Project Filing Index (PFI)

Code	Subcode	Category / Description	Custodian
01		**Contract Doc**	
	01	Contract Doc / BQ	QS
	02	Subcon Awarding List	QS
	03	Correspondent Letter	DC
		00 Incoming Letter	
		Summary List	
		Client	
		Consultant	
		NSC/DSC	
		Supplier	
		Authority	
		01 Outgoing Letter	
		Summary List	
	04	Site Memo	DC
		00 Incoming Site Memo	
		Summary List	
		Client	
		Consultant	
		NSC/DSC	
		Supplier	
		01 Outgoing Site Memo	
		Summary List	
	05	Instruction Reg (AI/ EI)	QS
		00 Reg List	
		01 AI (Archi)	
		02 EI (C&S)	
		03 EI (MEP)	
		(expand as required)	
	06	Confirmation on Site Instruction Variation Order (CVI)	DC
		00 Reg List	
	07	Warranty, C Form & G Form	QS
		00 Warranty	
		Summary List	
		Warranty	
		01 C Form	
		Summary List	
		C Form	
		02 G Form	
		Summary List	
		G Form	
	08	O&M	
		00 Summary List	
		01 O&M	
	09	Tender Dwg	QS
		00 Reg List	
		01 Arch	
		02 C&S	
		03 MEP	

Code	Subcode	Category / Description	Custodian
		04 Landscape	
		(expand as required)	
		(expand as required)	
02		**Schedule and Progress**	
	01	Master Work Program	Planner
		Supersede Folder	
	02	Schedule of Work	Construction
		01 Arch	Team
		02 C&S	
		03 MEP	
	03	Progress Reports	QA
	04	Site Diary Record (Signed Off Scan Copy)	DC
		00 Architectural	
		00 2023	
		01 Jan	
		(To be scan from 30th /31st – 01st)	
		01 C&S	
		02 MEP	
		*Site Diary Record to be separated keep by year & month	
	05	Site Progress Photos	Construction
		00 Overall View	Team
		00 2023	
		00 Jan	
		01 Arch	
		02 C&S	
		03 MEP	
		*Site Progress Photos to be separated keep by year & month	
		(expand as required)	
03		**Dwg**	
	01	Arch Const Dwg	Engineer /
		00 Dwg Reg	Coordinator
		01 Scan	
		02 PDF	
		03 ACAD	
	02	C&S Const Dwg	Engineer /
		00 Dwg Reg	Coordinator
		01 Scan	
		02 PDF	
		03 ACAD	
	03	MEP Const Dwg	Engineer /
		00 Dwg Reg	Coordinator
		01 Scan	
		02 PDF	
		03 ACAD	

Code	Subcode	Category / Description	Custodian
	04	Landscape Const Dwg 00 Dwg Reg 01 Scan 02 PDF 03 ACAD	Engineer / Coordinator
	05	ID Const Dwg 00 Dwg Reg 01 Scan 02 PDF 03 ACAD	Engineer / Coordinator

	06	Approved Shop Drawing
		00 Arch
		    00 Dwg Reg
		    01 Waterproofing
		    (expand as required)
		01 C&S
		    00 Dwg Reg
		    01 xxxx
		    (expand as required)
		02 MEP
		    00 Dwg Reg
		    01 xxxx
		    (expand as required)
		03 Landscape
		    00 Dwg Reg
		    01 xxxx
		    (expand as required)
		04 ID
		    00 Dwg Reg
		    01 xxxx
		    (expand as required)
			Engineer /
			Coordinator

	07	Approved Asbuilt Drawing
		00 Arch
		    00 Dwg Reg
		    01 Waterproofing
		    (expand as required)
		01 C&S
		    00 Dwg Reg
		    01 xxxx
		    (expand as required)
		02 MEP
		    00 Dwg Reg
		    01 xxxx
		    (expand as required)
		03 Landscape
		    00 Dwg Reg
		    01 xxxx
		    (expand as required)
		04 ID
			Engineer /
			Coordinator

Code	Subcode	Category / Description	Custodian
		00 Dwg Reg	
		01 xxxx	
		(expand as required)	
	08	Authority Approval Dwg (If Applicable)	Engineer / Coordinator
		00 Reg List	
		01 Arch	
		02 C&S	
		03 MEP	
		04 Landscape	
	09	BIM (If Applicable)	Engineer / Coordinator
		01 BIM Execution Plan (BEP)	
		02 BIM Model	
		03 Clash Analysis Report	
		04 Progress Report	
		(expand as required)	
04		**Request for Information**	
	01	Outgoing RFI	Engineer / Coordinator
		00 RFI Reg	
		Send/Reply Folder	
	02	Incoming RFI	Engineer / Coordinator
		00 RFI Reg	
		Send/Reply Folder	
		(expand as required)	
05		**Tech Subm (RFA)**	
	01	00 RFA Sum List	Engineer / Coordinator
	02	Material Subm	Engineer / Coordinator
		00 Arch	
		00 Summary	
		01 Waterproofing	
		(expand as required)	
		01 C&S	
		00 Summary	
		01 xxxx	
		(expand as required)	
		02 MEP	
		00 Summary	
		01 xxxx	
		(expand as required)	
		03 Landscape	
		00 Summary	
		01 xxxx	
		(expand as required)	
		04 ID	
		00 Summary	
		01 xxxx	

Code	Subcode	Category / Description	Custodian
		(expand as required)	
	03	Method Statement Subm	Engineer /
		00 Arch	Coordinator
		00 Summary	
		01 Waterproofing	
		(expand as required)	
		01 C&S	
		00 Summary	
		01 xxxx	
		(expand as required)	
		02 MEP	
		00 Summary	
		01 xxxx	
		(expand as required)	
		03 Landscape	
		00 Summary	
		01 xxxx	
		(expand as required)	
		04 ID	
		00 Summary	
		01 xxxx	
		(expand as required)	
	04	PE Design Subm	Engineer /
		00 Summary	Coordinator
		01 xxxx	
	05	Shop Dwg Subm	Engineer /
		00 Arch	Coordinator
		00 Summary	
		01 Waterproofing	
		(expand as required)	
		01 C&S	
		00 Summary	
		01 xxxx	
		(expand as required)	
		02 MEP	
		00 Summary	
		01 xxxx	
		(expand as required)	
		03 Landscape	
		00 Summary	
		01 xxxx	
		(expand as required)	
		04 ID	
		00 Summary	
		01 xxxx	
		(expand as required)	
	06	As-Built Subm	Engineer /
		00 Arch	Coordinator
		00 Summary	

Code	Subcode	Category / Description	Custodian
		01 Waterproofing	
		(expand as required)	
		01 C&S	
		00 Summary	
		01 xxxx	
		(expand as required)	
		02 MEP	
		00 Summary	
		01 xxxx	
		(expand as required)	
		03 Landscape	
		00 Summary	
		01 xxxx	
		(expand as required)	
		04 ID	
		00 Summary	
		01 xxxx	
		(expand as required)	
	07	Test Record Subm	Engineer / Coordinator
		00 Arch	
		00 Summary	
		01 Waterproofing	
		(expand as required)	
		01 C&S	
		00 Summary	
		01 Cube Test	
		(expand as required)	
		02 MEP	
		00 Summary	
		01 Pressure Test	
		(expand as required)	
	08	Other Subm	
	09	Mill Certificate Records	DC
		01 Rebar	
		02 BRC	
		03 Steel Structure	
		To be recorded by month	
06		**Surveying**	
	01	Pre-comp plan	Survey Team
	02	OGL Survey Plan (endorse)	Survey Team
	03	Architect Gridline Setting Out Plan	Survey Team
	04	Control Point & TBM	Survey Team
	05	Survey Control Point	Survey Team
	06	C&S As-Built (Monitoring)	Survey Team
		00 As-Built Reg	
		01 Structure As-Built	

Code	Subcode	Category / Description	Custodian
		01 Formwork	
		02 Slab Level	
		03 Vertical Element	
		(expand as required)	
07		**Material, Plant, Machinery & Equipment**	
	01	Plant, Machinery & Equipment Records	Logistic
		Supersede Folder	Storekeeper
	02	Incoming Material Records	Logistic
		00 Summary List	Storekeeper
		01 Concrete	
		02 Rebar	
		03 Brick	
	03	Outgoing Material/Machineries to Subcon / Workers Records	Logistic Storekeeper
		00 Summary List	
		01 Concrete Usage	
		02 Rebar Usage	
		03 Brick Usage	
	04	Maintenance List and Records	Logistic
		Supersede Folder	Storekeeper
	05	Calibration List Schedule and Certificate Records	QAQC
		Supersede Folder	
	06	Material Request Forms Records	Logistic Storekeeper
	07	Material Transfer Form Records	Logistic
		00 Incoming Transfer	Storekeeper
		01 Outgoing Transfer	
		(expand as required)	
08		**Req for Inspection Record (RFWI)**	
		Each trade of works shall have Request for Inspection Summary Log	
	01	Architectural	Construction
		00 Anti Termite	Team
		Summary Log	
		01 Waterproofing	
		Summary Log	
		02 XXXX	
		(expand as required)	
	02	Civil & Structural	Construction
		00 Piling	Team
		Summary Log	
		01 XXXX	
		(expand as required)	
	03	MEP	Construction
		00 Earthing	Team
		Summary Log	

Code	Subcode	Category / Description	Custodian
		(expand as required)	
	04	Softscape 00 Softscape Summary Log *(expand as required)*	Construction Team
09		**Handover Insp & Defect Reg**	
	01	Handover List 00 Summary List	
	02	Defect List 00 Summary List *(expand as required)*	
10		**Minutes of Meetings**	
	01	Client Consultant Meetings (CCM)	DC
	02	Subcontractor Meetings 00 Attendance	DC
	03	HSE Committee Meetings 00 Attendance	DC
	04	Site Staff Meetings 00 Attendance 01 MOM	DC
	05	Design Coordination Meetings (If Applicable) 00 Attendance 01 MOM	DC
	06	NSC Meetings (If Applicable) 00 Attendance 01 MOM	DC
	07	BIM Coordination Meeting (If Applicable) 00 Attendance 01 MOM *(expand as required)*	DC
11		**Quality Management Document**	
	01	Project Quality Plans	QAQC ENG
	02	Forms Format 00 Reg List	QAQC ENG
	03	Checklist Format 00 Reg List 01 Arch 02 C&S 03 MEP	QAQC ENG
	04	NCR List and Records (Client Consultant) 00 Reg List 01 Records	QAQC ENG

Code	Subcode	Category / Description	Custodian
	05	Internal / External Audit Reports	QAQC ENG
	06	NCR List and Records (Internal/External Auditor) 00 Internal Audit 01 External Audit	QAQC ENG
	07	CAR List and Records 00 Reg List 01 Records	QAQC ENG
	08	Quality Assurance Assessment (QAA) Report	QAQC ENG
	09	Quality Control 00 Internal Quality Control Assessment 01 Quality Control Assessment Record 02 QLASSIC Report (External)	QAQC ENG
	10	Trade Work on Job Training 00 Schedule 01 Registry 02 Report	QAQC ENG
	11	Pre-Delivery Inspection 00 Scoring 01 Defect List *(expand as required)*	QAQC ENG
12		**Occupational Safety & Health Management**	
	01	Safety, Health and Environmental Plan	OSH Officer
	02	Safety and Health Monthly Reports	OSH Officer
	03	Authorities Inspection Records	OSH Officer
	04	Safety Induction Records	OSH Officer
	05	Toolbox Meeting Records	OSH Officer
	06	SHE Training Records *(expand as required)*	OSH Officer
13		**Administration / Human Resources Management**	
	01	Transmittal Form Records (External) 00 Incoming 01 Outgoing Summary List	Admin
	02	Transmittal Form Records (Internal) 00 Summary List *(expand as required)*	Admin
14		**Others Correspondent**	
	01	Client / Consultants / Authorities 00 Client 01 Architect	DC

Code	Subcode	Category / Description	Custodian
	02	02 C&S Consultant 03 M&E Consultant 04 Authorities Service Providers (Subcons / Supplier / Inhouse Consultant) 00 Arch 01 C&S 02 M&E *(expand as required)*	DC

**Details in PFI may change based on project nature and requirements*
**The Custodian person of each folder may varies depends on PIC assign by Project Manager*