

Overview

This unit is about organising and controlling resources, developing effective plans to meet contingencies, and informing those responsible for making necessary changes. You will need to identify 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 work against agreed contract quality standards

- P1 identify contract **quality standards and guidance** and the **people responsible** for meeting them
- P2 identify sources of guidance on implementing **work to the specified standard** and pass that information on to those people responsible for doing the work
- P3 set up **systems** for inspecting and controlling the quality of **work** and record the outcomes
- P4 specify clearly the responsibilities which individuals have for maintaining **quality standards and guidance**
- P5 check that **work** is carried out in accordance with the **guidance** obtained and to the **quality standards**
- P6 identify **work** which has not met the **quality standards** and suggest corrective action to line manager and if agreed, monitor progress
- P7 identify improvements from feedback received and recommend them to decision makers

Maintain contract compliance with statutory and contractual requirements

You must be able to:

- P8 identify **statutory and contractual requirements**
- P9 brief people about their **statutory and contractual responsibilities** before they start work on the contract
- P10 develop and implement **monitoring systems**, collect information regularly and summarise it accurately
- P11 identify situations which do not comply with **statutory and contractual requirements**, investigate the circumstances thoroughly and take appropriate **corrective action**
- P12 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**
- P13 complete **statutory and contractual returns accurately** and on time

Knowledge and understanding

You need to know and understand:

Control work against agreed contract quality standards

- K1 what to identify as contract **quality standards and guidance** and the **people responsible** for meeting them (understanding)
- K2 what to identify as sources of guidance on implementing work to the specified standard (understanding)
- K3 how to pass information on to those people responsible for doing the work (application)
- K4 how and why to set up **systems** for inspecting and controlling the quality of **work** (synthesis)
- K5 how to record the outcomes of **systems** for inspecting and controlling the quality of **work** (application)
- K6 specify clearly the responsibilities which individuals have for maintaining **quality standards and guidance** (evaluation)
- K7 how to check that **work** is carried out in accordance with the **guidance** obtained and to the **quality standards** (application)
- K8 what to identify as **work** which has not met the **quality standards** (understanding)
- K9 how and why to suggest corrective action to line manager (synthesis)
- K10 how and why to monitor progress of agreed corrective action taken (analysis)
- K11 what to identify as any improvements from feedback received (understanding)
- K12 how and why to recommend them to decision makers (synthesis)

Maintain contract compliance with statutory and contractual requirements

You need to know and understand:

- K13 what to identify as **statutory and contractual requirements** (understanding)
- K14 how to brief people on **statutory and contractual responsibilities** before they start work on the contract (application)
- K15 how and why to develop **monitoring systems** (synthesis)
- K16 how to implement **monitoring systems** and collect and summarise information (application)
- K17 what to identify as situations which do not comply with **statutory and contractual requirements** (understanding)
- K18 how and why to investigate the circumstances of situations which do not comply with **statutory and contractual requirements** (analysis)
- K19 how to take appropriate **corrective action** in situations which do not comply with **legal and statutory requirements** (application)
- K20 what to identify as any new **statutory and contractual requirements** which may have an impact on the project (understanding)

Knowledge and understanding

- K21 how to summarise the important details of any new **statutory and contractual requirements** which may have an impact on the project (application)
- K22 how to complete statutory and contractual returns (application)

Scope/range

Control work against agreed contract quality standards

- 1 Quality standards and guidance:
 - 1.1 statutory requirements
 - 1.2 contract requirements
 - 1.3 project specifications
 - 1.4 British Standards
 - 1.5 International Standards
 - 1.6 Codes of Practice
 - 1.7 organisation standards
 - 1.8 trade advisory guidance and best practice
 - 1.9 benchmarks
 - 1.10 dimensional control criteria
- 2 People responsible:
 - 2.1 operatives and tradespersons
 - 2.2 consultants
 - 2.3 contractors
 - 2.4 sub-contractors
 - 2.5 suppliers
 - 2.6 workforce
- 3 Systems:
 - 3.1 inspection
 - 3.2 comparison with design requirements
 - 3.3 comparison with standard documentation
 - 3.4 checking manufacturers documentation
 - 3.5 checking delivery notes
 - 3.6 sampling and mock-ups
 - 3.7 testing
 - 3.8 inspection reports
 - 3.9 contractors' reports
 - 3.10 site meetings
 - 3.11 dimension checks
- 4 Work:
 - 4.1 materials and components and their use

Scope/range

4.2 construction

Maintain contract compliance with statutory and contractual requirements

- 5 Statutory and contractual requirements and responsibilities for:
 - 5.1 Building Control
 - 5.2 environmental health
 - 5.3 health, safety and welfare
 - 5.4 environment (e.g. noise, dust, transport, emissions, waste management)
 - 5.5 fire
 - 5.6 utilities regulations
 - 5.7 highways
 - 5.8 heritage and ecology
 - 5.9 development licences and building permits
 - 5.10 employment practice
 - 5.11 byelaws
 - 5.12 non-statutory guidelines
 - 5.13 community benefits
 - 5.14 energy use
 - 5.15 insurance
 - 5.16 project activities
 - 5.17 security
- 6 Monitoring systems:
 - 6.1 inspection
 - 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 testing
 - 6.8 site inspection reports
 - 6.9 contractors' reports
 - 6.10 meetings
 - 6.11 dimension checks

Scope/range

- 7 Corrective action:
 - 7.1 instigate contingency action and restore compliance
 - 7.2 agree waiver
- 8 People who have an interest:
 - 8.1 operatives and tradespersons
 - 8.2 consultants
 - 8.3 contractors
 - 8.4 sub-contractors
 - 8.5 suppliers
 - 8.6 workforce

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