

**SC-SY-00: Review of Contract Plans Progress Audit**

# **Contract Administration System (CAS) Manual**

**February 2019**

## Copyright

© The State of Queensland (Department of Transport and Main Roads) 2019.

## Licence



This work is licensed by the State of Queensland (Department of Transport and Main Roads) under a Creative Commons Attribution (CC BY) 4.0 International licence.

## CC BY licence summary statement

In essence, you are free to copy, communicate and adapt this work, as long as you attribute the work to the State of Queensland (Department of Transport and Main Roads). To view a copy of this licence, visit: <https://creativecommons.org/licenses/by/4.0/>

## Translating and interpreting assistance



The Queensland Government is committed to providing accessible services to Queenslanders from all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, please call the Translating and Interpreting Service (TIS National) on 13 14 50 and ask them to telephone the Queensland Department of Transport and Main Roads on 13 74 68.

## Disclaimer

While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

## Feedback

Please send your feedback regarding this document to: [tmr.techdocs@tmr.qld.gov.au](mailto:tmr.techdocs@tmr.qld.gov.au)

## SC-SY-00: Review of Contract Plans Progress Audit

It is noted that the check items for review are contained within the individual Plan checklists, these being defined in the Contract Administration System.

**Qu:** Has the Contract Plan been submitted on time?

### Assessment Process

As per the Administrator's Surveillance Plan, an assessment of the Contract Plan is scheduled with appropriate persons relevant to their capability and the elements of the plan supplied. Further to this, in-progress audits may be scheduled in accord with the project's risk.

To develop the audit / surveillance schedule supporting the Administrator's Surveillance Plan, refer CAP002M *Development of the Administrator's Surveillance Plan*.

It is preferred that Assessors shall have successfully completed (at least) an internal quality auditing course and have a sound knowledge of the relevant legislation (WH&S, Environmental), technical issues, and associate Departmental Technical Specifications and documents / procedures (eg. MUTCD) relevant to the area being assessed.

The Assessor shall:

- Register the review or audit as required in the Project or District based system
- Assess submitted plans by reference (as applicable) to the:
  - Australian Quality Standards
  - WH&S legislation for site safety plans
  - Departmental Technical Specifications and manuals (eg MUTCD)
  - Project drawings and contract conditions and specifications
  - Appropriate checklists.

Where necessary (usually for high risk projects) the assessor will carry out a site inspection of the proposed jobsite to verify that the submitted plans have identified all issues specific to the site.

- Where plans are found to be deficient the Contract Administrator may require the contractor to rework and resubmit the plans. Resubmitted plans shall be reassessed to ensure that deficiencies identified in the original plans have been adequately addressed. If acceptable, the project register shall be completed to reflect this acceptance. It is recommended that the resubmitted plans carry the original assessment identification number with an alphabetic character (eg assessment AS000 on reassessment would be identified as AS000-A).
- Complete the relevant checklist (with comments as required)
- Complete a report (CAF019M), summarising the assessment and issues identified.
- A copy of the report and associate checklists shall be recorded in the contract / surveillance management system for the project (and District system as required).

**Note:**The Administrator's response to the assessed plans / audit is via signed correspondence.

