

SUMETPM206

Manage contract procedures for electrotechnical projects



Overview

This unit is for you if you are responsible for managing contractual procedures throughout projects.

Having successfully secured the project contract this unit is about obtaining suppliers of materials, plant and labour. It also involves maintaining good relationships with the client and maintaining positive industrial relations with employees, sub contractors and external contractors. It also involves ensuring that legislation involving employment and contractual issues is adhered to.

It is also about reviewing information to ensure that progress is being made on schedule and in accordance with budgetary requirements. In the event that the project is not progressing according to project requirements it involves seeking suitable solutions and liaising with the client.

Performance criteria

To manage contract procedures

You must be able to:

- P1 identify client priorities, project requirements and financial constraints in accordance with the requirements of the tender
- P2 ensure that your workforce is sufficient to comply with the requirements of the tender
- P3 enter into contractual agreements with external suppliers of materials, plant and labour
- P4 monitor external suppliers to ensure that they are complying with the terms of the contractual agreement
- P5 resolve differences and seek suitable solutions with external suppliers in the context of the contract
- P6 regularly review progress information and liaise with your site base regularly to ensure that your organisation is adhering to their contractual obligations with the client relating to the following:
 - P6.1 time constraints
 - P6.2 progress on site
 - P6.3 achieving deadlines variations
- P7 ensure that the client is adhering to their contractual obligations with your organisation including adherence to payment terms and conditions
- P8 investigate and evaluate the contractual implications of variations, their likely effect on programme activities, timings and sequences
- P9 promptly identify problems in complying with the terms of your organisations contractual obligations in terms of:
 - P9.1 timescales
 - P9.2 suppliers
 - P9.3 workforce and ensure that they are reported promptly to the relevant person(s)
- P10 resolve difficulties and seek suitable solutions with the client in the context of the contract
- P11 ensure that appropriate insurance cover is selected and monitor the suitability of the selected insurance cover throughout the project to consider whether a revision of cover is necessary.
- P12 clearly establish the employment status of those working on the project and clearly establish whether employees are employed by your organisation or the client.
- P13 ensure that your workforce are competent to undertake the required work, have the necessary registrations, qualifications and licences and can provide formal evidence of the same
- P14 ensure that your workforce and your organisation are working within the contract terms
- P15 ensure compliance with relevant contractual and health and safety legislation and liaise with relevant person(s) to ensure that the relevant

SUMETPM206

Manage contract procedures for electrotechnical projects

- health and safety documentation is available
- P16 promote positive working relations between:
 - P16.1 your organisation
 - P16.2 your client
 - P16.3 employees
 - P16.4 sub contractors

SUMETPM206

Manage contract procedures for electrotechnical projects

Knowledge and understanding

You need to know and understand:

- K1 how to identify client priorities, project requirements and financial constraints in accordance with the requirements of the tender
- K2 the size of workforce that will be required to undertake the project
- K3 the contractual obligations between:
 - K3.1 your organisation and the client
 - K3.2 your organisation and external contractors
 - K3.3 your organisation and its workforce
 - K3.4 your organisation and sub contractors
- K4 how to monitor:
 - K4.1 the client
 - K4.2 external contractors
 - K4.3 sub contractors
 - K4.4 your workforce to ensure that they adhere to their contractual obligations with your organisation
- K5 with whom you should liaise to monitor progress and check contractual compliance
- K6 suitable solutions that are available in the event that the client, external contractors or your workforce are not adhering to the terms of their contract
- K7 how to identify problems in complying with the terms of your organisation's contractual obligations
- K8 to whom you should report such problems
- K9 how to investigate the contractual implications of anticipated, proposed and actual variances and evaluate their likely effect on programme activities, timings and sequences
- K10 availability and suitability of insurance cover
- K11 the registrations, qualifications and licences that your workforce will be required to have
- K12 legislation applicable to managing contract procedures for projects
- K13 various forms of contract, contract terms and conditions
- K14 how to promote positive working relations

Additional Information

Glossary

Relevant person(s)

These are person(s) working within your organisation who are fully conversant with the terms of the contract and have authority to deal with compliance difficulties. This can also include sub contractors and external contractors.

Employment status

The status of those working on the project - those working on the project will either be working in the capacity of employees or sub contractors.

Site Base

These are other employees and departments within your organisation who will provide information regarding the progress of the project. They include the estimating department, accounts, site engineer and project management department.

Sub Contractors

These are organisations / individuals with whom your organisation has contracted to undertake work to fulfil aspect(s) of your organisation's contractual obligations to the client.

External Contractors

These are organisations / individuals who have a direct contractual obligation to the client to fulfil an aspect of the project. There may or may not be contractual obligations between your organisation and external contractors.

SUMETPM206

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