

Title	Assess, implement, and monitor infrastructure works subcontracts		
Level	5	Credits	8

Purpose	People credited with this unit standard are able to: assess the scope of subcontract work and a contract programme; implement project procedures for subcontracts; and monitor infrastructure works subcontracts.
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Classification	Infrastructure Works > Infrastructure Works Supervision
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Available grade	Achieved
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Guidance Information

- 1 Assessment against this unit standard must take place in a workplace environment. Assessment parameters will depend on company and site-specific equipment, procedures, and practices. Practices must reflect industry best practice and, in relation to notifiable works, comply with Health and Safety at Work Act 2015. If there are no areas of non-compliance evident by subcontractors, assessment of performance criterion 3.3 may be by simulation.
- 2 The Civil Contractors NZ Subcontract agreement, available from <https://civilcontractors.co.nz/resources/industry-information/order-resources/>, is relevant to this unit standard.
- 3 Definitions

Company requirements include the policy, procedures, and methodologies of the company. They include legislative and regulatory requirements which may apply across the company or to a specific site. Requirements are documented in the company's health and safety plans, traffic management plans, contract work programmes, quality assurance programmes, policies, and procedural documents.

Contract documents include general conditions, special conditions, plans, diagrams, technical specifications, schedule of quantities and contract agreement.

Contract specifications include plans, diagrams, and special technical conditions. They do not include special administrative conditions.

Contract programme includes the scheduled start and finish times for a task and what the relationship is to other tasks. Relationships may include but are not limited to – finish-to-start, start-to-start.

Hold point refers to the stage of work that requires testing, checking, or certification before work can proceed. This is to be recorded. Hold points not specified in contract documents may be stated or implied in company requirements.

Notifiable work is as defined by the Health and Safety in Employment Regulations 1995.

Permit means any permit that addresses the protection of health, safety, the environment, and/or assets at civil infrastructure worksites.

Outcomes and performance criteria

Outcome 1

Assess the scope of subcontract work and a contract programme.

Performance criteria

- 1.1 Contract specifications are assessed to define the scope of each subcontract.
- 1.2 The contract programme is assessed to determine the requirements of each subcontract.

Outcome 2

Implement project procedures for subcontracts.

Performance criteria

- 2.1 Contact details of subcontractors involved on projects are established in accordance with company requirements.
- 2.2 Project procedures are implemented in accordance with company requirements and subcontract agreement.
 - Range includes but is not limited to – work interface, timescale, quality, non-compliance, claims, reporting, extent of work, security.
- 2.3 Safety procedures are implemented in accordance with contract specifications, company requirements, and subcontract agreement.
 - Range may include but is not limited to – induction, communication channels, site access, security, permits, notifiable works.

Outcome 3

Monitor infrastructure works subcontracts.

Performance criteria

- 3.1 Subcontractors' health and safety management system is confirmed and its requirements are monitored in accordance with company requirements.
- 3.2 Performance of subcontractors is monitored in accordance with contract programme.
 - Range safety, productivity, quality; may include – testing, hold points, deadlines.

3.3 Subcontractors are advised of areas of non-compliance in accordance with contract documents and company requirements.

Range may include but is not limited to – personal protective equipment, quality, productivity, performance, relationships, communication.

3.4 Subcontract performance is reported and documented in accordance with company requirements.

Range time, cost, quality, progress, productivity.

3.5 Subcontract performance is reviewed and documented in accordance with company requirements.

Range review – periodic, final;
performance includes but is not limited to – time, cooperation, quality, progress, safety.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 March 2011	31 December 2020
Review	2	24 January 2019	31 December 2020
Review	3	27 June 2019	N/A

Consent and Moderation Requirements (CMR) reference	0101
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Connexis – Infrastructure Industry Training Organisation qualifications@connexis.org.nz if you wish to suggest changes to the content of this unit standard.