
Overview

This NOS sets out the skills, knowledge and understanding for you to monitor and control work against contractual, quality, legal and progress requirements. It would apply to anyone having the responsibility for site preparation and controlling work.

This NOS covers the following activities:

1. Control contracts against agreed quality standards
2. Maintain contract compliance with relevant legislation
3. Control contract progress against agreed programmes
4. Control contract quantities and costs
5. Control contract against agreed terms and conditions

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Control Contract work

Performance criteria

Control contracts against agreed quality standards

You must be able to:

- P1 identify quality standards from available information and pass them to people responsible for their implementation, before they start work
- P2 specify clearly and unambiguously, the responsibilities which individuals have for maintaining quality standards
- P3 set up systems for inspecting and controlling the quality of work and recording the outcomes
- P4 check regularly, that work conforms to the design requirements and the specified quality standards
- P5 identify work which fails to meet the requirements and specified quality standards and implement corrective action
- P6 ask for unacceptable quality standards to be corrected and notify decision makers if this is not done within a reasonable time
- P7 inform decision makers regularly about significant variations in quality standards, programme and safety implications, and suggest the decisions which they need to make and actions they need to take
- P8 identify specifications which conflict with relevant legislation and refer them to decision makers for modification
- P9 identify improvements from feedback received and recommend them to decision makers
- P10 agree amendments to the contract quality requirements and specifications and record them accurately

Maintain contract compliance with relevant legislation

You must be able to:

- P11 identify relevant legislation requirements from available information and clarify them where there is uncertainty
- P12 brief the workforce about their legal responsibilities to those responsible for implementing them before they start work on the contract
- P13 develop and implement monitoring systems, collecting information regularly and summarising it accurately
- P14 identify situations which do not comply with relevant legislation requirements, investigate the circumstances thoroughly and take appropriate corrective action
- P15 identify any new relevant legislation requirements which may have an impact on the project, summarise the important details and pass this on to people who have an interest
- P16 complete documentation accurately and on time

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Control Contract work

Control contract progress against agreed programmes

You must be able to:

- P17 develop and implement systems to monitor and record the progress of the contract against the agreed programmes, collect information regularly and summarise it accurately
- P18 identify inadequately and inappropriately specified resources, inform decision makers and specify and obtain alternative resources
- P19 identify and quantify any deviations from planned progress which have occurred, or which may occur, and which could disrupt the programme
- P20 investigate the circumstances of any deviations thoroughly and agree and implement appropriate corrective action
- P21 recommend options which are most likely to minimise increases in cost and time and help the contract progress, and pass these on to decision makers
- P22 regularly inform decision makers about progress, changes to the operational programme, resource needs, and suggest the decisions and actions that need to be taken
- P23 identify improvements from feedback received and recommend them to decision makers

Control contract quantities and costs

You must be able to:

- P24 develop and implement appropriate contract quantities and cost control systems which are able to provide early warning of problems
- P25 collect quantities and cost data regularly, record it correctly and pass it on to the people who need it in time for them to be able to use it
- P26 calculate the correct work values and quantities and cost data from estimates of work quantity and payment rates
- P27 prepare accurate quantities and cost data and present it in a format which will help people to make decisions
- P28 identify variations and trends in quantities and cost data and quantify and cost them
- P29 investigate any variations thoroughly and agree and implement appropriate corrective action with decision makers which will restore costs and expenditure to budget
- P30 develop and implement systems and processes for identifying opportunities for cost savings and recommend them to decision makers
- P31 identify realistic opportunities for cost savings, cost them correctly and recommend them to decision makers

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Control contracts against agreed terms and conditions

You must be able to:

- P32 obtain all the relevant documents checking them against the contract requirements, recording any variations and reviewing the documents for any working decisions to be made
- P33 inspect and check work against the contract requirements, recording any variations and reviewing for any work decisions to be made
- P34 establish who is liable for the costs of corrective and additional work, agreeing this with people, and recording decisions to meet the contract requirements
- P35 justify work decisions with valid evidence
- P36 confirm that the people involved in the contract are complying with the contract requirements and enforcing the terms of the contract requirements in cases of non-compliance
- P37 ensure all relevant records are obtained and completed at contract completion

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Knowledge and understanding

You need to know and understand:

Control contracts against agreed quality standards

- K1 what you identify as quality standards
- K2 what you identify as specifications which conflict with relevant legislation
- K3 how to ask for unacceptable quality standards to be corrected and notify decision makers if quality standards are not corrected within a reasonable time
- K4 how to inform decision makers about significant variations in quality standards, programme and safety implications
- K5 how to refer specifications which conflict with relevant legislation, to decision makers
- K6 how to record amendments to the contract quality requirements and specifications
- K7 how to specify the responsibilities which individuals have for maintaining quality standards
- K8 how to agree amendments to the contract quality requirements and specifications
- K9 how to pass quality standards on to people responsible for implementing them before they start work on the contract
- K10 what to identify as improvements from feedback received
- K11 how to recommend improvements to decision makers
- K12 how to specify the responsibilities which individuals have for maintaining quality standards
- K13 what to identify as work which fails to meet the requirements and specified quality standards
- K14 how to check that work conforms to the design requirements and the specified quality standard
- K15 how to implement corrective action where work fails to meet the requirements and specified quality standards
- K16 how to set up systems for inspecting and controlling the quality of work and recording the outcomes

Maintain contract compliance with relevant legislation

You need to know and understand:

- K17 what you identify as relevant legislation requirements
- K18 how to clarify relevant legislation requirements where there is uncertainty
- K19 how to brief the workforce on relevant legislation responsibilities before they start work on the contract
- K20 how to investigate the circumstances of situations which do not comply with relevant legislation requirements
- K21 how to develop monitoring systems
- K22 what to identify as situations which do not comply with relevant legislation requirements
- K23 how to take appropriate corrective action in situations which do not

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- comply with relevant legislation requirements
- K24 how to complete documentation
- K25 what to identify as new relevant legislation requirements which may have an impact on the project
- K26 how to summarise the important details of any new relevant legislation requirements which may have an impact on the project
- K27 how to implement monitoring systems and collect and summarise information
- K28 how to summarise information

Control contract progress against agreed programmes

You need to know and understand:

- K29 how to implement systems to monitor and record the progress of the contract against the agreed programmes, and collect and summarise information
- K30 how to develop systems to monitor and record the progress of the contract against the agreed programmes
- K31 what you identify as inadequately and inappropriately specified resources
- K32 how to inform decision makers about inadequately and inappropriately specified resources, and obtain alternative resources
- K33 how to specify alternative resources
- K34 what to identify as any deviations from planned progress which have occurred, or which may occur, and which could disrupt the programme
- K35 how to quantify any deviations from planned progress
- K36 how to investigate the circumstances of any deviations
- K37 what to identify as improvements from feedback received
- K38 how to implement corrective action
- K39 how to implement systems to monitor and record the progress of the contract against the agreed programmes, and collect and summarise information
- K40 how to develop systems to monitor and record the progress of the contract against the agreed programmes
- K41 what you identify as inadequately and inappropriately specified resources
- K42 how to inform decision makers about inadequately and inappropriately specified resources, and obtain alternative resources
- K43 how to specify alternative resources
- K44 what to identify as any deviations from planned progress which have occurred, or which may occur, and which could disrupt the programme
- K45 how to quantify any deviations from planned progress
- K46 how to investigate the circumstances of any deviations
- K47 what to identify as improvements from feedback received
- K48 how to implement corrective action

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Control contract quantities and costs

You need to know and understand:

- K49 how to implement appropriate contract quantities and cost control systems which are able to provide early warning of problems
- K50 how to develop appropriate contract quantities and cost control systems which are able to provide early warning of problem
- K51 what you identify as variations and trends in quantities and cost data
- K52 how to collect and record quantities and cost data and pass on the data to people who need it
- K53 how to calculate the correct work values and quantities and cost data from estimates of work quantity and payment rates
- K54 how to prepare and present accurate quantities and cost data in a format which will help people to make decision
- K55 how to quantify and cost trends in quantities and cost data
- K56 how to investigate any variations
- K57 how to implement appropriate corrective action with decision makers which will restore costs and expenditure to budget
- K58 how to agree appropriate corrective action with decision makers which will restore costs and expenditure to budget
- K59 what to identify as realistic opportunities for cost saving
- K60 how to implement systems and processes for identifying opportunities for cost savings
- K61 how to cost opportunities for cost saving
- K62 how to develop and recommend to decision makers systems and processes for identifying opportunities for cost savings
- K63 how to recommend opportunities for cost savings to decision makers

Control contracts against agreed terms and conditions

You need to know and understand:

- K64 how to obtain and check all relevant documents needed and record any variations between documents and contract requirements
- K65 how and why you review documents for any work decisions made
- K66 how to check work against the contract requirements and record any variations between work and the contract requirements
- K67 how and why you inspect work against documents and review any variations between work and the contract requirements
- K68 how you record decisions about who is liable for the costs of corrective and additional work to meet the contract requirements
- K69 how you would establish who is liable for the costs of corrective action and additional work and getting agreement with those involved
- K70 how to confirm that people involved in the contract are complying with contract requirements and enforce the terms of the contract requirements in cases of non – compliance
- K71 how to communicate and work with other people

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