| Element | Inspectors | Administrator’s Representative | Administrator |
| --- | --- | --- | --- |
| **Administrator Surveillance Plan** | * Assist in preparation of Administrator Surveillance Plan | * Prepare and review Administrator Surveillance Plan | * Authorise issue of Administrator Surveillance Plan |
| **Delegation of Functions** | * Assist in preparation of delegation of functions * Report directly to Administrator’s Representative | * Prepare and review delegation of functions | * Authorise issue of delegation of functions |
| **Meetings with Contractors** | * Attend as required | * Attend monthly Site meetings * Minute monthly Site meetings and issue minutes * Chair meeting * Authorise minutes for issue | * Attend monthly Site meetings |
| **Controlled Documents** |  | * Issue Controlled Documents * Authorise issue of Controlled Documents * Prepare and maintain Controlled Document Register | * Overview |
| **Meetings with the Principal** | * Attend as required | * Attend as required | * Attend and minute meetings, issue advice to others (as necessary) |
| **Survey** | * Ensure all Principal supplied survey marks are established and identified by the Contractor * Report discrepancies to Administrator’s Representative | * Review and implement remedial action as necessary | * Overview |
| **Contractor’s Quality Plan, Work Health and Safety Management Plan, Environmental Management Plan, Traffic Management Plans, Construction Program and Community Liaison Plan** | * Receive and read approved copy of each | * Review plans in accordance with checklists * Deem suitable or unsuitable and issue advice to Contractor | * Overview |
| **Construction Program** | * Certify as built program details * Review Rolling Program for suitability * Review Contractor’s Lot Record * Review Lot Register details | * Review Rolling and Construction Program for completeness and correctness * Review Contractor’s Lot Record for as built program details * Certify current program status * Review and analysis * Maintain as-built program of works | * Overview |
| **Procedural Audits / Field Surveillance / Product Audits** | * Perform audits on quality records * Conduct field surveillance * Conduct products audits where relevant | * Finalise quality record audits and follow up * Maintain and update audit register * Audit Contractor’s Plans * Organise product auditing by external parties * Finalise product audits and follow up * Prepare strategic quality audit program * Review and implement audit program * Arrange specialist audits in accordance with audit program | * Overview * Authorise strategic audit program as part of Administrator’s Surveillance Plan |
| **Corrective Action Requests** | * Identify / investigate as requested * Prepare and maintain CAR register * Notify Administrator’s Representative | * Collate information relating to the Corrective Action Requests * Establish contractual basis for CAR and reference appropriate Contract condition * Prepare and issue CAR | * Overview |
| **Principal’s Materials / Works** | * Perform inspections / surveillance * Assist contractor in dealing with public utilities services * Arrange inspection of electrical works for lighting and traffic signals | * Coordinate and liaise with external parties for Principal’s Materials / Works * Review programming of Principal’s Materials / Works | * Overview |
| **Contractor’s Requests for Information** | * Gather information as requested | * Collate information relating to RFIs * Prepare and issue response to RFIs | * Overview |
| **Design Review Requests** | * Investigate / gather information as requested | * Collate information relating to DRR * Prepare DRR review and issue * Prepare and maintain DRR Register | * Overview |
| **Non‑conformances** | * Identify and investigate / inspect, and refer to Administrator’s Representative * Sign off minor NCRs, report these to Administrator’s Representative | * Identify and clarify issues relating to the non-conformances * Maintain NCR Register * Review Non-conformance Reports for completeness * Disposition non-conformances and issue * Follow up on status of rectification works * Overview and Close Out * Refer major non-conformances to Administrator for review and issue | * Overview * Review and issue responses for major non-conformances |
| **Site Inspections (Onsite and Off Site)** | * Conduct daily regular inspections of the Site and adjoining road network to verify temporary signing and other traffic control devices are in place * Conduct daily inspections to verify conformity to safety and environmental requirements * Check work for conformance with the requirements of the Contract documents * Advise the Administrator’s Representative of any departures from the drawings and specifications | * Inspect critical aspects of work | * Overview |
| **Hold Points** | * Release Hold Points as nominated * Maintain Hold Point Register | * Monitor Hold Points release process * Release Hold Points as necessary * Review process | * Overview |
| **Daily Records** | * Maintain a daily record and diary of the following:   + Weather conditions (including measurements)   + Number of workmen   + Plant onsite and in use   + Materials delivered to the Site and inspection records   + Any delays to the Contract and reasons   + All communications with the Contractor’s foreman on the Site   + Details of audit tests performed   + Quality of workmanship including details of specific locations of the works   + Such items as disputes, accidents or any incident considered important   + Lots on which work was performed | * Maintain daily diary * Review daily reports * Maintain an onsite photographic record | * Overview |
| **Contract Lot Record** | * Review Contractor’s records of all lots associated with the works, which include the following:   + Lot No. and description   + Date lot opened and closed   + Actual start date for lot   + Actual completion date for lot (date work complete)   + Detail of Audit types carried on lot   + Lot Quantities measure by Contractor   + Lot Quantities determined by Inspector   + agreed measure lot quantities   + Associated Schedule Item Numbers   + Review Lot Register details | * Review status of Contract Lot Record | * Overview |
| **Agreed Records** | * Maintain agreed records with Contractor as required (Provisional / If Ordered works or other as directed) | * Review records and advise the Administrator on contractual issues | * Overview |
| **Accident and Incident Reports** | * Investigate and prepare draft report | * Review draft report for correctness and completeness * Amend draft report as required * Refer to the Administrator for authorisation | * Authorise report |
| **Public Liaison** | * Investigate / record | * Investigate and record enquiries relating to the Contract * Prepare and maintain Public Liaison Register * Investigate / record / liaise * Review responses to stakeholders * Liaise with stakeholders | * Overview |
| **Site Memorandums** | * Investigate / gather and collate information and draft Site Memorandum * Establish contractual basis for Site memorandum and reference appropriate Contract conditions (if applicable) * Refer to Administrator’s Representative confirmation as appropriate | * Verify contractual basis for Site memorandum * Issue correspondence with delegated authority * Review and authorise issue of memorandums | * Overview |
| **Contractual Claims** | * Investigate / gather information | * Collate information relating to claim * Prepare and maintain Claims Register * Assess contractual basis of claim * Review claim * Verify validity of claim * Assess quantum of claim (cost) * Prepare review and authorise response | * Overview and discuss details with Administrator’s Representative * Report potential implications to Principal |
| **Variations** | * Not empowered to authorise variations * Not empowered to direct / instruct the Contractor * Gather information * Maintain Agreed Records | * Identify variations * Prepare and maintain Variations Register * Collate information relating to variation * Prepare and issue Notice of Proposed Variation * Prepare, review and authorise Variation Orders | * Overview and discuss details with Superintendent’s Representative * Report potential implications to Principal |
| **Under / Overs of Scheduled Quantities** | * Identify future unders and over runs * Gather information of future under and over runs of scheduled quantities | * Review extent of under and over runs * Identify cost recovery if possible * Determine if alternative action is required * Prepare and issue alternative action on as necessary | * Overview and discuss details with Administrator’s Representative * Report potential implications to Principal |
| **Extension of Time** | * Investigate as required | * Investigate as required * Prepare and maintain Extension of Time Register * Assess contractual basis of EOT claims * Verify validity of EOT claims * Assess quantum of EOT claims (time and associated costs) * Review and authorise EOT Advice | * Overview and discuss details with Administrator’s Representative * Report potential implications to Principal |
| **Progress Payments / Certificates** | * Verify quantities * Review progress claim for completeness and correctness against Contract Lot Record quantities, Conformance Report, Conformance Certificate, NCRs Audits, Arithmetic, Statutory Declaration and Designer’s Certificate | * Prepare and review Progress Certificate and refer to Administrator for issue | * Overview and discuss details with Administrator’s Representative * Authorise payment certificates |
| **Monthly Update of Projman** |  | * Update Projman within last week of each month | * Review and overview performance |
| **As Constructed Records** | * Progressively maintain as‑constructed records * Audit Contractor’s as built records | * Progressively review as constructed detail for completeness and correctness * Complete “As Constructed” certificate | * Overview |
| **Risk Management** | * Risk identification * Attend Risk Management Workshop | * Arrange Risk Management Workshop for last week of each month * Maintain Risk Register and Treatments Action Plan * Risk identification * Risk evaluation * Development of possible treatment options * Re-evaluation following implementation of possible treatment options * Forecast financial approval requirements * Establish Risk Management Program * Action planning review * Review of time, cost and quality consequences | * Review and approve risk management procedures and program * Attend and discuss details at risk management workshop * Report potential implications to Principal |