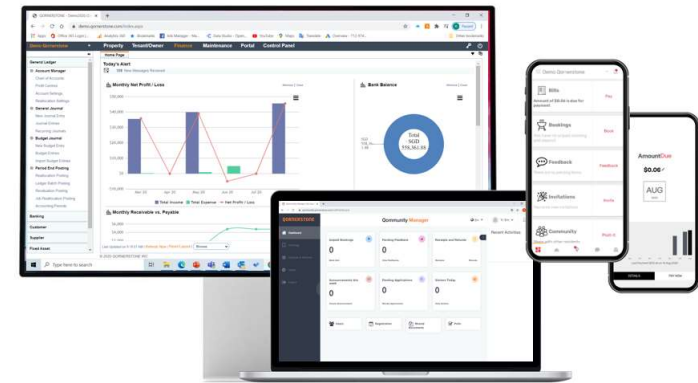




QORNERSTONE



Supported by:



Qornerstone Estate Platform

Compliance Setup

Version 1.1

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Agenda

The guide is for setting up a Compliance monitoring process in Cornerstone Estate (QE) Maintenance Module. The Guide will contain

1. Set-up of basic framework
 - a) Compliance Authority
 - b) License/Permit/Certificate Name
 - c) Compliance Document Type. (optional)
 - d) Property Type
2. Compliance Master Set-up
3. Property Compliance Master
4. New Compliance
5. Compliance /Property Asset Compliance

1. Set-up of basic framework

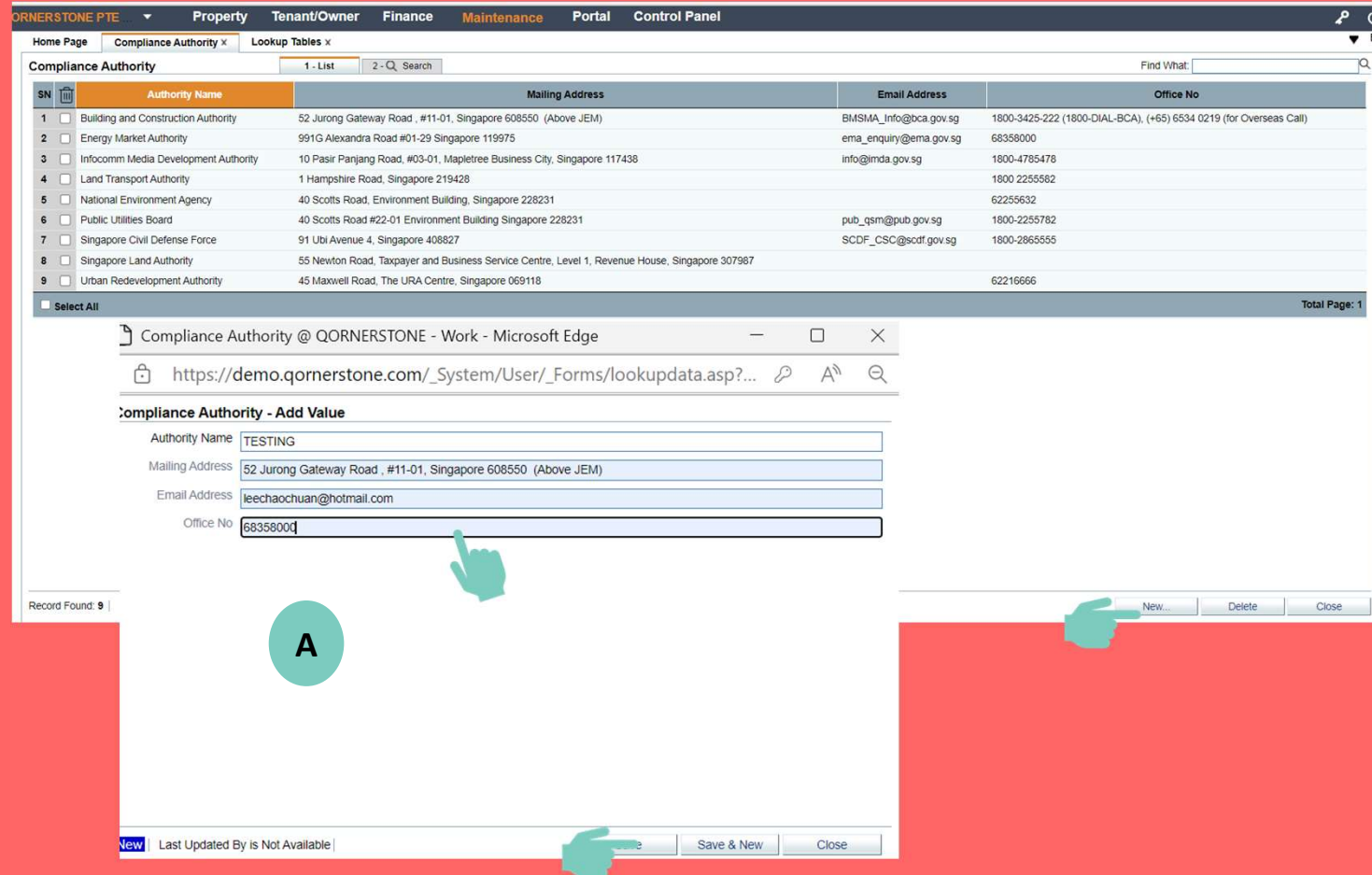
a) Compliance Authority

Basic Framework

Go to Control Panel – Company – Company Serup – Select Lookup table

- Look under Maintenance – Select Compliance Authority
- Click on New to create a new authority
- In screenshot A, user can input the necessary details and click save.

Note: The setup is mandatory as when user need to select the authority when setting up in New Compliance. (refer to 4. New Compliance)



The screenshot displays the 'Compliance Authority' lookup table with the following data:

SN	Authority Name	Mailing Address	Email Address	Office No
1	<input type="checkbox"/> Building and Construction Authority	52 Jurong Gateway Road, #11-01, Singapore 608550 (Above JEM)	BMSMA_Info@bca.gov.sg	1800-3425-222 (1800-DIAL-BCA), (+65) 6534 0219 (for Overseas Call)
2	<input type="checkbox"/> Energy Market Authority	991G Alexandra Road #01-29 Singapore 119975	ema_enquiry@ema.gov.sg	68358000
3	<input type="checkbox"/> Infocomm Media Development Authority	10 Pasir Panjang Road, #03-01, Mapletree Business City, Singapore 117438	info@imda.gov.sg	1800-4785478
4	<input type="checkbox"/> Land Transport Authority	1 Hampshire Road, Singapore 219428		1800 2255582
5	<input type="checkbox"/> National Environment Agency	40 Scotts Road, Environment Building, Singapore 228231		62255632
6	<input type="checkbox"/> Public Utilities Board	40 Scotts Road #22-01 Environment Building Singapore 228231	pub_qsm@pub.gov.sg	1800-2255782
7	<input type="checkbox"/> Singapore Civil Defense Force	91 Ubi Avenue 4, Singapore 408827	SCDF_CSC@scdf.gov.sg	1800-2865555
8	<input type="checkbox"/> Singapore Land Authority	55 Newton Road, Taxpayer and Business Service Centre, Level 1, Revenue House, Singapore 307987		
9	<input type="checkbox"/> Urban Redevelopment Authority	45 Maxwell Road, The URA Centre, Singapore 069118		62216666

The 'Compliance Authority - Add Value' form contains the following fields:

- Authority Name: TESTING
- Mailing Address: 52 Jurong Gateway Road, #11-01, Singapore 608550 (Above JEM)
- Email Address: leechaochuan@hotmail.com
- Office No: 68358000

Buttons at the bottom of the form include: New..., Delete, Close, and Save & New.

1. Set-up of basic framework

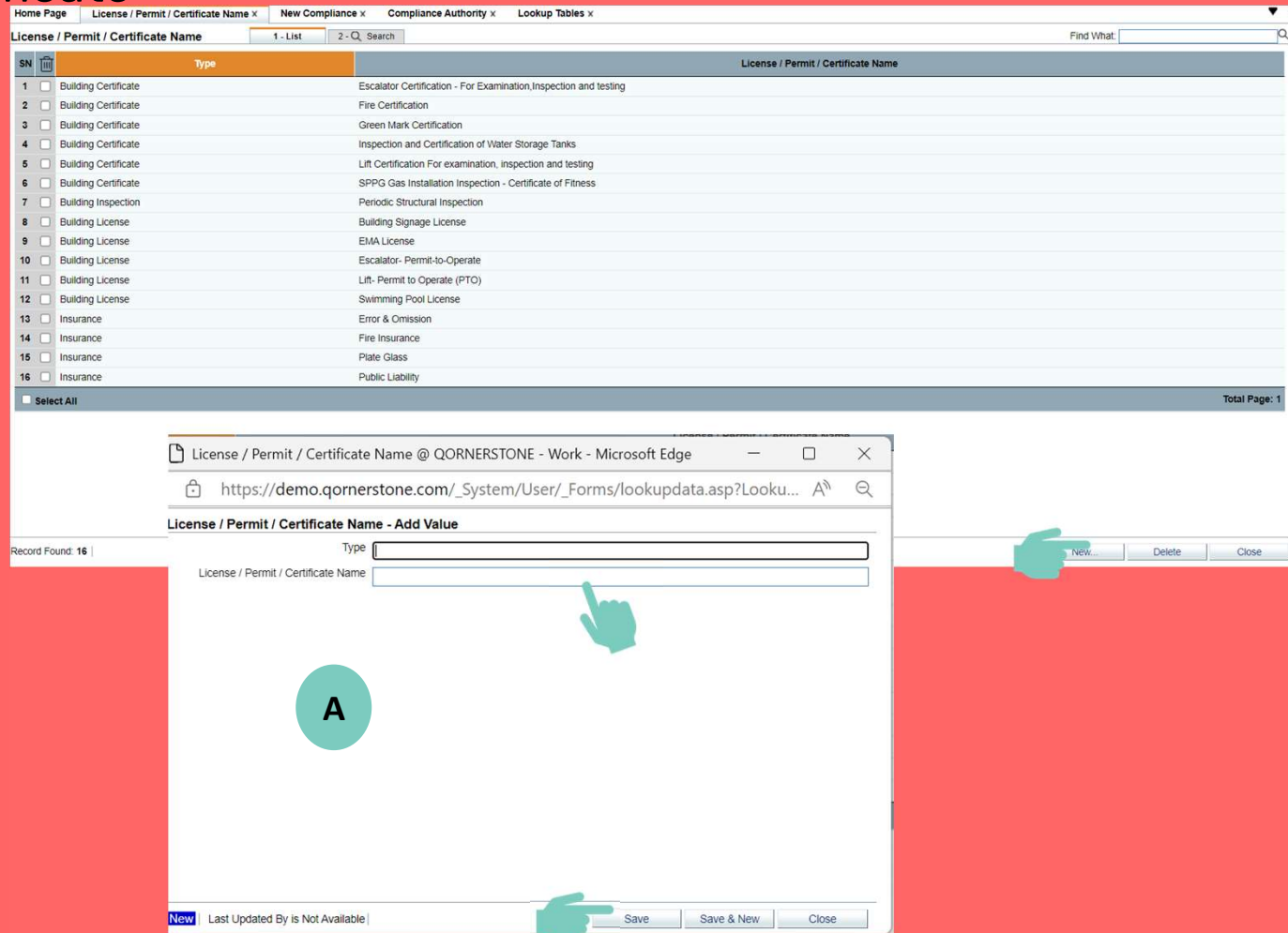
b) License/Permit/Certificate Name

Basic Framework

- Go to Control Panel – Company – Company Setup – Select Lookup table
- Look under Maintenance – Select License /Permit/Certificate Name
- Click on New to create a new certificate/license/Insurance/Permit ^.
- In screenshot A, user can input the necessary details and click save.

^ important

User is advised to create 3 types (Licence , Certificates and Insurance) . This will relate to setup of Compliance Document Type



The screenshot displays the 'License / Permit / Certificate Name' management interface. At the top, there are navigation tabs: Home Page, License / Permit / Certificate Name x, New Compliance x, Compliance Authority x, and Lookup Tables x. Below this is a search bar and a table with columns for SN, Type, and License / Permit / Certificate Name. The table lists 16 items, including Building Certificate, Building License, and Insurance, with their respective descriptions. A 'Select All' checkbox is at the bottom left of the table, and 'Total Page: 1' is at the bottom right.

Below the table is a modal window titled 'License / Permit / Certificate Name - Add Value'. It contains two input fields: 'Type' and 'License / Permit / Certificate Name'. A green circle labeled 'A' is overlaid on the 'Type' field. At the bottom of the modal, there are buttons for 'New...', 'Delete', and 'Close'. Below the modal, there are buttons for 'Save', 'Save & New', and 'Close'. A status bar at the bottom indicates 'New | Last Updated By is Not Available |'.

1. Set-up of basic framework

C) Compliance Document Type

Basic Framework

- Go to Control Panel – Company – Company Setup – Select Lookup table
- Look under Maintenance – Select Document Type . Click on New to create a classification of document type.
- A panel is pop up – refer to screen A

Example :

- Signage License for Building Signage License
- EMA License For EMA License
- No limitation to the number of document type user can setup.

Important

- **User is advised to refer to previous guide on the number of 3 types.**
- **The setup is used an validation check if the user set up a new compliance and will need to upload the correct document type. This is an optional setup.**

SN	Document Type	License/Permit/Cert Name	Default	Compulsory
1	EMA License	EMA License	Yes	Yes
2	Fire Insurance	Fire Insurance	No	No
3	Public Insurance	Public Liability	No	Yes
4	Signage License	Building Signage License	Yes	Yes

Compliance Document Type - Add Value

Document Type

License/Permit/Cert Name

Default

Compulsory

Record Found: 4

[New](#) [Save](#) [Save & New](#) [Close](#) [New...](#) [Delete](#) [Close](#)

1. Set-up of basic framework

D) Property Type

Basic Framework

- Go to Control Panel – Company – Company Setup – Select Lookup table
- Look under Property – Property Type.- New
- Create the Property Type and save. (Refer to A)
- Examples : Commercial, Industrial, Mixed Development and/or Residential.
- Go to Property Module – Property Listing – Select the relevant Property
- Go to edit mode and look under Others- Property Type – Select the property type- Save. (refer to screenshot B)

Why is this important?

- This allow user to group mandatory compliance into a single property type in Compliance Master Setup.
- As such user can clone or map the license/permit into a single MCST's Property Compliance Master Setup by property type.

The image displays two screenshots from the QORNERSTONE software interface. The top screenshot shows the 'Property Type' management screen. A table lists existing property types: Commercial, Mixed Development, and Residential. A 'Property Type - Add Value' dialog box is open, with 'Industrial' entered in the 'Property Type' field. A green circle labeled 'A' highlights the 'Save' button in the dialog. The bottom screenshot shows the 'Edit Property' form for a property at '19, Kallang Avenue #04-151'. In the 'Others' section, the 'Property Type' dropdown is set to 'Residential'. A green circle labeled 'B' highlights the 'Save' button at the bottom right of the form.

2. Compliance Master Set-up

Universal Compliance List

- Go to Maintenance – Regulatory Compliance – Set-up – Select Compliance Master Setup
- Click on New (Refer to screenshot A) to create a series of license by property type.
- Under screenshot B, user can select the property type and the license/permit /Certificate.
- User can choose to set the “is mandatory” as yes . (default setting is set as NO)

Important

- **For Master setup, this is a onetime off set up and apply to all existing and new estates onboarded into the QE.**
- **User need to consider the optimal number of compliance needed for each property type before doing the setup**
- **Please note the screenshot A is just an example and not a standard industry reference.**

The screenshot displays the 'Compliance Master Setup' interface. The top part shows a table with columns: SN, Property Type, License / Permit / Certificate, Is Mandatory, Last Updated Date, and Last Updated By. The table lists 11 items, all with 'Residential' as the property type and 'Chuan' as the last updated by. A green circle labeled 'A' is placed over the table. Below the table, a 'Record Found: 11' indicator is visible. The bottom part of the screenshot shows the 'New Compliance Master Setup' form. It has three fields: 'Property Type' (set to 'Industrial'), 'License / Permit / Certificate' (set to 'Fire Insurance'), and 'Is Mandatory' (radio buttons for 'Yes' and 'No', with 'Yes' selected). A green circle labeled 'B' is placed over the form. A green hand icon points to the 'New...' button in the top right of the table area, and another green hand icon points to the 'Save' button at the bottom right of the form area.

SN	Property Type	License / Permit / Certificate	Is Mandatory	Last Updated Date	Last Updated By
1	Residential	Building Signage License	Yes	21 Sep 2022 4:07:40 PM	Chuan
2	Residential	EMA License	Yes	21 Sep 2022 3:59:34 PM	Chuan
3	Residential	Error & Omission	Yes	21 Sep 2022 4:32:34 PM	Chuan
4	Residential	Fire Certification	Yes	21 Sep 2022 4:00:02 PM	Chuan
5	Residential	Fire Insurance	Yes	21 Sep 2022 4:31:38 PM	Chuan
6	Residential	Green Mark Certification	No	21 Sep 2022 4:02:40 PM	Chuan
7	Residential	Inspection and Certification of Water Storage Tanks	Yes	21 Sep 2022 4:19:14 PM	Chuan
8	Residential	Lift Certification For examination, inspection and testing	Yes	21 Sep 2022 4:03:18 PM	Chuan
9	Residential	Lift- Permit to Operate (PTO)	Yes	21 Sep 2022 3:59:20 PM	Chuan
10	Residential	Periodic Structural Inspection	Yes	21 Sep 2022 4:01:16 PM	Chuan
11	Residential	Public Liability	Yes	21 Sep 2022 4:32:10 PM	Chuan

3. Property Compliance Master

MCST Compliance Setup

- Go to Maintenance → Regulatory Compliance → Setup → Select Property Compliance Master Setup.
- Click on the Clone Master Setup (screenshot A) for each individual MCST. The List (group by property Type) in the Compliance Master Setup will be clone into Property Compliance Master Setup.(**Note the Clone is a one-time action and cannot be reused again**).
- However, the user can create a new property compliance master using the “New” button if there is need to create a special compliance for that estate.
- The user have the functionality in Property Compliance Master (screenshot B) to set the “**Is Mandatory**” to “**No**” or “**Yes**” in accordance to their requirements.

demo.qornerstone.com says
Do you want to clone all data from compliance master setup

Property Compliance Master

SN	License / Permit / Certificate	Is Mandatory	Last Updated Date	Last Updated By
No Record Found				

Record Found: 0

Property Compliance Master

1 - List 2 - Search

SN	License / Permit / Certificate	Is Mandatory	Last Updated Date	Last Updated By
1	Building Signage Licence	Yes	28 Jan 2022 5:3...	Demo
2	Covid Safety Measures Certificate	Yes	28 Jan 2022 5:3...	Demo
3	Fire Insurance Policy	Yes	28 Jan 2022 5:3...	Demo
4	Green Mark	No	28 Jan 2022 5:3...	Demo
5	Lift Operations Licence	Yes	28 Jan 2022 5:3...	Demo
6	Lift Permit	Yes	28 Jan 2022 5:3...	Demo
7	Periodic Structural Inspection	Yes	28 Jan 2022 5:3...	Demo
8	Swimming Pool Licence	No	28 Jan 2022 5:3...	Demo

Total Page: 1

4. New Compliance

Creation of a New Compliance (Tab-Compliance Details)

- Go to Maintenance – Regulatory Compliance – Compliance Manager –> New Compliance
- Create new license/permit/insurance pertaining to the property or to the license
- Ensure all the necessary data is inputted in all the tabs under Compliance Details. Note : Text highlighted in Bold are compulsory fields. Click save (screenshot A).
- Go to Maintenance – Regulatory Compliance – Set-up – Select Compliance . The newly created license will be shown (screenshot C) .

Note: The framework are setup as per 1. Set-up of basic framework. User can select from the lookup tables for the below values

- 1) License/Permit/Certificate Name
- 2) Compliance Authority

The screenshot shows the 'New Compliance' form in the software. The form is divided into several sections: 'Compliance Details', 'Application Details', and a right-hand sidebar for additional information. A green circle labeled 'A' highlights the 'Save' button at the bottom right of the form. Below the form, a table displays the newly created compliance record. A green circle labeled 'B' highlights the table.

Form Fields:

- License / Permit / Certificate Name: Building Signage Licence
- License / Permit / Certificate No: Building
- Asset: Building
- Start Date: 02 Jan 2022
- End Date: 28 Feb 2022
- Applicant Name: <Applicant> MANAGER
- Issue By (Authority): Building and Construction Authority
- Mailing Address: 52 Jurong Gateway Road #11-01, Singapore 608550
- Email Address: test@huulo.com
- Key Contact Person: BCA
- Contact Email: test@huulo.com
- Remarks: test
- Compliance No: New
- Creation Date: 28 Jan 2022
- Original Compliance No:
- Application Date: 28 Jan 2022
- Application Fee:
- Deposit Fee:
- Phone Number: 1800-63425222
- Contact Number:
- Reference:

Table:

SN	Compliance No	License / Permit / Certificate Name	Asset	License / Permit / Certificate No	Start Date	End Date	Extension Date	Issue By	Status	Remarks
1	CSDEM/FC/22010001	Building Signage Licence	Building	Building	02 Jan 2022	28 Feb 2022		Building and Construction Authority	New	test

4. New Compliance (Cont'd)

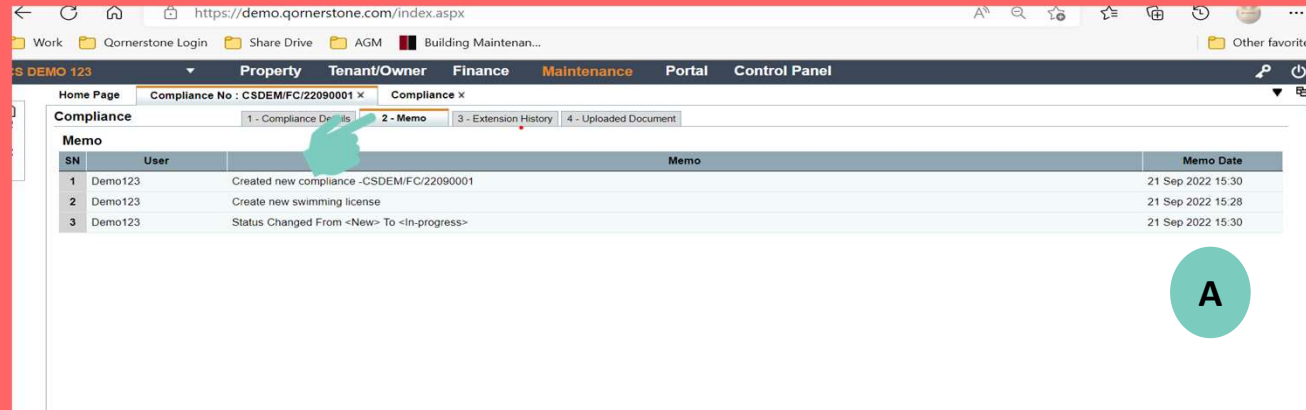
Memo & Extension History

A) Memo (screenshot A)

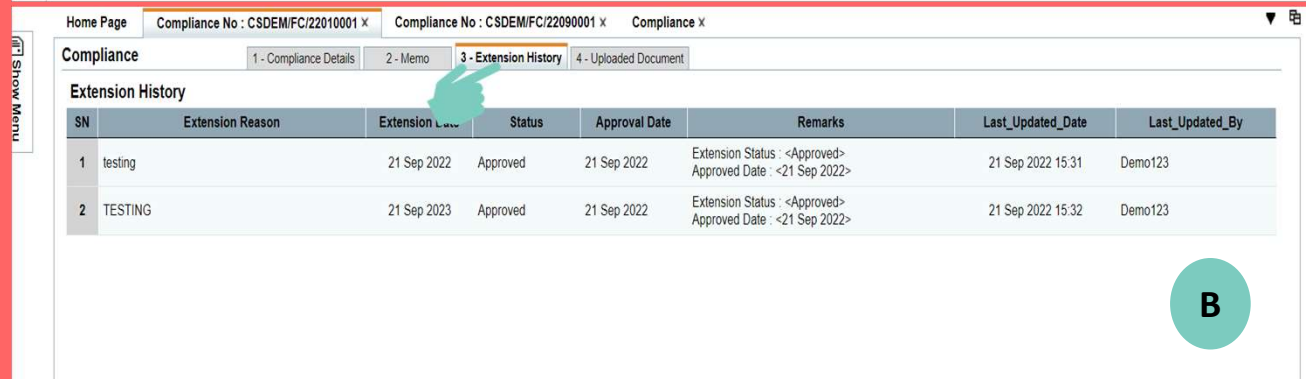
- This show the history log of the saved compliance .
- No inputs required from user.

B) Extension History (screenshot B)

- This tab will only be shown if this is an existing compliance.
- This tab can be use if the license number remain the same and/or the duration can be extended.
- license/permit no.



A



B

4. New Compliance (Cont'd)

Extension History

- As per previous guide, user can extend the Compliance by clicking on the tab (screenshot a)
- This is only be applicable if the compliance is in Approved Status.
- In Screenshot B, the Fields Under Extension Status are compulsory fields.
- To upload any new documentation to support the extension, the status must not be in **"Approved"** or **"Rejected"**.
- User can subsequently set the status to **"Approved"** if needed.

Note:

- For Copy Compliance , the process is the same if the compliance status is Approved.
- User can use this function when the license has expired and/or the no has expired.
- This will be linked to existing "Original Compliance No" for audit trial purposes.

Home Page Compliance No : CSDM/FC/22010001 x Compliance No : CSDM/FC/22090001 x Compliance x

Compliance 1 - Compliance Details 2 - Memo 3 - Extension History 4 - Uploaded Document

Compliance No	License / Permit / Certificate Name	Start Date - End Date	Status
CSDM/FC/22010001 Property CSDMO CSDMO	Building Signage Licence	02 Jan 2022 - 28 Feb 2022 Created By Demo on 28 Jan 2022 17:54	Approved

Update Compliance Status Extend Compliance Copy Compliance

License / Permit / Certificate Name	Building Signage Licence	Compliance No	CSDM/FC/22010001
License / Permit / Certificate No	Building	Creation Date	28 Jan 2022 17:54
Asset		Original Compliance No	
Start Date	02 Jan 2022	End Date	28 Feb 2022
Extension Reason	TESTING	Extension Date	21 Sep 2023
Applicant Name	MANAGER	Application Date	28 Jan 2022

Application Details

Update Compliance Extension ? Help

Compliance No	License / Permit / Certificate Name	Start Date - End Date	Status
CSDM/FC/22010001 Property CSDMO	Building Signage Licence	02 Jan 2022 - 28 Feb 2022 Created By on	NEW

Extension Status

Status: New

Extension Reason:

Reference Number: CSDM/FC/22010001

Extension Date:

Contact Details

Mailing Address:

Email Address:

Key Contact Person:

Contact Email:

Phone Number:

Contact Number:

New Last Updated By is Not Available Save Back Close

4. New Compliance (Cont'd)

Update Compliance Status

- For all new compliances, the status is default to "New".
- User can update the status (screenshot A)
- This is only be applicable if the compliance is not in "Approved" or "Rejected" Status.
- In Screenshot B, this shows the list of values available to user. Any updates will be captured in the "Memo" tab.



The top screenshot shows the 'Compliance' details page for 'Periodic Structural Inspection'. It includes fields for Compliance No (CSDM/FC/22090002), License / Permit / Certificate Name, Start Date (29 Sep 2022 - 30 Sep 2025), and Status (New). A green hand cursor points to the 'Update Compliance Status' button, which is circled in green with the letter 'A'.

The bottom screenshot shows the 'Update Compliance Status' page. A dropdown menu is open, showing the following options: New, Approved, Rejected, In-progress, and Queued. A green hand cursor points to the 'Save' button at the bottom right, which is circled in green with the letter 'B'.

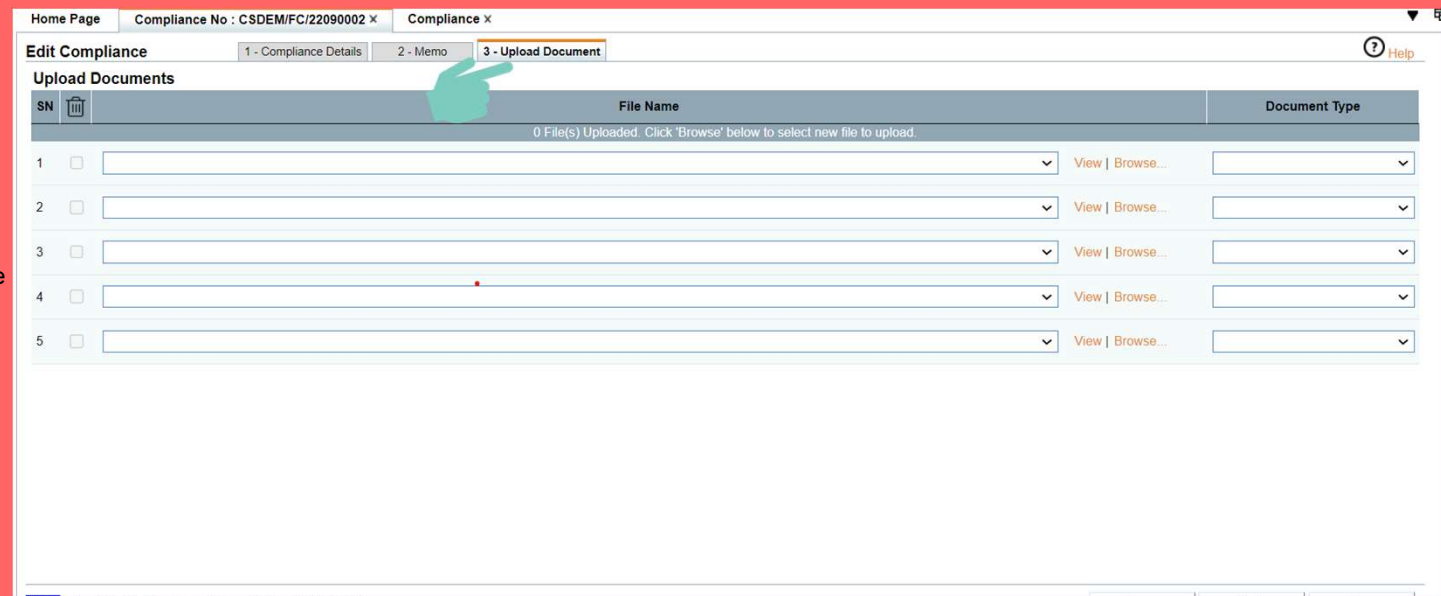
4. New Compliance (Cont'd)

Uploaded Document

- The "uploaded Document: is for user to uploaded the documents such as license /permit/insurance
- This is available when the status is not in **"Approved"** or **"Rejected"**.
- If the document type is setup(Refer to the Compliance Document Type), the system will do a validation check to check if the license/permit/insurance matches the document type.

Example

- If the application is a license, user set the document type as permit. User cannot save. The user need to chose the correct document type. (please refer to the explanation on the guide for document type).



Home Page Compliance No : CSDEM/FC/22090002 x Compliance x

Edit Compliance 1 - Compliance Details 2 - Memo 3 - Upload Document Help

Upload Documents

0 File(s) Uploaded. Click 'Browse' below to select new file to upload.

SN	File Name	Document Type
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

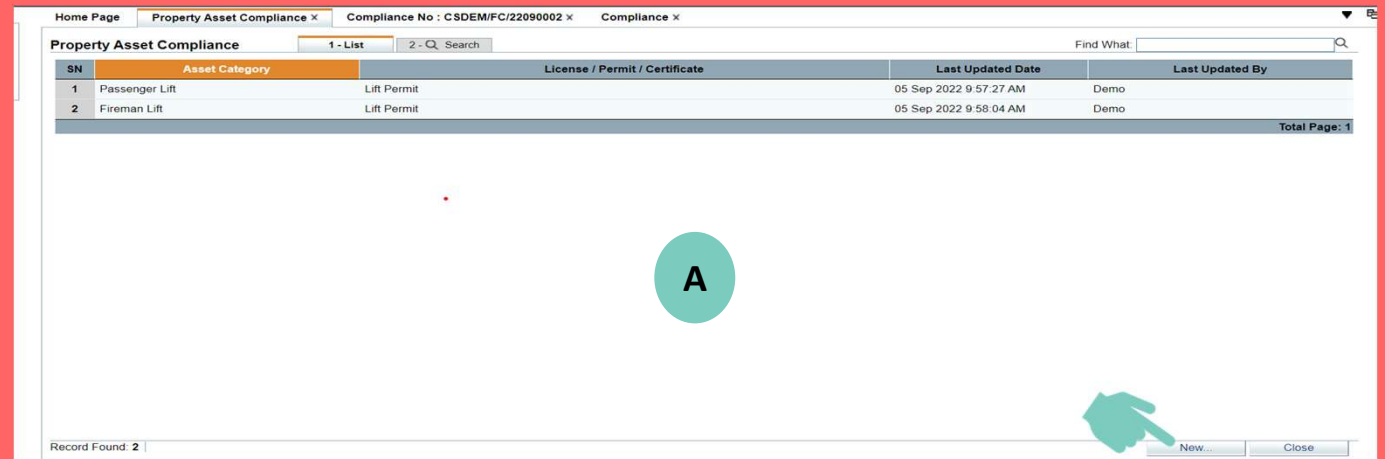
5. Property Asset Compliance

Setting up Property Asset Compliance

- Go to Maintenance – Regulatory Compliance – Setup – Property Asset Compliance
- Click on New (screenshot A) to create a compliance
- Input the details “Asset Category” and “License/Permit/Certificate” (screenshot B) and click save.

Note

This is an optional set-up as user need to set up the asset category or property asset,



Home Page | Property Asset Compliance x | Compliance No : CSDEM/FC/22090002 x | Compliance x

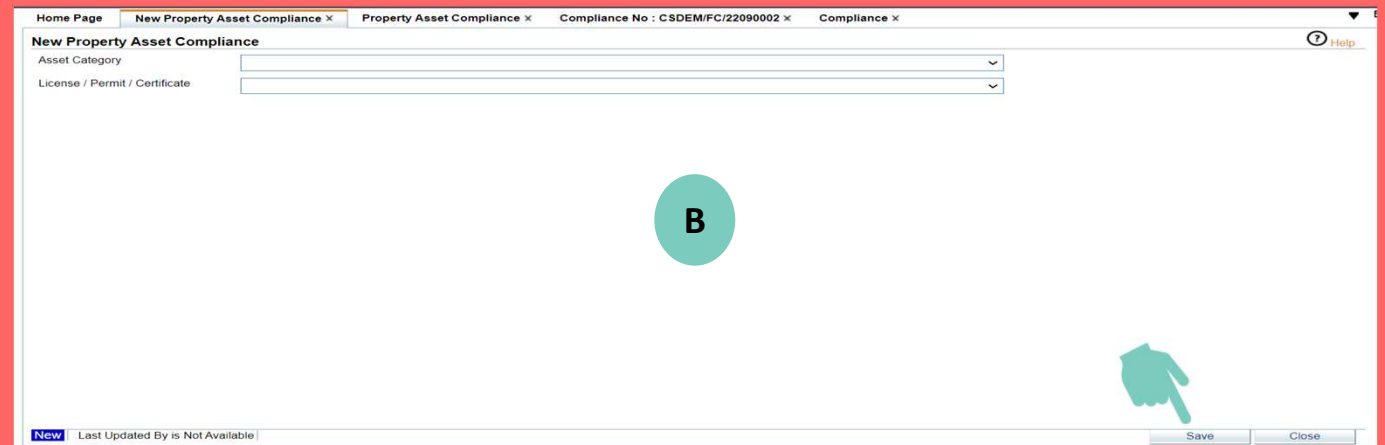
Property Asset Compliance | 1 - List | 2 - Search | Find What: []

SN	Asset Category	License / Permit / Certificate	Last Updated Date	Last Updated By
1	Passenger Lift	Lift Permit	05 Sep 2022 9:57:27 AM	Demo
2	Fireman Lift	Lift Permit	05 Sep 2022 9:58:04 AM	Demo

Record Found: 2 | Total Page: 1

New... Close

A



Home Page | New Property Asset Compliance x | Property Asset Compliance x | Compliance No : CSDEM/FC/22090002 x | Compliance x

New Property Asset Compliance | Help

Asset Category: []

License / Permit / Certificate: []

New | Last Updated By is Not Available | Save | Close

B