| 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
 |