

COSCCOMO16 (SQA Unit Code - HA3H 04)

Control contract work in construction contracting operations management



Overview

This unit is about controlling work activities ensuring that they comply with quality standards and statutory and contractual requirements.

You will need to research quality standards, implement systems and check for conformity. You will need to implement corrective action where there is non-conformity.

You will need to identify statutory and contractual requirements, implement systems and identify non-compliance. You will need to implement corrective action where there is non-compliance.

**Performance
criteria**

You must be able to:

Control contracts against agreed quality standards and guidance

- P1 research **quality standards and guidance** from available information and pass them to **people responsible** for their implementation before they start work
- P2 specify the responsibilities which individuals have for maintaining **quality standards and guidance**
- P3 set up systems for inspecting and controlling the quality of **work** and record the outcomes
- P4 check, regularly, that **work** conforms to the design requirements and the specified **quality standards and guidance**
- P5 identify **work** which fails to meet the requirements and specified **quality standards and guidance** and implement corrective action
- P6 inform decision makers regularly about significant variations in **quality standards and guidance** and safety implications, and suggest appropriate actions which they need to take
- P7 identify specifications which conflict with **statutory and contractual requirements** and refer them to decision makers for modification
- P8 identify improvements from feedback received and recommend them to decision makers
- P9 agree amendments to the contract quality requirements and specifications and record them accurately

Maintain contract compliance with statutory and contractual requirements

You must be able to:

- P10 identify **statutory and contractual requirements** from available information and clarify them where there is uncertainty
- P11 brief people about their **statutory and contractual requirements** ~~before they start work on the contract~~
- P12 develop and implement **monitoring systems**, collect information regularly and summarise it accurately
- P13 identify situations which do not comply with **statutory and contractual requirements**, investigate the circumstances thoroughly and take appropriate **corrective action**
- P14 identify any new **statutory and contractual requirements** which may have an impact on the project, summarise the important details and pass this on to **people who have an interest**

Knowledge and understanding

You need to know and understand:

Control contracts against agreed quality standards and guidance

- K1 how to research **quality standards and guidance** from available information (analysis)
- K2 how to pass **quality standards and guidance** to **people responsible** for their implementation before they start work (application)
- K3 how and why to specify the responsibilities which individuals have for maintaining **quality standards and guidance** (evaluation)
- K4 how and why to set up systems for inspecting and controlling the quality of **work** (synthesis)
- K5 how to record the outcomes of setting up systems for inspecting and controlling the quality of **work** (application)
- K6 how to check, regularly, that **work** conforms to the design requirements and the specified **quality standards and guidance** (application)
- K7 what to identify as **work** which fails to meet the requirements and specified **quality standards and guidance** (understanding)
- K8 how to implement corrective action where **work** fails to meet the requirements and specified **quality standards and guidance** (application)
- K9 how to inform decision makers regularly about significant variations in **quality standards and guidance** (application)
- K10 what to identify as specifications which conflict with **statutory and contractual requirements** (understanding)
- K11 how to refer specifications which conflict with **statutory and contractual requirements** to decision makers for modification (application)
- K12 what to identify as improvements from feedback received (understanding)
- K13 how and why to recommend improvements from feedback received to decision makers (synthesis)
- K14 how and why to agree amendments to the contract quality requirements and specifications and record them accurately (evaluation)
- K15 how to record the agreed amendments to the contract quality requirements and specifications and record them accurately (application)

Maintain contract compliance with statutory and contractual requirements

- K16 what to identify as **statutory and contractual requirements** from available information (understanding)
- K17 how to clarify **statutory and contractual requirements** from available information where there is uncertainty (application)
- K18 how to brief people about their **statutory and contractual requirements** before they start work on the contract (application)

You need to know and understand:

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Knowledge and understanding

- K19 how and why to develop **monitoring systems** (synthesis)
- K20 how to implement **monitoring systems**, collect information regularly and summarise it accurately (application)
- K21 what to identify as situations which do not comply with **statutory and contractual requirements** (understanding)
- K22 how and why to investigate the circumstances thoroughly and take appropriate **corrective action** (analysis)
- K23 how and why to take appropriate **corrective action** where situations do not comply with **statutory and contractual requirements** (application)
- K24 what to identify as any new **statutory and contractual requirements** which may have an impact on the project (understanding)
- K25 how to summarise the important details and pass this on to **people who have an interest** (application)

Scope/range

Control contracts against agreed quality standards and guidance

- 1 Quality standards and guidance:
 - 1.1 statutory requirements
 - 1.2 project specifications
 - 1.3 British Standards
 - 1.4 International Standards
 - 1.5 Codes of Practice
 - 1.6 certification and accreditation of products, systems & personnel
 - 1.7 organisation standards
 - 1.8 trade advisory guidance and best practice
 - 1.9 setting out information
 - 1.10 benchmarks
 - 1.11 dimensional control criteria
- 2 People responsible:
 - 2.1 the client
 - 2.2 workforce
 - 2.3 contractors
 - 2.4 consultants
 - 2.5 sub-contractors
 - 2.6 suppliers
- 3 Work:
 - 3.1 workmanship
 - 3.2 materials and components and their use
 - 3.3 methods of construction
 - 3.4 dimensional control
 - 3.5 completed elements
- 4 Statutory and contractual requirements and requirements for:
 - 4.1 Building regulations
 - 4.2 health, safety and welfare
 - 4.3 environment (e.g. noise, dust, transport, emissions, waste management)
 - 4.4 compliance for new products & technologies
 - 4.5 certificates & accreditation on products, systems and personnel
 - 4.6 fire

Scope/range

- 4.7 utility regulations
- 4.8 highways
- 4.9 heritage
- 4.10 development licences and building permits
- 4.11 employment practice
- 4.12 community benefits
- 4.13 byelaws
- 4.14 non-statutory guidelines
- 4.15 energy and carbon use
- 4.16 insurance
- 4.17 project activities
- 4.18 security

Maintain contract compliance with statutory and contractual requirements

- 5 Statutory and contractual requirements and requirements for:
 - 5.1 Building regulations
 - 5.2 health, safety and welfare
 - 5.3 environment (e.g. noise, dust, transport, emissions, waste management)
 - 5.4 compliance for new products & technologies
 - 5.5 certificates & accreditation on products, systems and personnel
 - 5.6 fire
 - 5.7 utility regulations
 - 5.8 highways
 - 5.9 heritage
 - 5.10 development licences and building permits
 - 5.11 employment practice
 - 5.12 community benefits
 - 5.13 byelaws
 - 5.14 non-statutory guidelines
 - 5.15 energy and carbon use
 - 5.16 insurance
 - 5.17 project activities
 - 5.18 security

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Scope/range

- 6 Monitoring systems:
 - 6.1 inspection and testing
 - 6.2 comparison with design requirements
 - 6.3 comparison with standard documentation
 - 6.4 checking manufacturers' documentation
 - 6.5 checking delivery notes
 - 6.6 sampling
 - 6.7 site inspection reports
 - 6.8 contractors' reports
 - 6.9 site meetings
 - 6.10 dimension checks
 - 6.11 supply chain management
- 7 Corrective action:
 - 7.1 instigate contingency action and restore compliance
 - 7.2 agree waiver
- 8 People who have an interest:
 - 8.1 the client
 - 8.2 workforce
 - 8.3 contractors
 - 8.4 consultants
 - 8.5 sub-contractors
 - 8.6 suppliers

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