

**SOUTH AFRICAN ROAD FEDERATION**  
**SYMPOSIUM ON THE PREPARATION OF CONTRACT DOCUMENTATION**  
**AND ADMINISTRATION OF CIVIL ENGINEERING CONTRACTS**  
**CHAPTER 6: SCOPE OF WORK - SPECIFICATIONS**

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<p style="text-align: center;"><b>SOUTH AFRICAN ROAD FEDERATION</b></p> <p style="text-align: center;"><b>SYMPOSIUM ON THE PREPARATION OF CONTRACT DOCUMENTATION</b></p> <p style="text-align: center;"><b>AND ADMINISTRATION OF CIVIL ENGINEERING CONTRACTS</b></p> <p style="text-align: center;"><b>SCOPE OF WORK - SPECIFICATIONS</b></p>
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## 1. INTRODUCTION

We have already dealt with all aspects of the Tender (not “Contract”) documentation other than the Specifications, which will form an integral part of the Scope of Work.

Chambers Science and Technology Dictionary defines Specification as:

“A detailed description, including dimensions and other quantities, of the function, construction, materials, and quality of a manufactured article or an engineering project”.

With the development of the CIDB Standard for Uniformity (SFU) certain changes in terminology have been introduced, which in turn have necessitated modifications to the definitions in the various General Conditions of Contract. This ‘evolution’ in the GCC definitions is demonstrated below.

In the earlier version of the GCC 1990 (Blue Book) Clause 1 deals with ‘Definitions, Interpretations and General Provisions and Clause 1.(1)(u) thereof states :

*“Specifications” means the document so designated in the Tender Documents and any modification thereof or addition thereto made or agreed to in terms of the Contract”.*

This, while being very explicit, is not very helpful in assisting in the production of a specification. Interestingly, GCC 1990 Clause 1.(1)(j) is quite specific that the Drawings are not part of the Specifications:

*““Drawings” means all drawings, calculations and technical information forming part of the Tender Documents (other than information contained in the Specifications) and any modification thereof or additions thereto from time to time approved in writing by the Engineer or delivered to the Contractor by the Engineer”.*

GCC 2004 does not define “Specifications” or “Drawings” but now introduces a definition for “Scope of Work” in line with the current CIDB SFU terminology:

*““Scope of Work” means the document that specifies and describes the Works, which are to be provided, and any other requirements and constraints relating to the manner in which the work is to be performed”<sup>1</sup>.*

GCC 2010 and GCC 2015 in Clause 1.1.1.28 contains a definition for “Scope of Work” with the same wording as GCC 2004 and no definitions for “Specifications” or “Drawings”. The implication is, obviously, that the “Scope of Work” is to contain all relevant information required in order for the Works to be constructed. This will therefore include all relevant specifications, drawings and other information

COLTO (which is modeled on GCC 1990) says a bit more in Clause 1.(1)(x):

*““Specifications” means all specifications forming part of the Contract, whether they appear in the Standard Specifications, the Project Specifications or on any Drawings, or be they instructions given to the Contractor, or any other specifications referred to in the above-mentioned Specifications”*

and in Clause 1.(1)(y):

*““Standard Specifications” means the standard specifications for road and bridge works prescribed by the Employer and forming part of the Contract”*

and in clause 1.(1)(z)

*““Project Specifications” means any specifications appearing under this heading and forming part of the Contract, and containing any amendments to, omissions from or additions to the Standard Specifications that may be required in connection with a specific project”.*

Note that COLTO regards the drawings as part of the Specifications.

The FIDIC Conditions of Contract (which are unaffected by the CIDB SFU in terms of the original drafting) have definitions in Clauses 1.1.1.5 and 1.1.1.6 respectively for “Specification” and “Drawings”:

*““Specification” means the document entitled specification, as included in the Contract, and any additions and modifications to the specification in accordance with the Contract. Such document specifies the Works”*

and

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<sup>1</sup> GCC 2004 – Clause 1.1.19

*“Drawings” means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Employer in accordance with the Contract”.*

All of the above definitions boil down to the same thing – the requirement that the nature of the work involved be adequately described in terms of the form and dimensions (the drawings); the materials to be used; where appropriate, the methods to be applied or the end product to be achieved; the quality standards to be achieved; any constraints that may be relevant and the manner in which the contractor will be compensated for work satisfactorily completed. The drafting of the scope of the works, incorporating, *inter alia*, the above therefore requires a systematic and skillful approach by the person(s) responsible for the production of the tender (and later the contract) documents.

This is generally achieved by the use of standardized specifications (such as SANS 1200 or COLTO) together with a “Project Specification”. Alternatively there may be a tailor-made specification which has been written expressly for a particular project to cover an operation that is not suitably covered by an existing specification.

For definitions which give us the best indication of how to go about producing Specifications, SANS 10120 – “Code of practice for use with standardized specifications for civil engineering and contract documents” (previously SABS 0120) is the best reference providing the following definitions:

“Specification”: A technical description of the standards of materials and workmanship that the contractor is to use in the works to be executed, the performance of works when completed and the manner in which payment is to be made”.

“Project Specification”: A specification that describes the works in general terms (including the locality, the conditions on site, the extent of the contract, the construction programme, and the service facilities available and to be taken into consideration) and that may include clauses that amend or amplify or add to any requirement(s) of a standardized specification (or a particular specification) in the sequence in which the requirements and specifications occur in the contract documents.

“Standardized specifications”: A specification (such as SANS 100120) that is published by the South African Bureau of Standards (SABS) and that so covers a particular class of civil engineering construction that the specification is generally applicable throughout the Republic of South Africa. (A standardized specification conforms to the requirements of the code and is intended for use in any sequence or group of specifications relevant to the project).

There is no definition of standard specification so here we must fall back on the normal everyday dictionary definition i.e. **an established or accepted model** and add to that our common sense understanding of what we are dealing with.

The purpose and intention of a specification is to define and quantify the work required in the construction of the project and the method of measurement and payment. It is essential that the specifications should be clear, concise and to the point and must not use ambiguous terms and phraseology.

## **2. STANDARD SPECIFICATIONS**

In South Africa the most widely accepted standard specification for general civil engineering works is the set of SANS 100120 Standardized Specifications (see definition above) with the COLTO standard for Road and Bridge Works for State Road Authorities being used just as its title implies.

There are other countrywide standards for various (generally public) employing authorities and many local authorities will have their own standards, at least in-so-far as materials are concerned, for the construction of the normal range of municipal services.

## **3. APPLICATION OF SANS 10120 AND 1200**

How are these standard specifications incorporated into a tender document for a particular project? The answer to this question is in fact set out in the Code of Practice SANS 10120. But remember, while much of the drudgery in preparing the specification has been removed, the genuine engineering effort is, and always will be, required.

The following steps should be followed:

- (a) Decide which standardized specifications are likely to be required for the project. This does not merely entail scanning the list of available SANS 100120 specifications and including every specification which could possibly be used, however remote. The responsible engineer carefully selects only those standards which are definitely required and for which items will be included in the schedule of quantities. The question of which specification to use in a particular category also requires careful consideration.
- (b) Decide which in-house or particular specifications are required or compile particular specifications for those classes of work for which no SANS 1200 specifications are

available. Ensure that the clause numbering and contents of these specifications are dealt with in a similar manner to that used in SANS 100120

(c) Prepare the project specification. This section of the tender document contains information of utmost importance to the tenderer and includes:

- A general description of the project;
- A description of the site and access;
- The nature of ground and subsoil conditions;
- Details of the Contract;
- A suggested construction program;
- The site facilities available;
- The site facilities required;
- Features requiring special attention;
- Any other special particulars about the project; and
- Variations from the standardized or particular specifications.

The project specification must be prepared with the utmost care, and should any conflict arise between the requirements of the standardized or particular specification and the project specification, the requirements set out in the project specification will prevail.

Always bear in mind that it is your responsibility to provide the tenderer with all the information he requires for pricing the tender document and all the information the successful contractor will require for constructing the Works.

#### **4. JUSTIFICATION FOR STANDARD SPECIFICATIONS**

The justification for the development and use of standard specifications within an organization and within the industry as a whole is explained as follows:

The prime purpose in the production of these standardized specifications was to arrive at a set of standard and unambiguous documents acceptable to employer, engineering, and contractor bodies, thereby hopefully saving money through lower contract prices. The use of the standardized specifications would also have the effect of reducing the number of engineering hours spent in administering contracts by establishing, for all classes of civil engineering construction, practical standards of workmanship and administrative control that would be adequate but not excessive and with which all parties would, in due course, become familiar.

The standardized specifications are so framed that the responsible engineer, instead of spending time on researching and framing clauses to cover basic, routine, standard, and often

quasi-legal matters, can devote his energy and time to thorough pre-contract investigation, to design, and to the framing of specification clauses that are of special application to the project concerned.

## **5. RECOMMENDATIONS FOR TOPICS TO BE INCLUDED IN SCOPE OF WORKS**

SANS 10403 provides recommendations for topics to be included in the scope of work of engineering and construction works in Annex D – “Items which should be addressed in the scope of work”. Some of the topics may not be required where use is made of standards for construction and management requirements, or a generic management specification issued by a particular employer, as these documents may adequately cover these topics. Likewise, the use of certain forms of contract and the adoption of some contracting strategies may obviate the necessity for some of the headings.<sup>2</sup>

The SANS 10403 recommended topics are reproduced in Table 6.1 below, which list should serve as a check list for those compiling the scope of work to ensure that all requirements are stated.<sup>3</sup>

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<sup>2</sup> SANS 10403: 2003 – Annex D – Item D.1.1

<sup>3</sup> SANS 10403: 2003 – Annex D – Item D.1.2

**Table 6.1**  
**Topics which should be considered in the development of the scope of work for**  
**engineering and construction contracts (as per SANS 10403 – Annex D – Table D.1)**

1	2	3
		<b>COMMENTARY</b>
<b>TOPIC</b>	<b>ASPECT</b>	
<b>DESCRIPTION OF THE WORKS</b>		
<b>Employer's objectives</b>	-	Describe the employer's objectives for the delivered end product of the project.
<b>Overview of the works</b>	-	Provide a short description of the works, its purpose, etc., including all necessary temporary works in addition to those designed by the employer.
<b>Extent of the works</b>	-	Provide a brief outline of the scope of work. Ensure that all operations, particularly those requiring special attention, are listed.
<b>Location of the works</b>	-	State the place where the works are to be provided and provide numbers of drawings that describe its location.
<b>Temporary works</b>	-	Briefly describe the temporary works, as relevant, i.e. what they are and where they are located, and how they are to be dealt with upon completion.
<b>ENGINEERING</b>		
<b>Design services and activity matrix.</b>	-	Identify responsibility for design and related documentation: <b>Example</b> <i>Works designed by, per design stage:</i> <i>Concept, feasibility and overall process</i> <span style="float:right"><i>Employer</i></span> <i>Basic engineering and detail layouts to tender stage</i> <span style="float:right"><i>Employer</i></span> <i>Final design to approved for construction stage</i> <span style="float:right"><i>Employer</i></span> <i>Temporary works</i> <span style="float:right"><i>Contractor</i></span> <i>Preparation of as-built drawings</i> <span style="float:right"><i>Contractor</i></span>
<b>Employer's design</b>	-	Describe the extent of the employer's design, if any.
<b>Design brief</b>	-	Where the contractor is responsible for the design, provide a comprehensive design brief which includes employer preferences, examples of requirements and mandatory requirements, all constraints including size and space limitations and performance standards that set out both user and technical requirements in general terms, the levels of required performance for all attributes and the means by which compliance can be evaluated.
<b>Drawings</b>	-	State requirements for drawings to be prepared by the contractor and list all drawings prepared by the employer.
<b>Design procedures</b>	-	Establish design procedures where the contractor is responsible for the design which as a minimum sets out: - interfaces with existing structures, plant etc.; - temporary works requirements, if any, e.g. specialized items of equipment; - design integration before and during construction; - procedures for all necessary approvals; - special procedures e.g. environmental; - design change procedures; and - record keeping and tracking of documents.
<b>PROCUREMENT</b>		
<b>Preferential procurement procedures</b>	<b>Requirements</b>	State requirements appropriate to the methodology and procedures which are to be followed. (See Annex A of SANS 10396:2003). Make reference to Preference Schedules, if any.
	<b>Resource standard pertaining to targeted procurement</b>	State the number, title, part and edition of targeted procurement standards applicable to the contract and all data, variations and definitions required e.g. definitions of target groups, weighting factors, etc. (Refer to SANS 10396 for specific guidance)
<b>Subcontracting</b>	<b>Scope of mandatory</b>	Describe work which the contractor is to subcontract to nominated, selected or



1	2	3
		<b>COMMENTARY</b>
<b>TOPIC</b>	<b>ASPECT</b>	
<b>DESCRIPTION OF THE WORKS</b>		
	<b>subcontract works</b>	specialist subcontractors.
<b>Subcontracting (Cont'd)</b>	<b>Preferred subcontractors and/or suppliers</b>	List approved domestic subcontractors and suppliers, as necessary.
	<b>Subcontracting procedures</b>	State specific procedures relating to the selection and appointment of subcontractors including requirements for subcontract documents, as necessary.
	<b>Attendance on contractors</b>	State requirements for attendance on nominated and other subcontractors.
<b>CONSTRUCTION</b>		
<b>Works specifications</b>	<b>Applicable SANS standards</b>	State the number, title, part and edition of the standard(s) for construction works applicable to the contract and all associated specification data.
	<b>Applicable national and international standards</b>	List all applicable national and international standards and all values pertaining to specific attributes relating thereto.
	<b>Particular/generic specifications</b>	<p>Include or make reference to particular (purpose-written for the project or specifications of the contracting authority) which are applicable to the works: Such specifications should be drafted such that they:</p> <ul style="list-style-type: none"> <li>- Contain acceptance procedures to enable compliance to be determined;</li> <li>- Specify requirements uniquely and unambiguously;</li> <li>- Set out requirements for items by describing both their physical and functional characteristics in a comprehensive manner;</li> <li>- State what is to be provided and not how it is to be provided.</li> </ul> <p>Such specifications should not contain particulars relating to measurement and payment, i.e. matters pertaining to the Pricing Data.</p>
	<b>Certification by recognized bodies</b>	State which institutions may certify items for inclusion in the works and building systems e.g. Agrément Board of South Africa.
	<b>Agrément certificates</b>	State the requirements for the use of alternative materials, which are the subject of an Agrément certificate, requirements for providing Agrément certificates (see <a href="http://www.agrement.co.za">www.agrement.co.za</a> )
<b>Plant and materials</b>	<b>Plant and materials supplied by the employer</b>	Provide details of all plant "free issue" and materials and state procedures associated therewith.
	<b>Materials, samples and shop drawings</b>	State requirements for proof of compliance with materials specifications, samples of materials and finishes, shop drawings required to amplify the designs of aspects of the works, use of proprietary materials, etc.
<b>Construction Equipment</b>	<b>Requirements for equipment</b>	State minimum requirements for equipment as necessary.
	<b>Equipment provided by the employer</b>	Provide details of equipment made available for use by the contractor and set out conditions relating thereto.
<b>Existing services</b>	<b>Known services</b>	Describe known services making reference to drawings containing known services and state requirements for locating, marking and recording such services.
	<b>Treatment of existing services</b>	State requirements for the treatment of existing services i.e. their termination, diversion or continued use, either temporarily or permanently, and set out the procedures relating thereto.
	<b>Use of detection equipment for the location of underground services</b>	State requirements, as necessary, for the use and availability of detection equipment for the location of underground services.
	<b>Damage to services</b>	State responsibility for damage to services, known and unknown, and requirements for working in close proximity to services etc.

1	2	3
		<b>COMMENTARY</b>
<b>TOPIC</b>	<b>ASPECT</b>	
<b>DESCRIPTION OF THE WORKS</b>		
<b>Existing services (Cont'd)</b>	<b>Reinstatement of services and structures damaged during construction</b>	State requirements and reinstatement procedures for the notification and repair of damage to services, penalties applicable to the damage of services etc.
<b>Site establishment</b>	<b>Services and facilities provided by the employer</b>	<p>State the facilities and the services which are to be provided by the employer subject to the contractor accepting that the employer is unable to guarantee that they will be available at all times and always in the form or location stated:</p> <ul style="list-style-type: none"> <li>- water: location, quality, approximate pressure, source, etc.</li> <li>- electricity: location, phase, source, etc.</li> <li>- telecommunication services: location of lines, etc.</li> <li>- ablution facilities: nature and location</li> <li>- accommodation: nature and location</li> <li>- medical/first aid facilities: nature and location</li> <li>- fire protection services: nature and location</li> <li>- other: describe as appropriate.</li> </ul> <p>State requirements, as necessary, for the contractor to:</p> <ul style="list-style-type: none"> <li>- hook up to, and distribute water, electricity and telecommunication services;</li> <li>- provide stand-by or back up for each service or facility the employer may provide, in the event of its interruption or failure;</li> <li>- clear up or make good when the service or facility is no longer required, leave the employer's facilities in the condition they were in before the contractor first made use of them, fair wear and tear excepted, and</li> <li>- continuously clear and dispose of waste and surplus materials to maintain the site in a tidy state.</li> </ul>
	<b>Facilities provided by the contractor</b>	State requirements for facilities to be provided by the contractor such as construction camps, offices and workshop facilities for the due and proper fulfillment of the contract and those facilities for use by the employer and his agents. Also state what happens to these facilities upon completion of the contracts. Set out constraints, if any, as to the location by the contractor of such facilities on the site and requirements for drawings of site facilities, as necessary.
	<b>Storage and laboratory facilities</b>	State requirements for storage and laboratory facilities.
	<b>Other facilities and services</b>	State requirements for providing all other temporary facilities necessary for the works which are not provided by the employer including power, water, telecommunications, security services, medical, fire protection, sanitation and toilets, waste disposal.
	<b>Vehicles and equipment</b>	State requirements for vehicles, computers, survey and testing equipment, office furniture etc. for the use of the employer and his agents.
	<b>Advertising rights</b>	Establish the rights relating to advertisements.
	<b>Notice boards</b>	State requirements, if any, for notice boards e.g. size, content, placing, design, timing for removal etc, including those in respect of all types of subcontractors.
<b>Site usage</b>	-	State restrictions, if any, placed on the contractor and his subcontractors.
<b>Permits and wayleaves</b>	-	Provide information on permits and way leaves obtained by the employer from authorities and state requirements for the contractor to obtain permits and way leaves from authorities.
<b>Alterations, additions, extensions and modifications to existing works</b>	-	State requirements for the contractor to satisfy himself that the dimensional accuracy, alignment, levels and setting out of existing structures or components thereof are compatible with the proposed works and procedures for notifying the employer's representative where this is not the case. Also state procedures for dealing with the detection of defects in work previously executed that will impact on

1	2	3
		<b>COMMENTARY</b>
<b>TOPIC</b>	<b>ASPECT</b>	
<b>DESCRIPTION OF THE WORKS</b>		
		the works.
<b>Inspection of adjoining properties</b>	-	State requirements for the inspection with the owners of adjacent buildings and properties and representatives of local authorities before commencing with the works that have the potential to damage surrounding buildings and property.
<b>Water for construction purposes</b>	-	State arrangements for procuring, transporting, storing, distributing and applying the water needed for construction purposes.
<b>Survey control and setting out of the works</b>	-	Provide information on survey controls established by the employer, if any, and state requirements for survey control and setting out of the works.
<b>MANAGEMENT</b>		
<b>Management of the works</b>	<b>Applicable SANS standards</b>	State the number, title, part and standards applicable to the contract and all associated specification data.
	<b>Particular/Generic specifications</b>	Make reference to particular (purpose-written) or generic (in-house) specifications prepared by the employer applicable to the contract.
	<b>Planning and programming</b>	State requirements for format of programme, level of detail, critical path activities and their dependencies, frequency of updating, etc. Provide particulars of phased completion, programme constraints, milestone dates for completion etc., as necessary.
	<b>Sequence of the works</b>	State requirements for sequence of the works if so required.
	<b>Software application for programming</b>	State any requirements.
	<b>Methods and procedures</b>	State requirements, restrictions and/or procedures in respect of: <ul style="list-style-type: none"> <li>- the way in which work is to be executed when buildings are occupied;</li> <li>- the cleanliness of the site;</li> <li>- protection of trees and shrubs;</li> <li>- blasting operations;</li> <li>- the location of borrow pits, disposal of excess materials, deposition of materials, etc. in earthworks activities;</li> <li>- work on or adjacent to structures, railway lines, pipelines, roads, cables etc;</li> <li>- the management and disposal of water on the site arising from whatever cause;</li> <li>- access, roads, maintenance of accesses and walkways;</li> <li>- cooperation with others on the site;</li> <li>- existing premises and adjoining properties;</li> <li>- dealing with underground and other existing services, cable and pipe trenches and covers;</li> <li>- dealing with objects of historical or environmental interest;</li> <li>- title to materials from excavation and demolition;</li> <li>- site records;</li> <li>- hours of work; rules and conduct in respect of the personnel of the contractor and his subcontractors;</li> <li>- noise, dust, water, waste and other impediments;</li> <li>- checking work of others;</li> <li>- access for other contractors;</li> <li>- giving notice of work to be covered up;</li> <li>- scaffolding and temporary works;</li> <li>- care of the works; plant and materials;</li> <li>- establishing and removing equipment from the site;</li> <li>- samples and mock ups;</li> <li>- progress photographs;</li> <li>- maintenance until completion;</li> </ul>

1	2	3
		<b>COMMENTARY</b>
<b>TOPIC</b>	<b>ASPECT</b>	
<b>DESCRIPTION OF THE WORKS</b>		
		- plant codification (configuration management);
<b>Management of the works (Cont'd)</b>	<b>Methods and procedures (Cont'd)</b>	<ul style="list-style-type: none"> <li>- training of operators;</li> <li>- materials storage facilities and samples for tests and inspections to be provided;</li> <li>- etc.</li> </ul>
	<b>Quality plans and control</b>	State requirements for quality plans and when they are to be provided. Also state requirements for quality control, samples of workmanship, etc.
	<b>Environment</b>	State requirements and/or constraints pertaining to the minimizing of dust nuisance, noise levels, pollution of streams, and inconvenience to, or interference with the public or others arising out of the execution of the works. Also state any constraints to construction contained in environmental impact studies.
	<b>Accommodation of traffic on public roads occupied by the contractor</b>	State requirements for safety, clearances, temporary deviations, access to properties, temporary traffic control facilities, etc.
	<b>Other contractors on site</b>	Identify other contractors who may be employed on or near the site and are not included in the contract. Establish which parts of the site they will occupy and for what periods.
	<b>Testing, completion, commissioning and correction of defects</b>	State requirements and/or procedures for: <ul style="list-style-type: none"> <li>- use of the works before completion has been certified;</li> <li>- handover/beneficial occupation;</li> <li>- pre-commissioning and commissioning of the works or part thereof, before and after completion;</li> <li>- certifying completion;</li> <li>- start-up; operation of the works; special arrangements associated with operating plant and machinery, etc.;</li> <li>- training and technology transfer;</li> <li>- take over;</li> <li>- operational maintenance (if any), after completion;</li> <li>- work which contractors may carry out after completion has been certified (in addition to correcting defects), and</li> <li>- arranging access for correction of defects.</li> </ul>
	<b>Recording of weather</b>	State requirements for the recording and gathering of weather data.
	<b>Format of communications</b>	State formats of different types of communications (e.g. site instructions, requests for inspections) and attach pro formas of such documents, as necessary, to the end of the scope of the work.
	<b>Key personnel</b>	State requirements for a schedule of key personnel/schedule of contact particulars of key personnel, if required, and state when the schedule is to be submitted to the employer's representative
	<b>Management meetings</b>	Provide particulars of times, days, location, attendance requirements, etc, as required and state requirements for representatives having the necessary delegated authority in respect of aspects such as planning, change management and health and safety.
	<b>Forms for contract administration</b>	State requirements, if any, for use of standard forms for contract administration purposes and attach pro forma of such documents to the end of the scope of work. Also state if forms are available in electronic format.
	<b>Electronic payments</b>	State details required/procedures to obtain electronic payments, as relevant.
	<b>Daily records</b>	State requirements for daily records of resources (people and equipment employed)/site diaries in respect of work performed on the site and where such documents are to be held.
	<b>Bonds and guarantees</b>	State number of copies and the place where bonds and guarantees are to be lodged. State the place where bonds and guarantees can be collected when they

1	2	3
		<b>COMMENTARY</b>
<b>TOPIC</b>	<b>ASPECT</b>	
<b>DESCRIPTION OF THE WORKS</b>		
		are released in accordance with the contract.
<b>Management of the works (Cont'd)</b>	<b>Payment certificates</b>	State requirements for substantiation of claims in payment certificates to expedite verification and certification by employer's representative.
	<b>Permits</b>	State requirements for contractor's staff to have security/entrance permits, etc.
	<b>Proof of compliance with the law</b>	State specific documents/methods by which compliance with any legislation is to be verified, as necessary.
	<b>Insurance provided by the employer</b>	State where copies of insurance effected by the employer may be obtained.
<b>Health and safety</b>	<b>Health and safety requirements and procedures</b>	Establish health and safety requirements and make reference to health and safety specifications, any contract between the contractor and employer, schedules, etc. Also state when such documents are to be submitted to the employer's representative. Attach pro formas of such documents to the end of the scope of work.
	<b>Protection of the public</b>	State requirements for the erection, maintenance and removal upon completion of hoardings with gantries, fans, safety screens, barriers, access gates, covered gangways, etc. as necessary for the enclosure of the works or portions thereof.
	<b>Barricades and lighting</b>	State requirements for barriers, hoardings, access gates, fences, access gangways and hand-railing, weather protection, temporary lighting and anything else necessary for the security, protection and safety of the public, employees of the contractor and others.
	<b>Traffic control on roads</b>	State safety requirements and procedures where the contractor has occupation of public and private roads.
	<b>Measures against disease and epidemics</b>	State requirements for measures to be taken to prevent the spread of diseases and epidemics.
	<b>Aids awareness</b>	State requirements for aids awareness campaigns, counseling, etc.
<b>ANNEXES</b>		
<b>Annexes</b>	<b>(List by title)</b>	Attach other data sheets, completed returnable schedules, pro forma documents, particular specifications, drawings, sketches, etc. that are referred to in this document.