

Title	Identify, interpret, and record components of contract documents for an infrastructure works project		
Level	5	Credits	10

Purpose	People credited with this unit standard are able to identify, interpret, and record components of contract documents for an infrastructure works project.
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Classification	Infrastructure Works > Infrastructure Works Management
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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 relevant to this unit standard includes:
 - Construction Contracts Act 2002;
 - Construction Contracts Regulations 2003;
 - Health and Safety at Work Act 2015;
 - NZS 3910 *Conditions of contract for building and civil engineering construction*;
 - NZS 3915 *Conditions of contract for building and civil engineering construction (where no person is appointed to act as engineer to the contract)*;
 - NZS 3916 *Conditions of contract for building and civil engineering – design and construct*;
 - NZS 3917 *Conditions of contract for building and civil engineering – Fixed Term*; available from www.standards.co.nz; and all subsequent amendments and replacements.
- 3 Definitions

Contract documents refer to general conditions, special conditions, plans, diagrams, technical specifications, schedule of quantities and contract agreement. Terms may differ from contract to contract.

Industry requirements refer to relevant policies, processes, methodologies, industry codes of practice, site specific health and safety plans, standard operating procedures, site safety plans, quality plans, work plans, traffic management plans, contract work programmes, job safety analysis, safe work method statements, job instructions, manufacturer's requirements, contract specifications, manuals, procedural documents.

Outcomes and performance criteria

Outcome 1

Identify, interpret, and record components of contract documents for an infrastructure works project.

Performance criteria

1.1 General conditions of contract are interpreted in relation to an infrastructure works project.

Range may include but is not limited to – contract types, possession of site, materials, plant labour, contract variations, insurance, payment methods, dispute proceedings, engineer's role, subcontractors, performance bonds, setting out, suspension of work, emergency work, day work, time extensions, maintenance responsibilities, frustration and default, service of notices, cost fluctuation;
evidence of ten general conditions of contract is required.

1.2 Special conditions included in a contract are interpreted for an infrastructure works project.

1.3 Other conditions of contract are interpreted for an infrastructure works project.

Range may include but is not limited to – location of works, extent of work, description of works, consents, fees, regulations, standards, codes of practice, permits, site meetings, materials supply, material storage sites, access;
evidence of nine other conditions of contract is required.

1.4 Technical specifications are interpreted for an infrastructure works project.

Range may include but is not limited to – plans, drawings, detailed description of construction requirements, dimensions, levels, methods, work content, work programmes, work quality, materials quality, testing requirements, special local requirements, traffic control, drainage details, slopes, site stabilisation;
evidence of seven technical specifications is required.

1.5 Where present, information contained in the schedule of quantities is identified and interpreted for an infrastructure works project.

Range work components, quantities, monetary rates, monetary amounts, total tender price.

1.6 The objectives of the project are identified and recorded.

Range project type, scope, time constraints, quality, maintenance requirements.

1.7 Work required for the project is identified and recorded.

Range management, labour, plant and equipment, quantities, programming, planning, safety, environment and quality requirements, inspections, payment claims.

1.8 Contractual constraints are identified and recorded.

Range may include but is not limited to – contract period, completion date, work hours, holiday work, retentions, defects liability period, inclement weather, variations, extensions of time, partial completion dates, cost fluctuations, liquidated damages, nominated subcontractors, suppliers; evidence of 10 contractual constraints is required.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 1996	31 December 2014
Revision	2	9 March 1999	31 December 2014
Review	3	30 May 2000	31 December 2014
Review	4	25 September 2006	31 December 2014
Review	5	18 March 2011	31 December 2016
Review	6	19 February 2015	31 December 2023
Review	7	28 October 2021	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.