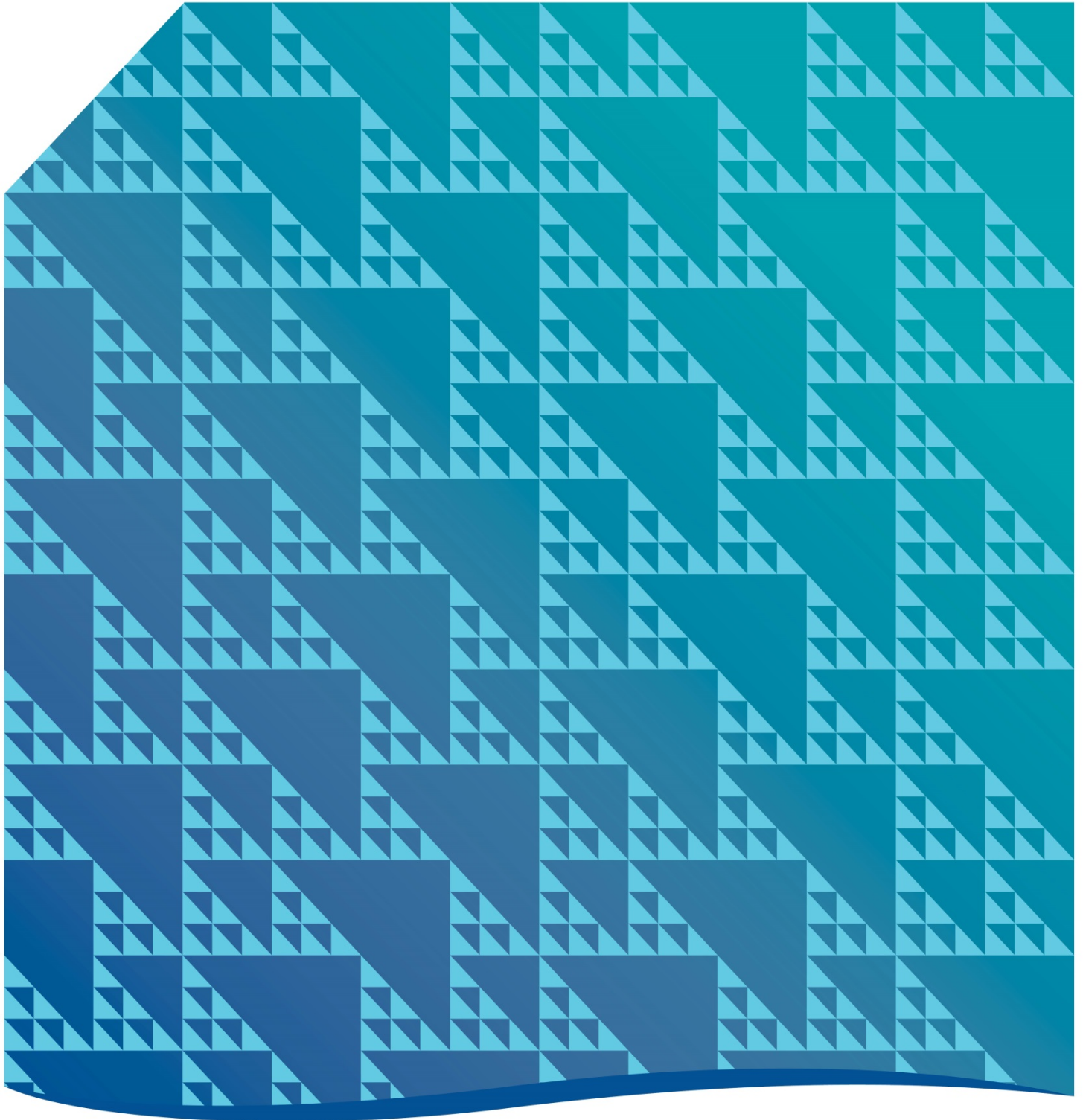


G2 Contract Management Plan
Date: July 2014
Edition 1 / Revision 0

General Specification



REVISION REGISTER

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 1 / Rev 0	All	<i>'Department of State Growth'</i> replaces <i>'DIER'</i>	BM (MPS)	27.06.14
	G2.1	Clause reworded		
	G2.2	Australian Standard references added		
	G2.3	Clause reworded		
	G2.4	Wording added		
	G2.5	Old sub-clauses removed or relocated in G2		
	G2.5	New Clause and sub-clauses		
	G2.6.1	Replaces previous Clause G2.7, Clause reworded		
	G2.6.2	Replaces previous Clause G2.5.1, wording added		
	G2.6.3	Replaces previous Clause G2.5.2		
	G2.6.4	Replaces previous Clause G2.5.3		
	G2.6.5	Replaces previous Clause G2.5.4, wording added and hold points updated		
	G2.6.6	Replaces previous Clause G2.5.6, wording added		
	G2.6.7	Replaces previous Clause G2.5.8, Clause reworded		
	G2.7	Replaces previous Clause G2.6, Clause reworded		
	G2.8	Clause heading changed, <i>'Workplace Health & Safety'</i> replaces <i>'Occupational Health & Safety'</i>		
	G2.8.1	Clause reworded		
	G2.8.2	Wording removed		
	G2.8.3	Clause reworded		
	G2.8.4	Old Clause removed, replaced by previous Clause G2.8.5		
	G2.8.5	Replaces previous Clause G2.8.6, wording added		
	G2.8.6	Replaces previous Clause G2.8.7, Clause reworded		
	G2.8.7	New Clause added		
	G2.9	Wording added		
	G2.10	Wording added		
	G2.11	Replaces previous Clause G2.5.7, Clause reworded		
	G2.12	Replaces previous Clause G2.5.5		
	G2.13	New Clause, includes extracts previously from G1		
	G2.13.4	<i>'Design Calculations'</i> requirements added to clause		
	G2.B	New Annexure added		
	G2.C	Replaces Appendix G1.A		

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G2.1 SCOPE

The Contractor shall develop, implement and maintain a Contract Management Plan (CMP) that reflects the requirements of this specification as well as the relevant provisions set out in other individual Department of State Growth Standard Specifications and the project specific specification.

This specification sets out the requirements for the CMP.

The CMP shall target the particular specific requirements and conditions expected in the project. The reproduction of information contained within the Contractor's third party certified management systems is not necessary, provided it is appropriately referenced in the CMP and the referenced information is readily accessible to contract personnel (Contractor's and Sub-Contractor's) and the Superintendent. Any CMP that includes voluminous amounts of generic information not related to the project may be rejected by the Superintendent.

No provision of the CMP shall over-rule or conflict with the requirements of the contract specification, including the Standard Specifications.

G2.2 REFERENCES AND STANDARDS

The Contractor's CMP shall be compatible with the provisions of all Department of State Growth Standard Specifications for Design, Construction and Maintenance and Australian Standards in particular:

Department of State Growth Standard Specifications

- G1 – General Provisions
- G3 - Traffic Management
- G6 – Production of Aggregate and Rock products
- G8 – Construction Survey
- G9 – Product Quality
- G10 – Construction Environmental Management Plan
- T4 - Planning and Design Survey
- T5 – Environmental Investigations and Reporting
- T13 – CADD Manual
- R40 – Pavement Base and Subbase
- R101 – Emergency Management.

Australian Standards

- AS/NZS ISO 9001 Quality management systems – Requirements
- AS/NZS ISO 14001 Environmental management systems – Requirements with guidance for use
- AS 4801 Occupational health and safety management systems – Specification with guidance for use
- AS 4804 Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques
- AS/NZS ISO 31000 Risk management – Principles and guidelines
- HB 206 Initial Environmental Review (IER)
- HB 327 Communication and consulting about risk
- ISO Guide 73 Risk management – Vocabulary.

G2.3 STRUCTURE & CONTENTS OF THE CONTRACT MANAGEMENT PLAN

The CMP must inform and direct the Contractor's and Sub-Contractor's personnel about specific practices, resources, sequence of activities, controls and checks that will be implemented under the contract.

The CMP shall include the following elements as appropriate for the Contract:

1. general management
2. product quality
3. environmental management
4. workplace health and safety
5. traffic management
6. public contact
7. maintenance procedures
8. emergency management
9. records and reporting

Unless agreed otherwise by the Superintendent, the CMP shall be structured in clearly defined sections numbered, titled and with the relevant content consistent with the elements listed above and as described in this Specification.

Project specific items listed in *Annexure G2.A* are project specific and additional requirements that the CMP must address.

G2.4 SUBMISSION

Two controlled paper copies and one electronic copy in Optical Character Recognition (OCR) Adobe Acrobat PDF format of the CMP shall be provided to the Superintendent within the period set in the Conditions of Contract.

Acceptance of the Contractor's CMP by the Superintendent is a prerequisite for giving possession of site.

Within 14 days of the submission of a CMP by the Contractor, the Superintendent shall advise whether the CMP is accepted. The Superintendent may reject a CMP that does not include all elements prepared and presented in accordance with this Specification.

Acceptance of the CMP does not relieve the Contractor of the responsibility for compliance with the requirements of the Contract.

Notwithstanding the acceptance of the Contractor's CMP by the Superintendent, the Contractor shall remain responsible for ensuring that the CMP is comprehensive, effective, accurate and maintained up to date in accordance with this Specification throughout the term of the Contract.

At any time during the Contract, Superintendent may audit elements of the CMP and inform the Contractor of deficiencies. Where deficiencies are identified, the Superintendent may instruct the Contractor to cease associated works. The Contractor shall be responsible for rectifying any deficiencies in the CMP prior to proceeding with associated works.

G2.5 GENERAL MANAGEMENT

G2.5.1 General

The General Management element of the CMP shall describe the Contractor's management and decision making structures and name the personnel responsible for particular management activities and decisions throughout the Contract.

G2.5.2 Clarifications and Requests for Information

It shall document the provisions made by the Contractor to record and monitor the status and progress of any clarifications and directions required by the Contractor in relation to any ambiguities, discrepancies or improvement opportunities regarding the Contract and associated works. This shall include the establishment, maintenance and monthly submission to the Superintendent of a register containing the following:

- Contractor's unique reference number/identifier for associated correspondence issued to the Superintendent
- a short identifying description of the matter
- date of issue to the Superintendent
- date that the Superintendent is/was required to respond by (if applicable)
- Superintendent's unique reference number/identifier for the response issued to the Contractor
- date of Superintendent's response
- whether the resolution of the matter resulted in a variation and/or extension of time to the Contract
- and if so, the Contractor's unique reference number/identifier of the variation and/or extension of time claim

G2.5.3 Claims and Variation Management

It shall document the provisions made by the Contractor to record and monitor the status and progress of the identification, pricing and approval for any claims and variations to the Contract. This shall include the establishment, maintenance and monthly submission to the Superintendent of a register containing the following:

- Contractor's unique reference number/identifier for claims and variation approval requests issued to the Superintendent
- a short identifying description of the matter
- date of issue to the Superintendent
- date that the Superintendent is/was required to respond by (as per the General Conditions of Contract)
- Superintendent's unique reference number/identifier for the response issued to the Contractor
- date of Superintendent's response
- whether the resolution of the matter resulted in a variation to the Contract
- and if so, the value of the variation and revised Contract value

G2.5.4 Time and Resource Management

G2.5.4.1 General

It shall document the provisions made by the Contractor to obtain, supply and manage the resources (plant, personnel and skills and testing) and materials required to undertake and progress the works in accordance with the Contract.

G2.5.4.2 Construction Program

The CMP shall reference and provide as an attachment the construction program required to be submitted by the Contractor to the Superintendent in accordance with Part B Annexure to the General Conditions of Contract. This shall be set as the baseline construction program, against which the progress of works and subsequent program revisions shall be reported.

Where a construction program forms part of the Contract document as defined in the Formal Instrument of Agreement, the baseline construction program submitted by the Contractor shall be consistent with the construction program in the Contract document, unless agreed otherwise by the Superintendent.

The construction program shall be in the form of a Critical Path Method network and associated bar diagrams (i.e. GANTT Chart). The Contractor shall show those activities necessary to complete a logical and readily comprehensible network. It shall include the identification of activities on the critical path, including allowance for the completion and submission of documentation for review and acceptance by the Superintendent prior to issue a Certificate of Practical Completion.

The construction program shall include all hold and witness points required to be released by the Superintendent. It is noted that inclusion of a forecasted date of a hold or witness point in the

Contractor's construction program does not constitute a formal notice of a hold or witness point requiring release. The Contractor shall still be required to provide hold and witness point specific notifications in accordance with this and other Standard Specifications.

The construction program shall indicate actual working days per week based upon the Contractor's actual working hours per day and shall show all statutory and other public holidays on which the Contractor does not anticipate working during the Contract period.

Reporting of progress and revisions to the baseline construction program shall be submitted at least monthly to the Superintendent with any changes to the baseline clearly identified and revised dates for hold and witness points forecasted.

More specific or detailed information on the activities for the next two months shall be provided in the Contractor's Monthly Report, if these are not shown in sufficient detail on the construction program.

G2.5.4.3 Cash Flow

The Contractor shall supply a cash flow forecast in monthly increments with the construction program. The cash flow shall be updated at least monthly to reflect any changes affecting the construction program.

G2.5.4.4 Claims for Extensions of Time

This element of the CMP shall also document the provisions made by the Contractor to record and monitor the status and progress of the identification and approval for any extension of time for Practical Completion claims. This shall include the establishment, maintenance and monthly submission to the Superintendent of a register containing the following:

- Contractor's unique reference number/identifier for extension of time claims or notices of intention to claim issued to the Superintendent
- a short identifying description of the matter
- date of issue to the Superintendent
- date that the Superintendent is/was required to respond by (as per the General Conditions of Contract)
- Superintendent's unique reference number/identifier for the response issued to the Contractor
- date of Superintendent's response
- whether an extension of time for Practical Completion was approved
- and if so, the extension of time granted and the revised time for Practical Completion

G2.5.5 Management of the CMP

It shall nominate the persons with primary responsibility for the monitoring, review and update of each element of the CMP.

Unless otherwise included in a schedule contained within in the Contractor's Inspection and Test Plan, it shall nominate the Contractor's audit schedule for verification of CMP compliance and effectiveness.

G2.5.6 Inductions

It shall document the provisions made to induct contract personnel (Contractor's and Sub-Contractor's) into the requirements of this contract (works, quality, environmental, WHS, Traffic, etc).

G2.6 PRODUCT QUALITY

G2.6.1 General

The Product Quality element of the CMP shall document how the Contractor intends to achieve and demonstrate compliance with all the product quality requirements of the Contract,

including compliance with *Standard Specification G9 Product Quality*, other *Standard Specifications* and with any special provision called up in the *Project Specification*.

G2.6.2 Inspection and Test Plan (ITP)

In accordance with *Standard Specification G9 Product Quality* the Contractor's CMP shall detail the ITP covering inspections, sampling and testing to verify that the work processes are effective and that all finished work complies with the specification.

It shall include one or more schedules containing complete lists of all individual activities of inspections, sampling, testing, surveys and hold and witness point releases required to be undertaken and documented in accordance with the Contract (including *Standard Specifications*), the CMP and/or the Contractor's own management systems. The schedules shall include the following associated information:

- a short identifying description of each inspection, sampling, testing, survey and hold and witness point release required in accordance with the contract;
- identification of the records that will be produced;
- the reference of the relevant Contract clause or Specification (if applicable); and
- the identity of the Contractor's representative (position title shall suffice) and sub-contractor, if applicable, with primary responsibility for coordinating and/or undertaking the activity.

The schedule(s) submitted in the CMP shall be updated maintained and submitted monthly to the Superintendent, with the following additional information provided for each completed activity:

- the date the activity was completed
- the Contractor's unique reference number/identifier(s) for the associated record(s) within the Contractor's records system
- whether any defective work, defective practices or non-conformances were identified and if so,
- the Contractor's unique reference number/identifier(s) for the Notice of Non-Conforming Work issued to the Superintendent
- Superintendent's unique reference number/identifier for the approval of the planned rectifications
- whether the planned rectifications have been completed to the satisfaction of the Superintendent

During the currency of the contract all inspection reports, test records and quality records, including control charts, are to be made available for inspection within twenty four (24) hours of completion of the inspection or test if requested by the Superintendent.

G2.6.3 Control of Construction Process

The Contractor shall detail procedures and/or work instructions for construction processes under the contract in the CMP.

G2.6.4 Procedures for Defective Work and Practices

The CMP shall describe how the Contractors will:

- identify defective work
- undertake to notify the Superintendent with 24 hours of the identification of the defective work, except where conformance is to be achieved by continuation of the original process
- review the processes that led to the defective work in order to prevent the re-occurrence of defective work
- define the Contractor's internal audit procedures.

Notification of defective work shall be submitted as a Notice of Non-Conforming work and shall indicate the proposed method of rectification for approval by the Superintendent.

A hold point applies until the Superintendent approves the planned rectification works.

G2.6.5 Hold and Witness Points

In relation to work under the Contract proceeding beyond a Hold Point required by the Principal, attention is drawn to Part B Annexure B to the General Conditions of Contract.

All hold and witness points identified in all Standard Specifications and in *Annexure G2.A*, shall be defined in the CMP, including the information required to be supplied at the hold or witness point and who shall be responsible for its release.

A hold point applies prior to the covering of work that has been rectified following the submission by the Contractor of a notice of non conformance work.

The release of a hold point shall not relieve the Contractor of responsibility to construct the works in accordance with the relevant Specification.

A rejection to the release of hold point does not constitute an avenue for extension of time.

Except where specifically amended in *Annexure G2.A* or in a standard specification the following conditions shall apply to hold points:

- the Contractor shall give at least 2 working days prior notice of the Hold Point
- all relevant test and verification results shall be available for inspection by the superintendent at the time of the Hold Point (not supplying this information may result in rejection of the Contractor's request for release of the Hold Point)
- the Contractor shall allow for one working day at the Hold Point for the Superintendent to attend the site and inspect the work and documentation.
- the Contractor may initiate additional hold points if considered necessary.

The following hold points are identified in this Specification.

Ref	Description of Hold Point	Nominated Work not to proceed
G2.3	Those specified in Annexure G2.A	Works identified in Annexure G2.A
G2.3	Revision of CMP	Work related to the revision
G2.4	Submission of CMP	As set in the Conditions of Contract
G2.6.4	Any product and service non-conformance	All related work
G2.6.4	Prior to changes to procedures and / or work instructions for construction processes.	Changes to procedures and / or work instructions for construction processes.

G2.6.6 Survey Management System

The Contractor shall plan, develop, implement and maintain a Survey Management System in accordance with *Standard Specification G8 Construction Survey*. The system shall include details of how evidence of compliance is to be provided.

Information regarding each activity of survey required to be undertaken in accordance with the Contract shall be identified and recorded as part of the Contractor's ITP.

All survey information generated during the contract shall be the property of the Principal and shall be included in the contract records. The survey shall be delivered as an electronic survey model.

G2.6.7 Durability and Life Assurance Plan and Procedures

This section shall include relevant analysis and testing procedures to be adopted in the design and/or construction to demonstrate that the element has been designed and/or constructed in

accordance with the relevant Standard or Project Specifications and that the specified design life and durability will be achieved for the pavement, structure or other element for which a design life is specified.

For design and construct contracts, a Durability Management Plan shall be submitted for the approval of the Superintendent to demonstrate that the durability intent can be achieved for the life of the pavement, structure or element and this forms part of the Contract Records for any necessary statistical analysis.

G2.7 ENVIRONMENTAL MANAGEMENT

The Environment Management element of the CMP shall contain a Construction Environmental Management Plan (CEMP) that documents how the Contractor shall manage the delivery of:

- the requirements of *Standard Specification G10 Construction Environmental Management Plan*; and
- the approval document and conditions issued by the Planning Authority and/or the relevant Government Department.

G2.8 WORKPLACE HEALTH AND SAFETY (WHS)

G2.8.1 General

The Workplace Health and Safety element of the CMP shall contain a Contract Safety Management Plan (CSMP) that documents how The Contractor shall manage the workplace health and safety requirements of the works in accordance with:

- all legislative requirements relating thereto
- the performance requirements of the all Standard Specifications, and
- the Contractor's Occupational Health and Safety Management System (OHSMS), which has been third party accredited as being compliant with *AS 4801* and *AS 4804* as appropriate.

The CSMP shall demonstrate that the Contractor has assessed and understands the hazards and risks associated with the works. The Contractor must ensure that procedures are in place to control the project specific hazards and risks, which provide a safe workplace for all workers as identified under the *Workplace Health and Safety Act 2012*.

G2.8.2 Hazard Identification and Risk Assessment

The Contractor shall undertake Hazard identification and Risk Assessment (HIRA) in accordance with *AS/NZS ISO 31000*. This shall include a traffic management related risk assessment in accordance with *Standard Specification G3 Traffic Management*.

G2.8.3 Safe Work Method Statements

The Contractor shall develop, review and maintain Safe Work Method Statements (SWMS) that address the hazards identified for all high risk activities in the performance of the works (for guidance refer to Safe Work Australia's Construction Work – Code of Practice).

G2.8.4 Hazardous Materials

The Contractor shall prepare incident control procedures to be adopted to identify and control any hazardous materials either found on site or if the site is contaminated by a spill.

G2.8.5 Incident Notification

The Contractor shall notify the Superintendent, in writing within 24 hours of any notifiable incident/accident (as defined by Workplace Standards).

The Contractor shall provide to the superintendent, within 7 days of any incident/accident, a copy of the incident/accident report and the investigation report, which must include remedial action/s taken to avoid a recurrence of this type of incident/accident.

G2.8.6 Auditing

The Contractor shall undertake and document audits to ensure compliance with the CSMP, SWMS and OHSMS. The scope of audits shall cover (but not confined to) the Workplace and the activities of the Contractor, Contractor's Employees, Sub Contractors and Visitors.

The Contractor shall also allow the Superintendent to inspect the workplace (or part thereof) for the purposes of identifying the Contractor's compliance with the CSMP and SWMS.

G2.8.7 Monthly WHS Reporting

On a monthly basis, the Contractor shall update and provide a schedule containing the following information for the month being reported and the cumulative totals for the Contract to date:

- Number of Contractor's employee hours completed
- Number of Subcontractor's employee hours completed
- Number of lost time injuries
- Number of medical treatment injuries
- Number of first aid injuries
- Number of plant and property related incidents
- Number of near misses
- Number of all incidents inclusive of the above
- SWMS developed or revised
- Number of Toolbox meetings held
- Number of WHS audits and inspections planned and completed.

Contractor shall also provide a copy of the results of any WHS audits completed during the month being reported.

G2.9 TRAFFIC MANAGEMENT

The Contractor shall plan, operate and maintain Traffic Management in accordance with *Standard Specification G3 Traffic Management and AS 1742.3*.

The CMP shall include a traffic management related risk assessment.

The Contractor's ITP shall include appropriate audits to ensure compliance with the Contractor's Traffic Management Plan.

G2.10 PUBLIC CONTACT

The Public Contact Element shall detail how the Contractor will communicate with the public and shall include consideration of:

- protocols for liaising with all stakeholders, including emergency services and the media
- who should be consulted/informed
- why they should be consulted/informed
- what should be communicated
- when it should be communicated
- how it should be communicated
- protocols for dealing with public complaints and feedback.

The Contractor shall not issue any information, publication, document or article for publication concerning the project in any media without prior approval of the Superintendent, which shall not unreasonably be withheld. The Contractor shall refer to the Superintendent any enquiries concerning the project from any media.

The Contractor shall maintain and submit to the Superintendent on a monthly basis a Communications Log of all public and media complaints and enquiries made directly to the Contractor in relation to the contract.

G2.11 MAINTENANCE PROCEDURES

The Maintenance Procedures element of the CMP shall detail The inspection frequency and maintenance procedures necessary for the upkeep of the works for the duration of the Construction. The plan shall reflect the requirements of *Standard Specification G1 General Provisions Clause G1.21 Construction Contractor's Maintenance Responsibilities*.

The Contractor shall provide a monthly report of activities (both Routine Maintenance and Minor Works in maintenance contracts) undertaken during the preceding month in the form of a Register of Maintenance Activities in Microsoft Excel (or compatible) format. The report shall include data collected during the preceding month that represents the evidence of work undertaken in that month. The report shall detail all activities to be undertaken by road, link no, chainage, type of work and any other issues.

Within 14 days of the issue of the Certificate of Practical Completion the CMP's defects identification and remediation procedures and maintenance provisions, where required by the Contract, shall be reviewed and the amended Plan reissued. These shall include the planning, inspecting, reporting, monitoring, executing and controlling of the processes involved in each activity, and note how product verification is to be achieved.

G2.12 EMERGENCY MANAGEMENT

The Contractor shall have an emergency management system that includes the provision of a 24 hour emergency contact and call out service adequately covering the whole maintenance area or contract site included in the contract to meet the emergency response times in *Standard Specification R101 Emergency Management*.

The Emergency element of the CMP shall include:

- the responsibilities of key personnel
- an up-to-date list of contact details for all on-site/off-site Emergency Response Personnel (any changes to the list provided shall be advised in writing to the Superintendent within 48 hours)
- emergency response procedures (ERP's) that clearly describe the actions to be taken in response to a given situation/emergency
- site plans that clearly show the following:
 - location of known potential hazards (i.e. chemical & diesel storage facilities inclusive of volumes), first aid stations, SDS information and the location and nature of emergency response infrastructure (i.e. dry chemical extinguisher)
 - evacuation routes and assembly points
 - infrastructure plan that shows critical isolation/shutdown valves.

G2.13 RECORDS AND REPORTING

G2.13.1 General

The Records and Reporting element of the CMP shall describe the system and procedures the Contractor shall use to record and issue Contract related documentation in a logical and comprehensive manner that:

- provides traceability
- is suitable to judge and monitor compliance
- is readily accessible to both the Contractor and Superintendent.

Unless agreed otherwise by the Superintendent, reports shall be submitted electronically in Optical Character Recognition (OCR) Adobe Acrobat PDF format. In addition to a PDF format, any spread sheets shall also be supplied in Microsoft Excel format.

G2.13.2 Weekly Plant and Personnel Reporting

For road construction and rehabilitation projects, or when requested by the Superintendent, this clause shall apply.

The Contractor's records management system shall include the weekly provision of plant and personnel reporting as described below.

Within one (1) week of commencing work on the site, the Contractor shall furnish to the Superintendent a fully detailed return of all plant and personnel employed on the works and additions or reductions shall be notified weekly, within two (2) working days of the end of the weekly period.

The return shall clearly indicate the amount of plant and labour utilised for individual lots and items in the Schedule of Rates or Bill of Quantities.

The information shall be supplied before progress payments for the relevant period are made by the Superintendent, and delays thereby caused shall be at the Contractor's expense.

The Contractor shall, upon request, also supply to the Superintendent any other records relating to work under the Contract which the Superintendent may reasonably require.

G2.13.3 Monthly Reporting

The Contractor's records management system shall include the provision of a Contractor's Monthly Report submitted to the Superintendent on a monthly basis with the Contractor's monthly claim for payment.

The report shall contain the monthly reporting required by this Specification and the Contractor's CMP.

This element of the CMP shall reference and provide as an attachment, a template and example content of the Contractor's report.

A suggested structure for the Contractor's Monthly Report is contained in *Annexure G2.B*.

Acceptance of alternative structures proposed by the Contractor shall not be unreasonably withheld by the Superintendent, provided the reporting requirements of this Specification are met.

All information in the report shall be a true and accurate record of the status as at the last day of the completed month being reported.

On selected projects funded by the Australian Government, reporting on industrial relations compliance in accordance with the National Code of Practice for the Construction Industry (NCOPCI) is a mandatory requirement. For contracts tendered as being NCOPCI compliant, Contractors must provide the details in the Contractor's Monthly Report.

G2.13.4 Documentation Required for Practical Completion**G2.13.4.1 General**

Further to definition of 'Practical Completion' in the General Conditions of Contract, the supply of the following documents are deemed to be essential for the use, operation and maintenance of the Works:

- a Completed Works Report
- Contract Records
- As-Constructed Drawings
- Service Installations and Relocations
- Design Calculations

The Contractor's records management system shall include the provision these documents by the Contractor to the Superintendent for review and acceptance prior to issue a Certificate of Practical Completion. Within 7 days of the submission of each document, the Superintendent shall advise whether the document is accepted.

G2.13.4.2 Completed Works Report

A Completed Works Report that shall include completed copies of the relevant Completed Works Forms listed in *Annexure G2.C*.

The Completed Works Report shall also contain the following information:

- Information on the condition of the completed works (e.g. roughness surveys, deflection surveys, baselines for corrosion or other protection systems)
- Information relevant to assessing the structural capacity of the works, including, where applicable, sub-surface conditions, foundations and sub-structures.

G2.13.4.3 Contract Records

A set of all records for the Contract, including inspection and test records, control charts, statistical analyses and compliance evidence and certificates from suppliers including production control plans and charts, product inspection records, details of reference specimens, durability test records and production control plans. For pavement materials evidence shall include details identified in *Standard Specification R40 Pavement Base and Subbase*.

G2.13.4.4 As-Constructed Drawings

A set of as-constructed drawings in both AutoCAD (dwg or dxf) format and Adobe Acrobat PDF format produced from these AutoCAD files at a resolution suitable for effective interpretation.

An electronic version of the design drawings will be supplied to the Contractor by the Superintendent prior of giving possession of site. Changes made by the Contractor to the supplied AutoCAD dwg or dxf drawings shall be in accordance with *Standard Specification T13 CADD Manual*.

Drawings should be marked with the latest revision number and titled "As Constructed" on each drawing. Any changed information is to be enclosed in a "cloud bubble" on the plan for easy identification.

G2.13.4.5 Service Installations and Relocations

Written copies of any arrangements made by the Contractor with Service Owners concerning the installation and relocation of services.

"As Constructed" information for installed and relocated services shall also be provided to each Service Authority with the relevant details and in the required formats to meet their individual requirements for this documentation. Copies of this information with confirmation of receipt and acceptance by the Service Authority shall be supplied by the Contractor to the Superintendent.

G2.13.4.6 Design Calculations

For projects which involve the design and construction or renewal of structures, the design calculations pertaining to the issued For Construction design drawings will be supplied to the Superintendent. This shall be completed by the Contractor prior to the Superintendent issuing the certificate for practical completion.

G2.13.5 Payment

Payment for the provision of all records, Completed Works Reports, Contract Records and As-Constructed Drawings shall be as per scheduled item 8:06 (a) to be paid after the supply of all associated documentation to the satisfaction of the Superintendent.

ANNEXURE G2.A – PROJECT SPECIFIC DETAILS

CONTRACT NO.

CONTRACT NAME:
.....

ADDITIONAL CONTRACT MANAGEMENT PLAN REQUIREMENTS

Additional Superintendent's Hold Points	Nominated works not to proceed

ANNEXURE G2.B – STRUCTURE FOR CONTRACTOR'S MONTHLY REPORT**1. General Management**

- Summary of the status and progress of the works
- A photograph log of special or significant monthly activities
- Identification of any changes to the Contractor's management team
- Identification of any of plant and personnel resourcing issues, Industrial Relations Issues
- Identification of any anticipated delays which may affect completion of the work and the remedial action proposed by the Contractor.
- Reference to and summary of any changes to the attached construction program
- Reference to and summary of any changes to the attached Cash Flow Forecasts
- Reference to the attached Register of Clarifications and Requests for Information and identification of any critical pending matters
- Reference to the attached Register of Claims and Variations and identification of any critical pending matters
- Reference to the Register of Extensions of Time Claims and identification of any critical pending matters
- Identification of any contractual or design issues not addressed above

2. Product Quality

- Reference to the ITP Schedule(s) and identification of any non-conformances or missed of inspections, sampling, testing, surveys and hold or witness point releases

3. Environmental Management

- Identification of any incidents resulting in environment impacts
- Identification of any non-conformances against the CEMP and *Standard Specification G10 Construction Environmental Management Plan*

4. Workplace Health and Safety

- Monthly WHS reporting as defined in *Standard Specification G2 Contract Management Plan*
- Identification of any associated audits conducted and a summary of the findings

5. Traffic Management

- Identification of any associated audits conducted and a summary of the findings

6. Public Contact

- Reference to the attached Communications Log and summary of any significant issues raised and how they were managed

7. Maintenance

- Reference to the attached Register of Maintenance Activities
- Summary of any significant maintenance issues
- Summary of any significant maintenance activities required to be undertaken during the next month

8. Emergency Management

- Identification of any events requiring an emergency management response or an unanticipated attendance at the site outside of working hours

9. Records and Reporting

- Identification of any records and reports supplied to the Superintendent, but not referenced in the registers and schedules attached to the monthly report

10. Appendices

- Updated Construction Program
- Updated Cash Flow Forecasts
- Register of Clarifications and Requests for Information
- Register of Claims and Variations
- Register of Extensions of Time Claims (and any associated notices of intention to claim)
- ITP Schedule(s) (i.e. of all individual activities of inspections, sampling, testing, surveys and hold and witness point releases)
- Communications Log
- Register of Maintenance Activities

APPENDIX G2.C - COMPLETED WORKS REPORT FORMS

G2.C.1	Pavement Construction Record
G2.C.2	Misc. Pavement Construction and Road Layout Record
G2.C.3	Minor Culverts Record
G2.C.4a	Traffic Facilities Record
G2.C.4b	Signs
G2.C.5	Wearing Surface Record
G2.C.6	Surface Treatment – Water Blasting
G2.C.6	Pavement Marking Record
G2.C.7	Bridge Completion Report

Electronic copies of the above form in the required Microsoft Excel format are available for download at: http://www.transport.tas.gov.au/road/specifications/specification_listings



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