A32 MANAGEMENT OF THE WORKS

 GENERALLY

A32/115 CONSIDERATE CONSTRUCTORS SCHEME

 - Registration: Before starting work, register the site and pay the appropriate fee:

 - Contact:

 - Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.

 - Tel. 01920 485959.

 - Fax. 01920 485958.

 - Free phone 08007831423

 - Web. www.ccscheme.org.uk

 - E mail. enquiries@ccscheme.org.uk

 - Standard: Comply with the Scheme's Code of Considerate Practice.

 - Minimum compliance level: Very good/excellent .

A32/117 CONSTRUCTING BETTER HEALTH SCHEME

 - Membership: Register and submit evidence of registration.

 - Contact:

 - Constructing Better Health, B&CE Building, Manor Royal.

 - Crawley, West Sussex.

 - RH10 9QP.

 - Tel: 0845 873 7726

 - Email: info@cbhscheme.co.uk

 - Website: www.cbhscheme.co.uk

A32/118 FREIGHT VEHICLE SAFETY REQUIREMENTS

 - Vehicle equipment: Ensure that all freight vehicles have the following:

 - Audible alert to other road users to the planned movement of the vehicle when the vehicle’s indicators are in operation.

 - Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.

 - Properly adjusted class VI mirror/s or Fresnel lens to eliminate the nearside blind spot.

 - Side under run guards.

 - Driver training:

 - Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence.

 - Drivers must have a valid driving licence and be legally able to drive the vehicle.

 - Registration Scheme membership: Submit evidence of registration with and accreditation to the Freight Operator Registration Scheme (FORS).

 - Level of accreditation: Contractor to confirm their level of accreditation .

 - Submittal date: with tender return .

A32/120 INSURANCE

 - Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required by the Conditions of Contract.

A32/125 PROFESSIONAL INDEMNITY INSURANCE

 - Provide and maintain insurance in respect of Contractor Designed Works:

 - Level of cover: relates to claims or series of claims arising out of one event or is the aggregate amount for any one period of insurance.

 - Period of insurance for these purposes: one year.

 - Amount of indemnity required: Refer to tender information issued .

 - Limit of cover for pollution/ contamination claims (If none is stated, the required level of cover shall be the full amount of the indemnity cover stated): Refer to tender information issued.

 - Expiry of required period of CDP Professional Indemnity insurance: 6 years.

 - (If no period is selected, the expiry date shall be 6 years from the date of practical completion of the Works).

 - Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required.

 - Format: electronic .

A32/130 INSURANCE CLAIMS

 - Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.

 - Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

A32/140 CLIMATIC CONDITIONS

 - Information: Record accurately and retain:

 - Daily maximum and minimum air temperatures (including overnight).

 - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

A32/150 OWNERSHIP

 - Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

 PROGRAMME/ PROGRESS

A32/210 PROGRAMME

 - Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:

 - Planning and mobilisation by the Contractor.

 - Subcontractor's work.

 - Running in, adjustment, commissioning and testing of all engineering services and installations.

 - Work resulting from instructions issued in regard to the expenditure of provisional sums.

 - Work by others concurrent with the Contract.

 - Submit: Tender-stage programme & Construction issue programme .

A32/250 MONITORING

 - Progress: Record on a copy of the programme kept on site.

 - Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

 - Archaeology – immediately inform CA of potential archaeological interest

 - Key Performance Indicators:

 - Details: Cost, quality, time, health and safety .

 - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.

A32/255 NOTIFICATION OF COMPENSATION EVENT

 - Content: Notwithstanding the Contractor's obligations under the Contract, written notice must also be given of all other causes which apply concurrently.

A32/260 SITE MEETINGS

 - General: Site meetings will be held to review progress and other matters arising from administration of the Contract.

 - Frequency: Monthly .

 - Location: On site .

 - Accommodation: Ensure availability at the time of such meetings.

 - Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.

 - Chairperson (who will also take and distribute minutes): Gary Wyatt (Project Architect and CA) on behalf of Koha Architects .

A32/290 NOTICE OF COMPLETION

 - Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.

 - Associated works: Ensure necessary access, services and facilities are complete.

 - Period of notice (minimum): In accordance with the JCT Standard Form of contract 2016.

A32/310 EXTENSIONS OF TIME

 - Notice: When a notice of the cause of any delay or likely delay in the progress of the Works is given under the contract, written notice must also be given of all other causes which apply concurrently.

 - Details: As soon as possible submit:

 - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.

 - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.

 - All other relevant information required.

 CONTROL OF COST

A32/420 REMOVAL/ REPLACEMENT OF EXISTING WORK

 - Extent and location: Agree before commencement.

 - Execution: Carry out in ways that minimize the extent of work.

A32/430 PROPOSED INSTRUCTIONS

 - Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

A32/440 MEASUREMENT

 - Covered work: Give notice before covering work required to be measured.

A32/450 DAYWORK VOUCHERS

 - Before commencing work: Give reasonable notice to person countersigning daywork vouchers.

 - Content: Before delivery, each voucher must be:

 - Referenced to the instruction under which the work is authorized.

 - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.

 - Submit: To be confirmed by Main Contractor .

A32/460 INTERIM VALUATIONS

 - Applications: Include details of amounts requested under the Contract together with all necessary supporting information.

 - Submission: At least seven days before established dates.

A32/470 PRODUCTS NOT INCORPORATED INTO THE WORKS

 - Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.

 - Evidence: When requested, provide evidence of freedom of reservation of title.

A32/475 PRODUCTS STORED OFF SITE

 - Evidence of Title: Submit reasonable proof that the property in items stored off site to be included in valuations is vested in the Contractor.

 - Include for products purchased from a supplier:

 - A copy of the contract of sale.

 - a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.

 - Include for products purchased from a supplier by a sub-contractor or manufactured or assembled by any subcontractor:

 Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.