This unit is about integrating and controlling project information and documentation from the design team on behalf of the contractor.
COSCCOO24 (SQA Unit Code - HA49 04)
Integrate and control project design information in construction

**Performance criteria**

You must be able to:

### Implement project documentation systems

P1 confirm that the control requirements for the project document programme are suitable for the project and the resources available

P2 implement the production programme in order to meet agreed design requirements, to ensure production of all the required documents in a feasible sequence

P3 identify and report on design and resource issues that affect production programme targets

P4 implement registers, records and systems for monitoring and controlling document production which achieve programme compliance

P5 check that individual production instructions are accurate, clear and complete

P6 implement procedures, which are appropriate to the requirements of the project and the contract conditions, for dealing with discrepancies and inconsistencies in information, and delays and revisions to project information

P7 implement arrangements and contingency plans for reporting progress in meeting the programme requirements and to manage document production problems

### Integrate and evaluate project design information

You must be able to:

P8 source information about project requirements which may contribute to the preparation of documents

P9 assess the information to see whether it is fit for purpose, meets the requirements of the stakeholders and requirements for controlling document production

P10 maintain accurate and complete registers and records which can be used for quality auditing

P11 collate documents when they have been produced and review them against the agreed criteria

P12 ensure that necessary checks and approvals are obtained when they needed

P13 issue approved documents to relevant stakeholders in a timely manner

P14 collate late revisions, requirements and additions to the design information, distribute the information promptly

P15 brief the stakeholders and the people responsible for producing documents

P16 produce up-to-date and accurate information on progress and circulate it to the people who need the information
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**Knowledge and understanding**

You need to know and understand:

**Implement project documentation systems**

K1 how to confirm that the control requirements for the project document programme are suitable for the project and the resources available (application)

K2 how to implement the production programme in order to meet agreed design requirements, to ensure production of all the required documents in a feasible sequence (application)

K3 what to identify as design and resource issues that affect production programme targets (understanding)

K4 how to report on design and resource issues that affect production programme targets (application)

K5 how to implement registers, records and systems for monitoring and controlling document production which achieve programme compliance (application)

K6 how to check that individual production instructions are accurate, clear and complete (application)

K7 how to implement procedures, which are appropriate to the requirements of the project and the contract conditions, for dealing with discrepancies and inconsistencies in information, and delays and revisions to project information (application)

K8 how to implement arrangements and contingency plans for reporting progress in meeting the programme requirements and to manage document production problems (application)

**Integrate and evaluate project design information**

You need to know and understand:

K9 how to source information about project requirements which may contribute to the preparation of documents (application)

K10 how and why to assess the information to see whether it is fit for purpose, meets the requirements of the stakeholders and requirements for controlling document production (analysis)

K11 how to maintain accurate and complete registers and records which can be used for quality auditing (application)

K12 how to collate documents when they have been produced and review them against the agreed criteria (application)

K13 how to ensure that the necessary checks and approvals are obtained when needed (application)

K14 how to issue approved documents to relevant stakeholders in a timely manner (application)

K15 how to collate revisions, requirements and additions to the design information, distribute the information promptly (application)
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Knowledge and understanding

K16 how to brief the stakeholders and the people responsible for producing documents (application)
K17 how to produce up-to-date and accurate information on progress (application)
K18 how to circulate up-to-date and accurate information on progress to the people who need the information (application)
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### Implement project document systems

#### Scope/range

1. Control requirements:
   1.1 type of measurement
   1.2 cost
   1.3 time
   1.4 quality
   1.5 methods of production
   1.6 methods of coordination (e.g. Common Arrangements)
   1.7 liaison requirements
   1.8 model documents and standards
   1.9 integration of data
   1.10 Building Information Modelling
   1.11 electronic data transfer
   1.12 revision management
   1.13 scheduling of work
   1.14 methods of interdisciplinary working

2. Documents:
   2.1 forms of contract
   2.2 specifications
   2.3 drawings
   2.4 bills of quantities
   2.5 schedules
   2.6 health and safety plans
   2.7 accounts
   2.8 claims

3. Registers and records:
   3.1 incoming and outgoing drawing and document registers
   3.2 records of document approval and revision

4. Systems:
   4.1 checking documents
   4.2 approving documents
   4.3 integrating documents

5. Production instructions
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**Scope/range**

5.1 format
5.2 presentation
5.3 accuracy
5.4 technical content
5.5 completeness
5.6 referencing
5.7 cross referencing and correlation with associated documents
5.8 status
5.9 spelling, grammar and punctuation

6 Stakeholders:
6.1 the client
6.2 financial advisers
6.3 consultants
6.4 potential contractors
6.5 potential sub-contractors and suppliers
6.6 line manager

Integrate and evaluate project design information

7 Information about project requirements:
7.1 design brief
7.2 design information from earlier stages
7.3 surveys
7.4 reports
7.5 statutory approvals and requirements
7.6 cost estimates
7.7 standards and codes of practice
7.8 technical literature

8 Documents:
8.1 forms of contract
8.2 specifications
8.3 drawings
8.4 bills of quantities
8.5 schedules
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Scope/range

8.6 health and safety plans
8.7 accounts
8.8 claims
8.9 obtain consents

9 Requirements of the stakeholders:
9.1 to obtain consents
9.2 procurement
9.3 contract
9.4 production

10 Requirements for controlling document production:
10.1 type of measurement
10.2 cost
10.3 time
10.4 quality
10.5 methods of production
10.6 methods of coordination (e.g. Common Arrangement)
10.7 liaison arrangements
10.8 model documents standards
10.9 integration of data
10.10 Building Information Modelling
10.11 electronic data transfers
10.12 scheduling of work
10.13 revision management
10.14 methods of interdisciplinary working

11 Registers and records:
11.1 incoming and outgoing drawing and document registers
11.2 records of document approval and revision

12 Criteria:
12.1 format
12.2 presentation
12.3 accuracy
12.4 technical content
12.5 completeness
### Scope/range

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