

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

**Prequalified Consultants for Engineering Projects**

**August 2020**

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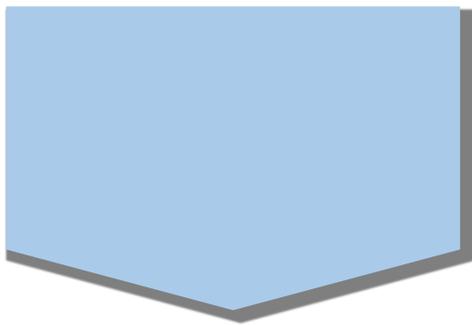
## 1 Notes

- 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.

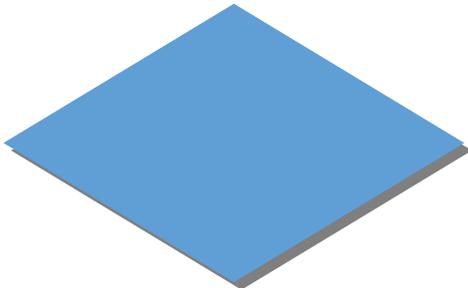
## 2 Procedure legend

**Figure 2 – Procedure legend for flowcharts**

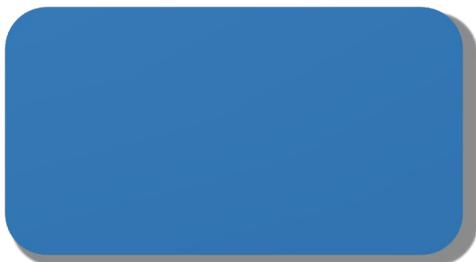
Type here: ADD (Form Identifier)



Action associated with Standard Form



Decision Point



Action as described

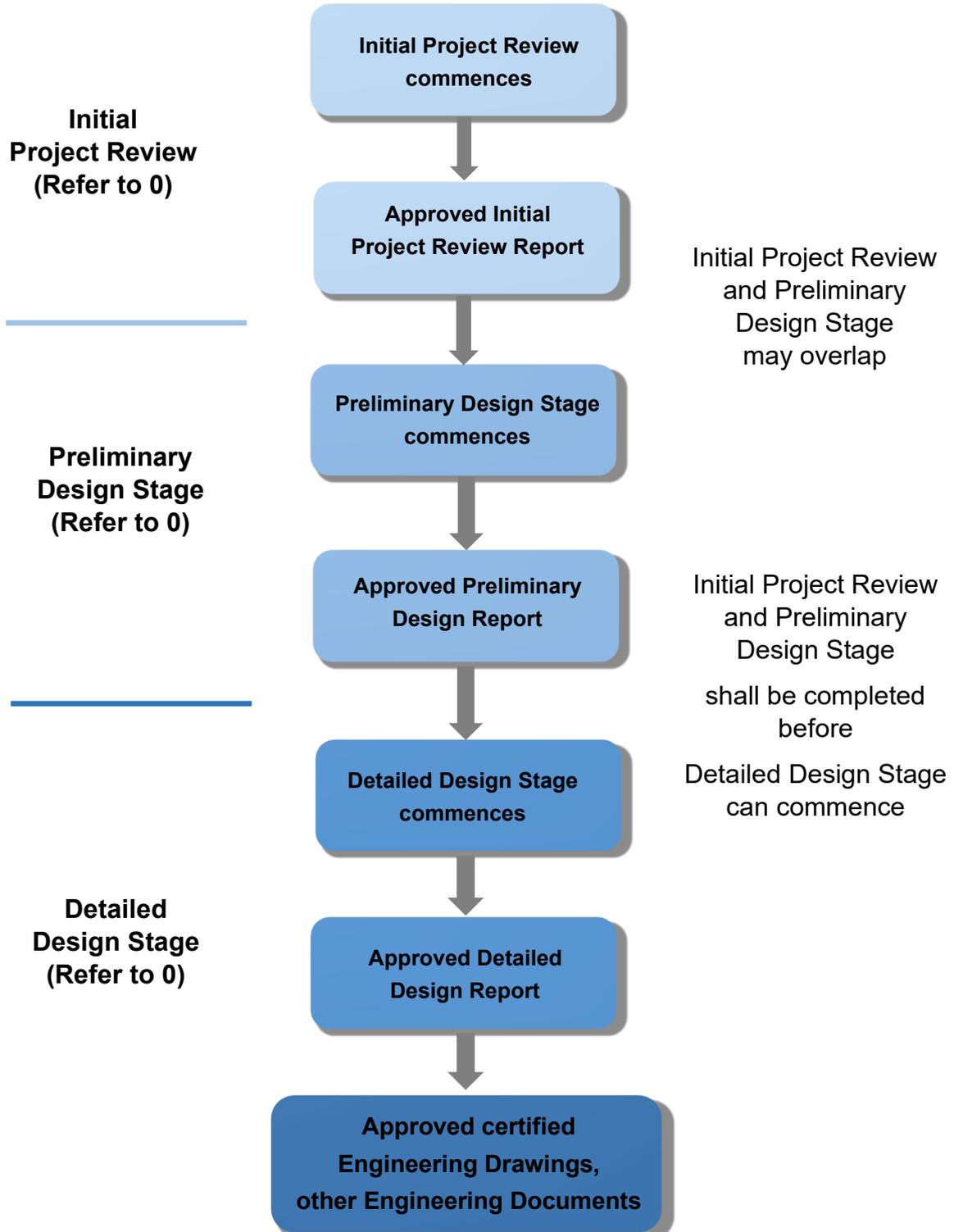
### 3 Procedure flowcharts

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

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

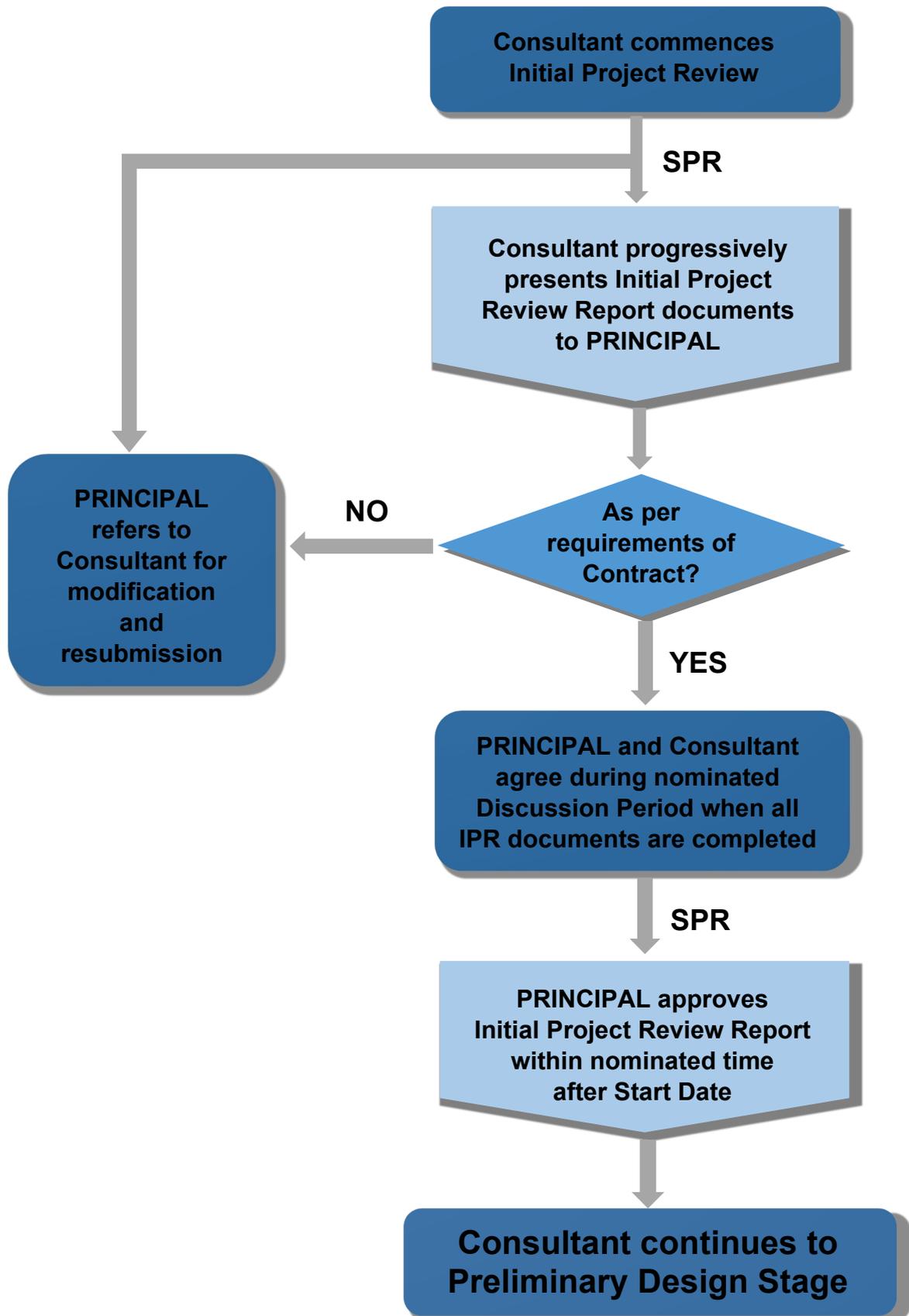
##### 3.1.1 Overview / Sequence

**Figure 3.1.1 Overview / Sequence flowchart**



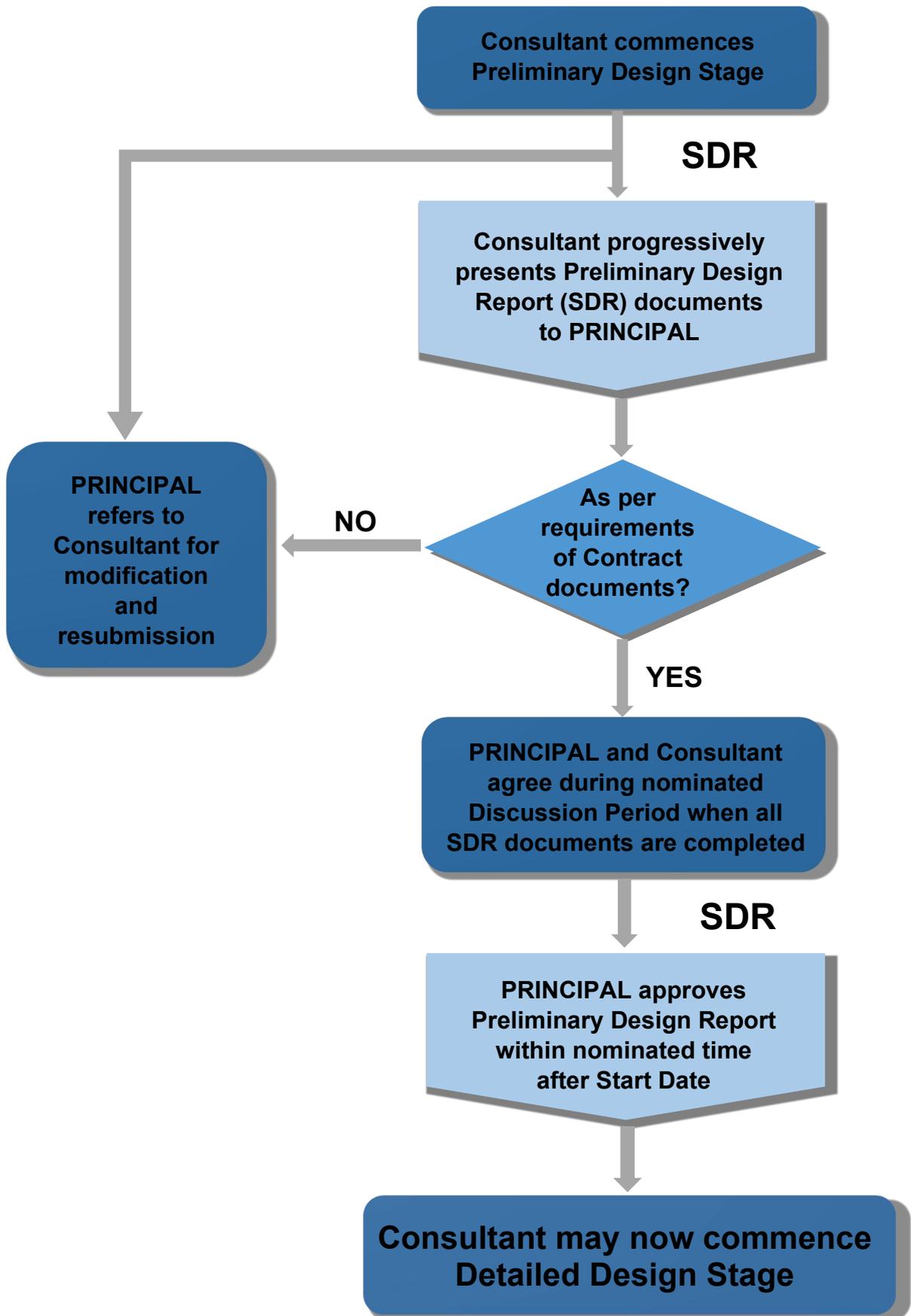
### 3.1.2 Initial Project Review (IPR)

Figure 3.1.2 – Initial Project Review (IPR) flowchart



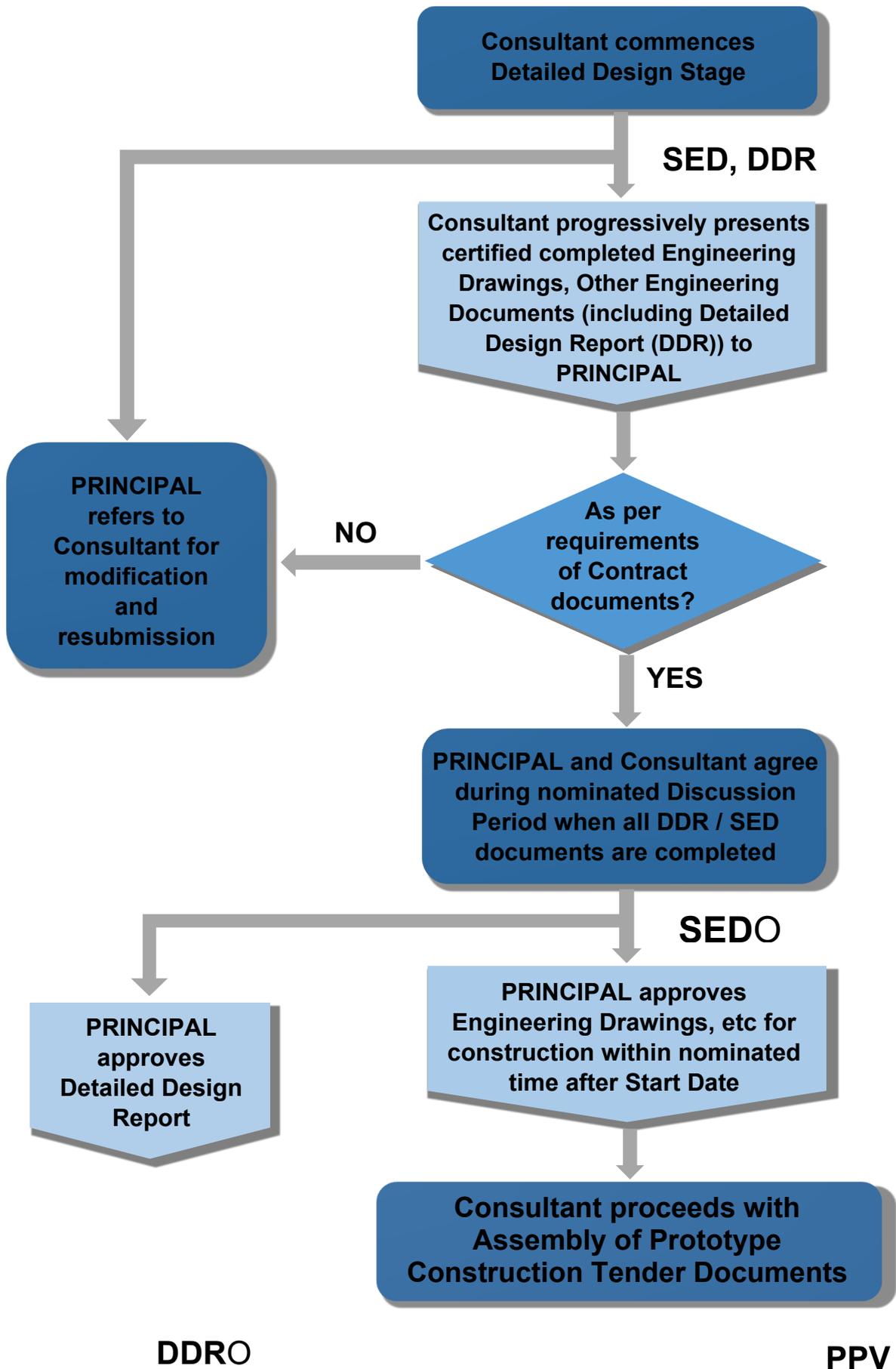
### 3.1.3 Preliminary Design Stage

Figure 3.1.3 – Preliminary Design Stage flowchart



3.1.4 Detailed Design Stage

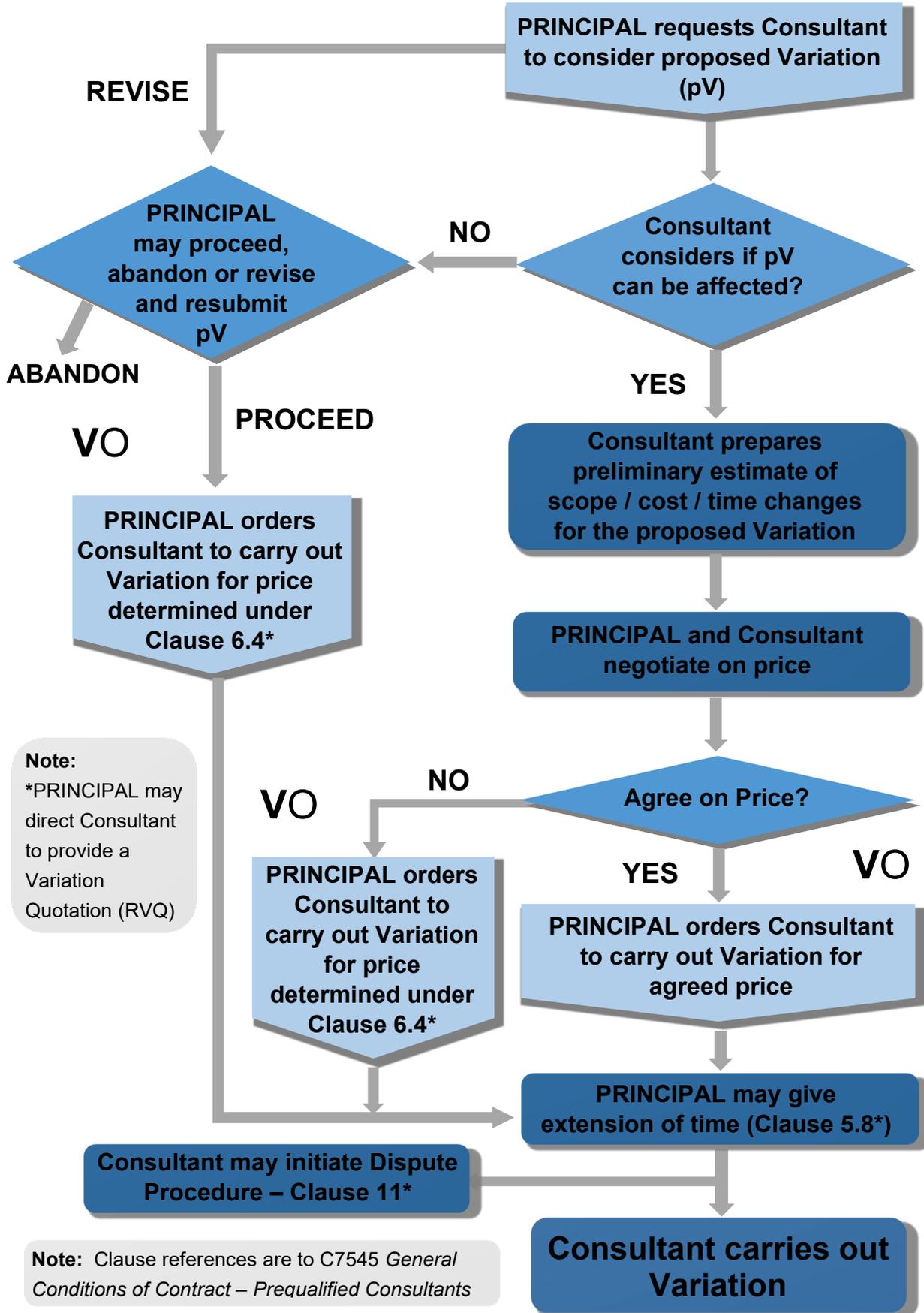
Figure 3.1.4 – Detailed Design Stage flowchart



3.2 Variations

3.2.1 Principal Initiated Variations

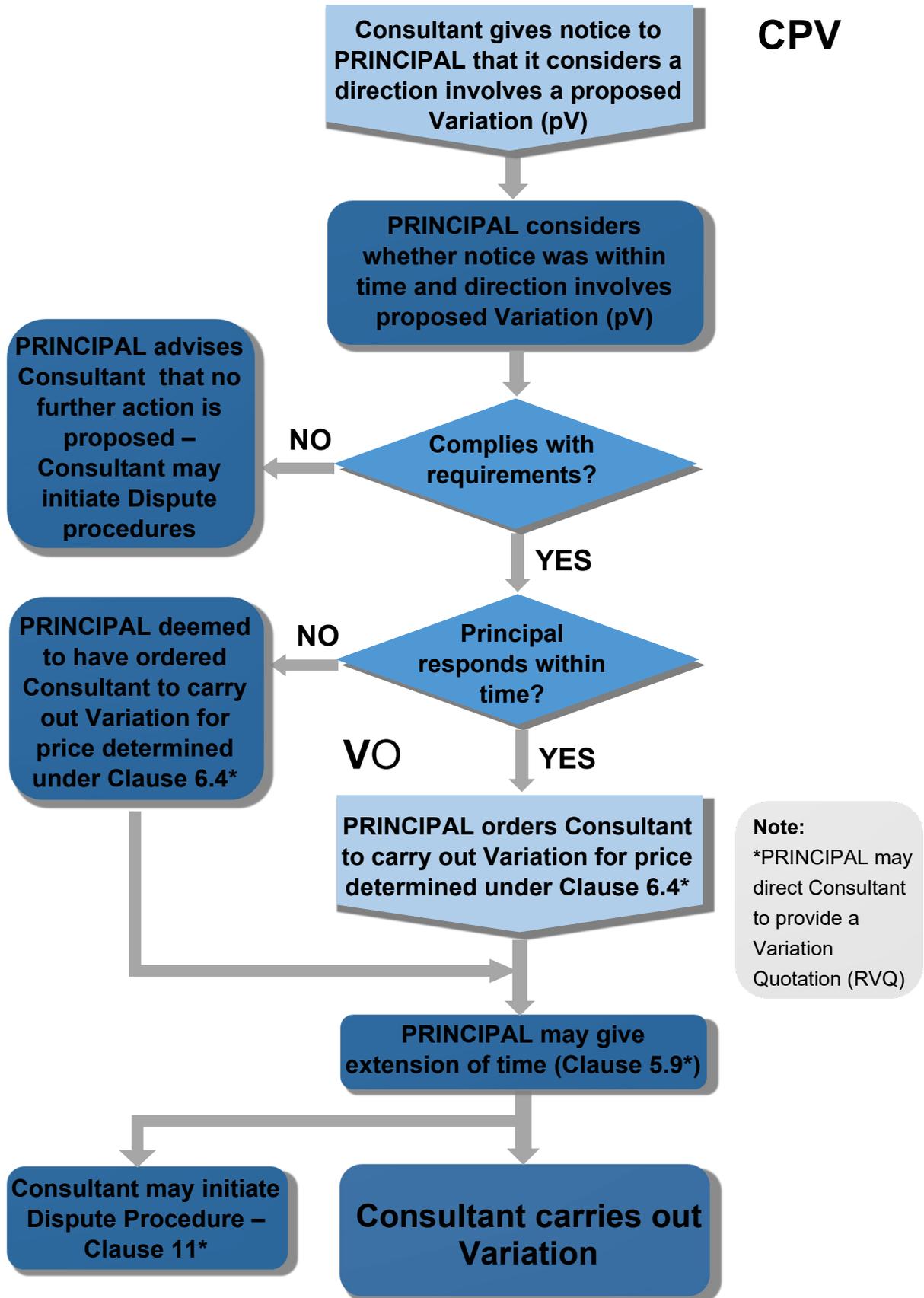
Figure 3.2.1 – Principal Initiated Variations flowchart



**3.2.2 Consultant Initiated Variations**

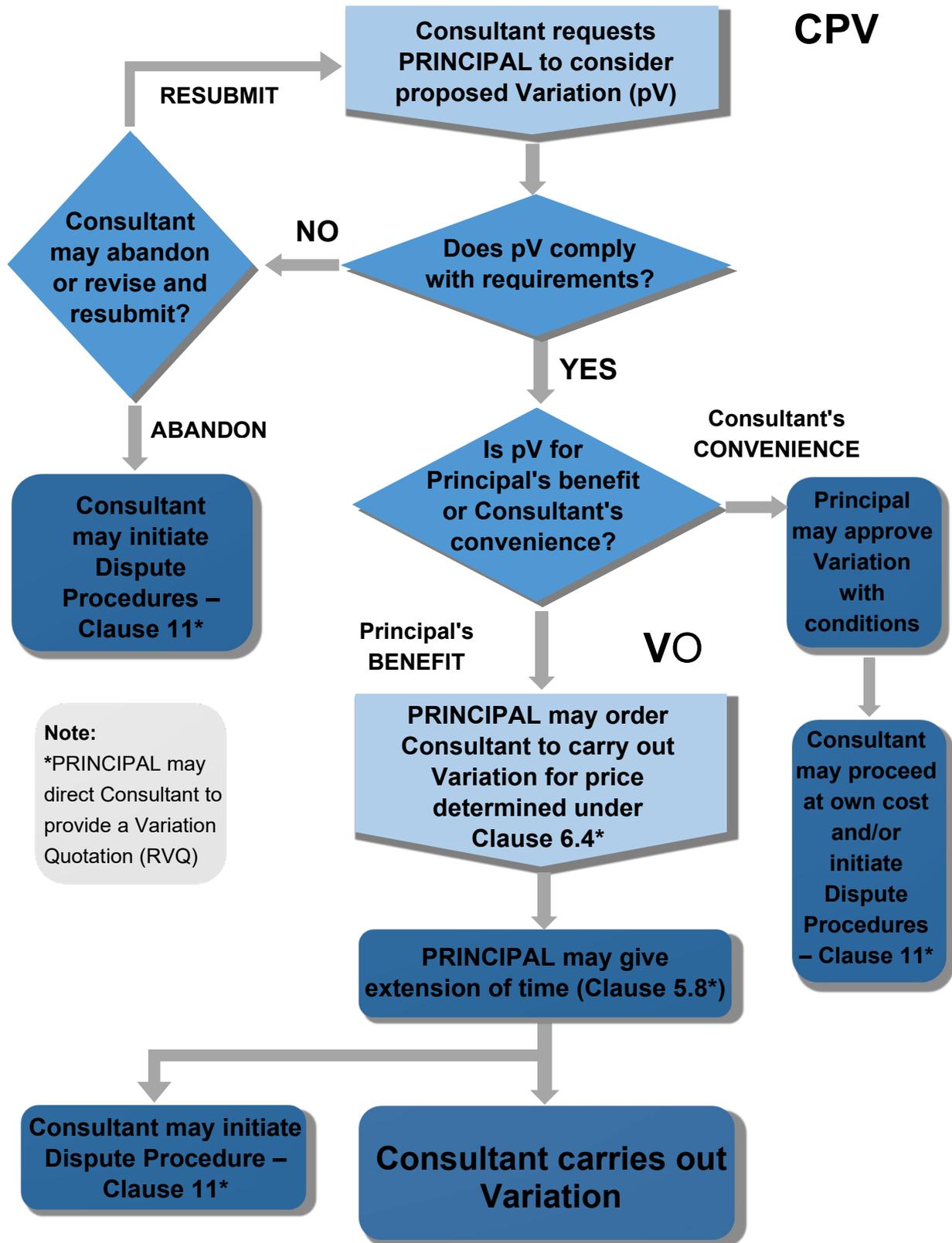
(Resulting from Principal Direction and PPV not issued)

**Figure 3.2.2 – Consultant Initiated Variations flowchart**



3.2.3 Consultant Initiated Variations

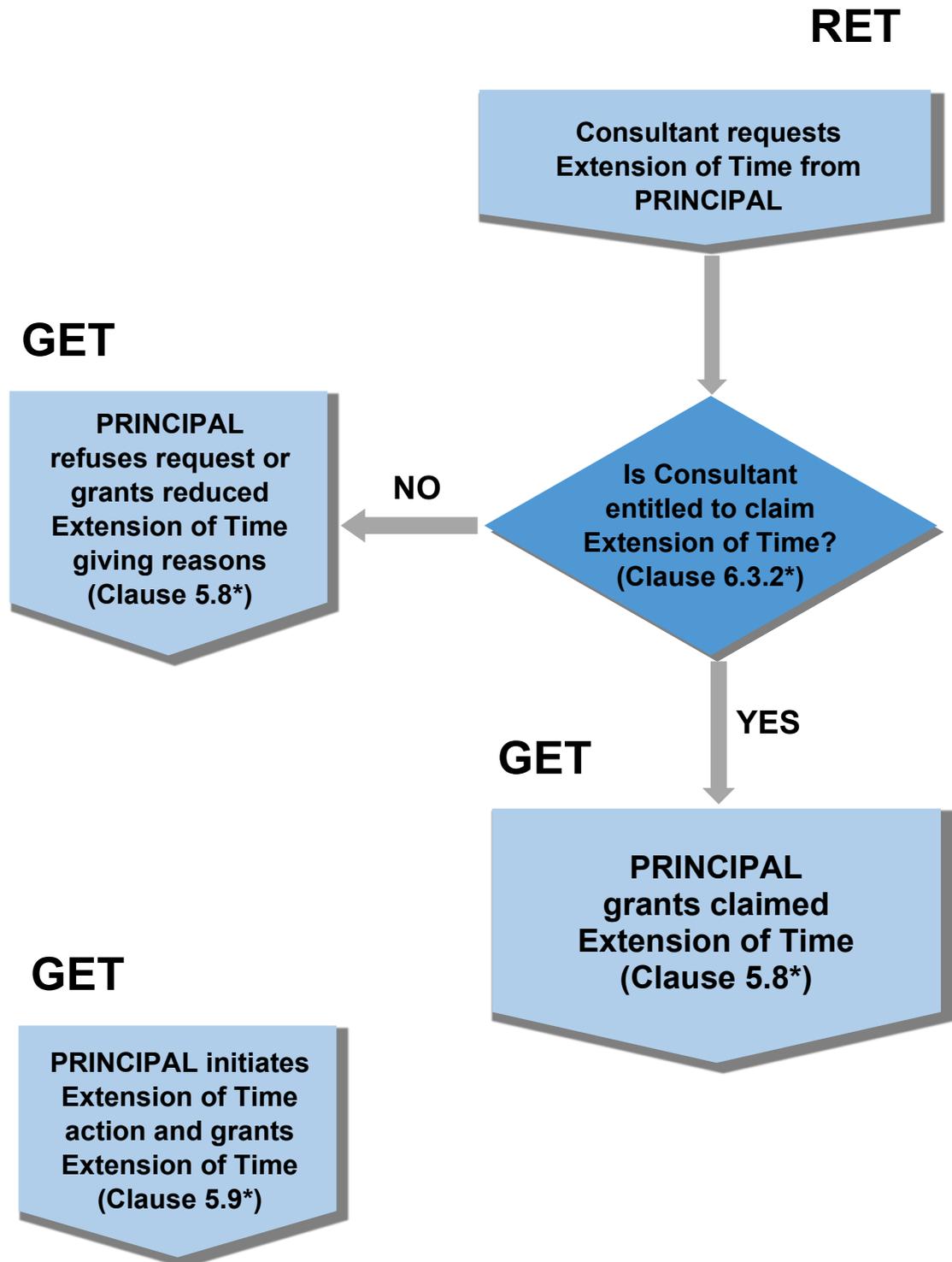
Figure 3.2.3 – Consultant Initiated Variations flowchart



### 3.3 Extension of Time

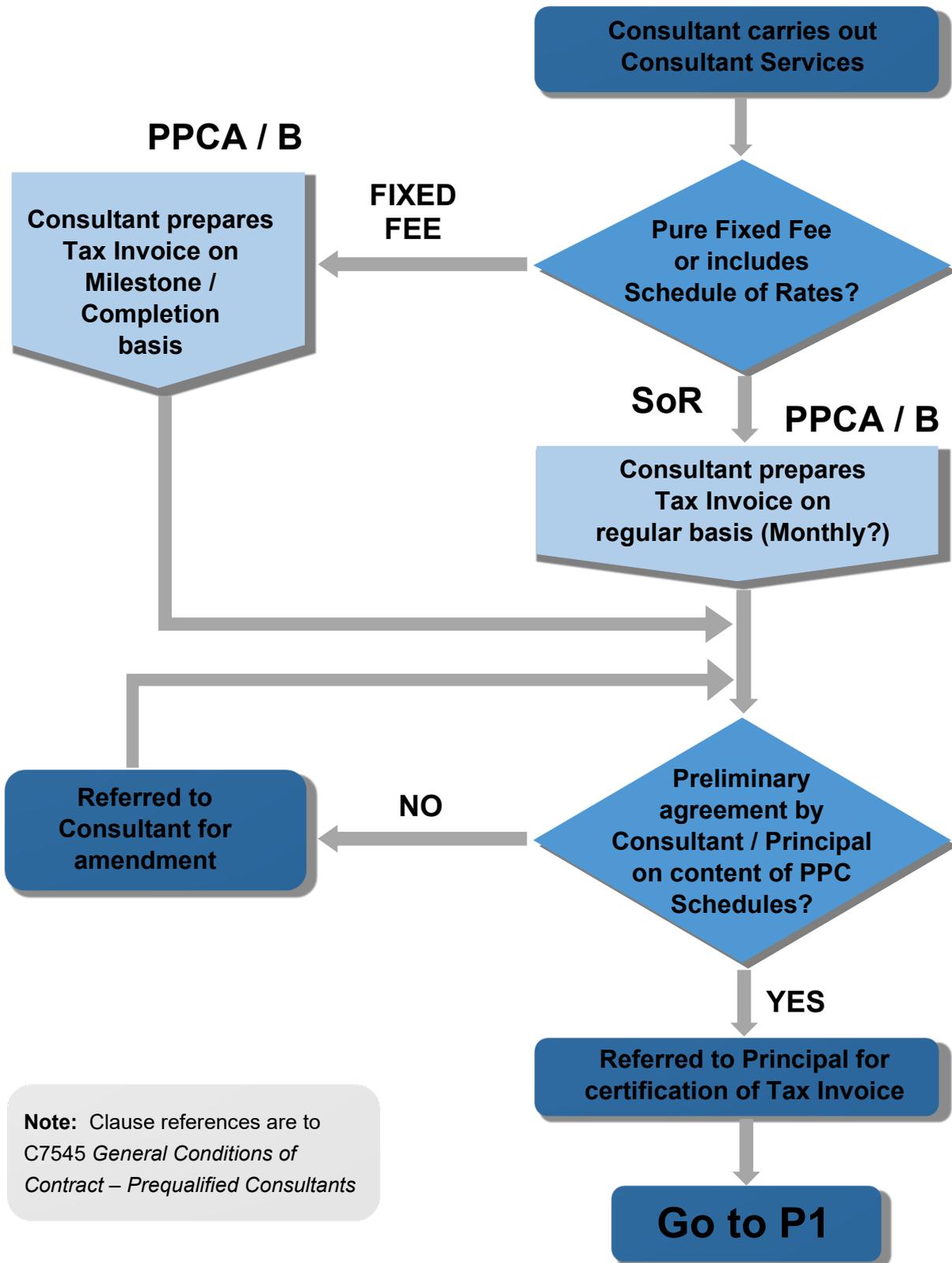
(Refer to C7545 General Conditions of Contract – Prequalified Consultants – Clauses 5.4 to 5.9)

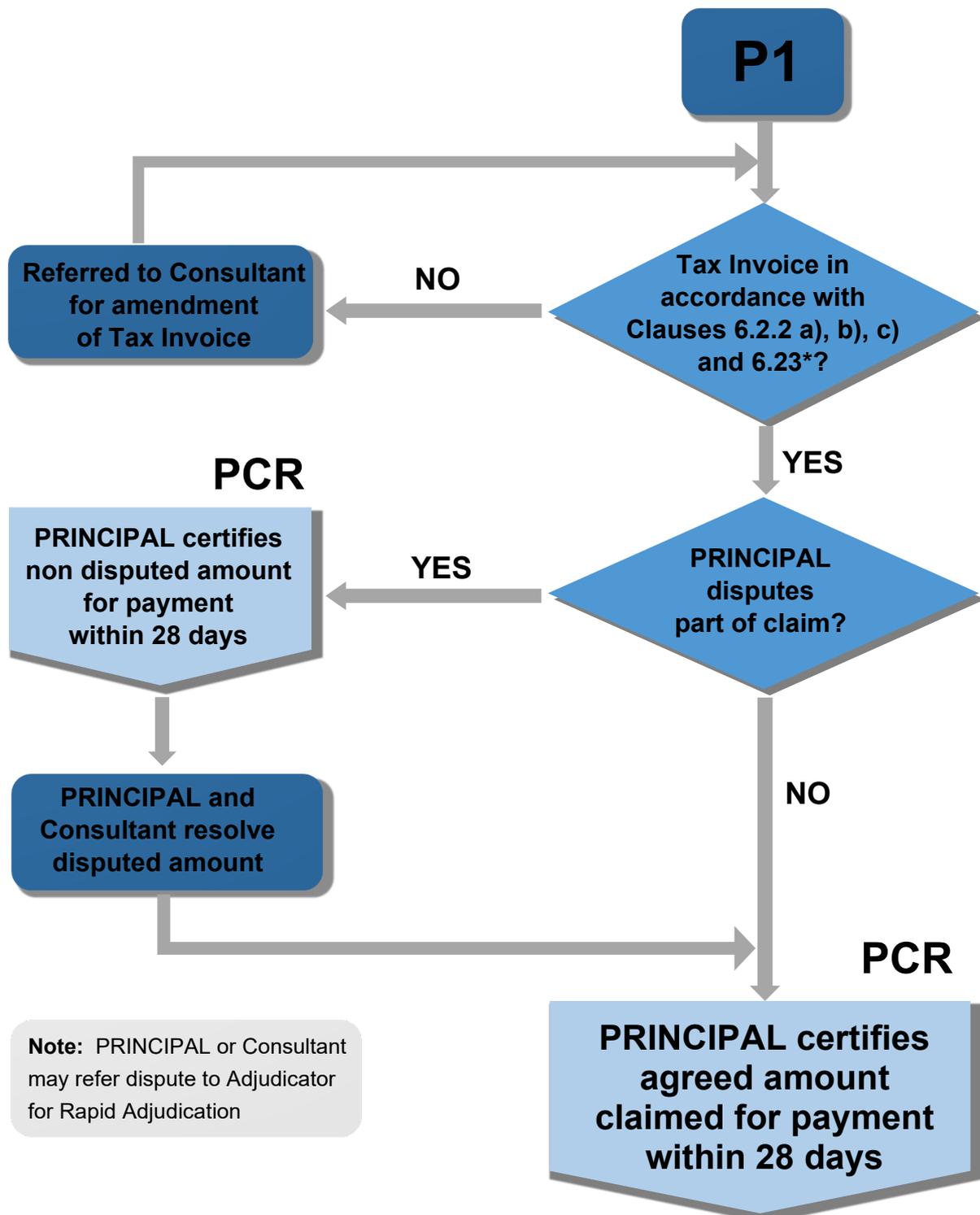
Figure 3.3 – Extension of Time flowchart



3.4 Payment

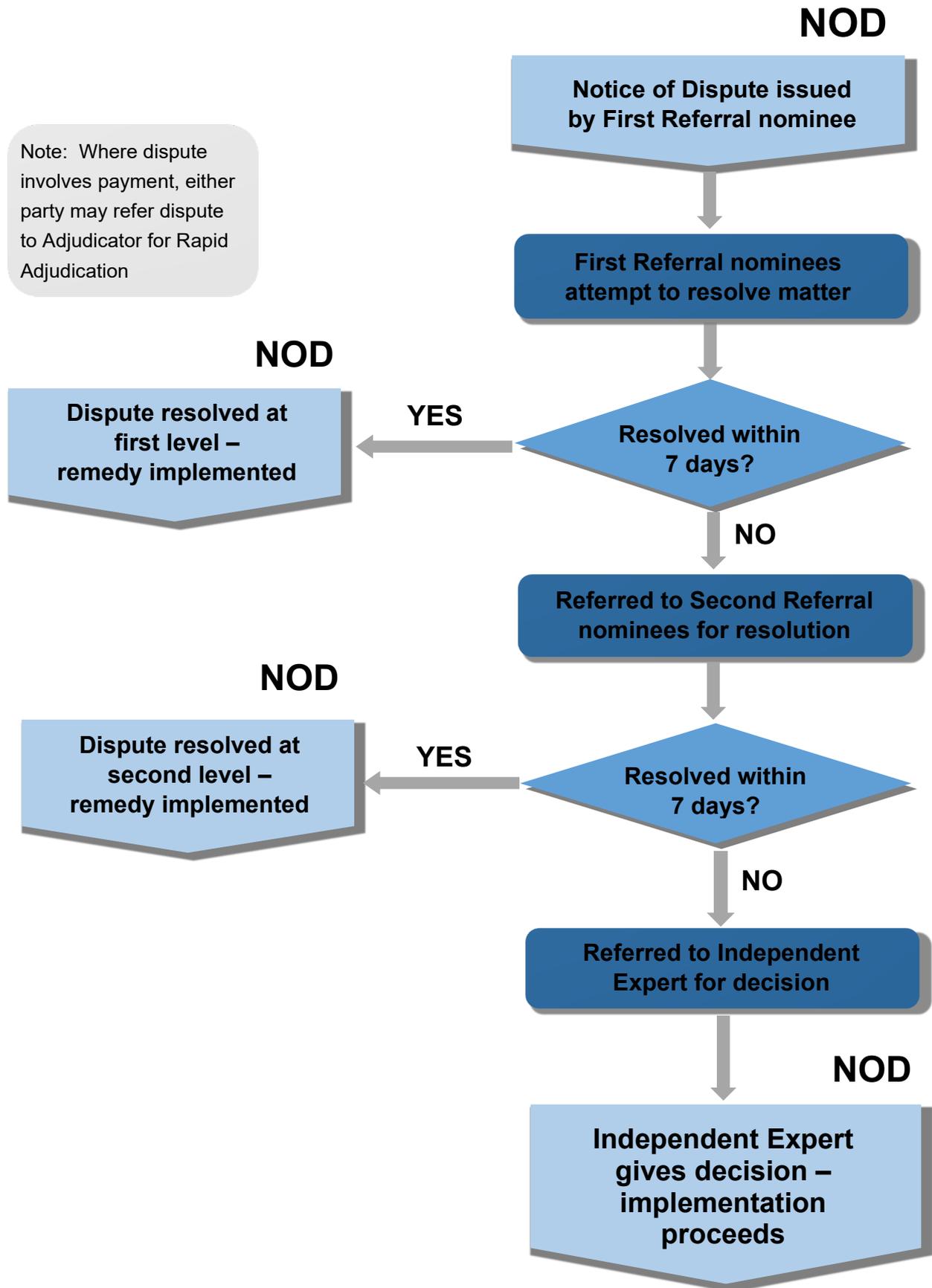
Figure 3.4 – Payment flowchart





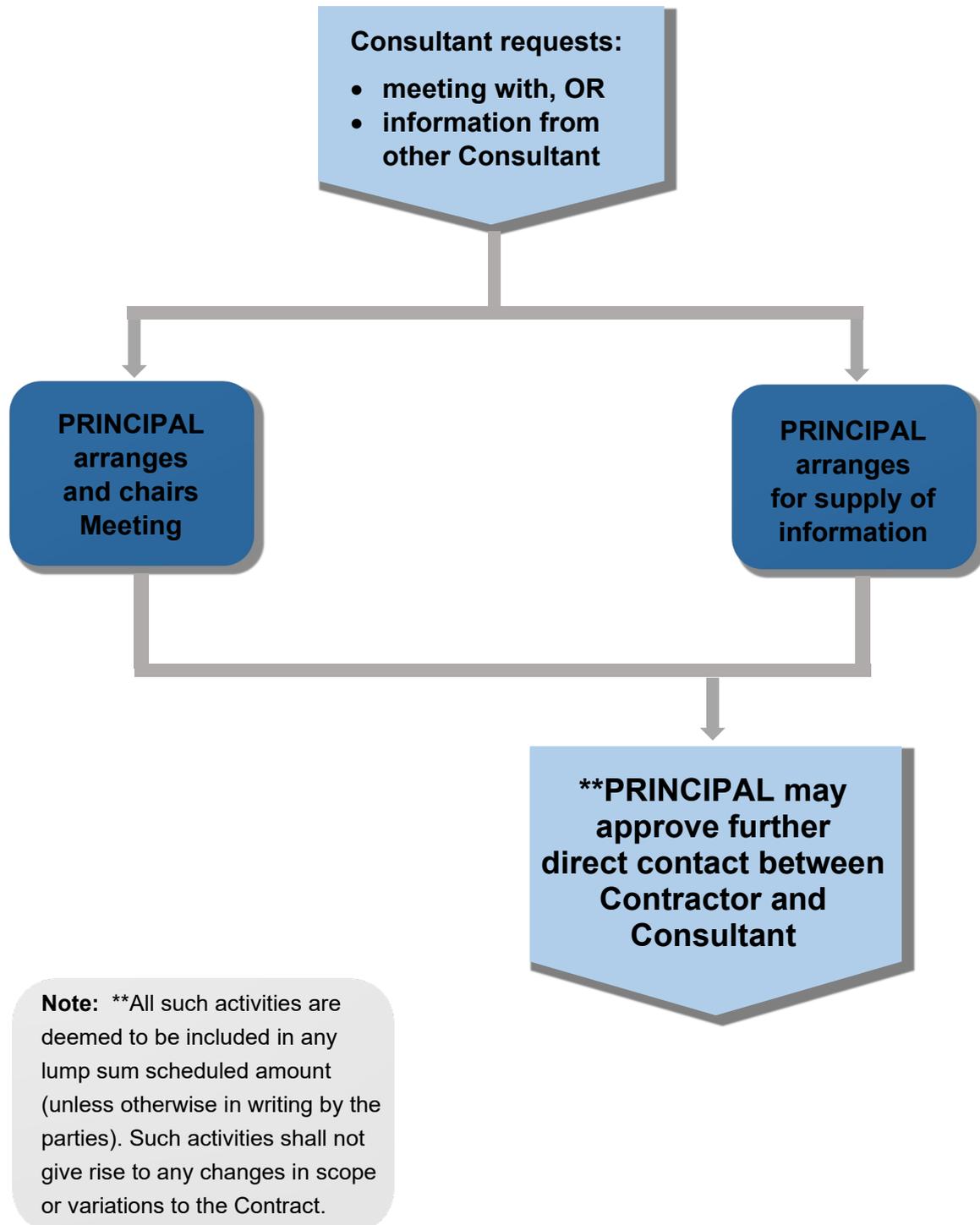
### 3.5 Dispute Resolution

Figure 3.5 – Dispute Resolution flowchart



### 3.6 Liaison with Other Consultants

Figure 3.6 – Liaison with Other Consultants flowchart



## 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 Initial Project Review Report
C6942	SDR	Submission / Approval of Preliminary Design Report
C6943	DDR	Submission / Approval of Detailed Design Report
C6944	SED	Submission / Approval of Engineering Drawings / Other Engineering 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	HRO	Hourly 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	Referral to 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

