

Title	Interpret and communicate the requirements of contract documents for infrastructure works supervision activities		
Level	4	Credits	10

Purpose	People credited with this unit standard are able to: interpret and communicate the requirements of infrastructure works contract documents; describe roles, duties, and responsibilities of parties empowered by infrastructure works contract documents; and determine communication and reporting requirements for infrastructure works contract documents.
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Classification	Infrastructure Works > Infrastructure Works Supervision
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Available grade	Achieved
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Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with relevant legislative and industry requirements.
- 2 Legislation and standards relevant to this unit standard include:
 - Health and Safety at Work Act 2015, available from www.legislation.govt.nz.
 - NZS 3910:2023 *Conditions of contract for building and civil engineering construction*, available from www.standards.govt.nz.
- 3 Definitions
Industry requirements include the policy, procedures, and methodologies of the company. They include legislative and regulatory requirements that may apply across the company or to a specific site. Requirements are documented in the company health and safety plans, traffic management plans, contract work programmes, quality plans, policies, and procedural documents.
Contract documents refer to all documents included in the signed contract. These usually include: general conditions of contract, special conditions of contract, operational requirements, project specifications, schedule of quantities, plans, and appendices.

Outcomes and performance criteria

Outcome 1

Interpret and communicate the requirements of infrastructure works contract documents.

Performance criteria

- 1.1 Components of contract documents and their purpose and function are interpreted.
- Range general conditions, special conditions, project specifications, operational requirements, technical specifications, schedule of prices, appendices.
- 1.2 Legislative and local authority requirements generally contained in contract documents are interpreted.
- 1.3 Requirements for bonds and insurance are interpreted in general terms.
- 1.4 The relationship between specific contract requirements and the duties of infrastructure works supervisors are interpreted.
- Range requirements – payment schedules, contract period, contract programme, quality assurance, traffic management, variations, maintenance, penalties, performance measures, reporting procedures.
- 1.5 The requirements of a nominated contract are communicated to team members in accordance with industry requirements.

Outcome 2

Describe roles, duties, and responsibilities of parties empowered by infrastructure works contract documents.

Performance criteria

- 2.1 Roles, duties, and status of empowered persons are described in accordance with contract documents.
- 2.2 Duties and responsibilities of supervisors are described in accordance with contract documents and industry requirements.

Outcome 3

Determine communication and reporting requirements for infrastructure works contract documents.

Performance criteria

- 3.1 Communication requirements for a contract are determined in accordance with contract documents and industry requirements.
- Range traffic control, notifications, permits, approvals, safety, public relations, engineer, principal's representative.

- 3.2 Contract progress and final reporting procedures are determined in accordance with contract documents and industry requirements.

Replacement information	This unit standard replaced unit standard 1502.
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Planned review date	31 December 2029
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 February 2015	31 December 2021
Review	2	30 August 2018	31 December 2026
Review	3	12 December 2024	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 Waihangara Ara Rau Construction and Infrastructure Workforce Development Council at qualifications@WaihangaraAraRau.nz if you wish to suggest changes to the content of this unit standard.