

Introduction / Background

Currently, there is no standard process in the Department to guide the staff on how to check and inspect ceiling installation works by the Main Contractor. The project staff conducts the ceiling inspection based on their own individual experience which leads to different levels of acceptance and quality of the works.

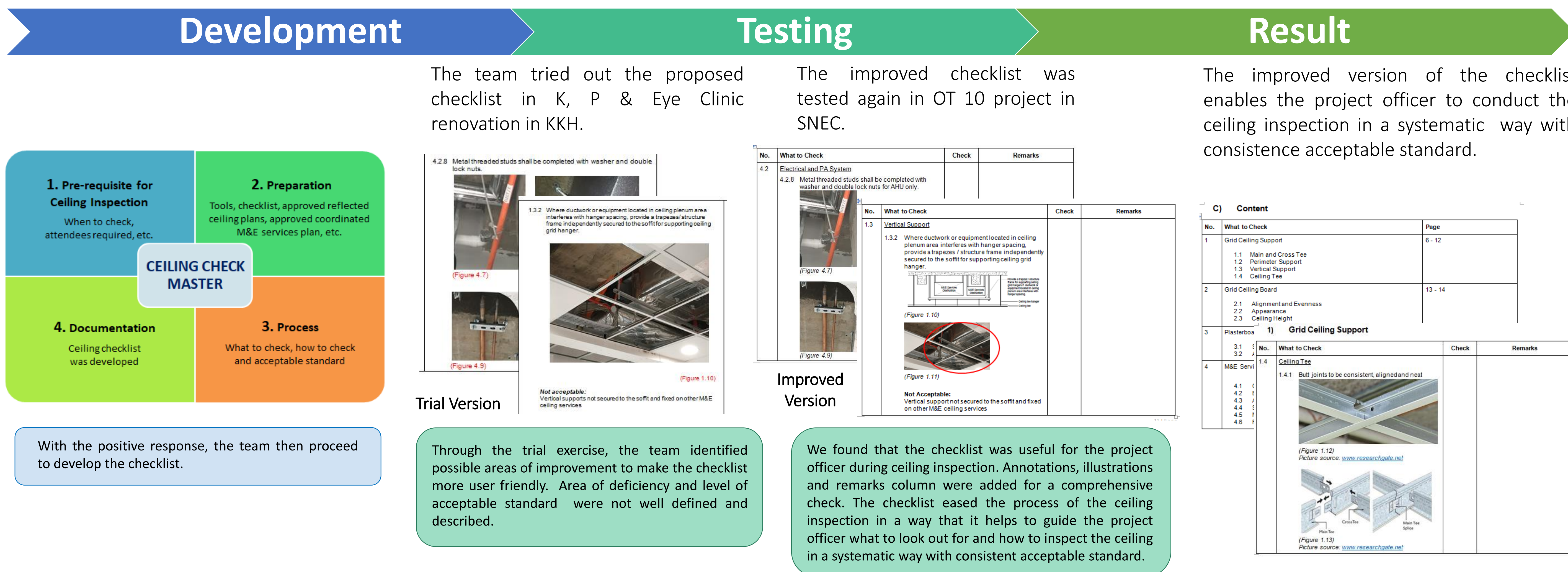
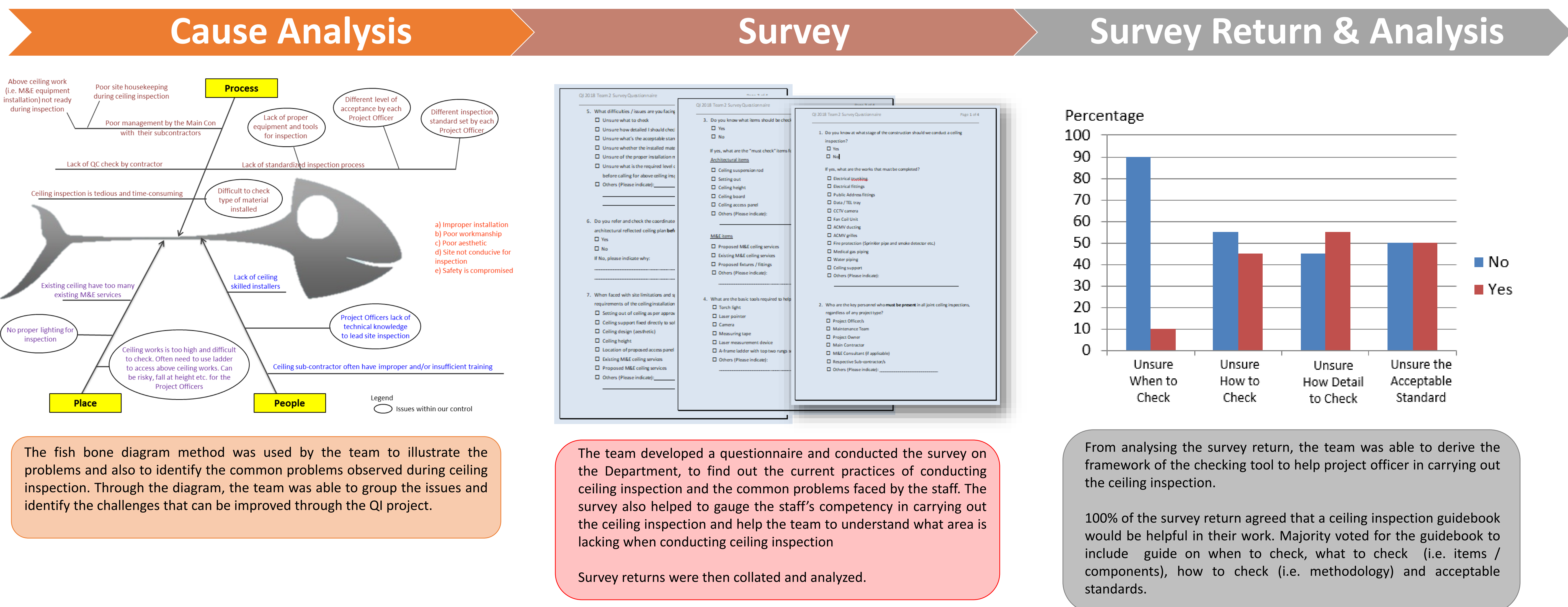
Objectives

The goal of this QI project is to develop a ceiling inspection guide that aims to achieve the following:

- Prevent injury and death due to improper ceiling works.
- Improve the competency of project officer when conducting and leading the ceiling inspection.
- Ensure ceiling works delivered by the Main Contractor is of consistently good quality and compliant to project specifications.

Methodology

The team used the Plan Do Check Act (PDCA) Cycle.



Conclusion

The team concluded that the Ceiling Inspection Guide is useful and effective. It enables the project officer and the Main Contractor's team on site to be well prepared when calling for above ceiling inspection. The right tools and the area of check indicated in the Guide also help the project officer to conduct a systematic check. Time spent for the above ceiling inspection can then be productive followed by proper documentation. The documentation also enable the project officer to have proper follow up with the Main Contractor to close up outstanding issues.

Recommendations

The team recommends following up this QI Project with a post implementation survey in the next one year to gauge the effectiveness of the ceiling inspection guidebook. The team will explore using tablet to digitise the checklist.