

COSCCOO24 (SQA Unit Code - HA49 04)

Integrate and control project design information in construction



Overview

This unit is about integrating and controlling project information and documentation from the design team on behalf of the contractor.

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

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)

Scope/range

Implement project document systems

- 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

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

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- 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

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

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Scope/range

- 12.6 referencing
- 12.7 cross referencing and correlation with associated documents
- 12.8 status

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