



MAIN CONTRACTOR FIT OUT

UK PAVILION | ASTANA EXPO 2017

PROJECT INFORMATION

C102 – PAVILION FIT OUT MAIN CONTRACTOR

DRAFT WIP – PQQ RELEASE FOR INFORMATION ONLY.

The *Employer* and *Project Manager* reserve the right to alter this Project Information prior to the base date of ITT release.

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B2300 NOT USED

B2400 NOT USED

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INTRODUCTION

1.1 Organisation of this Document

This Project Information document is organised into the following Sections:

1) Section 1: Site Information

Provides the location of the Site along with information on the nature of the site conditions and the surrounding area and adjacent land/property.

2) Section 2: Works Information – Specific Requirements

Describes the *works* that the *Contractor* is to provide including the extent of the *Contractor's* design responsibility, the intended programme and sequence that the *works* are to be carried out, any restraints on how the works will be carried out and any interfaces with Others that affects how the *Contractor* is to Provide the Works.

3) Section 3: Works Information – General Issues

Describes the policies and standards that have been developed and implemented by the *Employer* and the *Project Manager* and sets out the matters that the *Contractor* must comply with to Provide the Works.

4) Section 4: Works Information – General Procedures and Processes

Describes the processes and procedures that have been developed and implemented by the *Employer* and his *Project Manager* and sets out the matters that the *Contractor* must comply with to Provide the Works.

5) Section 5: Works Information – Programme Wide Initiatives

Describes the initiatives that have been/or are being developed by the *Employer* and his *Project Manager* that affects how the *Contractor* Provides the Works.

6) Section 6: Ancillary Documents

Includes further documents that are referred to in the Contract and which are relevant to the *Contractor* and/or the *Contractor's* supply chain.

7) Section 7: Appendices

Lists all the documents that are referred to throughout the Project Information.

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GLOSSARY OF TERMS

Term	Definition	Paragraph Reference
Basebuild	The permanent shell & core of C1.3 within which the UK Pavilion shall be constructed by the <i>Contractor</i>	A105
CAD	Computer Aided Design, computer software tool.	A325, A3256, A327, B1201, B1202.
Delivery Management System (DMS)	The system for the recording and tracking of all deliveries to the Expo site as described in paragraph B1035 of the Works Information.	A212, B215, B1031, B1032, B3025, B3060
Design Team	The personnel preparing the design of the <i>works</i> at all stages whether employed by the <i>Employer</i> or the <i>Contractor</i> as the context permits.	A295, A310, A317, A1325, A1410, B1037, B1515, B1605
Enabling Works	The construction works necessary to prepare the UK Pavilion space for the construction of the UK Pavilion. Also includes the necessary external site platform works that are required.	A705
External Technical Reviewers (ETRs)	An independent team of reviewers for each venue project. The ETRs provide technical review services for the <i>Employer</i> typically from RIBA Stage 2 onwards.	A322, A1040
Expo Period	The periods between June and September 2017 when the Astana EXPO 2017 is open to the public.	A105, A290, A295, B310

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Infrastructure	All the areas around and between the buildings on the Expo site comprising the construction of the roads and bridges required to move people and vehicles around the Expo site, the utilities required to support the Expo buildings, the landscaping and public realm construction and the front and back of house areas etc.	B401, B2605
JSC	Joint Stock Company Astana EXPO 2017; overall organiser of the Astana EXPO 2017	A105, B1710
Legacy Period	The period after Astana EXPO 2017 when the buildings and infrastructure will be converted from its Expo mode into its 'Legacy' mode (Legacy Conversion).	A290, A295, B305, B310, B540, B1505
Legacy Users	The users of the Expo site (or elements of it) to which ownership of the Expo site will pass when Legacy Conversion works have been completed.	A105,
Expo Site	Location of the Astana EXPO 2017 as described in paragraph S110 of the Site Information.	S105, S110, S210, A105, A215, A220, A225, A230, A240, A260, A265, A270, A275, A280, A295, A1015, A1020, A1035, B210, B215, B220, B310, B320, B1001, B1013, B1032, B1033, B1034, B1035, B1049, B2610, B3005, B3010, B3015, B3020, B3021, B3025, B3031, B3035, B3036, B3040, B3050, B3055, B3060, B3065, B3070, B3075, B3085, B3090

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PDF	Adobe Acrobat Portable Document Format electronic data file.	A325, B1208, B1210, B1219
Pricing Documents	The Activity Schedule or the Bill of Quantities depending on which NEC3 ECC Main Option Clause the Contract is based on.	
Project	As defined in paragraph A102 of the Works Information.	S110, A102, A105, A295, A535, A540, A1015, A1310, B210, B435, B530, B601, B1022, B1054, B1105, B1202, B1203, B1208, B1209, B1210, B1211, B1222, B1229, B1505, B1710, B1715, B1720, B1730, B1735, B2610
Project team	The personnel of the <i>Employer</i> , the designer(s), the <i>Project Manager</i> and the <i>Contractor</i> involved in the delivery of the Project.	A1119, A1325, B1057, B1905
Shop Drawings/shop drawings	Drawings prepared by the <i>Contractor</i> , his subcontractor's or suppliers of any tier, to enable the manufacture of elements, components or parts of the <i>works</i> in accordance with the detailed design drawings.	B1207, B1208, B1210, B1211, B1213,

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**PART ONE
SPECIFIC INFORMATION**

SITE INFORMATION - DETAILS OF THE SITE

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S100 SITE LOCATION

S105 The Site The Site is within the Expo site and shown on drawing(s) set out in Appendix 1 of this Project Information.

S110 The Expo Site The Expo Site is the area under development by the JSC in Astana, Kazakhstan.

S200 SITE INVESTIGATION, REPORTS AND SURVEYS

S205 Site Investigation Not Used.

S210 Geographic Information System (GIS) Not Used

S220 Warranty Notwithstanding the information made available to the *Contractor* referred to in S405 and S505 of this Site Information below, the *Employer* does not warrant the quality, accuracy, suitability or completeness of such information, and the *Contractor* accepts responsibility for analysing the information made available and satisfies himself as to the quality, accuracy, suitability and completeness of any such information.

S300 PUBLIC INFORMATION

S305 Public Information Not Used

S400 BURIED PLANT, PIPED/CABLE SERVICES

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**S405 Buried Plant,
Piped/Cable
Services**

To the extent that such information is available to the *Employer*, details of existing utility services (except for utility services described in paragraph S406 of the Site Information) in or near the Site are available to the *Contractor* upon formal request from the *Employer*.

The *Employer* does not warrant the accuracy of such details and the *Contractor* is responsible for making his own inquiries and investigations to locate the extent and nature of all existing utility services.

The *Contractor* rectifies any damage which occurs to such utility services during the *works*.

The *Contractor* informs the *Project Manager* of all existing services discovered during the carrying out of the *works*.

**S406
Described
Utility
Services**

Details of utility services constructed and/or installed and/or proposed in or near the Site in pursuant to a contract between the *Employer* and the JSC in respect of the *Employer's* participation in the Expo are available to the *Contractor* upon formal request to the *Employer*.

To the extent that the actual condition or location of any such utility services differ from the details included in Appendix 3 and such difference directly causes the *Contractor* to incur additional cost or to be delayed in the progress of the *works*, the *Contractor* is, subject to the provisions of the Contract, entitled to a compensation event.

The *Contractor* rectifies any damage which occurs to such utility services during the *works*.

The *Contractor* informs the *Project Manager* of all such services encountered during the carrying out of the *works*.

**S415
Statutory
Undertakers**

Not used

S500 ADJACENT BUILDINGS, STRUCTURES AND PLANT

**S505 Adjacent
Buildings,
Structures and
Plant**

Not Used

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**PART TWO
SPECIFIC INFORMATION**

WORKS INFORMATION - SPECIFIC REQUIREMENTS

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A102 Project

The Project is the UK Pavilion of which the *works* are a constituent part.

A105 Description of the works

Scope of works

The *works* comprise:

1. Design

The *Contractor* designs all aspects of the *works* as defined in this Project Information. The adoption by the *Contractor* of any of the information provided or referred to within the Works Information shall not relieve him of his design responsibilities under the Contract.

The *Employer* has procured the design of the following elements of the *works*:

1. Detailed Proposals of the Project to RIBA Plan of Work Stage 3;
2. Preparation, submission and management of the Preliminary Design Approval from the JSC.

The *Contractor* adopts the design for development in accordance with Section A300 of this Project Information.

The services to be provided by the *Contractor* as part of the *works* comprise:

- Development of the architectural, structural, mechanical, electrical, plumbing and ultra low voltage concepts of the pavilion including co-ordination of the design with that of the permanent building structure and building services;
- Liaison and co-ordination with other Contractors and Consultants and the *Employer's* design team in relation to development of the design and design co-ordination;

in accordance with the requirements of the Works Information.

In addition, the *Contractor* provides documents and information to:

- Make submissions to the JSC in respect to final technical approval of the UK Pavilion and in respect of statutory licenses and permissions associated with the *works*;
- Support the production of operation and maintenance manuals, Interim H&S File, and Final H&S File;

in accordance with the directions of the *Project Manager*.

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2. Supply and Construct

The *works* include the supply and construction of the UK Pavilion fit out in accordance with the Works Information to include – inter alia – all set works, walls, ceilings, plinths, display units, floors, wall and ceiling finishes, graphics, electrical, lighting and may include AV hardware.

For avoidance of doubt all works necessary to construct the UK Pavilion that are not Basebuild works shall be the responsibility of the *Contractor*.

The *Contractor* installs suitable temporary protection to completed *works* to protect if from damage by the *Contractor's* subsequent operations and works of Others.

The *Contractor* complies with all necessary consents, approvals, Licences and/or certificates, as required by the Contract and Section A1000 of the Works Information, as required to (i) Provide the Works (ii) allow use of the completed *works* by the *Employer*, and (iii) remove the *works* after the Expo.

The *Contractor* complies with third party agreements as required by the Contract and paragraph A1200 of the Works Information.

3. Planned Maintenance ('PPM')

The *works* comprise the following PPM:

- a. Regular inspection and care of the installed *works* (including statutory inspections) in accordance with the O&M Manual for the period between installation and removal.

4. Legacy Period

The *works* comprise the following during the Post Expo Period:

- Dismantle;
- To be added at ITT stage;
- To be added at ITT stage;

5. Co-ordination

The *Contractor* incorporates and co-ordinates all aspects of the *works* which shall, where applicable, include (but not be limited to) the requirements of:

- the *Employer's Project Manager*
- the *Employer's* design consultants;
- adjoining Country Pavilions and their/contractors on the Expo site;
- other *Contractors* engaged by the *Employer*
- the Principal Designer in accordance with the CDM (Design and Management) Regulations 2015.

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A200 SPECIFIC REQUIREMENTS FOR COMPLETING THE WORKS AND THE USE OF THE SITE

A205 Introduction	This section of the Project Information describes the requirements and constraints in the use of the Site.
A210 Access	<p>The <i>Contractor</i> is not entitled to sole or exclusive possession of the Site or any part thereof.</p> <p>The <i>Contractor</i> is allowed access to the Site on the access date(s) provided the <i>Contractor's</i> delivery management strategy (see paragraph B1035 (Delivery Management) of the Works Information) is accepted by the <i>Project Manager</i>.</p> <p>After Completion of <i>Sectional Completion S1-002</i> of the works, access shall be permitted to the Site only with the acceptance of the <i>Project Manager</i>. Where the <i>Contractor</i> requires access to the Site, he submits proposals to the <i>Project Manager</i> for acceptance. A reason for not accepting the <i>Contractor's</i> proposals is that the proposed access may interfere with the use of the Site by the <i>Employer</i>, or Others.</p>
A212 Logistics	The <i>Contractor</i> complies with paragraphs B1031 to B1034 of the Works Information in respect of transport. The <i>Contractor</i> complies with paragraph B1035 (Delivery Management) of the Works Information and complies with the Delivery Management System ('DMS') referred to therein.
A215 Contractors Parking	To be added at ITT stage.
A220 Vehicular Access to Site	To be added at ITT stage.
A225 Pedestrian Entry/Access to Site	Not used
A230 Site Visitors	To be added at ITT stage.
A235 Security	To be added at ITT stage.

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**A240 Transport of
Personnel on Site**

To be added at ITT stage.

**A245 Vehicle
Screening/
Examination**

To be added at ITT stage.

**A250
Hoarding/Fences**

To be added at ITT stage.

**A255 CCTV and
Boundary
Lighting**

Not used.

A258 Noise

Not used.

**A260 Over Sailing
adjacent Sites and
Properties**

To be added at ITT stage.

**A265 Existing
Areas**

Not used.

**A268 Flood
Procedures**

Not used.

**A270 Working
adjacent to Others**

To be added at ITT stage.

A275 Expo Grid

Not used.

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A280 Setting Out

The *Contractor* sets out the *works* and takes all necessary site measurements. The *Contractor* is responsible for the accuracy of the setting out of the *works* and the site measurement.

Prior to the commencement of the *works* the *Contractor* submits the proposed method of dimensional setting out to the *Project Manager* for acceptance.

A285 Temporary Works

The *Contractor* designs, details and implements all temporary works required to Provide the Works in accordance with his proposals that have been accepted by the *Project Manager*.

A290 Health & Safety

Principal Designer

The Principal Designer is WNY.

It is a requirement of the CDM Regulations that record documentation in the form of a Health and Safety File is handed to the *Employer* and *Project Manager* at Completion of each *section*. Completion cannot be granted unless record documentation is handed to the Principal Designer.

Designer under CDM

Under CDM, the Designer is **XXXXXX**.

Principal Contractor

The *Contractor* shall discharge the function of Principal Contractor under the CDM Regulations and the Approved Code of Practice for Construction Works.

General Obligations

The *Contractor*:

- Submits on a monthly basis at a date instructed by the *Project Manager* a Report and HS&E Scorecard
- Submits prompt and timely accidents, incidents, project health, safety and environmental monitoring and reports

The *Contractor* uses reasonable endeavours to ensure that his subcontractors of any tier co-operate with the *Contractor* in his obligations under this paragraph as applicable to the sub-contractor's activities.

A295 Sustainability

To be added at ITT stage.

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A300 CONTRACTOR DESIGN (applicable to the extent that the *Contractor* designs the works)

A305 Contractor's Design

The *Contractor* designs the works as set out in section A100 of the Works Information.

A310 Employer's Design Criteria

The *Contractor's* design complies with the following:

- The drawings and specifications, as contained within Appendices **XX** of this Project Information;
- Provisional design consent, as contained within Appendices **XX** of this Project Information;

In addition to the above the *Contractor* ensures that:

- The works are accessible, safe and secure and fit for their intended purpose;
- The design is compatible with the Basebuild Works;
- The design is compatible with the Legacy Requirements;

A315 Contractors Design Responsibility

In addition to the obligations set out in section A320 of the Works Information and to the extent that the *Contractor* is responsible for the design of the works:

- The *Contractor* analyses the information made available by the *Employer* or received from other sources prior to or after the Contract Date and satisfies himself as to the quality, accuracy and completeness of any such information to ensure that it is sufficient information to develop the constructional aspects of the design, produce working drawings and details and to undertake the construction of the works in accordance with the Contract;
- The *Contractor* is responsible for the design of the works including all design work prepared before or after the Contract Date whether by the *Contractor* or any consultants previously engaged by the *Employer* prior to the Contract Date, including for any mistake, inaccuracy or discrepancy or omission contained in such design;
- The *Contractor* corrects any mistake, inaccuracy, discrepancy or omission in the *Employer's* design.

A317 Employer's Design Team

The *Employer's* Design Team is **XXXXXX**.

A319 Programme-Wide Design Criteria

Not Used.

A320 Design Requirements

Not Used.

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A321 Codes, Permits and Regulations Governing Design

(a) General

- The *Contractor* incorporates all current and relevant national standards and codes of practice applicable to the *works* in Astana, Kazakhstan;
- The *Contractor* designs in compliance with the current, at the time of contract relevant codes of practice, standards, fire regulations, building code, safety regulations and any other regulations together with relevant statutory rules, regulations, by-laws and other applicable instruments applicable to both the design and execution of the *works*.

(b) Margin of Safety and Integrity

The *Contractor* designs all elements with the same margins of safety and integrity as required for permanent works unless specific relief is given under the appropriate national design standards.

A322 Quality Management

(a) Independent Checking and Certification of Structures

The *Contractor* undertakes independent checking for any structural elements such as mezzanines or others whereby the JSC requires it and submits a design and check certificate to the *Project Manager*.

(b) Design Requirements for Construction

The *Contractor* considers and includes and consequence of construction (and subsequent removal) methodology within the design.

(c) Reviews

The *Contractor* issues Design Deliverables (as defined in Section A324 of this Works Information and Appendix **XX** of this Project Information) to the *Project Manager*.

The *Project Manager* collates comments from others including any External Technical Reviewers and returns the comments to the *Contractor*.

The *Contractor* responds to each comment on each Design Deliverable as issued to the *Contractor* by the *Project Manager* and issues the responses to the *Project Manager*.

The *Contractor* notifies the *Project Manager* upon completion of the response action for each comment received from the *Project Manager*.

A323 Value Management Workshops

The *Contractor* participates in value management workshops facilitated by the *Project Manager* at appropriate stages in the design process and for a maximum of 2 separate working days in total.

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**A324 Design
Process and
Deliverables**

Design Deliverable Content

The *Contractor* provides the Design Deliverables detailed within Appendix **XX** of this Project Information.

The *Contractor* submits particulars of his design to the *Project Manager* for acceptance in accordance with the agreed document management procedure, and the process described below.

The particulars of design will be reviewed as set out herein. Notwithstanding any acceptance by the *Project Manager*, the *Project Manager* is not responsible for the correctness or completeness of any such information that has been accepted and the *Contractor* remains responsible for any errors or omissions in the information.

The *Contractor* submits a listing of the deliverable content and packaging including a table of contents for reports, drawing types (e.g., general arrangement, sections, and details), calculations, and specification sections. The *Contractor* submits this listing within 7 days of the Contract Date.

The *Contractor* maintains the design CAD files and prepares the 'As Constructed' drawing record and provides data to support the 3D model as the work progresses rather than at the end of construction. When all 'As Constructed' changes are incorporated into the CAD files, the *Contractor* submits the resultant Record Drawing CAD files to the *Project Manager* and the Principal Designer as appropriate.

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A325 Plan of Work During *Section 1* of the *works*, the *Contractor* produces design information as required for the timely, safe and successful execution of the *works*, to demonstrate compliance with the design intent, to satisfy the requirements of the JSC's Technical Design & Construction office as outlined in the International Participants Guide 2nd Edition (as included in Appendix **XX**) and all relevant national codes and regulations.

Work Stage Scope and Deliverables

Work Stage 4: Technical Design

The *Contractor* develops final proposals from the RIBA Plan of Work Stage 3 detailed proposals that serve as the basis for production/fabrication information.

Stage 4 Deliverables

To be added at ITT stage.

Shop Drawings Requirements

To be added at ITT stage.

Stage 5 Deliverables

To be added at ITT stage.

Stage 6 Deliverables

To be added at ITT stage.

Stage 7 Deliverables

To be added at ITT stage.

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A326 Design Management Requirements and Procedures for Design

Design Interface Co-ordination Management

The *Contractor* co-ordinates with the Basebuild Works contractor at his scope boundary to identify and agree a co-ordinated design solution to all physical interfacing elements of the *works*.

The *Contractor* enters all interfaces between the *works* and the Basebuild Works into the *Project Manager's* Design Interface Schedule (DIS) and actively manages the status of all these interfaces in the DIS.

A327 Monthly Design Reports

The *Contractor* prepares and submits a monthly design status report to the *Project Manager*. The *Project Manager* provides a template for these reports.

A400 PROGRAMME

A405 Programme

In accordance with the requirements of the Contract the *Contractor* includes the following data in the programme submitted for acceptance:

- The durations for all design activities relating to his *works*, including subcontract activities, sufficiently detailed to enable effective tracking of progress;
- Key design milestones, dependencies, resources, critical path and buffer periods;
- The dates for submission of design deliverables, approval periods;
- The dates for submissions to the JSC;
- When information will be issued to interfacing works (if any); and
- When information is required from interfacing works.

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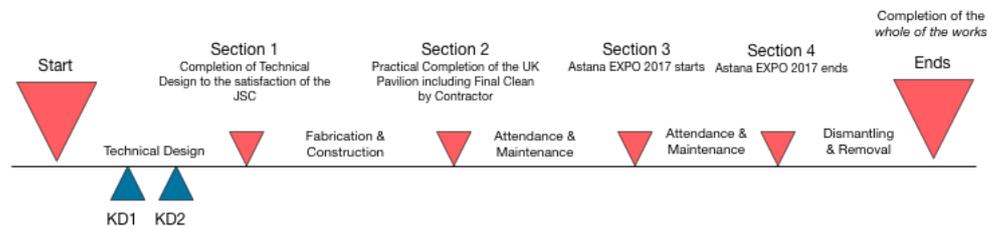
A500 COMPLETION

A502 Completion Strategy

The completion strategy, as it applies to the *works*, is as follows:

- Completion of *Section 1* – Completion of Technical Design to the satisfaction of the JSC;
- Completion of *Section 2* – Practical Completion of the UK Pavilion including Final Clean by the *Contractor*;
- Completion of *Section 3* – Astana EXPO 2017 starts;
- Completion of *Section 4* – Astana EXPO 2017 ends;
- Completion of the whole of the *works* is achieved when the *works* are completely removed from the Site.

The completion strategy is shown in Appendix **XX** of this Project Information.



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A505 Completion of Sections

The *Project Manager* decides when Completion has occurred for the whole of the *works*, or each *section* of the *works*, in accordance with the Contract, based upon its completeness and following receipt from the *Contractor* of the following information, which (save to the extent the *Project Manager* otherwise consents) are a pre-condition to Completion:

- Testing Certificates, Commissioning Results and/or Reports in accordance with the Specifications as set out in Appendix **XX** of this Project Information;
- Provision of documents and information for the Health and Safety File in accordance with paragraph B120 and B1203 of the Works Information;
- As-Built Information in accordance with paragraph B1203 of the Works Information;
- Provision of documents and information for Approvals, Certificates and Licences for occupation of the *works* from the necessary authorities.

A506 Operation and Maintenance Manuals

Not less than 2 weeks prior to the Completion of any *section* of the *works*, the *Contractor* provides documents and information intended for inclusion in the Operation & Maintenance Manuals in a format previously accepted by the *Project Manager*, and in accordance with paragraph B1203 of the Works Information.

A510 Training Familiarisation

Before Completion of any *section* or the *works*, the *Contractor* provides training and familiarisation courses to explain and demonstrate to the *Employer* the function and operation of the installation, including specialist items and procedures listed in the Building Manual and Asset Registers.

A515 Final Clean

Before handing over the *works* to the *Employer* at Completion of *section 2*, the *Contractor* cleans down all the surfaces after removal of all plant, tools, temporary structures, materials, protective casings and coverings etc. leaving the *works* and the Site in a condition acceptable to the *Project Manager*.

A520 Security at Completion

Not used.

A525 Pre-Completion Meetings

Before Completion of any *section* or the *works*, and where appropriate in the opinion of the *Project Manager*, the *Project Manager* arranges and the *Contractor* attends pre-Completion meetings to plan and co-ordinate completion with the *Contractor*.

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**A530 Meetings
Post Completion**

Following Completion of any *section* or the *works*, the *Contractor* attends Defects meetings as required, which will be held at the discretion of the *Project Manager*. At each meeting, the *Contractor* provides a written report on the status of the Defects and the remedial works undertaken or to be undertaken by the *Contractor*.

**A532 Removal of
Equipment on
Completion**

Following Completion of any *section* or the *works*, the *Contractor* removes all Equipment from the Site.

**A535 Post
Completion Review
Meeting**

Within 2 months of the Completion of the whole of the *works*, all parties involved in the Project participate in a Project appraisal and feedback exercise, which will be co-ordinated by the *Project Manager* and last not more than 1 working day.

**A540 Completion
Ceremony**

Not used.

**A550 Condition
Surveys**

Prior to the Key Date for Access, Completion of *section 2* and *section 3*, and at the Completion of *the whole of the works*, the *Contractor* and the *Project Manager* jointly survey the condition of the *works* and agree a condition survey.

A600 TAKEOVER

A605 Takeover

Refer to Section A1540 of this Project Information.

A700 OTHERS WHO WILL OCCUPY OR USE THE SITE

**A705 Shared
Access**

In accordance with the requirements of the Contract the *Contractor* co-operates with and shares the Site and/or Working Areas with the following people or organisations:

- Other Contractors:

- XXXX

- Other Parties:

- XXXX

**A800 FACILITIES AND SERVICES TO BE PROVIDED BY THE
EMPLOYER, THE CONTRACTOR**

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A805 Facilities and Services to be Provided by the Employer for use by the Contractor and Others

The *Employer* and the *Contractor* provide the facilities and services as set out in Appendix **XX** of this Project Information.

A900 WORKS SPECIFICATION

A905 Specification

The *Contractor* complies with the Specification as set out in Appendix **XX** of this Project Information.

A1000 LICENCES

A1005 Licences Obtained by the Employer

The *Employer* obtains the following Licences:

- Preliminary Pavilion Design Approval;

A1006 Licences Obtained by Others

Not used

A1010 Licences Obtained by the Contractor

To be added at ITT stage.

A1015 Planning Approvals and Consents

To be added at ITT stage.

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**A1020 Technical
Design Approval**

To be added at ITT stage.

**A1025 Statutory
Authorities**

To be added at ITT stage.

A1030 Checking

The *Contractor* satisfies all statutory regulations with respect to checking and approval procedures that are to be followed in carrying out the design with regard to any independent third party certification and checking that is necessary for the *Contractor* to obtain. Such certification to be obtained prior to submitting the particulars of the design to the *Project Manager* for

**A1035 Other
Approvals**

To be added at ITT stage.

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**A1040 External
Technical Reviewer
(ETR)**

To be added at ITT stage.

A1100 NOT USED

A1200 NOT USED

A1300 NOT USED

A1400 SUBCONTRACTING

**A1405
Proposed
Subcontractors**

Within 2 weeks of the Contract Date the *Contractor* proposes a programme of activities that clearly states which are to be subcontracted, those work packages where the Subcontractor is already identified in the Contract and those that are to be carried out by the *Contractor* directly. The *Contractor* submits the schedule and any subsequent revisions of it to the *Project Manager* for acceptance.

A1500 TITLE

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A1505 Demolition Not used

A1510 Salvaged / Reclaimed Materials The *Contractor* does not salvage/reclaim materials unless prior acceptance by the *Project Manager* has been received, in the *Project Manager's* sole discretion, on the instructions of the *Employer* and subject to paragraph A1515 of the Works Information.

A1515 Sale of Salvaged / Reclaimed Materials The *Employer* receives a credit for the sale of any such materials salvaged/ reclaimed or materials recovered from excavations and/or demolition except as set out in paragraph A1540 of the Works Information.

A1600 PLANT AND MATERIALS

A1605 Plant and Materials Not used.

A1700 ACCOUNTS AND RECORDS

A1705 Accounts and Records In addition to the requirements of this Contract the *Contractor* keeps the Following accounts and records for review by the *Project Manager*;

- Labour and staff records of time spent in Providing the Works including but not limited to:
 - Providing and monitoring attendance through a time and attendance system which records hours worked on a daily basis;
 - Provision of a daily labour attendance summary by trade;
- Record documents, as built drawings, test and commissioning certificates, etc.

A1720 Asset Register Not used

A1725 Asset Disposal Not used

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PART THREE GENERAL INFORMATION

WORKS INFORMATION - GENERAL ISSUES

B100 HEALTH, SAFETY AND ENVIRONMENT

B105 Obligations

This section sets out the information for the *Contractor* and all his subcontractors of any tier (including consultants and designers) on the *Employer's* requirements for health, safety and environment.

The *Contractor* and all of his subcontractors of any tier as a minimum, comply with the requirements of the **XXXXXX** as set out in Appendix **XX** of this Project Information and Provides the *Works* such as to ensure:

- The prevention of incidents, accidents and ill health and the promotion of well being for everyone working on or affected by the *works*;
- The reduction of HS&E risk and impact through design, by identifying options and evaluating them taking HS&E fully into account;
- The reduction of waste by design and good practice - maximising re-use and recycling of material arising from the *works*;
- The development and maintenance of a positive HS&E culture, throughout the supply chain and across the site, through effective leadership and engagement;

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B120 Health & Safety File

From the start of the *works* on Site, the *Contractor* collates and assembles until Completion of the whole of the *works*, the documents and information required by the Principal Designer for the Health and Safety File on a shared document management system, as set out in Section B1203. The *Contractor* ensures the documents and information held in the Health and Safety File is kept up to date. The Health and Safety File includes environmental information.

Completion (or Completion of any *section* of the *works*) is not granted until the Contractor has provided the documents and information required by the Principal Designer for the Health and Safety File.

The Health and Safety File information shall be submitted to the Principal Designer not later than 2 weeks before the Completion of any *section* of the *works*. The Principal Designer shall review and comment, and the *Contractor* shall, where necessary, revise the Health and Safety File to take account of the comments.

The *Contractor* ensures that 'As Built' or 'As Found' information is entered into the document management system as soon as practicable.

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B125 Health, Safety and Environment Plan

Integrated HS&E Plans are welcome, but the *Contractor* may develop separate but mutually supportive HS & Environmental Management Plans.

The Pre-Construction Information in respect of the *works* is set out in Appendix **XX**.

Before the planned commencement of the *works* on Site, the *Contractor* ensures the pre-construction information is incorporated into the construction phase plan.

The *Contractor* submits the Construction Phase Health and Safety Plan to the Principal Designer not less than 6 weeks prior to starting onsite.

The *Contractor* keeps the documents and information supporting the construction phase plan up to date and the plan available on Site for inspection by the *Employer* and/or his representatives and / or by the Principal Designer.

B130 Health & Safety Executive

The *Contractor* provides the *Project Manager* with copies of all documents and correspondence submitted to the Health and Safety Executive with regard to the *works*.

B135 Not Used

Not used

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**B140
Inspections**

The *Contractor* permits periodic inspections of the site offices, working areas and/or storage areas by the *Project Manager* to enable them to assess the suitability of the *Contractor's* fire precautions and health and safety arrangements and to carry out any such instructions necessary as a result of such inspections, at the *Contractor's* sole expense. Such inspections in no way relieve the *Contractor* of their responsibilities under this Contract or law.

The *Contractor* ensures members of its personnel possess the relevant audit experience to work with auditors identified by the *Project Manager* to undertake *works* audits when required by audit schedule or in response to a significant incident.

B200 SECURITY

B201 Obligations To be added at ITT stage.

**B215 Access –
Expo Site** To be added at ITT stage.

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B220 Site Security **To be added at ITT stage.**

B300 ENVIRONMENTAL SUSTAINABILITY AND ETHICAL SOURCING

B301 General Obligations

This section sets out the information on the *Employer's* vision, aims, objectives, strategies and requirements in relation to environmental sustainability and ethical sourcing.

The *Contractor* takes into account the *Employer's* commitment to seek to work with suppliers who have a good track record in human rights and use goods and materials which have been produced 'ethically'. This includes seeking suppliers who operate within the laws of their country, who do not have discriminatory practices, and who do not use child or bonded labour.

B305 Employer's Aims

The *Employer's* vision is to create the best possible economic, social and environmental long-term legacy.

The 'design, construction and operation' of the UK Pavilion and its Legacy offers an excellent opportunity for the *Employer* to demonstrate and satisfy his sustainability objectives.

The *Employer* sets out below the general requirements for sustainability during both design and construction.

B310 Summary of the Employer's Objectives

The *Employer's* six key environmental and sustainability objectives include:

To be added at ITT stage.

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**B315 Design
Obligations**

To be added at ITT stage.

**B320 Management
Design
Obligations**

To be added at ITT stage.

**B325
Construction
Obligations**

To be added at ITT stage.

B400 NOT USED

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B500 SUPPLY CHAIN MANAGEMENT

B505 Supply Chain Management Strategy

The *Contractor* demonstrates his Supply Chain Management Strategy (SCMS) by way of his proposals. The *Contractor's* proposals for supply chain management must address, as a minimum, key themes identified by the *Employer* and describe the following:

- **Cost** – The *Employer* has a duty to obtain value for money. The *Contractor* obtains value for money from his supply chain and incorporates value for kind and free issue materials wherever practicable to enable the *Employer* to reduce the outturn cost of the *works*.
- **Time** – The *Contractor's* SCMS is geared towards the selection of Subcontractors and suppliers capable of completing their obligations on time.
- **Quality and Functionality** - The *Contractor's* SCMS promotes design excellence, promotes quality, encourages innovation, and supports those subcontractors and suppliers of any tier that are the best in their class.
- **Safety & Security** – The *Contractor* ensures that his subcontractors of any tier comply with Sections B100 (Health and Safety) and B200 (Security) of the Works Information to the extent it is reasonably practicable for them to do so.
- **Environmental Sustainability & Ethical Sourcing** - The *Contractor* ensures that his subcontractors of any tier comply with Section B300 of the Works Information to the extent it is reasonably practicable for them to do so.
- **Resilience** – The *Contractor* ensures that his supply chain has suitable resilience and allows for business continuity planning and steps if and where required,

B600 NOT USED

B700 NOT USED

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PART FOUR GENERAL INFORMATION

WORKS INFORMATION - GENERAL PROCEDURES AND PROCESSES

B1000 MANAGEMENT OF THE WORKS

B1001 Introduction This Section covers matters in relation to the management of the *works* not already covered in Sections A200 and B100 of the Works Information

The *Contractor*:

- Co-ordinates,
- Supervises and administers the *works*, including all subcontracts,
- Arranges and monitors a programme with each Subcontractor and supplier, and
- Obtains and supplies information as necessary for co-ordination of the *works*.

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B1002 Contractor's Management of the Works

The *Contractor* cooperates with and supports the *Employer* in the fulfilment of the *Employer's* aims and obligations. In addition, the *Contractor* complies with all the obligations set out in the **XXXXXX**.

The *Contractor* is responsible for the co-ordination, supervision and administration of the *works* including managing and co-ordinating the interfaces between all subcontractors as may be necessary.

The *Contractor* arranges and monitors a programme with each subcontractor, supplier, and statutory authority as may be required and obtain and supply information as necessary for co-ordination of the *works*.

The *Contractor* ensures that all Subcontractors undertaking elements of the *works* or parts thereof (including, without limitation, the *Contractor's* design) are provided with copies of all relevant documentation including drawings and instructions issued by the *Project Manager* which relate to or affect the respective Subcontractors work.

The *Contractor* co-ordinates the *works* of any two or more Subcontractors in connection with the *Contractor's* design with particular regard to the sequence and setting out of such work and any conflicts which may arise as a consequence of the detailed interpretation of drawings by operatives on Site.

To the extent that the *Contractor* is responsible for the design of the *works*, the *Contractor* supervises each element of the *Contractor's* design, to ensure that the design is being provided in a proper and timeous manner consistent with the Accepted Programme and thereafter to ensure that the work comprised in each element is being installed into the *works* in accordance with the design.

The *Contractor* allows for the employment of such suitably qualified and experienced staff as may be required to provide such supervision.

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B1007 Vibration

Not used.

B1009 Dust

The *Contractor* is responsible for all necessary temporary measures, such as dustproof screening, sealing doors and windows and temporary ventilation system as appropriate in order to prevent dust from migrating from the Site and prevent dust arising from the *works* from getting into adjacent areas.

The location and siting of any fume emitting devices adjacent to fresh air inlets or ventilation plant is not permitted. The *Contractor* removes on a regular basis accumulated dust and debris within the Site caused by the carrying out of the *works*.

B1010 Asbestos Based Material

Not used.

B1011 Nuisance

The *Contractor* prevents nuisance from smoke, dust, rubbish, vermin and other causes.

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B1012 Fire

The *Contractor* prevents personal injury, death, and damage to the *works* or other property from fire and conducts fire drills. The *Contractor* complies with the UK 'Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation', known as the Joint Fire Code, published by the Construction Confederation and the Fire Protection Association that is current at any particular time. The *Contractor* also complies with any guidance issued by the JSC, the insurers of the *works*, Site or adjoining properties.

The *Contractor* complies with any existing fire management system where in force.

The *Contractor* puts in place and complies with a fire management system which shall be no less onerous than the requirements set out in the Joint Fire Code and integrating with the Expo site fire safety plan as applicable.

The *Contractor* is responsible for fire management and health and safety control during the construction of the *works*.

B1013 Smoking

Smoking is not permitted on the Site except in designated areas that are managed to minimise any fire risk, and avoid discomfort or health risk to non-smokers. The *Contractor* controls these areas and carries out regular inspections to guard against the risk of fire.

B1014 Explosives

Not used.

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**B1015 Surface,
Storm and Foul
Water**

Not used.

**B1016 Waste /
Rubbish
Recycling**

To be added at ITT stage.

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**B1017 Waste
Materials**

To be added at ITT stage.

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B1018 Permit to Work

To be added at ITT stage.

B1019 Burning on Site

The *Contractor* is not permitted to burn any material on Site.

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B1020 Crane Co-Ordination/ Crane Lifting Supervisors Not used

B1021 Crane Coordinator Not used

B1022 Crane Appointed Person Not used

B1023 Crane Lifting Supervisor Not used

B1024 Slingers/Signallers The *Contractor* appoints sufficient numbers of ‘Slingers/Signallers’ to provide the necessary duties of slinging and signalling in respect to their crane lifting operations. All Slingers/Signallers are easily identifiable by wearing a suitably marked orange hi- viz vest which readily distinguishes them from other Site operatives.

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B1025 Lifting Plans The *Contractor* and his Subcontractors when undertaking crane lifting operations must submit a 'Lifting Plan' (i.e. a Health & Safety Method Statement) identifying their organisation and arrangements for the safe control of their lifting operations and identifying the responsible person.

The *Contractor* ensures that all necessary lifting accessories (i.e. chains/strops/ brothers and other similar equipment) are supplied, used, maintained and replaced as necessary for the entire duration of the *works* in accordance with LOLER.

The *Contractor* is responsible for all temporary engineering *works* (e.g. crane bases, grillages, holding down bolts, mast ties, mobile crane outrigger placement and other similar equipment) design and verification associated with the provision and use of their crane(s).

Verification of temporary engineering *works* requires a third party engineer (i.e. additional to the temporary engineering *works* design engineer) to verify the temporary works engineering design and engineering calculations and co-ordinate the design with both the designers of the *works* and with the Principal Designer.

The *Contractor* is responsible for ensuring the co-ordination and safety of any lifting operations using their craneage, which, with their permission, are undertaken by/or on behalf of any other contractor or person.

The *Contractor* gives four weeks notice to the *Project Manager* of his intention to bring any crane on Site and includes all relevant details including dates and times.

The *Contractor* is responsible for applying for all road closures, obtaining all necessary licences and adhering to all relevant statutory requirements.

B1030 Protection of Surface and Groundwater Resources Not used

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**B1031
Construction
Transport
Management Plan**

The *Contractor*:

- Complies with the JSC’s Construction Transport Management Plan for the Expo site primary routes and common areas;
- Designs and arranges the layout of the Site to provide for segregation of pedestrians and mobile plant and vehicles, and
- Produces procedures for reversing activities.

The *Contractor* produces a detailed construction traffic management plan in relation to the *works* when required by the *Project Manager*.

The *Contractor’s* construction traffic management plan identifies:

- Clear and designated traffic routes to/from the Site (in accordance with JSC requirements)
- Numbers and types of construction vehicles;
- Hours of delivery;

B1032 Transport by Road To be added at ITT stage.

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**B1033 Delivery
Management**

To be added at ITT stage.

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B1034 The Contractor's Key People

The *Contractor* provides competent and appropriately experienced personnel to undertake the roles of Key People (see below) as stated in the Contract Data.

In the interest of collaboration, the *Project Manager* works with the *Contractor* to encourage team building and co-operation between the *Employer*, the *Project Manager*, other contractors employed by the *Employer* and Stakeholders and relevant Others.

The *Contractor* identifies Key People that will be engaged in the Provision of the Works. The *Project Manager* collaborates with the *Contractor* to ensure, as far as possible, that the *Contractor's* Key People are suitable and ready to meet the requirements of the Contract and to implement an effective succession plan.

It should be noted that the Key People as defined and the other posts identified in this Works Information are required to fulfil the obligations of the contract and it is not the *Employer's* intention to stipulate the number of persons (part or whole) that are required. It is for the *Contractor* to identify the number of full time equivalents (FTE's) (part or whole) required on a project basis and agree this with the *Project Manager*.

Each of the following is a Key Person:

- Project Director**
- Project Manager**
- Commercial Manager**
- Design Manager**
- Project Controls Manager**
- Construction Manager**
- Safety Manager**
- Logistics Manager**

B1038 Sign Board Not used.

B1045 Schedules of Condition prior to Works by others

Not used,

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B1047 Protection of Existing Services and Mains

The *Contractor* takes particular care to avoid damage to existing services, electricity mains and all supports, wrapping, lagging or similar. Any damage to the mains or services are notified immediately to the *Project Manager* and made good at the *Contractor's* expense. The *Project Manager* makes such arrangements, as in his opinion are necessary, whether by the employment of the *Contractor* or otherwise.

B1048 Protection of the Works

The *Contractor* is responsible for adequately protecting the *works* against the following:

- Damage arising from weather conditions;
- Construction operations;
- Warping, distortion, humidity or other environmental conditions, which would have an adverse effect upon the *works*;
- Others.

B1049 Cleanliness of Highways

Not used.

B1050 Condition Survey and Access to the Site

On receiving access to the Site the *Contractor* provides a schedule of condition including photographic records for all areas of the Site and adjoining boundaries relating to the *works* for acceptance by the *Project Manager* and any relevant parties. The schedule of condition forms part of the Site Information identified in the Contract Data.

The *Contractor* does not commence work until the *Project Manager* accepts the schedule of condition.

B1051 Use of the Site

The *Contractor* does not use any portion of the Site for any purpose other than that connected with the *works*.

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**B1052 Good
Neighbour Policy**

Not used.

B1053 Conduct

The *Contractor* ensures that all of his staff, employees and workers and those of his Subcontractors dress and conduct themselves appropriately. In particular the *Contractor* ensures those for whom he or his Subcontractor's are responsible do not make remarks, noises, gestures, movements or other similar acts that could be considered to be racially, sexually or religiously offensive.

The *Project Manager* reserves the right to ask the *Contractor* to remove any person/s found to be in breach of this requirement.

**B1057
Subcontractor Co-
ordination
Meetings**

The *Contractor* chairs and minutes Subcontractor co-ordination meetings as required with each, or combinations, of the Subcontractors to review issues such as progress, quality, interfaces and co-ordination between Subcontractors. It may be necessary for other members of the Project Team to attend and the *Contractor* arranges this as and when required. The *Contractor* informs the *Project Manager* of all scheduled meetings. Representatives of the *Project Manager* may attend.

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B1058 Method Statements

The *Contractor* issues method statements to the *Project Manager* for acceptance and includes:

- Outline method statement (see paragraph B1059 of the Works Information); and
- Detailed method statements (see paragraph B1060 of the Works Information).

The *Contractor* does not proceed with the *works* or any element of it until the *Project Manager* has accepted his method statement for that element of the *works* unless the *Project Manager* instructs otherwise.

B1059 Outline Method Statement

The *Contractor* issues to the *Project Manager* for acceptance an outline method statement for the entire *works* detailing the logic and methodology upon which the planning and programming the *works* is based. It will include general information about resources the *Contractor* plans to use for each operation.

The aim of the outline method statement is to establish the logistical and practical parameters within which the *works* must be carried out.

The outline method statement is revised and re-issued for acceptance by the *Project Manager* as work progresses and as the *Contractor* establishes greater detail the methods, resources and Equipment to be used are revised and re-issued.

Comments from the *Project Manager* are incorporated as appropriate.

The outline method statement is a document, which develops alongside the design, procurement and construction, which is reviewed and updated on an ongoing basis.

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B1060 Detailed Method Statement

The *Contractor* submits detailed method statements to the *Project Manager* for acceptance, setting out the detailed construction methodology for each operation.

The *Contractor* accepts responsibility for the production and maintenance of the detailed method statements, which are updated periodically to reflect the progress of the *works*, changes to the programme or methodology and incorporates the *Project Manager's* comments.

Method statements cover the entire process from beginning to end, addressing key safety areas, stating the required controls in detail to allow work to be completed safely and without risk of environmental damage and must:

- Address specific tasks or jobs which may mean breaking down a *works* package into his constituent elements;
- Address all aspects of the job – programme, method, sequence, engineering, interfaces etc;
- Include the identified hazards, respective controls measures and interface hazards.
- The precise content and format of a method statement could vary from a single page to several volumes according to the scale and complexity of the job and the level of risk involved.

Any detailed method statement issued must comply with the constraints and parameters set out within the outline method statement. Any divergences from the principles set down in the Contract will be presented to the *Project Manager* for acceptance.

B1063 Acceptance of the Method Statements

Should the *Project Manager* not accept the method statement the *Contractor* is required to revise and re-submit the method statement for acceptance within one week.

B1100 COMMUNICATIONS

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**B1105
Communications**

All communications issued are regarded as the contractual record. Hard copies of communications are issued under the following circumstances:

- When required to do so by the Works Information;
- When issuing documents that cannot easily be electronically transferred and as agreed between the *Project Manager* and *Contractor*.

The name of the Project shall be the only project title stated on all communications including all documentation, meeting notes and drawing title blocks. All communications should be entitled PROJECT NAME: SUBJECT.

**B1110
Project
Manager's
Communications**

The *Project Manager* limits the methods of communication with the *Contractor* to the following:

- Combined Instruction & Compensation Event Notice (P-03)
- Early Warning Notice (P-02)
- Communication (P-01)
- Note, P-01 includes - Submissions, Proposals, Records, Acceptance (Except for Compensation Events), Replies & other contractual communications.
 - *Project Manager's* Requests for Information / Technical Queries (P-04)
 - *Project Manager* Response to Contractor Quotation (P-05)
 - *Project Manager's* Assessment of a Compensation Event (P-06)
 - *Project Manager's* Acceptance of a Contractor's Quotation (P-07)
 - *Project Manager's* Notification (P-08)
 - Payment Certificate (P-09)
 - Taking Over Certificate (P-10)
 - Completion Certificate (P-11)

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B1115
Contractor's
Communications

Not used

B1200 DOCUMENT MANAGEMENT

B1201 Document Control

All instructions, certificates, submissions, proposals, records, acceptances, notifications, replies and other communications including correspondence, documents and drawings issued by the *Employer*, *Project Manager*, and *Contractor* comply with the system and process for communications set out in Section B1100 of the Works Information.

In addition to the requirements of paragraph B1110 of the Works Information, all correspondence is uniquely identified using the *Project Manager's* correspondence numbering scheme.

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**B1202 Design
Systems and Tools**

Not Used

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B1203 – Asset Information, As Built Drawings, CDM Health and Safety File and Operating and Maintenance Manuals.

The *Contractor* allows for the following documentation within the *works*:

- Asset Information;
- As Built Drawings;
- CDM Health and Safety File (the necessary documentation required by the Principal Designer);
- Relevant sections of the Operating and Maintenance Manuals.

The *Contractor* delivers asset information, Record Drawings and Operations and Maintenance Manual information as required by the *Project Manager*.

Record Drawings and Operating and Maintenance Manuals (“O and M Manuals”)

Where any part of the *works* requires operation by the *Employer* and/or Occupier or where regular or periodic maintenance, cleaning or inspection is required, the *Contractor* provides a draft operation and maintenance document to the *Project Manager* for his comments one month prior to the *completion date*. It is a condition to achieving Completion of the Project that these documents are issued by the *Contractor* and have been accepted by the *Project Manager* before Completion can occur.

The *Contractor* provides an operating and maintenance instruction manual, which provides all the appropriate information to enable the *Employer* and his staff properly to operate and maintain the Plant in accordance with the *Employer’s* requirements and the manufacturer’s recommendations. The *Contractor* submits for acceptance, at the time of issue of any technical submission, the accompanying manufacturer’s literature detailing the maintenance requirements. The collection of such information invariably takes some time and the *Contractor* collects such information during the course of the Provision of the Works to achieve a progressive build up of the completed manual. The manual of operating instructions contain step by step starting and stopping procedures, which the *Employer* and *Project Managers’* staff can follow, indicating where checks are to be made at each step. Where appropriate an emergency shut down procedure is described. It is not sufficient to provide an unrelated and ad hoc collection of manufacturer’s catalogues or leaflets, and it is important that the O&M manual relates to the installation provided.

The O and M Manuals are prepared to a standard not less than the requirements of the Building Services Research and Association’s (BSRIA) Application Guide 1/87.1 Class D.

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B1204 Provision of documents after the Defects Certificate is issued

To the extent that the *Contractor* is responsible for the design of the *works* the *Contractor* retains all documents relating to the design of the *works* for a period of not less than 1 years after Completion of the *works* and, upon the written request of the *Employer*, provides to the *Employer* copies of such documents.

B1206 Electronic Data

Copies of data furnished by the *Employer* or *Project Manager* to the *Contractor* that may be relied upon are limited to the printed copies (also known as hard copies) or electronic media format of text, data and graphics. Any conclusion or information obtained or derived from such electronic media format or hard copy files will be at the *Contractor's* sole risk. If there is a discrepancy between the electronic media files and the hard copies, the electronic media files take precedence.

To prevent data stored in electronic media format from deteriorating or from being modified inadvertently or otherwise without authorisation, the party receiving electronic files agrees to perform acceptance tests or procedures within 30 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any defects notified will be corrected by the transferring party.

When transferring documents in electronic media format, the transferring party makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by the data's creator.

B1207 Record Documents

Record Documents are determined as documents residing within the document management system.

The *Contractor* maintains at Site one copy of all Drawings, Specifications, addenda, accepted shop drawings, change orders, submissions, and other modifications in good order and accurately marked depicting all changes as they occur during performance of the *works*. The as-built drawings will be available at all times to the *Employer*, and the *Project Manager*. The drawings will be clearly marked in colour during the *works* recording all variations made including such supplementary notes and details necessary to clearly and accurately represent as- built construction. At Completion the *Contractor* provides all project as-built documentation to the *Project Manager* along with the Operation and Maintenance Manuals and the documentation required by the Principal Designer for the Health and Safety files as appropriate.

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B1208 Designs, Drawings and Specifications

The *Contractor* submits designs, specifications and drawings electronically to the *Project Manager* for review and acceptance in accordance with the accepted schedule of submissions (paragraph B1209 of this Works Information) set out in the submissions procedures.

Data shown on the shop drawings is complete with respect to quantities, dimensions, specified performance and design criteria, Materials, Plant and similar data to show the *Project Manager* the services, materials, and plant the *Contractor* proposes to provide and to enable the *Project Manager* to review the information.

B1209 Schedule of Submissions

The *Contractor*:

- Submits a schedule of submissions within 1 week of the Contract Date, identifying all submissions the *Contractor* intends to make and when they are planned to be submitted..
- Obtains the *Project Manager's* acceptance of the schedule of submissions prior to processing any submissions. The *Contractor* revises and resubmits as required;
- Indicates the Project Title, Section Number, Successor Activity Code the date when the *Project Manager* will receive the submission and the required return dates to the *Contractor*;

B1210 Submission Procedures

To be added at ITT stage.

B1211 Project Manager's Review

The *Project Manager* provides timely reviews of shop drawings and samples in accordance with the schedule of submissions. The *Project Manager's* review and acceptance is only to determine that the items covered by the submissions will, after installation or incorporation into the *works*, conform to the information given in the Contract and are compatible with the design concept of the completed Project as a functioning whole.

The *Project Manager's* review and acceptance does not extend to means, methods, techniques, sequences, or procedures of construction (except where a particular means, method, technique, sequence, or procedure of construction is specifically and expressly called for by the Contract) or to safety precautions or programs incident thereto. The review and acceptance of a separate item as such will not indicate acceptance of the assembly in which the item functions.

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The *Project Manager's* review and acceptance does not relieve the *Contractor* from responsibility for any change from the requirements of the Contract

No changes are permitted without an instruction from the *Project Manager*.

B1212 Re-submission

To be added at ITT stage.

B1213 Format of Submissions

To be added at ITT stage.

B1214 Submissions not required by Contract:

To be added at ITT stage.

B1215 Incomplete Submissions:

To be added at ITT stage.

B1216 Action Submissions

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**B1217
Submissions for
Acceptance**

To be added at ITT stage.

**B1218
Submissions for
Information**

To be added at ITT stage.

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**B1219
Manufacturer's
Design Data:**

To be added at ITT stage.

**B1220 Statement of
Qualification:**

To be added at ITT stage.

**B1300 NOT USED
B1400 NOT USED**

B1500 QUALITY

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B1505 Quality Management System

The *Employer's* quality requirements are detailed in the Project Quality Requirements Plan set out in Appendix XX and as further set out in this Section B1500 and Section B1600 of the Works Information. The *Contractor* is responsible for bringing to the attention of the *Project Manager*, for resolution, any conflicting *Employer's* quality requirements. The *Contractor* ensures that his management system and that of his Subcontractors is capable of meeting and achieving in full the *Employer's* quality requirements as contained in the Works Information.

The *Contractor* operates a quality management system which complies with the relevant parts of BS EN ISO 9001:2000. The *Contractors* quality management system addresses and applies to all aspects of the *Contractors* obligations under the Contract, including but not limited to the requirements set out in the Works Information. The *Contractor* either has third party certification from an approved accreditation body or must be operating in preparation for accreditation within six months of the Contract Date. Prior to the starting date the *Contractor* prepares a quality plan and submits it to the *Project Manager* for acceptance.

The quality plan addresses the controls for, or includes, the following:

- the Quality Policy Statement;
- requirements stated in the Works Information;
- procedures encompassing matters under the following main headings:
 - Project Organisation Chart;
 - Roles and Responsibilities of Parties;
 - Management Responsibilities and Resources;
 - Design Control;
 - Document and Data Control;
 - Pre-Qualification of Potential Subcontractors;
 - Bid Documentation;
 - Appointment of Subcontractors;
 - Compliance with Good Practice and Manufacturers' Instructions;
 - Site Quality Control File;
 - Quality Inductions;
 - Control of Quality Records;
 - Inspection and Test Plans;
 - Submission Schedules;
 - Individual Submissions;
 - Samples;
 - Mock-up/Benchmarks;
 - Acceptance of Plant and Materials;

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- Training;
- Package Meetings and Subcontractors' Quality Plan Review;
- Inspection strategy, processes and procedures;
- Audit strategy and process;
- Sequencing of the *works*;
- External Inspections;
- Ordering of Plant and Materials;
- Deliveries;
- Storage and Material Movement;
- Tolerances and Instrumentation;
- Setting Out;
- Ongoing Workmanship;
- Protection;
- Audits;
- Snagging;
- Non Compliance and Corrective Action;
- Commissioning, Inspection and Handover;
- Handover Documentation;
- Defects Liability;
- Operational Procedures during Astana EXPO 2017
- Maintenance After Completion where applicable;

Reasons for not accepting the quality plan may be that: it is inadequately prepared; is not practicable, or does not incorporate the information which the Works Information requires; or that it does not represent a realistic approach to Providing the Works.

The *Contractor* ensures that any Subcontractor appointed by the *Contractor* shall operate a quality system enabling him to comply with the *Contractor's* quality management system and the *Employer's* quality requirements.

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**B1510 Audit of
Compliance with
Quality Plan**

To be added at ITT stage.

**B1515 Quality
Meetings**

To be added at ITT stage.

**B1520 Liaison
Meetings**

To be added at ITT stage.

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B1600 TESTING AND INSPECTION

B1605 Test and Inspection

The *Contractor* carries out and controls and inspects the quality of his work in accordance with the accepted Inspection and Test Plan (I&TP) prepared as part of the quality plan set out in paragraph B1505 of the Works Information.

The format of I&TPs is optional - a style consistent with that used within the approved quality management system is acceptable, providing that it meets the following requirements.

I&TP's make clear reference to:

- the procedures, method statements, etc needed to carry out the work;
- acceptance standards such as specifications, national standards and legislation;
- requirements for samples, benchmarks, trials and prototypes;
- records and other deliverables generated as part of the inspection and test process (including any document/form templates to be used);
- who is responsible for implementing the planned arrangements ;
- who is responsible for certifying that compliance with requirements has been achieved; and
- any independent interventions/verifications by the *Project Manager*, Design Team, Subcontractors, third parties and stakeholders etc. (including hold, witness, review and notification points).

I&TPs are reviewed, specific interventions identified and then endorsed by the *Project Manager*, *Contractor* or Subcontractors as appropriate.

The *Employer*, and their nominated agents reserve the right to witness any inspection/test activity during any stage of the *works*.

B1610 Tests (Clause 40.1)

The *Contractor* includes in the quality plan for all tests referred to in the Works Information as appropriate.

B1615 Tests (Clause 40.2)

The *Contractor* includes in his quality plan for all materials, facilities and samples required for the tests referred to in the Works Information.

B1620 Plant and Materials off Site (Clause 41.1)

The *Contractor* includes in the quality plan for all tests of Plant and Materials off Site or outside the Working Areas referred to in the Works Information.

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B1625 Access for Inspecting the Works

The *Contractor* allows the *Project Manager* facilities for the inspection (including filming by video) and testing of the quality of the work, materials, exposed surfaces and spoils from the *works*. Access shall be arranged as necessary to any place of manufacture or process off-Site. Similar access shall be arranged for Subcontractors' works.

B1630 Inspection and Test Certificates

The *Contractor* provides inspection/test certificates in accordance with the Works Information, quality plan and policy and quality assurance documentation.
In addition to inspection and test certificates, the *Contractor* provides certificates of compliance for completed areas of work, sections of work and at Completion of the *works*.

B1640 Covering up Completed Work

To be added at ITT stage.

B1641 Opening up Works

To be added at ITT stage.

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**B1645 Inspection
Procedures**

To be added at ITT stage.

**B1660 Procedure
Leading up to
Completion**

To be added at ITT stage.

B1700 PROJECT CONTROLS

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B1705
Introduction:

Not used

**B1710 - Project
Execution Plan
(PEP), Project
Management Plan
(PMP) and
Accepted
Programme**

To be added at ITT stage.

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B1715
Organisation: Not used
The Project WBS
and Dictionary

B1725 Price and
Budget Review Not used

B1730 Performance
Reporting To be added at ITT stage.

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B1800 NOT USED

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B1900 RISK MANAGEMENT

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**B1905 Risk
Management**

To be added at ITT stage.

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B2000 REPORTING PROCEDURES

**B2005 – Reporting
Procedure**

To be added at ITT stage.

B2100 NOT USED
B2200 NOT USED
B2300 NOT USED
B2400 NOT USED
B2500 NOT USED

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B2600 PUBLIC RELATIONS AND MEDIA

**B2605 Public
Relations &
Media Protocols
for *Contractor's*
Working on the
UK's
participation at
Astana EXPO
2017**

To be added at ITT stage.

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**PART FIVE
GENERAL INFORMATION**

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Appendix Ref	Section Ref	Document Title/Reference/Date	Version
Project Specific [populated at ITT stage]			
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