

**Annexure A: Supplementary Conditions of Contract – C7554.1  
Management Procedures and Forms**

**Prequalified Consultants for Engineering Projects**

**April 2026**

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# Contents

- 1 Notes ..... 1**
- 2 Procedure legend ..... 1**
- 3 Procedure flowcharts ..... 2**
- 3.1 Initial Project Review, Preliminary Design and Detailed Design ..... 2
  - 3.1.1 *Overview / Sequence* ..... 2
  - 3.1.2 *Initial Project Review (IPR)* ..... 3
  - 3.1.3 *Preliminary Design Stage* ..... 4
  - 3.1.4 *Detailed Design Stage* ..... 5
- 3.2 Variations ..... 6
  - 3.2.1 *Principal Initiated Variations* ..... 6
  - 3.2.2 *Consultant Initiated Variations* ..... 7
  - 3.2.3 *Consultant Initiated Variations* ..... 8
- 3.3 Extension of Time ..... 9
- 3.4 Payment ..... 10
- 3.5 Dispute Resolution ..... 12
- 3.6 Liaison with Other Consultants ..... 13
- 4 Standard Management Forms ..... 14**

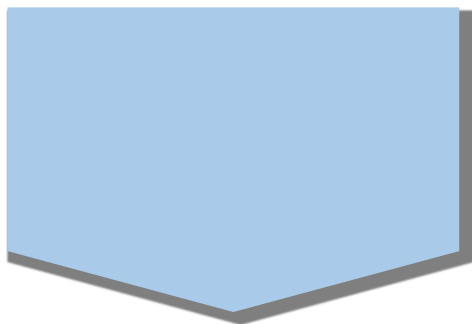
## 1 Notes

- a) This document includes procedures and Forms that should be used for management of Consultant Services involving Prequalified Consultants for Preliminary Design / Detailed Design Stages.
- b) The Consultant's Quality System may already include similar / consistent procedures and Forms, in which case the Principal may agree to adopt such procedures and/or Forms.

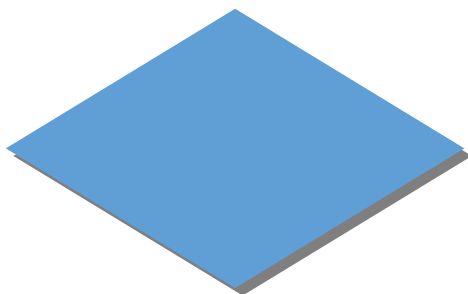
## 2 Procedure legend

**Figure 2 – Procedure legend for flowcharts**

Type here: ADD (Form Identifier)



Action associated with Standard Form



Decision Point



Action as described

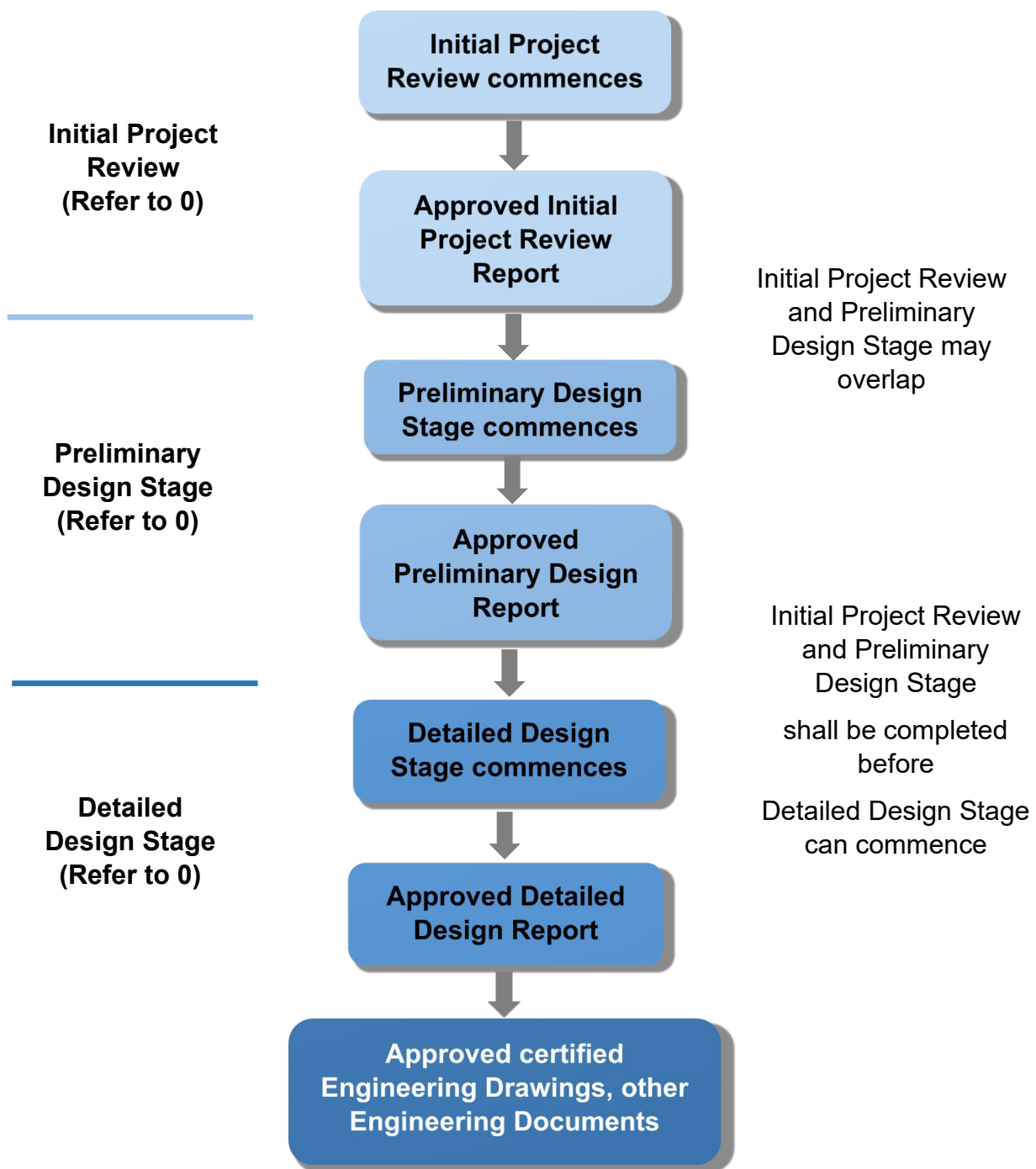
### 3 Procedure flowcharts

#### 3.1 Initial Project Review, Preliminary Design and Detailed Design

(Refer to *Supplementary Conditions of Contract (C7554)* – Prequalified Consultants Clause 7).

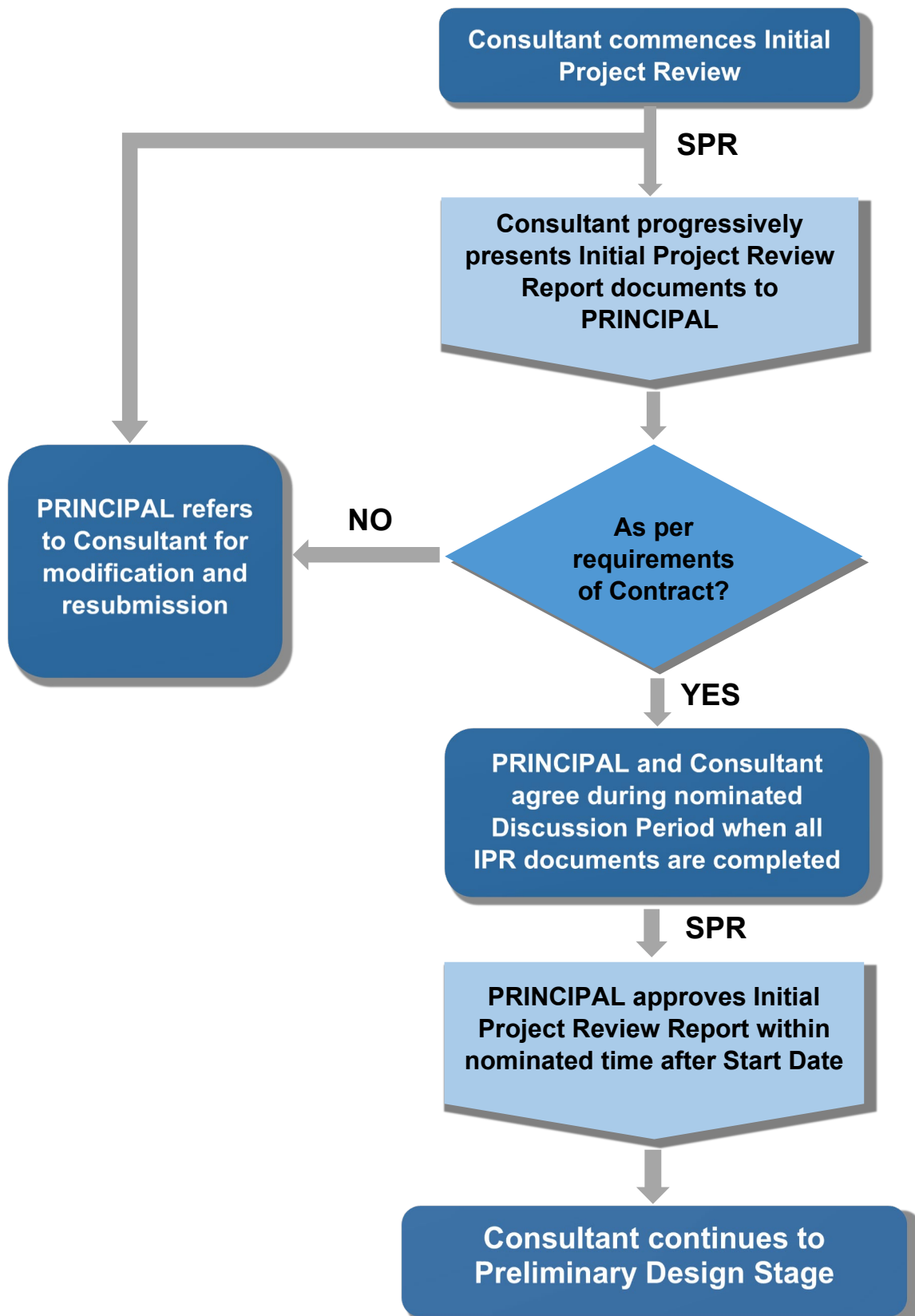
##### 3.1.1 Overview / Sequence

**Figure 3.1.1 Overview / Sequence flowchart**



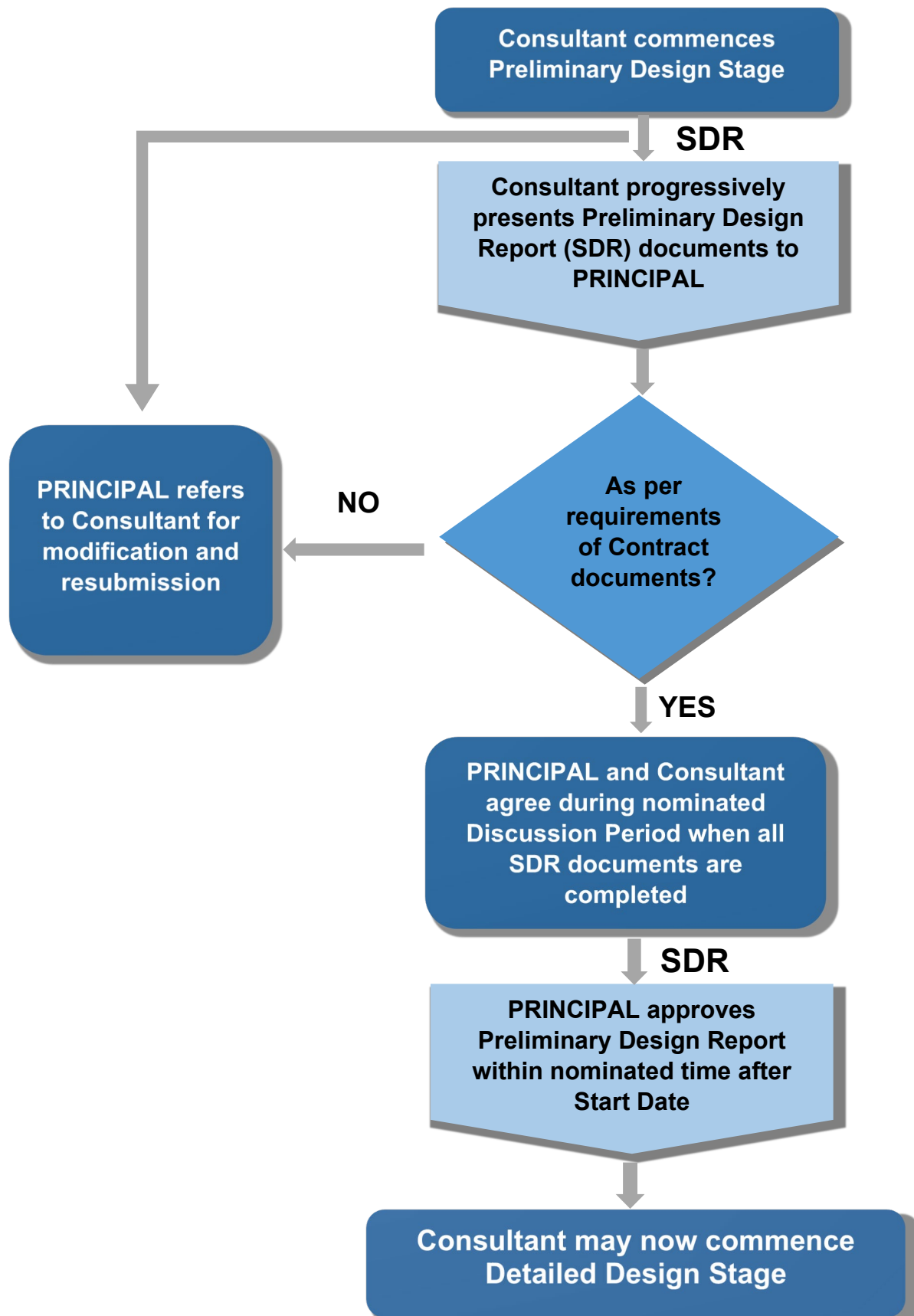
### 3.1.2 Initial Project Review (IPR)

Figure 3.1.2 – Initial Project Review (IPR) flowchart



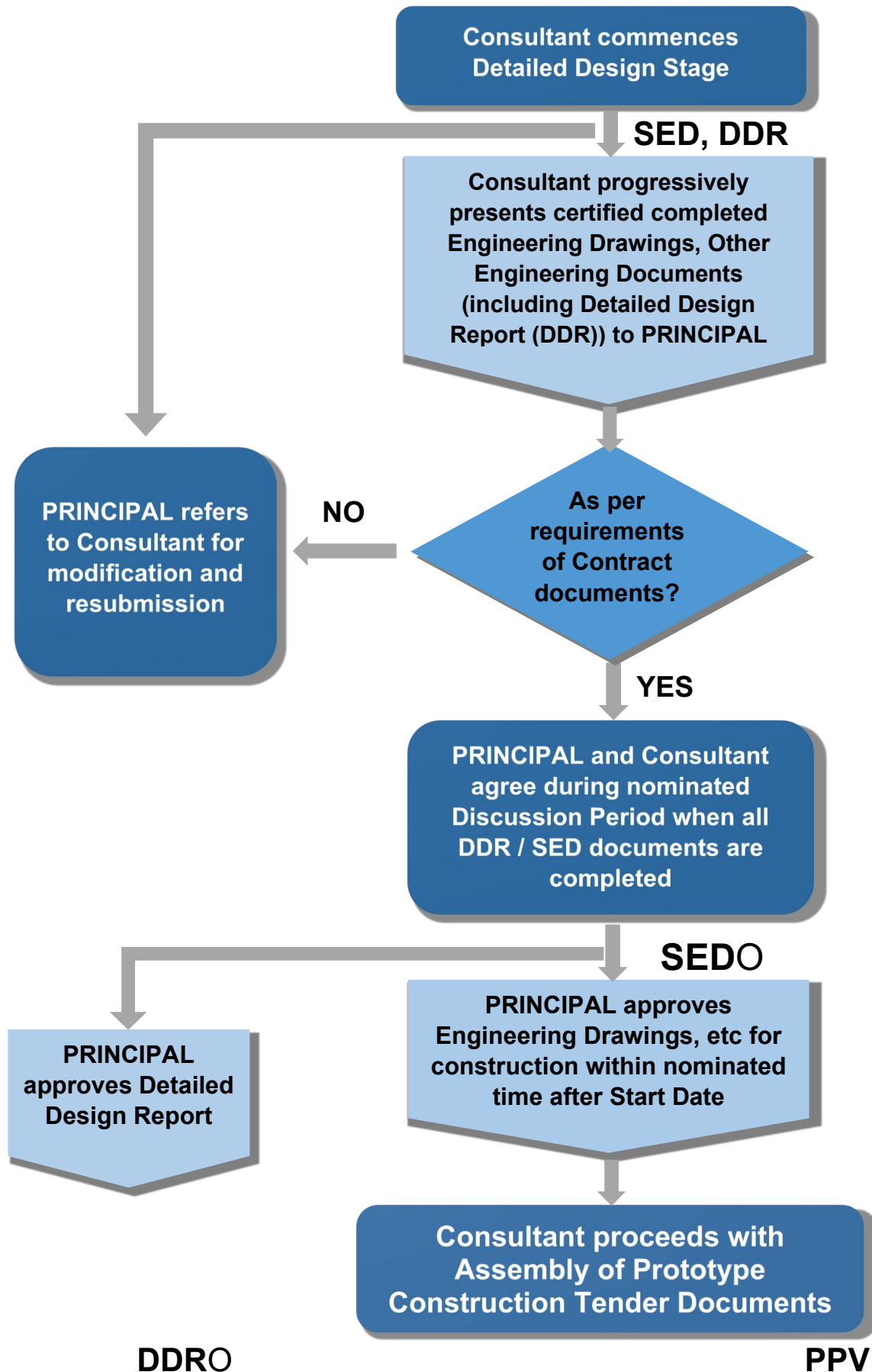
### 3.1.3 Preliminary Design Stage

Figure 3.1.3 – Preliminary Design Stage flowchart



### 3.1.4 Detailed Design Stage

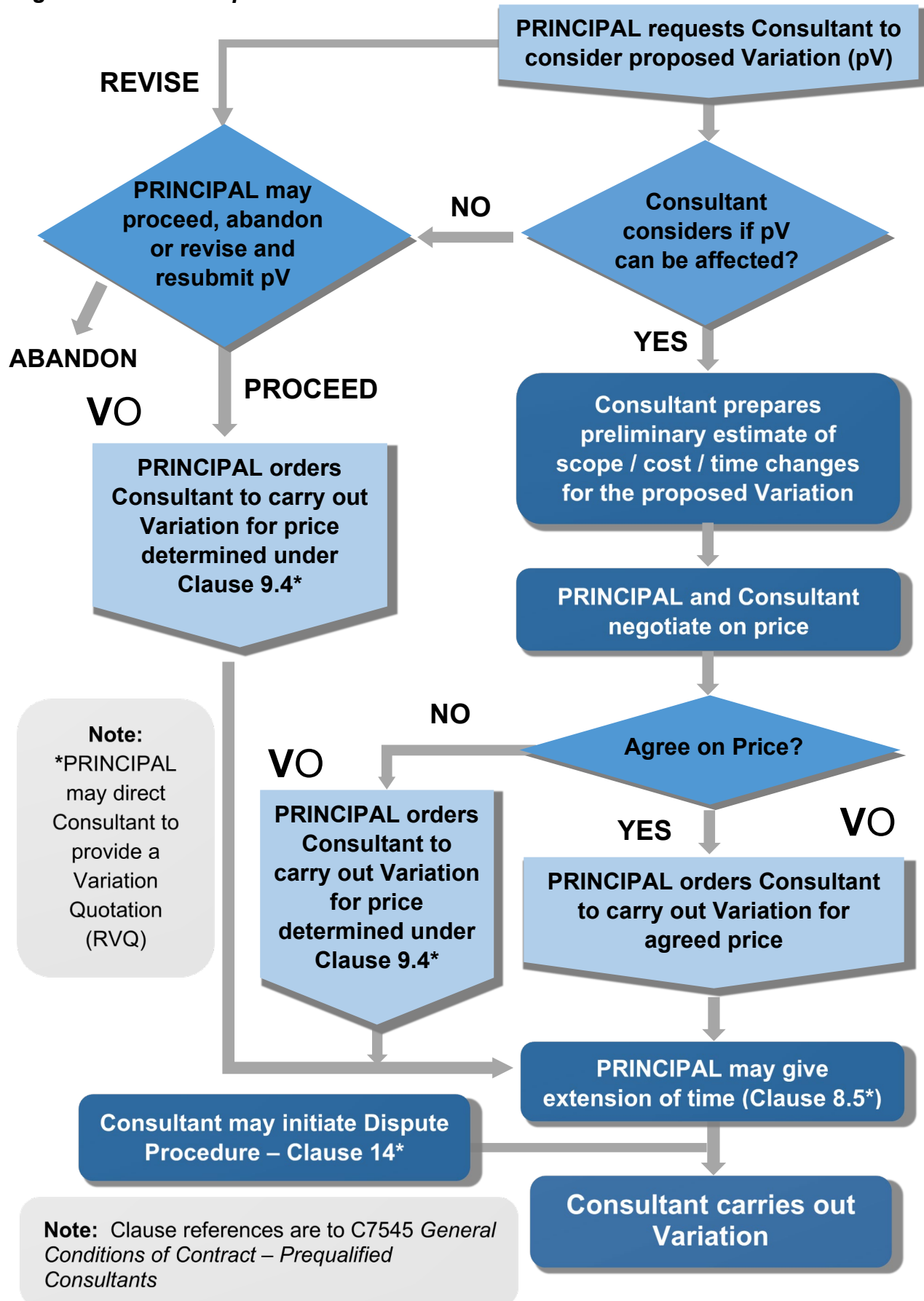
Figure 3.1.4 – Detailed Design Stage flowchart



### 3.2 Variations

#### 3.2.1 Principal Initiated Variations

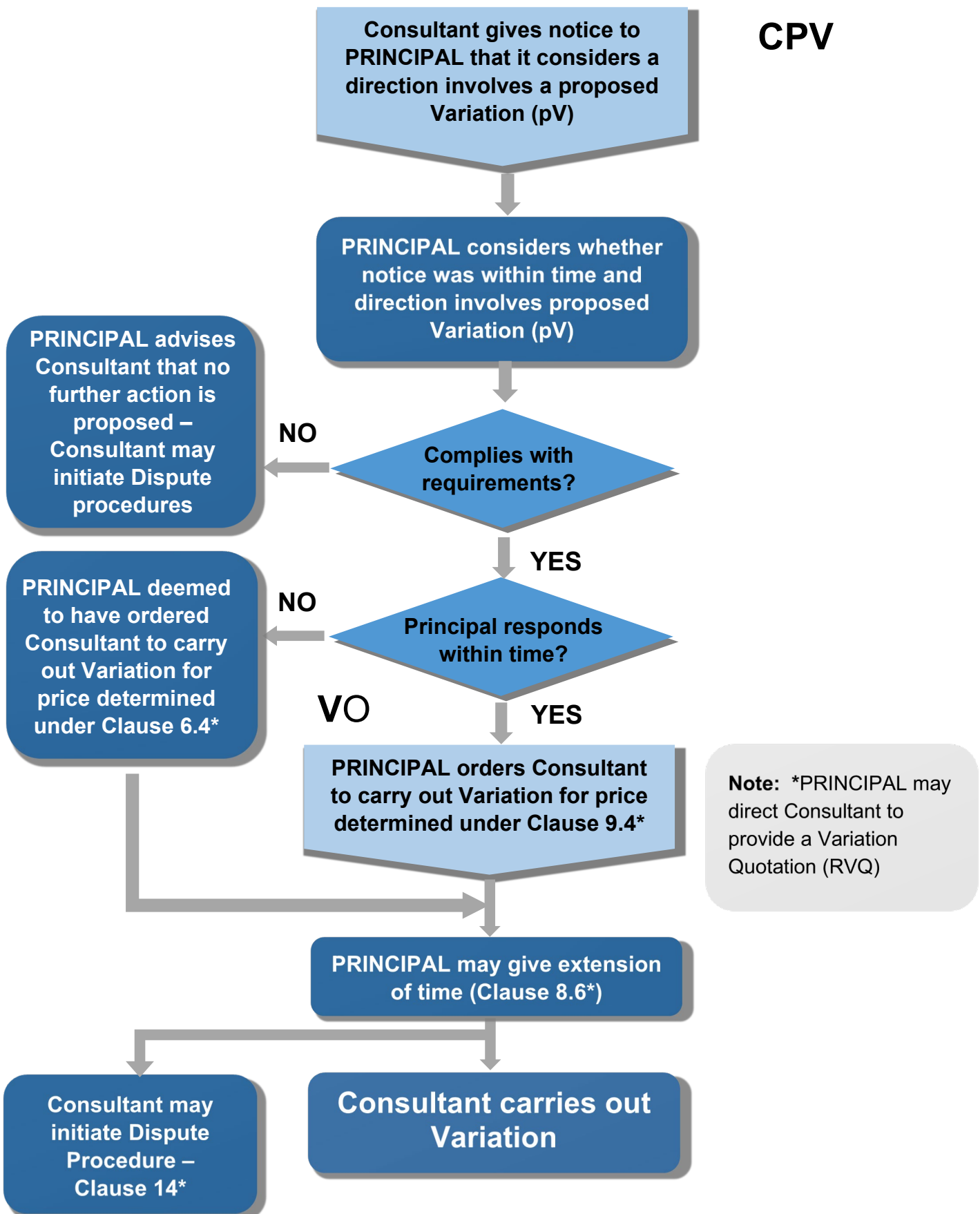
Figure 3.2.1 – Principal Initiated Variations flowchart



### 3.2.2 Consultant Initiated Variations

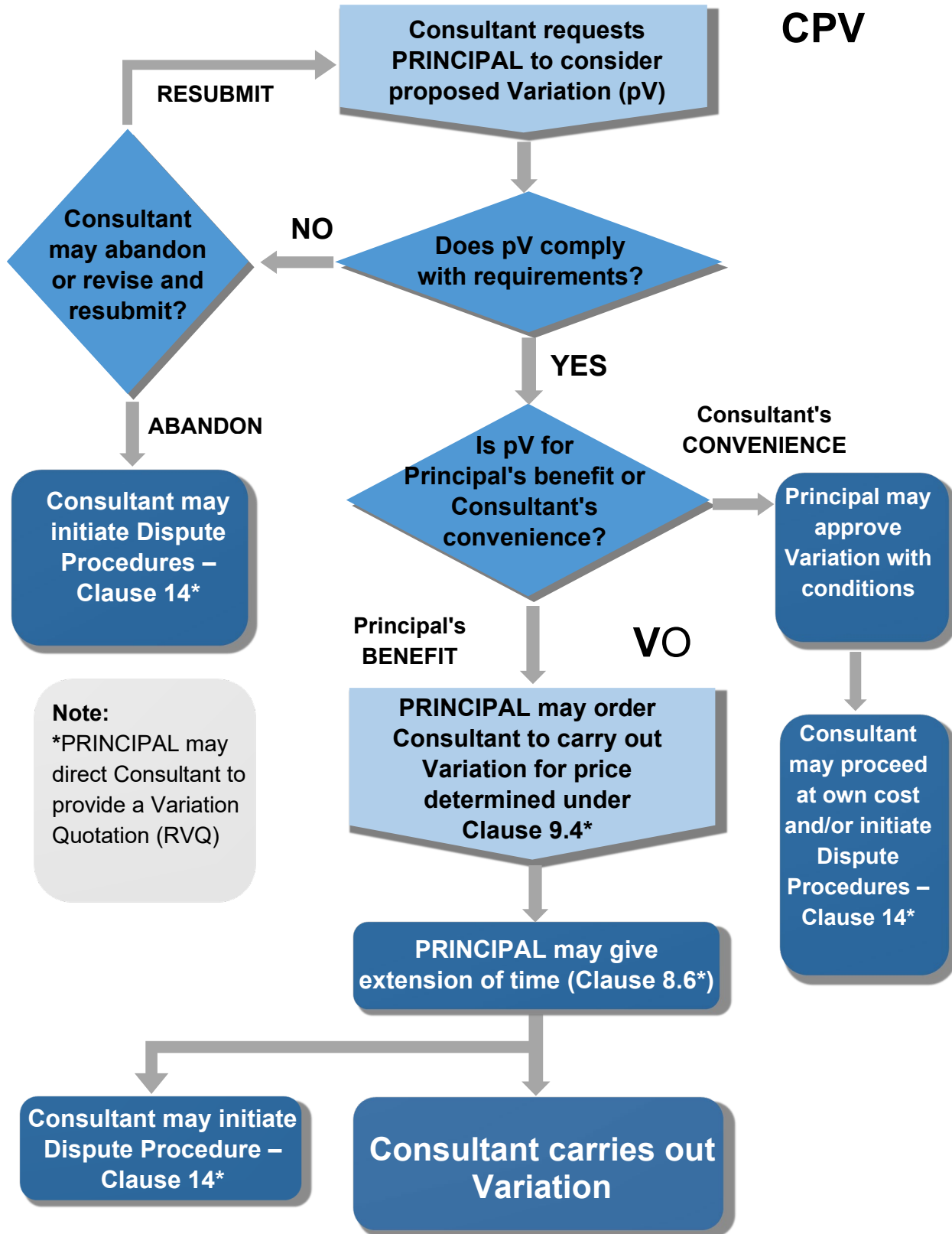
(Resulting from Principal Direction and PPV not issued)

**Figure 3.2.2 – Consultant Initiated Variations flowchart**



### 3.2.3 Consultant Initiated Variations

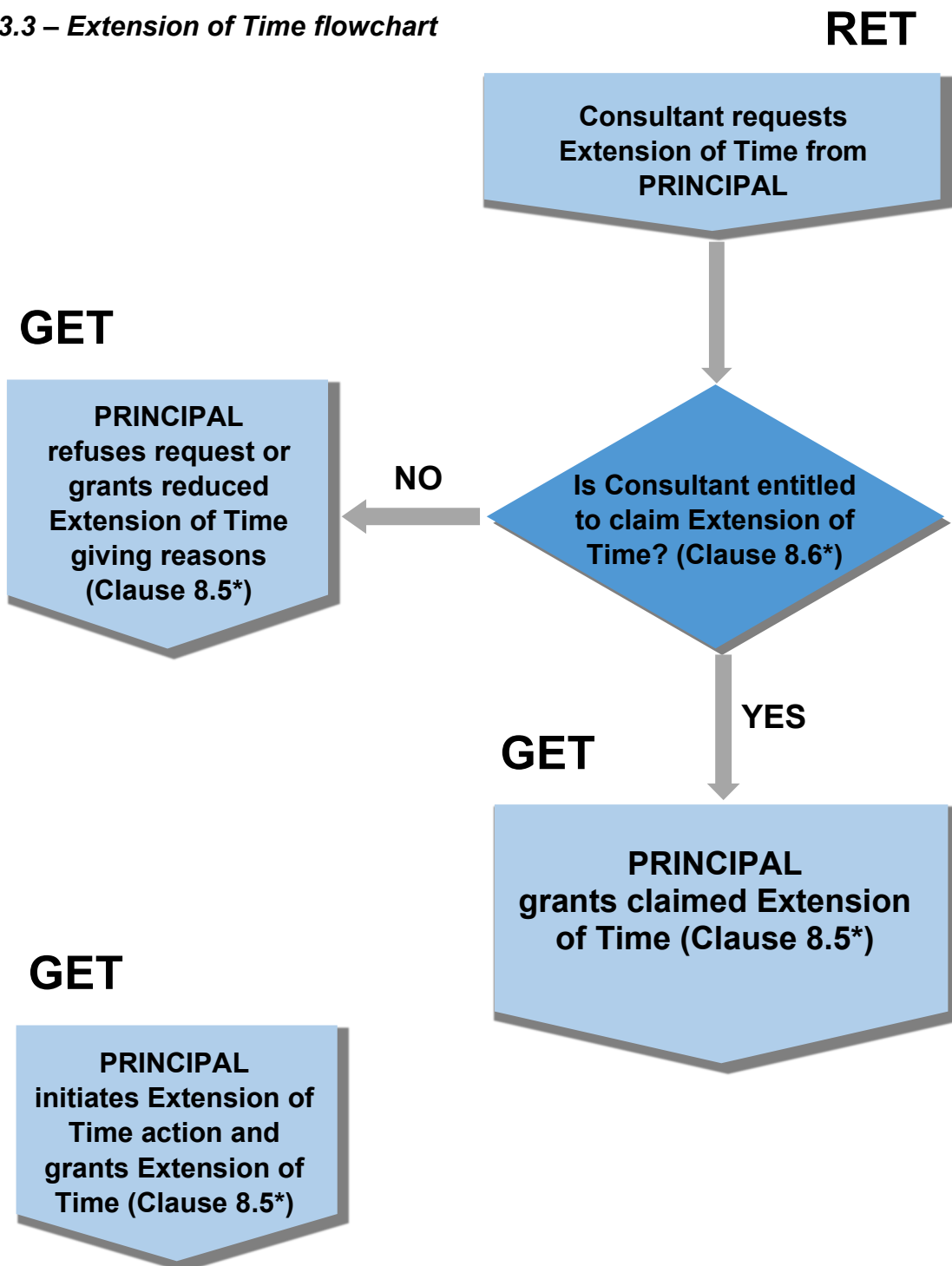
Figure 3.2.3 – Consultant Initiated Variations flowchart



### 3.3 Extension of Time

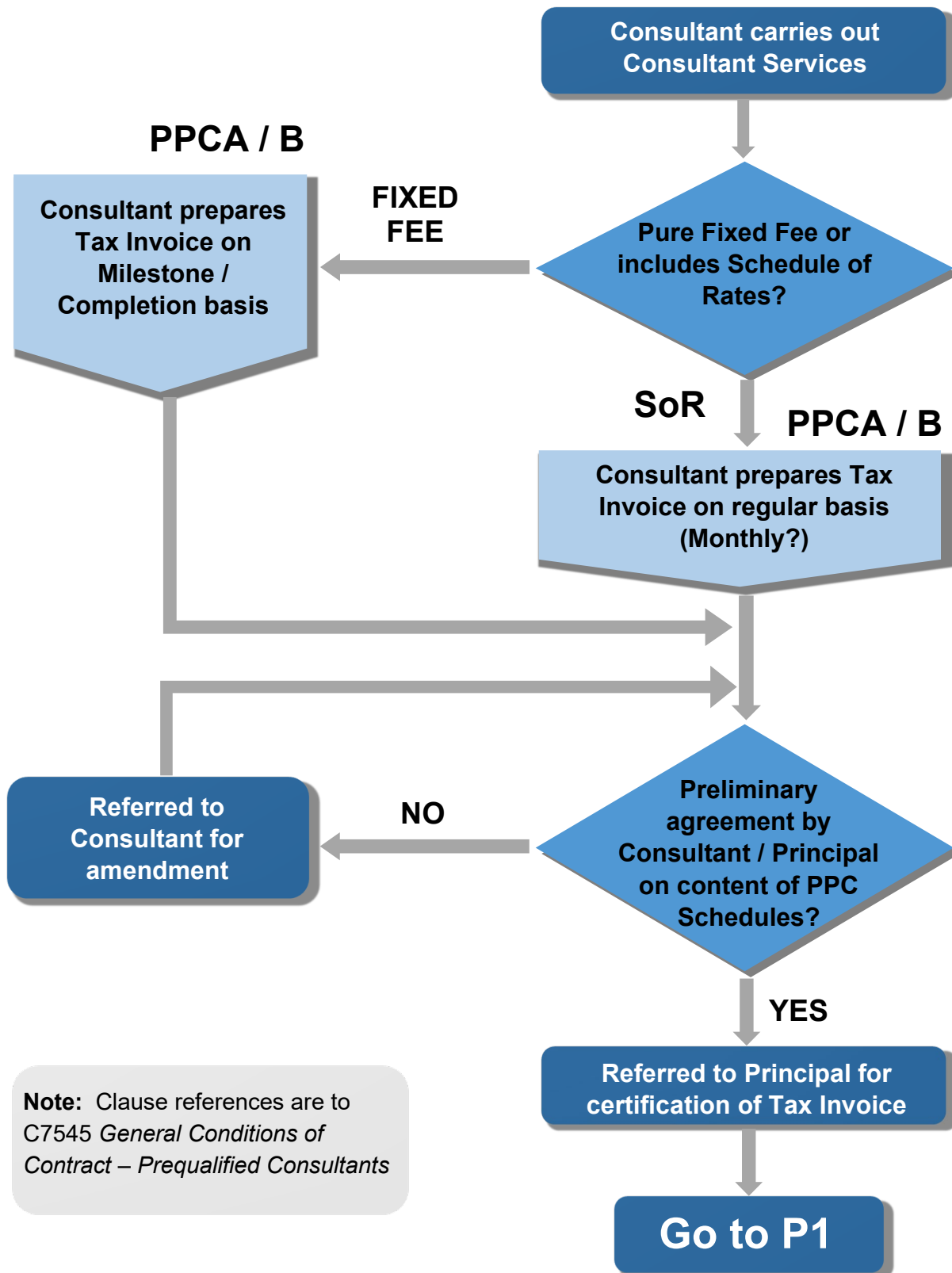
(Refer to C7545 General Conditions of Contract – Prequalified Consultants – Clause 8.5 and Clause 8.6).

Figure 3.3 – Extension of Time flowchart

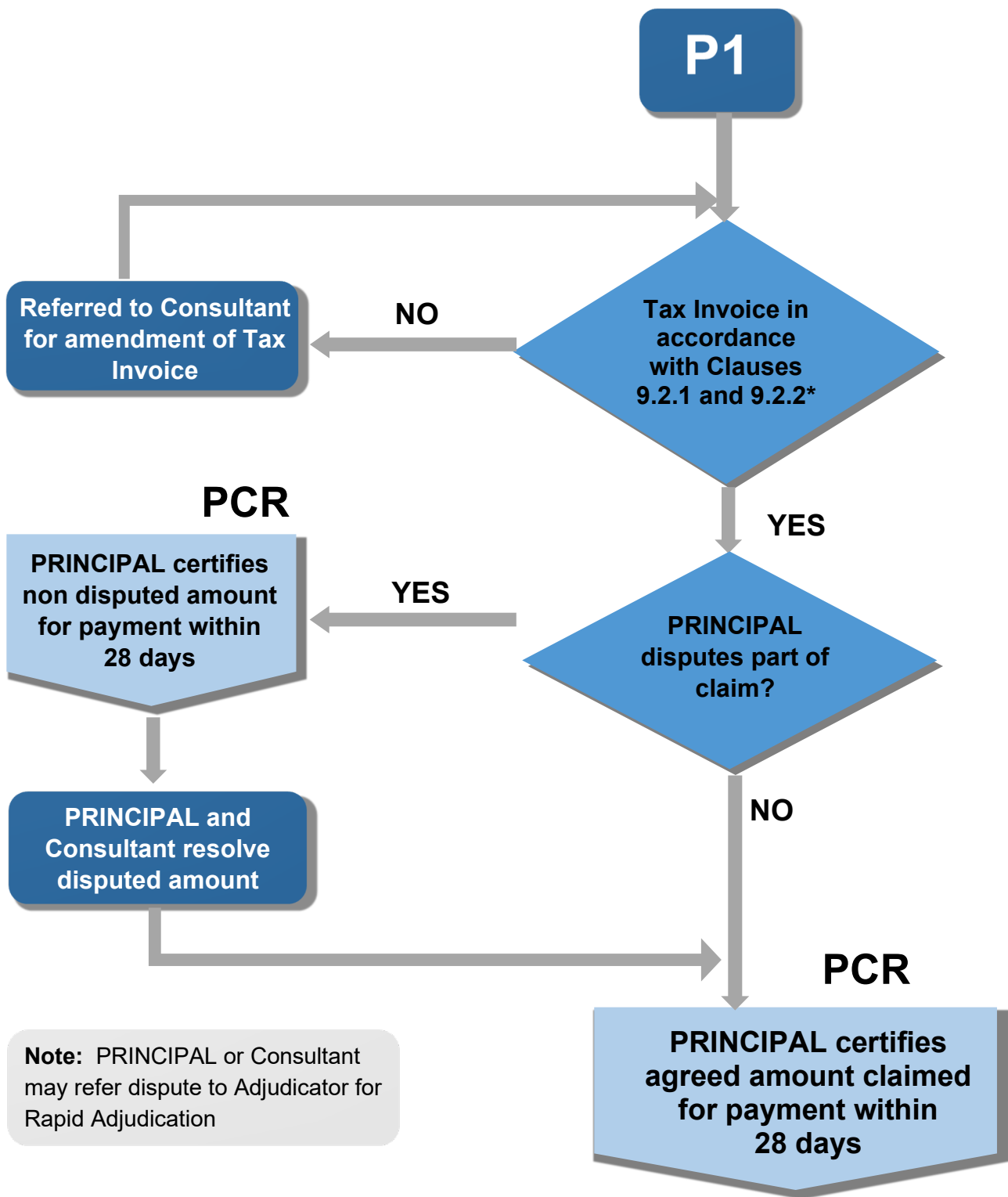


### 3.4 Payment

Figure 3.4 – Payment flowchart

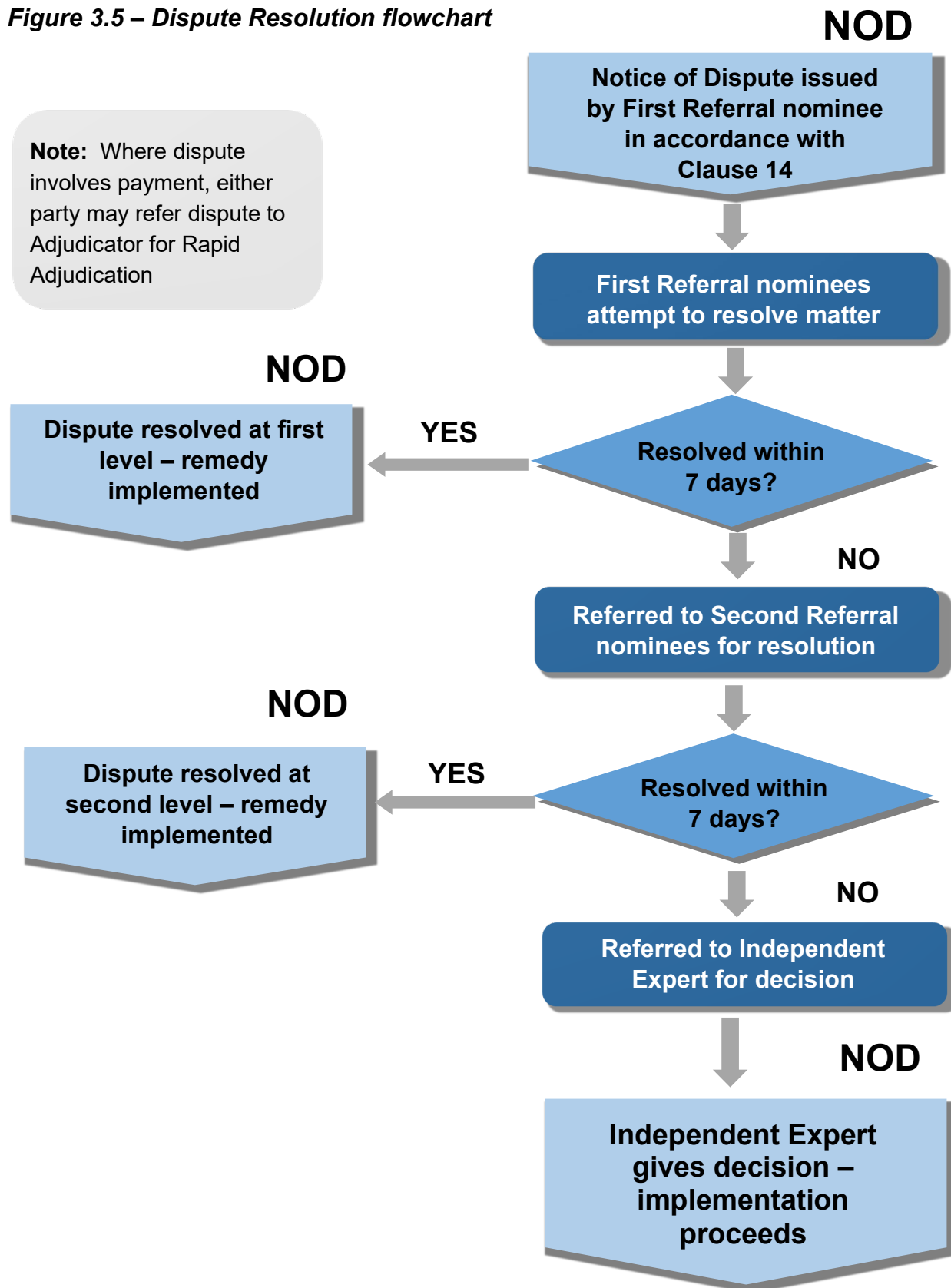


**Note:** Clause references are to C7545 General Conditions of Contract – Prequalified Consultants



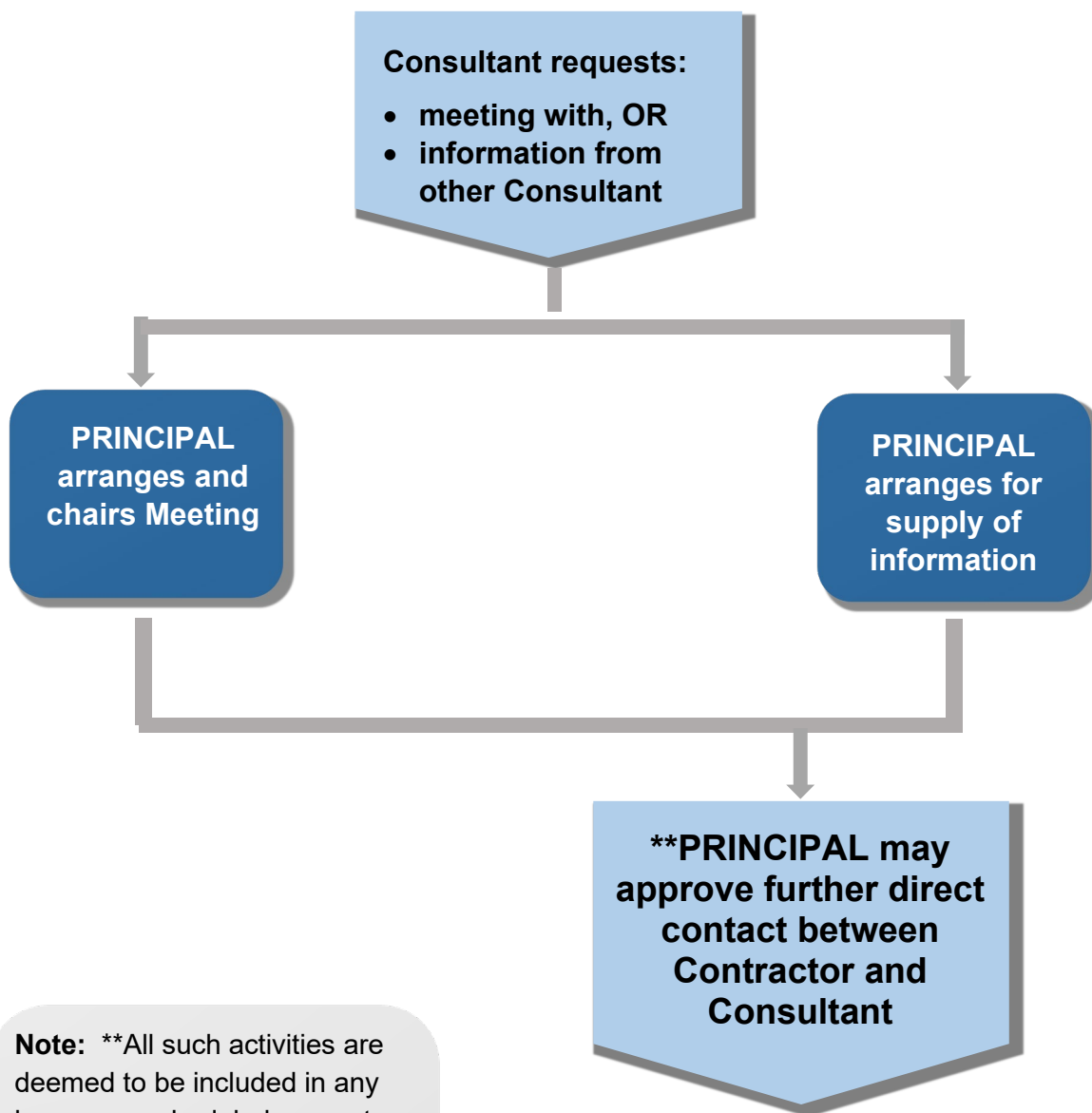
### 3.5 Dispute Resolution

Figure 3.5 – Dispute Resolution flowchart



### 3.6 Liaison with Other Consultants

Figure 3.6 – Liaison with Other Consultants flowchart



**Note:** \*\*All such activities are deemed to be included in any lump sum scheduled amount (unless otherwise in writing by the parties). Such activities shall not give rise to any changes in scope or variations to the Contract.

## 4 Standard Management Forms

**Table 4 – Standard Management Forms**

Form Number	Form Code	Form Description
<b>1 Approvals / Design</b>		
C6941	SPR	Submission / Approval of Project Review Report
C6942	SDR	Submission / Approval of Preliminary Design Report
C6943	DDR	Submission / Approval of Detailed Design Report
C6944	SED	Submission / Approval of Drawings / Other Documents
<b>2 Variations</b>		
C6931	PPV	Principal Proposed Variation
C6950	CPV	Consultant Proposed Variation
C6930	RVQ	Request for Variation Quotation
C6932	VO	Variation Order
<b>3 Extension of Time</b>		
C6936	RET	Request for Extension of Time
C6937	GET	Grant of Extension of Time
<b>4 Payment</b>		
C6947	PPCA	Tax Invoice Attachment – Progress Payment Claim – Preliminary Design
C6953	PPCB	Tax Invoice Attachment – Progress Payment Claim – Detailed Design
C6948	PCR	Progress Payment Certificate
C6940	URO	Unit Rates Order
<b>5 Dispute Resolution</b>		
C6955	NOD	Notice of Dispute
<b>6 Communication (Internal)</b>		
C6951	CP	Communication from Principal
C6933	RCI	Request by Consultant for Information
C6934	DRC	Direction / Reply to Consultant
<b>7 Communication (External)</b>		
C6935	CLC	Consultant Liaison with other Consultants
C6946	PCA	PUP Conflict Advice
C6949	RSC	Reference to Sub-Consultant

<b>8 General</b>		
C6938	CR	Consultant
C6939	RP	Referral to Principal's Delegate 1
C6945	MAS	Meeting Action Summary
<b>9 Other</b>		
C6952	DTF	Document Transfer
C6954	DTD	Document Transfer – Drawings

