

Clerk of Works / Scope of Works.

Eric Doel Quality Inspections Limited.



The appointed Clerk of Works will:

1. Become conversant with the Client and Project Manager.
2. Examine all quality plans, issued drawings, technical specification and information.
3. Act as an inspector on behalf of the Client under the directions of the Project Manager to check that the Project is constructed in accordance with production documentation, other instructions properly issued to the Contractor and applicable Building Regulations.
4. Check that the required standards of quality and accuracy of work and materials are maintained, including inspecting samples of materials, and obtain copies of contractor's records of certification. Check that the Contractor develops and maintains appropriate records and defined objective evidence for the construction works, including collection and collation of as-built records.
5. Immediately report to the Project Manager if there is a non-conformance with the build specification, continuing negligence or non-compliance after the Contractor's attention has been drawn either orally or in writing to any lack of observance, and/or any reason to believe that any part of work is being sub-let without written consent as required by the contract
6. Inspect the day-to-day installation checking that the materials and workmanship are in accordance with the specification, drawings and good construction practice.
7. Compile a schedule of defects, snags and omissions for use at completion of key works packages and/or practical completion as directed by the Project Manager. Monitor remediation of snags and update the Project Manager.
8. Prepare an electronic Clerk of Works report on a weekly/ fortnightly basis for submission to the Project Manager including photographic records. Submit to the Project Manager within one week of the report being compiled.
9. Attend the site once a week, or as otherwise agreed when work is in progress.
10. Draw to the notice of Principal Designer in writing, any observed breaches of the Health & Safety at Work Act or breach of Construction (Design and Management) Regulations 2015 by the Contractor, Sub-Contractor or Consultants, or any other site safety problems and/or hazards observed and monitor action taken. Report serious safety matters to the Project Manager immediately.
11. The Clerk of Works shall produce an electronic report weekly for the Project Manager and Client with notes that Include: • Approximate weather condition • Approximate number of workers on site • Immediate health and safety issues • Comments on poor workmanship • Comments on material/specification breaches/issues • Brief overview on progress against programme

12. The appointed Clerk of Works will not: • Manage, organise or supervise any construction activities • Give any directions or make alterations to any basic details of the contract particulars • Give advice to the Contractor on methods of working (for which the contractor alone is responsible) • Approve the Contractor's method of carrying out any remedial measures • Agree any commitments with sub-contractors or suppliers

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