BIM requirements, BIM QA requirements have been incorporated in the following documents:

- BIM Services Providers (BIMSP) Agreements;
- Professional Services Providers (PSP) Agreements ;
- Foundation, Building, Combined Building and Foundation Contracts; and
- Design and Build Contracts

2.2 With reference to the above documents regarding the BIM QA clauses, a QA Plan shall be established. To fulfil this requirement, the deliverables of BIM QA Plan should include the submission of **BIM QA report**, which consists of:

- a) BIM Project Startup Checklist (BIMQA-PS); and
- b) BIM Model Compliance Checklist (BIMQA-MC)

2.3 In-house projects (without BIMSP):

HA Project Teams are required to establish a QA Plan according to the Housing Authority BIM Standards and Guidelines (HABIMSG). The deliverables of BIM QA Plan should include the submission of BIM QA Report, which consists of the 2 checklists as per item 2.2 above.

3 Roles and Responsibilities

Each author of the BIM models (ie. the party who is creating the BIM models for the project e.g. BIMSP/ PSP of different disciplines/ Contractor/ different disciplines of HA) is required to submit the QA Report separately. The author shall bear the responsibilities in ensuring its completeness and accuracy.

For queries and comments on the BIM QA Checklists, please contact the HA BIM Service Team.

4 Submission Procedures

4.1 The BIM Project Startup Checklist (in PDF format) should be submitted to HA project professionals before the BIM Kick-off Meeting and until all the check items have been settled.

4.2 The BIM Model Compliance Checklist (in PDF format) is mandatory, for all work in progress (WIP) submission at different stages, and for the Finalized Design BIM Models and as-built BIM Models at project completion, BIM Model Compliance Checklist for all work in progress checklists should be submitted to HA project professionals:

- a) together with each submission of BIM Models or

b) at least every 3 months.

4.3 The HA project professionals should archive the completed BIM QA Report and other BIM related documents as proper record. Please refer to the HABIMSG Volume 1, Q3-08 for details.

5 Reference Documents

Please refer to the HABIMSG for the BIM QA guidelines and the sample BIM Project Startup Checklist and Model Compliance Checklist before completing these checklists.

Abbreviations:

Y - Yes, checked and compliance item

N - Non-compliance item

NA - Not Applicable

	Items	HABIMSG Reference	Y / N
A	Collecting HA BIM Resources: This is to confirm that the following items have been collected:		
A1	HA BIM Standards and Guidelines (HABIMSG)	Volume 1: 2.4 Starting a BIM Project Annex: ANN-1 HA BIM Resources	Y
A2	HA BIM Project Execution Plan (PxP) Template		Y
A3	HA BIM Quality Assurance (QA) Checklists		Y
A4	HA Project Model Templates		Y
A5	HA Family Library		Y
A6	HA Shared Parameter Lists		Y
A7	Abridged Version of Modular Flat Design (MFD) Models		Y
A8	BIM Training Videos		Y
A9	Projects' Design BIM Model, if available (to be obtained from PT)		Y

	Items	HABIMSG Reference	Y / N
B	Compliance with the HABIMSG: This is to confirm that the HABIMSG would be followed as far as practicable, in particular on the following items: (Please provide justification at the appendix of this checklist if the item not complying with HABIMSG)		
B1	Application of BIM Uses in the project and HA BIM Workflows	Volume 1: 3 Quick Guide (Level 1 – Level 3) Q1 Quick Guide Level 1– BIM Use Overview Q2 Quick Guide Level 2– BIM Application Detail Q3 Quick Guide Level 3– Overall BIM Workflow	Y
B2	HA Level of Development (LOD)	Volume 2: D1 Level of Development (LOD)s	Y
B3	HA collaboration procedures	Volume 2: D2 BIM Collaboration	Y
B4	HA Model Segregation Strategy	Volume 2: D3.2 Model Segregation Strategy	Y
B5	HA Modelling Approach	Volume 2: D4 Standard Approach of Modelling (SAM)	Y

	Items	HABIMSG Reference	Y / N
B6	HA Folder, Model, Drawing, Views and BIM Object naming convention	Volume 2: D3.3 System Setup	Y
B7	Requirement for HA drawing production	Volume 2: D5 Presentation Style	Y
B8	Scope and requirement of QTO items and importance of HA Shared Parameter Lists	Volume 2: D4 Standard Approach of Modelling (SAM) D4.17 Information Extraction SAM D4.18 Family Library Component: FL-03 Parameters Annex: ANN-1.4 HA BIM QTO Scope	Y
B9	HA BIM Quality Control and Quality Assurance requirement	Volume 1: Q3-05 BIM Quality Control and Quality Assurance Volume 2: D6 BIM Quality Assurance Annex: ANN-1.2 HA BIM Quality Assurance Checklist	Y

	Items	HABIMSG Reference	Y / N
C	Setup requirements of Project BIM models: This is to confirm that the following requirements were noted and would be followed accordingly: (Please provide justification at the appendix of this checklist if the item not complying with HABIMSG)		
C1	Setup requirements of Project BIM models	Volume 2: D3.4 Project Setup	Y

	Items	HABIMSG Reference	Y / N / NA
D	(For party responsible to develop the BIM Project Execution Plan (PxP)) The PxP has been developed based on the HA PxP template, and will execute the PxP accordingly:		
D1	BIM Project Execution Plan	Annex: ANN-1.1 HA BIM Project Execution Plan (PxP)	Y