



EXTERIOR INTERIOR
DESIGN & BUILD LTD

Construction and fit out contractors

EXTERIOR INTERIOR DESIGN & BUILD LTD
Campbell Road, Gravesend Kent DA12 0JD

The Client'

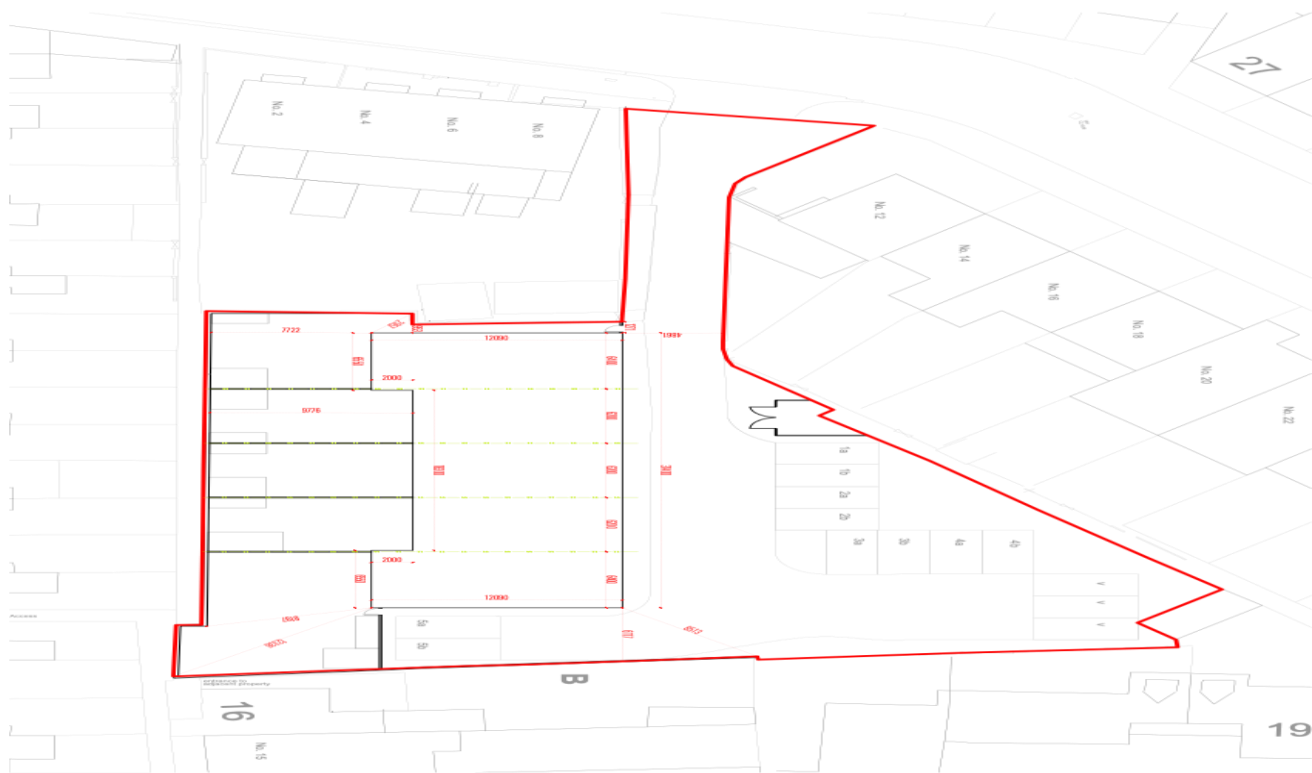
Kent Plan Properties Ltd

And

'Principal Contractor'

Exterior Interior Design & Build Ltd

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EXIN



Scope of works

Works Information

Works Information

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WI 01 Description of the Works

The works comprise the complete design coordination and construction of five new residential dwellings at Campbell Road, Gravesend, Kent, DA12 0JD, delivered on a Design & Build basis in accordance with the approved planning documentation, tender drawings and current statutory regulations.

The development will include all site preparation and enabling works, including site establishment, clearance, ground reduction and excavation, installation of temporary services, and implementation of all necessary health and safety and environmental protection measures. Substructure works shall consist of foundations, ground bearing slabs, damp proofing, below-ground drainage, service entries and associated underground infrastructure in accordance with the Structural Engineer's design and Building Regulations requirements.

Superstructure works shall include construction of the structural frame, external cavity walls with insulation, upper floors, roof structures and weatherproof roof coverings, together with rainwater goods and all associated structural and thermal detailing. External envelope works shall incorporate installation of windows, doors and glazing systems designed to meet thermal efficiency, ventilation and security performance standards.

Internal works shall include partition construction, staircases, plasterboard linings, plaster finishes, joinery, internal doors and full internal decoration. The Contractor shall supply and install complete mechanical and electrical services including heating systems, hot and cold water services, ventilation systems, electrical distribution, lighting, power outlets, fire detection and all required testing and certification.

Each dwelling shall be fitted with kitchens, sanitaryware, bathrooms and tiling, together with all fixtures and fittings necessary to provide a fully functional residential unit. External works shall include hardstanding, paving, parking areas, drainage connections, boundary treatments and landscaping to complete the development.

The works shall conclude with testing, commissioning, Building Control approval, warranty certification, and handover documentation including as-built drawings and operation and maintenance manuals, resulting in dwellings ready for occupation at practical completion.

WI 02 Project Objectives and Philosophy

It is the *Employer's* wish that this Project is undertaken in a spirit of mutual trust, respect and co-operation that good relationships prevail throughout and that negative conflict and dispute is avoided.

The primary Project objectives are to complete *the work* for the *Employer* safely for all those involved by the agreed Completion Date, including providing the facilities to the *Employer's* design criteria to an agreed quality, within the agreed total of the Prices and with regard to the whole life cycle costs.

It is important from the outset that all the Parties involved understand the Project as a whole, not just their part in it so that a spirit of ownership is developed, whereby, through helping to arrive at a solution, method or design, shared responsibility and reward is generated.

The *Contractor* and any designers appointed by the contractor are recognised as crucial to the successful delivery of the Project and are encouraged to participate in a pro-active and open way that is synonymous with this Project philosophy.

The *Employer* wishes to develop and maintain productive relationships with all those involved with, or affected by this Project, including the general public and requires members of the team to act as Project ambassadors in this regard.

WI 03 Scope of works

- GENERAL PROJECT REQUIREMENTS

The Contractor shall provide a fully completed, operational and habitable residential development including all labour, materials, plant, temporary works, supervision, testing, certification and statutory approvals necessary for practical completion.

Works shall be executed in accordance with:

Approved planning permission & conditions

Building Regulations (latest edition at time of construction)

NHBC / LABC / Premier Guarantee requirements (or agreed warranty provider)

British Standards & Eurocodes

Approved drawings & specifications issued with tender documents

CDM Regulations 2015

Local Authority & Statutory Undertakers requirements

Party Wall Act obligations (where applicable)

The Contractor is deemed to have allowed for full design coordination and construction integration.

2. PRE-CONSTRUCTION & DESIGN RESPONSIBILITIES

2.1 Contractor Design Portion (CDP)

The Contractor shall complete and coordinate all design elements not fully detailed within tender drawings including but not limited to:

Structural connection details

Foundations and groundworks design confirmation

Temporary works design

Drainage calculations & invert levels

Mechanical & Electrical design

Fire strategy compliance detailing

Acoustic performance detailing

Thermal bridging calculations

SAP / SBEM / EPC compliance

Part L compliance calculations

Manufacturers' installation details

Kitchen & bathroom layouts

External works setting out

Provide:

Coordinated construction drawings

Builder's work drawings

Fabrication drawings

As-built drawings

O&M Manuals

Health & Safety File

3. SITE SETUP & ENABLING WORKS

Secure hoarding, gates and signage

Welfare facilities compliant with CDM

Temporary services (water, power, drainage)

Site clearance and vegetation removal

Demolition (if applicable)

Topsoil strip and storage

Ground investigation validation

Archaeological or ecological mitigation (if required by planning)

Protection of adjacent properties & highways

Traffic management plan

4. SUBSTRUCTURE

4.1 Groundworks

Reduced level excavation

Disposal of unsuitable material off-site

Imported engineered fill and compaction

Formation level preparation

Blinding layer

4.2 Foundations

Construct foundations in accordance with Structural Engineer's design including:

Strip footings / trench fill / piled foundations (as per design)

Foundation insulation to Part L

Radon / gas membranes if required

DPM & cavity trays

Service penetrations sealed

4.3 Drainage

Install adoptable or private drainage system including:

Foul and surface water systems

Manholes and inspection chambers

Attenuation systems / soakaways

ACO channels

Connection to public sewer

5. SUPERSTRUCTURE

5.1 External Walls

Construct cavity wall system including:

Facing brickwork / render / cladding as per drawings

Insulated cavity to achieve required U-values

Stainless steel wall ties

Fire stopping within cavities

Lintels, DPCs, cavity trays & weep vents

5.2 Structural Frame

Loadbearing masonry / timber frame / steel frame (as applicable)

Structural steels including fire protection

Upper floor joists or beam & block floors

Structural decking

5.3 Roof Construction

Pitched roof trusses or cut roof

Breathable membrane

Battens & counter battens

Roof coverings (tiles/slates)

Lead flashings and valleys

Fascia, soffits & rainwater goods

Loft insulation to achieve Part L compliance

6. EXTERNAL WINDOWS & DOORS

Double/triple glazed thermally efficient units

Trickle ventilation

Safety glazing where required

Composite or timber entrance doors

Ironmongery & multi-point locking

Window boards & reveals

Certification to Part Q Security

7. INTERNAL CONSTRUCTION

7.1 Partitions

Timber or metal stud partitions

Acoustic insulation

Fire rated where required

7.2 Stairs

Softwood/hardwood staircase

Balustrades & handrails compliant with Part K

7.3 Plastering

Plasterboard linings

Skim finish throughout

Moisture resistant boards in wet areas

8. MECHANICAL & ELECTRICAL INSTALLATIONS

8.1 Plumbing & Heating

Mains water connection

Hot & cold water distribution

Energy efficient heating system (e.g. gas boiler or ASHP)

Underfloor heating or radiators

Thermostatic zoning

MVHR or extractor ventilation system

All commissioning & certification

8.2 Electrical

Consumer units

Lighting & switching

Power outlets

External lighting

Smoke & heat detectors

TV & data points

EV charger provision (where required)

Testing & NICEIC certification

9. KITCHENS & BATHROOMS

Fully fitted kitchens including units, worktops & splashbacks

Integrated appliances

Sanitaryware installation

Shower screens & trays

Wall tiling & floor tiling

Mirrors & accessories

Sealing & waterproofing

10. INTERNAL FINISHES

Internal doors & ironmongery

Skirting & architraves

Decoration (mist coat + 2 finish coats)

Floor finishes (tiles, vinyl, carpet allowance)

Sealants and making good

11. EXTERNAL WORKS & LANDSCAPING

Driveways & parking bays

Paving & pathways

Boundary fencing & walls

Soft landscaping & turfing

External drainage gullies

Bin stores & cycle storage (if required)

External taps

12. TESTING, COMMISSIONING & CERTIFICATION

Provide upon completion:

Air tightness testing

EPC certificates

Electrical & gas certification

Building Control Completion Certificate

Warranty provider sign-off

Drainage CCTV & testing

Fire alarm testing

Water regulations certificate

13. HANDOVER REQUIREMENTS

Demonstration to Client

O&M manuals

Keys & access controls

Spare materials

As-built drawings

Health & Safety file

WI 04 Constraints on how the Contractor Provides the Works

WI 05 Confidentiality

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The *Contractor* keeps confidential and does not without the prior acceptance of the *Project Manager* at any time for any reason:

disclose to Others or publish or make any statement or release any documents or photographic material concerning this contract, or any matters arising from or relating to them directly or indirectly, or

disclose to any third party, any trade or business secrets or similar confidential information supplied by the other party except as absolutely necessary for the proper performance of the contract or as required by law.

WI 06 Security and protection of the Site

The *Contractor* shall be responsible for any security measures which they consider necessary and adequate to safeguard the various parts of the Site, *the works* products, Materials, Plant, and any existing buildings affected by *the works* from damage and theft and for the protection of the public. Take all reasonable precautions to prevent unauthorised access to the Site and *the works*.

The *Contractor* shall confine to the Site all persons employed on *the works*, including Subcontractors, keep all unauthorised persons off the Site, take all measures to safeguard *the works* against theft and provide, erect, maintain and alter as necessary appropriate temporary fences, barriers, hoardings and the like required for this purpose.

If necessary the *Contractor* shall keep watchmen or other guards on the Site for the whole or any period of the contract, at their own discretion.

WI 07 Contractor's Mobilisation Plan

The Contractor shall prepare a mobilisation plans for his works on site; the plans shall be submitted to the Project Manager for acceptance within 2 weeks of the Start Date and shall include as a minimum the following information;

- Logistics Plan
- Traffic Management Plan
- Scope of Enabling Works
- Details of Site Welfare including site welfare location plan.
- Gates / Fences and Hoarding
- Security Arrangements
- Induction Procedures
- Construction Phase Plan
- Planned Weekly Staff, Labour and Equipment returns.

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WI 08 Security and identification of workpeople

The *Contractor's* staff, workpeople and Subcontractor's workpeople shall wear clear identification in the form of the *Contractor's* company name whilst on the Site at all times.

WI 230 Protection of existing utility services and mains

The Contractor's attention is drawn to the existence of live underground drainage and services as identified in the Site Information or Works Information as the case may be:

The Contractor is responsible for ascertaining the exact location of all mains and services likely to affect the construction of the works, in accordance with the defined scope and is responsible for the repair of any damage caused to existing services whether identified in the Site Information or not.

The Site Information includes information on the existing services but these drawings are not certified record drawings and should only be used for information only.

Particular care shall be taken to avoid damage to existing services, electricity mains and all supports, wrapping, lagging, etc. In the event of damage, repairs shall be carried out in close liaison with the Project Manager by an appropriately experienced and qualified Contractor.

Any damage to the mains or services shall be notified immediately to the Project Manager and be made good at the Contractor's expense.

The Project Manager may make such arrangements, as in his opinion are necessary, whether by the employment of the Contractor or otherwise to effect repair of services and the Contractor shall compensate the Employer for all such damage and repair costs.

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The Contractor shall not cut, isolate or otherwise interrupt any existing services that are to be maintained without prior notification to and acceptance of the Project Manager.

WI 09 Damage (to highways etc)

Damage to Public Highways (not in the possession of the *Contractor*) must be dealt with by the *Contractor* directly with Local and/or Highways Authority.

The *Contractor* shall be responsible for maintaining the cleanliness of all highways approaching the Site access throughout the contract. Any contamination of surrounding highways by Site traffic shall be removed immediately.

The Contractor is also responsible for cleanliness to the Port internal roads, parking areas, dock sides and dock system during the carrying out of the Contract. Any contamination of roads or dock areas by plant, traffic, vessels, etc, shall be reported immediately to the Supervisor and dealt with in the appropriate manner immediately.

The *Contractor* shall reinstate all Working Areas to their original condition that have been used by the *Contractor* for access, storage, parking or any other incidental use that was required in order for the *Contractor* to Provide *the works*. The extent of any reinstatement works is to be agreed with and shall be completed to the satisfaction of the *Project Manager* prior to Completion. There shall be no addition to the total of the Prices for any such reinstatement works.

WI 010 Traffic Management

The Contractor shall be responsible for preparing a traffic management plan and agreeing the plan with the Project Manager for the different phases of the works where temporary changes to the normal system of traffic management are required. Alterations to the system of traffic management will be discussed with the Project Manager at the site co-ordination meetings.

The Contractor is solely responsible for implementing and maintaining a safe system of traffic management..

Detail of the proposed traffic management shall be included in the Contractor's mobilisation plan.



WI 012 Condition Survey

The Contractor is responsible for liaising with the Project Manager and Supervisor to ensure an agreed and signed off Condition Survey Document is produced immediately on commencement of the works to each portion of the site. Two copies of this must be provided to the Project Manager within two weeks of the start date.

The *Contractor* shall reinstate all Working Areas to their original condition that have been used by the *Contractor* for access, storage, parking or any other incidental use that was required in order for the *Contractor* to Provide the works. The extent of any reinstatement works is to be agreed with and shall be completed to the satisfaction of the *Project Manager* prior to Completion. There shall be no addition to the total of the Prices for any such reinstatement works.

WI 013 Consideration of Others

The Contractor shall carry out the works so that they cause the minimum of nuisance and inconvenience to the Employer, the general public and any other owners and occupiers of property. In particular the Contractor shall comply with the following requirements;

(i) The Contractor shall take precautions to minimise nuisance and pollution arising from noise, vibration, light, silt from dredging, disposal and reclamation activities, dust (including that from cement and fly-ash), grit and the like.

(ii) Diesel and petrol engines shall be fitted with efficient silencers which are not necessarily those supplied by the Equipment manufacturers, and, if required, Equipment shall be screened with acoustic materials. Compressed air operated road breakers, tools, ventilation Equipment, piling

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Equipment and the like shall be effectively muffled, or shall be of a design with acceptably low noise frequency. This shall be to the acceptance of the Employer, the Project Manager or associated third parties.

(iii) The Contractor shall be responsible for ensuring that noise and light levels remain within acceptable limits at all times, which must take account of noise and light levels generated by existing operations and new operations after taking over various Sections of the works.

(iv) In the event that the aggregate of noise and light levels generated by the Contractor's construction and the Employer's operations within the Port exceed the acceptable limits the Contractor shall be required to reduce such levels arising from his construction to remain within acceptable limits.

WI 014 Adjacent Sites

The Contractor shall be required to operate a "good neighbour" policy and in organising the work, in particular noisy operations, shall take into account the interests of adjacent and nearby users.

The Contractor shall take all reasonable precautions during the progress of the works to prevent or reduce nuisance or inconvenience caused by noise to occupiers of adjacent properties

Without prejudice to the obligations of the Contractor as stated above, the Contractor at all times ensures that there is no trespass by the Contractor, its servants, agents, Subcontractors or suppliers on or over any adjoining or neighbouring property arising out of, or in the course of, or caused by the carrying out of the works and the Contractor takes all reasonable safety and other measures to prevent damage or injury to any persons.

WI 015 Behaviour of site personnel

The *Contractor* must ensure that all of his staff, employees and workpeople and any Sub-contractors' workpeople do not make any remarks, noises, gestures, movements or other that could be considered to be racially or sexually offensive or abusive.

The *Project Manager* reserves the right to instruct the *Contractor* to remove any person(s) found to be in breach of this obligation.

WI 016 Removal of rubbish and debris

The Contractor will remove all rubbish and debris as it occurs in the course of the works in accordance with all statutory obligations.

The Site, compounds and access routes shall be maintained in a clean and tidy condition throughout the contract.

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Storage of all Materials, including waste, shall be restricted to within the confines of the Site.

The Contractor shall keep the works in a clean and tidy condition including but not limited to the following removing:

all rubbish, debris, surplus material and spoil regularly and on a daily basis to keep and maintain the Site and works in a clean and tidy condition.

All rubbish, dirt and residues from voids and cavities in the construction before closing up and sealing.

All surplus hazardous Materials and their containers regularly for disposal off-Site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.

The Contractor shall also:

- Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority;
- Instigate waste recycling on Site for segregation of waste.
- Retain waste transfer documentation on Site for inspection
- The Employer reserves the right to remove untidy or badly stacked Materials, rubbish and debris, etc., and deduct the costs from the total of the Prices if the Contractor fails to comply with the above

WI 017 Design Life

The performance design life for the Works is a minimum of 20 years.

WI 018 – Design coordination

The Contractor shall coordinate their own design activities to provide a complete and integrated design for the works that meets the requirements of the Works Information.

The Contractor shall ensure that the design is fully coordinated across all disciplines and subcontracts, taking into account all design requirements and constraints and managing risk effectively throughout the works in accordance with the CDM 2015 regulations.

WI 019 – Requirements of Others

The Employer is to obtain the statutory licences and consents listed below

- Planning permission (if required);
- Demolition notices (if required);
- The Contractor will provide all reasonable support to the Employer as may be necessary to obtain or to manage these statutory licences and consents

The Contractor is to obtain any other permit and/or licence necessary to complete the works.

WI 020 Completion definition

Completion will be certified by the Project Manager only when the Contractor has provided the works the Project Manager deems reasonably necessary to use the works unhindered and in accordance with the Works Information.

WI 021 The Installation Manual

The Installation Manual, in accordance with the BSRIA Application Guide 1/87, is to be a comprehensive information source and guide for the *Employer* and end users providing a complete understanding of the building / plant / equipment and its systems and enabling it to be operated and maintained efficiently and safely.

The *Contractor* is required to obtain or prepare all the information to be included in the Installation Manual, produce one electronic copy and one paper copy of the Installation Manual and submit to the *Project Manager* for delivery to the *Employer*.

WI 022 – Final clean

Prior to Completion the Contractor shall perform a final clean. The final clean shall include, but is not limited to, the following activities:

Removal of all temporary structures used in demolition, maintenance and construction activates unless agreed with the Employer;

- Removal of all waste materials;
- Removal of all waste or refuse storage units (e.g. waste skips, recycling skips, etc);
- Removal of all temporary barriers, fences, facades, hoardings, etc;
- Removal of all temporary traffic management equipment;
- Removal of all temporary storage containers and site offices;
- Removal of all tools, equipment and consumables used in demolition, maintenance and construction activates (Excluding spare components);
- Cleaning of all road surfaces and pavements (Including, but not limited to, the removal of silts, clays, oils, lubricants and any other materials that may pose a hazard or vehicles or pedestrians);

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- Cleaning of new dwellings that have been exposed to materials that may affect the finish, coatings or base material of the structure, or is detrimental to the overall aesthetic.

WI 023 – Correcting Defects

The Contractor shall make arrangements with the Project Manager and give seven working days' notice of the precise dates required for access to the various parts of the works for purposes of making good Defects and inform the Project Manager when remedial works to the various parts of the works are completed.

It is recommended that the Contractor invites the Supervisor to inspect the works sufficiently in advance of Completion that there is opportunity to correct any identified Defects prior to Completion.

WI 024 – Pre-Completion arrangements

On Completion of the whole of the works and before handing over the works to the Employer, the Contractor shall complete a reasonable clean after removal of all equipment, tools, temporary structures, materials, protective casings and coverings etc. leaving the works and the Site in a condition acceptable to the Project Manager.

The Contractor is to leave the works secure with all accesses locked, account for and adequately label all keys and hand over to the Project Manager with an itemised schedule, retaining a duplicate schedule signed by the Project Manager as a receipt.

The Contractor shall as a minimum provide any spares prior to Completion.

The Contractor shall at the earliest possible stage of the project specify the recommended spare parts needed for at least five years of operation. These items shall be included in the works.

All spare parts and materials shall be compatible with, and of equal quality to that, of the newly installed equipment.

All spare parts and materials shall be provided with the same guarantee as that of the newly installed equipment.

WI 025 – Guarantees

The Contractor is to ensure that guarantees of equipment and the like are given in the joint names of the Contractor and the Employer and that the benefit of any guarantees which run beyond the Defects Liability Period are passed to the Employer.

WI 026 Programme

The Programme issued for acceptance will consist of, but will not be limited to:

- a critical path bar chart type programme, identifying linked activities, milestones and critical path activities
- an Inspection, Testing and Sample Schedule (ITSS)
- an Information Release Schedule (IRS)
- a Methodology statement as per WI 515

WI 027 Definition of the Programme

The Contractor shall utilise standard project management software (Microsoft Project, Asta Powerproject or Primavera P6, subject to the Project Manager's acceptance) to produce the programme in accordance with the terms of the Contract; suitable software will be agreed at inception.

The Contractor shall submit electronic copies of this programme to the Project Manager at least 3 working days in advance of each project progress meeting. The Contractor will be required to submit a copy in the original Software format (e.g. .pp, .xer, etc.) alongside an additional copy in PDF format.

WI 028 Nature of the programme

The *Contractor* is to provide the following information with each programme submitted to the *Project Manager* for acceptance in addition to the requirements of the contract:

- Site establishment;
- Design activities (including timings for submission and *Project Manager* acceptance);
- Procurement activities (including appointment of key subcontracts);
- Dates the Contractor requires any acceptances;
- All construction activities;
- Employers works and the works of others;
- Testing & commissioning;
- Submission of the Building Manual and Building Log Book as required by the contract and acceptance thereof;
- Submission of Health & Safety File as required by the contract;
- Final building clean.

WI 029 Methodology Statement

The Contractor is to agree a list of required Method Statements prior to starting on site.

The *Contractor* will issue methodology statements describing the methodology for the various stages of the *works* detailing the logic and approach upon which they are based. It will include for each operation how the *Contractor* plans to do the work identifying the principal Equipment and other resources which he plans to use.

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Method Statements for works during main possessions are required to be issued to the Project Manager at least two weeks in advance.

Detailed method statements shall be issued to the *Project Manager*, setting out the detailed construction methodology for each operation as required by the contract. The *Contractor* will be responsible for the production and maintenance of the detailed method statements, which will be updated periodically to reflect progress of *the works*, changes to the programme or methodology and *Project Manager* comments.

WI 030 Revised programme

All revised programmes issued for acceptance must be accompanied by a narrative and dashboard; dashboard board format to be agreed with the Project Manager, identifying the critical path operations and a schedule detailing the changes since the last programme. Any programme issued to the *Project Manager* showing progress should be of the vertical drop line type, re-scheduled to indicate any revised planned Completion and including any agreed Compensation Event items as separate activities.

Should the *Project Manager* not accept the Programme, the *Contractor* is required to revise and re-submit the Programme for acceptance within a two week period.

WI 031 Quality Assurance

WI 032 Samples

Samples of Plant, Materials and Workmanship shall be submitted to the *Supervisor* as required by the work specifications, or as otherwise stated in the Works Information or when instructed to do so by the *Supervisor*, before any work containing such a sample commences on Site.

WI 033 Materials

All products to be incorporated into *the works* will be new unless otherwise stated in the work specifications.

Where a choice of manufacturer or source of supply is allowed for any particular product or material, the whole quantity required to complete the work must be of the same type, manufacturer and/or source unless otherwise agreed. Written evidence of sources of supply are to be provided as and when required by the *Supervisor*.

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Ensure that the whole quantity of each product and material required to complete the work is of consistent kind, size, quality and overall appearance.

WI 034 Deterioration of Materials

If Materials are prone to deterioration or have a limited shelf life, the *Contractor* shall order in suitable quantities to meet the Accepted Programme and use in appropriate sequence.

WI 035 Setting out

The *Contractor* shall be responsible for setting out *the works* using methods and measuring instruments described in BS 5606 and within the permissible tolerances/deviations contained within the Work Specification.

The *Contractor* will be totally responsible for the accuracy of the setting out of *the works* and of Site measurement. The *Contractor* shall, where required, check the setting out of work by Others which affect his own works.

The *Contractor* is to include details of methods and Equipment to be used in setting out *the works* in the Quality Statement.

The *Contractor* shall check the levels and dimensions of the Site against those shown on the drawings. They shall notify the *Project Manager* and Lead Designer in writing of any discrepancies and obtain instruction before proceeding.

The *Contractor*, upon Completion of the setting out of the works is to inform the *Supervisor* for verification on Site of all dimensions.

WI 036 Quality Statement

The Quality Statement sets out the *Contractors* proposals for covering the following aspects:

- Management and resourcing *the works* to ensure compliance with the Works Information;
- Samples of Plant, Materials and workmanship;
- Acceptance of Plant and Materials;
- Compliance with recognised good practice;
- Compliance with manufacturers recommendations;
- Ordering and supply of Plant and Materials;
- Handling, storing and fixing;
- Storage of Plant and Materials;
- Instrumentation;
- Method statements required by this contract;
- Setting out;

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- Management of Subcontractor and Suppliers to ensure *the works* are completed in accordance with the Works Information.

WI 037 Quality Management Systems

The *Contractor* will operate a quality management system which complies with the relevant parts of BS EN ISO 9001 and 9002 and has third party certification from an approved accreditation body or is 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 incorporates:

- The Quality Statement
- Methodology for achieving the quality requirements stated in the Works Information;
- A reason for not accepting the Quality Plan is that it is inadequately prepared or is not practicable, it does not incorporate the information which this clause requires or it does not represent a realistic approach for *the works*;
- Any Subcontractor appointed by the *Contractor* will operate a quality system enabling him to comply with the *Contractor's* quality management system.

WI 038 Inspection and Test Certificates

Inspection/test certificates are to be produced in accordance with the Work Specifications.

WI 041 Management of the Works**WI 805 Project team – Others**

In addition to those defined in the Contract Data the following are members of the Project team and will be the addressees of all correspondence during the contract:

Title	Name	Correspondence Address
Project Manager	Naeem Mirza	
Quantity Surveyor	TBC	
Supervisor's representatives:	TBC	

WI 042 – The Contractor's key people

The Contractor shall provide competent and appropriately experienced personnel to undertake the roles of the following Key People, as stated in the Contract Data.

Acceptance by the Project Manager of key persons stated in the Contract Data does not constitute acceptance that such individuals are suitable for the roles assigned to them or serve to relieve the Contractor of his duties or obligations under the contract.

WI 043 – Project Manager's communications

The Project Manager shall limit the methods of communication with the Contractor to the following:

- Project Manager's Instruction (PMI)
- Compensation Event (CE)
- Early Warning Notification (EWN)
- Project Manager's Communication (PMC)

Unless otherwise stated, the Project Manager will communicate with the contractor by using a PMC.

- Mark Equipment, Plant or Materials outside Working Areas (71.1)

The Supervisor will issue the Defects Certificate at the Defects Date or at the end of the last Defect correction period whichever is the later.

WI 044 – Notification of Defects

Until the Defects Date, the Supervisor notifies the Contractor of each Defect which they find by issuing a NDW. The Contractor notifies the Supervisor of each Defect, which he finds using a NDW. The Project Manager shall be copied into all communications referring to defects.

WI 045 – Project progress meetings

The meeting may be attended by the Employer, the Project Manager, the Contractor, the Supervisor, the Cost Manager and up to two stakeholder representatives from the Employer. The frequency of these meetings will be determined by the Project Manager. The Project Manager is able to amend the frequency of these meetings throughout the duration of the works.

The meetings will be chaired and recorded by the Project Manager and will provide a forum for the project team to make key decisions and report to the Employer. These meetings will be outside the contract and are purely a mechanism for reporting the status of the project to the Employer.

Notes of meetings will be issued within five working days of the date of the meeting.

The Contractor, Project Manager, the Supervisor, and Cost Manager will each prepare a report for the meeting to summarise the status of the project in areas such as progress and programme, quality, costs, current issues and principal matters of concern.

WI 046 – Risk reduction meetings

The meetings will be determined initially by the Project Manager by the needs of the project and in accordance with the contract.

The frequency of the meetings will be determined by the needs of the project and in accordance with the contract. If no risk reduction meetings are requested, then any live Early Warning Notifications will be reviewed during the project meetings.

The meeting will be attended by the Project Manager, the Contractor, the Supervisor, the Lead Designer (if required) and the Cost Manager (if required).

The meetings will be chaired and minuted by the Project Manager and will be used to discuss and track early warnings, and to agree record and monitor the Risk Register.

Minutes, including the updated Risk Register will be issued within five working days of the date of the meeting.

If the early warning is a request for change, then the originator of the EWN should explain to the meeting the nature and the origin of the early warning such that the impact in terms of time, cost and quality of incorporating the change can be established at the meeting.

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If the Project Manager agrees that the change may be incorporated, design work can commence, and the instruction will be issued in accordance with the contract.

The Project Manager and the Contractor can also use the meetings as a forum to discuss any other issues of concern or matters to be resolved (e.g. progress, NCE's, etc.).

WI 047 – Design team meetings

The meetings will be determined initially by the Project Manager by the needs of the project

The meeting will be attended by the Contractor, the Design Team and Subcontractors (if required). The Project Manager, Supervisor, and / or Cost Manager may also attend if required.

The meetings will be chaired and minuted by the Lead Designer and will be outside the contract and are purely a mechanism for facilitating and co-ordinating the design development process.

Minutes will be issued within five working days of the date of the meeting.

The period between meetings will be the assessment interval as stated in the Contract Data.

WI 048 – Quality meetings

The meeting will be attended by the Project Manager, the Contractor, the Supervisor, the Supervisor's representatives, the Lead Designer (if required), the Design Team (if required), and Subcontractors (if required).

The meetings will be chaired and minuted by the Supervisor and will provide a forum for the project team to make key decisions and report to the Employer. These meetings will typically be a forum for all parties to raise any quality concerns, agree actions for resolution and then monitor the resolution.

The Supervisor's representatives will issue reports for the meeting [3] working days prior to the date of the meeting to the attendees. The format of such reports is to be agreed between the Supervisor and his representatives.

Minutes will be issued within five working days of the date of the meeting.

WI 049 – Liaison meetings

The Supervisor's representatives will hold liaison meetings, as required, with the Contractor's site staff to assist in the timely resolution of ongoing quality issues, including those recorded on the record of inspections. The frequency of these meetings is to be determined depending upon requirements. It is proposed at peak levels of activities meetings will be held on a weekly basis. No formal minutes will be taken.

WI 050 – Contractor's management of the works

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 maybe necessary. The Contractor shall arrange and monitor a programme with each Subcontractor, supplier, local authority and statutory authority as may be required and obtain and supply information as necessary for co-ordination of the work.

The Contractor is to ensure that all Subcontractors undertaking elements or parts of elements of the works or 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 Subcontractor's work.

The Contractor is to co-ordinate 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.

The Contractor is to effectively supervise each element of the Contractor's design, to ensure that the design is being provided in a proper and timely 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 shall allow for the employment of such suitably qualified and experienced staff as may be required to provide such supervision.

WI 051 – Industrial relations

The Contractor will be responsible for promoting and implementing good industrial relation practices and, in conjunction with the Subcontractors, is responsible for 'day to day' industrial relations as they affect the works in particular and the project as a whole. This includes, but is not limited to:

- Race relations;
- Equal opportunities;
- Training opportunities.

The Contractor shall publish an Industrial Relations Policy and require his Subcontractors to submit, with their tenders, details of their Industrial Relations Policy, training schemes and management initiatives.

WI 052 – Risk management process

There is risk associated with any project and the successful management of a project cannot therefore rely on the absence of risk. Consequently, the project must control risk by a process of identification, analysis and management. This process of risk management is the responsibility of all parties in

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accordance with CDM 2015. The importance of the contributions of Employer, Project Manager and the Contractor along with the rest of the project team and the relationship of the risk management process with the contractual responsibilities of the various Parties should be noted.

Identification of project risks categories - perceived risks to the project are to be identified by the project team and will be included on the Risk Register. These risks will be grouped. Following identification of the risks, each will be assessed for probability and impact, in terms of cost, time or fitness for purpose.

Mitigation strategy and allocation of responsibility - the risks identified on the Risk Register will be managed in a pro-active manner. A mitigation strategy will be identified for each risk by the Project Manager in liaison with the Employer and Contractor and responsibility for implementing that mitigation strategy will be allocated to the project team member best placed to manage the risk.

Review of status of risks - the probability, impact ratings, and mitigation strategies for the risks will generally be reviewed at risk reduction meetings as required by the contract. Risks which have passed will be closed but will remain on the register. Progress with regard to implementation of the mitigation strategies will be monitored and reported. Following these reviews, a revised risk register will be produced and issued by Project Manager.

WI 053 Facilities and services to be provided**WI 054 Facilities and services to be provided by the Employer for use by the *Contractor***

Facilities and services provided by the *Employer* for the use of the *Contractor* and Others during the contract:

- Contractors site compound area, will be located within the site and to be self-sufficient
- Electrical and telecommunication services are to be provided by the Contractor. Note the site has insufficient electrical capacity to sustain the Contractors site compound including kitchens and drying rooms;
- Costs for use of all services to be included within Contractors Prices.
- Temporary power and water
- Access to welfare facilities throughout the duration of the works

WI 055 Facilities and services to be provided by the Contractor for his use

In addition to what is available from the Employer above the Contractor is to provide facilities necessary to carry out the works, it is deemed this may include but is not limited to the below:

- Measures for tidiness at work Sites;
- drainage;
- Communications;
- canteen facilities;
- Temporary lighting;
- Temporary facilities and service coordination;
- Temporary roads, hard standings and crossings;
- Additional fences, screens and hoarding.
- Attention is drawn to the need to provide a secure site prior to works starting. An allowance shall be made for the signage around all areas where applicable under the constructions, design and management regulations (2015).
- The Employer will provide a storage area.

WI 056 Meter Readings

Where charges for service supplies need to be apportioned, the *Contractor* shall ensure that meter readings are taken by the relevant authority at possession and/or Completion as appropriate. Copies of readings are to be supplied to interested parties.

WI 057 Sign board Incl. Directions for Deliveries

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The *Contractor* shall be responsible for installing one Site sign board incorporating the *Employer's*, the *Project Manager's* and the *Contractor's* company sign boards. The Site sign board shall also have sufficient space to incorporate any other consultants' company sign board that the *Employer* agrees to be erected. The location of such board, its layout, content, format and size shall be agreed with the *Project Manager* prior to erection.

WI 058 Health and safety

WI 059 Particular health and safety requirements

The works are to be undertaken in conformance with all current relevant Health and Safety Legislation, Codes of Practice, Regulations, and HSE Guidance Notes including, inter alia, those listed in the Employers 'Safety Code of Practice for the Contractors and Sub-Contractors, including their subsequent revisions, amendments and replacements.

The Contractor will act as Principal Contractor for the purposes of the Construction (Design & Management) Regulations 2015 (CDM) Constraints on access and working methods are detailed in the Pre-Construction Health and Safety Information.

The Contractor shall comply with the Employer's Safety Code of Practice for the Contractors and Sub-Contractors, with the Employer's Drugs and Alcohol Policy.

Allowances should be made for inductions as appropriate for all employers' representatives as appropriate, including Project Manager, Supervisor, Quantity Surveyor and others.

Health and Safety Goals

- To complete the project free of accidents and will al operatives, site visitors. To focus on reducing real risks from hazards – either to be removed or designed out, or to be reduced to a minimum
- To ensure that all workers and those that may be affected by the works are properly protected
- Ensuring that those who create the risks manage them responsibly
- Enable individuals to understand that as well as the right to protection they must also accept responsibility
- To ensure that all work will be carried out in accordance with statutory requirements

WI 060 Detailed method statements

Refer to Pre Construction Health and Safety Information for the detailed method statements that are required for submission to the Project Manager for the avoidance of doubt acceptance or otherwise of these documents does not absolve the Contractor of liability.

WI 061 CDM Regulations

The *Contractor* will fulfil the role of CDM Principal *Contractor* and CDM Principal Designer as defined in the Construction (Design & Management) Regulations, 2015, all works will develop and implement the Construction Phase plan in relation to *the works* until the Completion Date.

The *Contractor* shall ensure that:

- He is fully aware of his obligations under CDM Regulations and possesses the required degree of competence and level of resources to meet those obligations;
- All sub-contractors are fully aware of their obligations under the CDM Regulations and are fully competent and are adequately resourced to meet those obligations.

WI 062 Submission of Health and Safety File

The *Contractor* is responsible for collating and compiling all information required to be provided for the Health and Safety File in a format in compliance with the CDM regulations, including all relevant data obtained from all sub-contractors and Suppliers.

The purpose of this document is to include adequate information about the structure or Materials used which might affect the health or safety of anyone carrying out construction, demolition or cleaning work or of anyone who may be affected by such work as required by the CDM Regulations.

For *Contractor* designed and performance specified work, the *Contractor* is to obtain or prepare the following and submit to the CDM Principal Designer:

- Details of key structural principles, including safe working floor and roof loads;
- Details of construction methods and Materials, including COSHH dated data sheets, which may present residual hazards with respect to cleaning, maintenance, repair, renovation or demolition;
- General maintenance instructions including access provision and information about Equipment provided for cleaning and maintaining the building fabric.

As-built drawings.

- The *Contractor* is also to obtain or prepare the following:
 - The nature, location and markings of utilities and services, including emergency and firefighting;
 - Instructions for operation, maintenance, dismantling and removal of Equipment and systems;
 - Details of hazards associated with the Materials used in the construction;
 - Access requirements/restrictions;
 - Any other information as required by the Pre-Construction Information document and statute.

WI 063 Behaviour

No alcohol or drugs are to be permitted to be consumed on Site. No anti-social behaviour will be tolerated on the Site and the *Project Manager* may request offenders to be permanently removed from the Site.

No smoking or vaping is to be permitted on Site, other than in specifically designated areas.

WI 064 Control of hazardous substances

In addition to the requirements of the Control of Substances Hazardous to Health Regulations, the *Contractor* shall give advance notice in writing to the *Project Manager* warning him of any “substances hazardous to health”, provide him with a copy of the “assessment of health risks” as defined in the regulations, specify the hazardous substances, their location and the dates when they could be encountered before the Completion Date by any employee or representative of the *Employer* or any other visitor to the Site.

Provide a similar notice to the *Project Manager* about any hazardous substances to be used in work carried out after the Completion Date of any part of *the works*.

Provide copies of all notices given under this clause to all consultants involved in the Project. Copies of such notices and information shall also be provided to the Principal Designer until the Defects Date.

WI 065 Procedures for visitors

Inform the *Project Manager* in advance of all safety provisions and procedures (including those relating to Materials which may be deleterious) which will require the compliance of the *Employer* or his representatives or any other visitor to the Site.

WI 066 Health and Safety Executive

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

WI 067 Police Regulations

The *Contractor* shall at all times observe any Police and Home Office Regulations including those regarding the loading and unloading of vehicles on the public highway.

WI 068 Protection against fire

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Contractor shall provide appropriate fire fighting measures, which as a minimum will include fire extinguishers, escape route and adequate fire alarms etc.

All combustible Materials shall be stored on Site in a position and in a manner agreed.

Hot works permits is the responsibility of the Contractor however the Project Manager should be advised of all proposed Hot Work activities.

WI 069 – Emergency Response

Any emergency situation must be reported immediately . For any accidents on site that require an ambulance, 999 should be dialled first, The Project Manager should also be notified as soon as practically possible.

WI 070 Building Regulations (Where necessary)

The *Contractor* will submit drawings for building control approval and will pay all fees due.

The *Contractor* shall complete the design, obtain all statutory building regulation approvals (including demonstrating by means of testing, compliance with Part L of the Building Regulations) and all other necessary approvals including those resulting from any changes to the Works Information made by the *Project Manager*. Such approvals must be unconditional and obtained and delivered to the *Project Manager* prior to the Completion Date and are a condition precedent for the certification of Completion by the *Project Manager*.

The *Contractor* shall provide the *Project Manager* and *Employer* with copies of all approval notices.

Should compliance with the Building Regulations or the requirements of the Fire Officer or of any other body having jurisdiction necessitate amendment to the design or layout of *the works*, the *Project Manager's* acceptance is to be obtained before it is implemented. No adjustment will be made to the total of the Prices for such compliance provided that the regulation requiring such compliance was in force or promulgated prior to the Contract Date.

The *Contractor* shall separately notify the *Project Manager* in writing of any material changes he wishes to make to his design that will not comply with the design criteria. Any changes will be subject to the *Project Manager's* acceptance prior to the changes being implemented by the *Contractor*.

The Contractor is to manage compliance with the Joint Fire Code.

The *Contractor* shall not use or specify for use in *the works* any Materials which contravene any British Standard Specification or Code of Practice or European Union equivalent relevant at the date of specification or use which are generally known to be deleterious to health and safety and / or to the durability of *the works* in the particular circumstances in which they are specified for use or used. The *Contractor* shall impose a like obligation upon all sub-*Contractors*.