

COSCCOO24

# Integrate and control project design information in construction



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## Overview

This unit is about integrating and controlling project information and documentation from the design team on behalf of the contractor.

### Performance criteria

*You must be able to:*

#### Implement project documentation systems

- P1 confirm that the control requirements for the project document programme are suitable for the project and the resources available
- P2 implement the production programme in order to meet agreed design requirements, to ensure production of all the required documents in a feasible sequence
- P3 identify and report on design and resource issues that affect production programme targets
- P4 implement registers, records and systems for monitoring and controlling document production which achieve programme compliance
- P5 check that individual production instructions are accurate, clear and complete
- P6 implement procedures, which are appropriate to the requirements of the project and the contract conditions, for dealing with discrepancies and inconsistencies in information, and delays and revisions to project information
- P7 implement arrangements and contingency plans for reporting progress in meeting the programme requirements and to manage document production problems

#### Integrate and evaluate project design information

*You must be able to:*

- P8 source information about project requirements which may contribute to the preparation of documents
- P9 assess the information to see whether it is fit for purpose, meets the requirements of the stakeholders and requirements for controlling document production
- P10 maintain accurate and complete registers and records which can be used for quality auditing
- P11 collate documents when they have been produced and review them against the agreed criteria
- P12 ensure that necessary checks and approvals are obtained when they needed

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- P13 issue approved documents to relevant stakeholders in a timely manner
- P14 collate late revisions, requirements and additions to the design information, distribute the information promptly
- P15 brief the stakeholders and the people responsible for producing documents
- P16 produce up-to-date and accurate information on progress and circulate it to the people who need the information

### Knowledge and understanding

*You need to know and understand:*

#### Implement project documentation systems

- K1 how to confirm that the control requirements for the project document programme are suitable for the project and the resources available (application)
- K2 how to implement the production programme in order to meet agreed design requirements, to ensure production of all the required documents in a feasible sequence (application)
- K3 what to identify as design and resource issues that affect production programme targets (understanding)
- K4 how to report on design and resource issues that affect production programme targets (application)
- K5 how to implement registers, records and systems for monitoring and controlling document production which achieve programme compliance (application)
- K6 how to check that individual production instructions are accurate, clear and complete (application)
- K7 how to implement procedures, which are appropriate to the requirements of the project and the contract conditions, for dealing with discrepancies and inconsistencies in information, and delays and revisions to project information (application)
- K8 how to implement arrangements and contingency plans for reporting progress in meeting the programme requirements and to manage document production problems (application)

#### Integrate and evaluate project design information

*You need to know and understand:*

- K9 how to source information about project requirements which may contribute to the preparation of documents (application)
- K10 how and why to assess the information to see whether it is fit for purpose, meets the requirements of the stakeholders and requirements for controlling document production (analysis)
- K11 how to maintain accurate and complete registers and records which can be used for quality auditing (application)

- K12 how to collate documents when they have been produced and review them against the agreed criteria (application)
- K13 how to ensure that the necessary checks and approvals are obtained when needed (application)
- K14 how to issue approved documents to relevant stakeholders in a timely manner (application)
- K15 how to collate revisions, requirements and additions to the design information, distribute the information promptly (application)
- K16 how to brief the stakeholders and the people responsible for producing documents (application)
- K17 how to produce up-to-date and accurate information on progress (application)
- K18 how to circulate up-to-date and accurate information on progress to the people who need the information (application)

### Additional Information

#### Scope/range

#### Implement project document systems

##### 1. Control requirements:

- 1.1. type of measurement
- 1.2. cost
- 1.3. time
- 1.4. quality
- 1.5. methods of production
- 1.6. methods of coordination (e.g. Common Arrangements)
- 1.7. liaison requirements
- 1.8. model documents and standards
- 1.9. integration of data
- 1.10. Building Information Modelling
- 1.11. electronic data transfer
- 1.12. revision management
- 1.13. scheduling of work
- 1.14. methods of interdisciplinary working

##### 2. Documents:

- 2.1. forms of contract
- 2.2. specifications
- 2.3. drawings
- 2.4. bills of quantities
- 2.5. schedules
- 2.6. health and safety plans
- 2.7. accounts
- 2.8. claims

##### 3. Registers and records:

- 3.1. incoming and outgoing drawing and document registers
- 3.2. records of document approval and revision

##### 4. Systems:

- 4.1. checking documents
- 4.2. approving documents
- 4.3. integrating documents

### **5. Production instructions:**

- 5.1. format
- 5.2. presentation
- 5.3. accuracy
- 5.4. technical content
- 5.5. completeness
- 5.6. referencing
- 5.7. cross referencing and correlation with associated documents
- 5.8. status
- 5.9. spelling, grammar and punctuation

### **6. Stakeholders:**

- 6.1. the client
- 6.2. financial advisers
- 6.3. consultants
- 6.4. potential contractors
- 6.5. potential sub-contractors and suppliers
- 6.6. line manager

### **Integrate and evaluate project design information**

### **7. Information about project requirements:**

- 7.1. design brief
- 7.2. design information from earlier stages
- 7.3. surveys
- 7.4. reports
- 7.5. statutory approvals and requirements
- 7.6. cost estimates
- 7.7. standards and codes of practice
- 7.8. technical literature

### **8. Documents:**

- 8.1. forms of contract
- 8.2. specifications
- 8.3. drawings
- 8.4. bills of quantities
- 8.5. schedules
- 8.6. health and safety plans
- 8.7. accounts
- 8.8. claims
- 8.9. obtain consents

### **9. Requirements of the stakeholders:**

- 9.1. to obtain consents
- 9.2. procurement
- 9.3. contract
- 9.4. production

### **10. Requirements for controlling document production:**

- 10.1. type of measurement
- 10.2. cost
- 10.3. time
- 10.4. quality
- 10.5. methods of production
- 10.6. methods of coordination (e.g. Common Arrangement)
- 10.7. liaison arrangements
- 10.8. model documents standards
- 10.9. integration of data
- 10.10. Building Information Modelling
- 10.11. electronic data transfers
- 10.12. scheduling of work
- 10.13. revision management
- 10.14. methods of interdisciplinary working

### **11. Registers and records:**

- 11.1. incoming and outgoing drawing and document registers
- 11.2. records of document approval and revision

### **12. Criteria:**

- 12.1. format
- 12.2. presentation
- 12.3. accuracy
- 12.4. technical content
- 12.5. completeness
- 12.6. referencing
- 12.7. cross referencing and correlation with associated documents
- 12.8. status



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## Integrate and control project design information in construction

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**Developed by** ConstructionSkills

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**Version number** 1.0

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**Date approved** December 2012

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**Indicative review date** December 2018

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**Validity** Current

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**Status** Original

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**Originating organisation** ConstructionSkills

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**Original URN** COSCCOO24

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**Relevant occupations** Building and civil engineering technicians; estimators; valuers and assessors managers; quantity surveyors

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**Suite** Construction Contracting Operations

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**Key words** design information; project

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