

## Overview

This NOS sets out the skills, knowledge and understanding for you to monitor and control work against contractual, quality, legal and progress requirements.

It would apply to anyone having the responsibility for site preparation and controlling work.

This NOS covers the following activities:

1. Control contracts against agreed quality standards
2. Maintain contract compliance with relevant legislation
3. Control contract progress against agreed programmes
4. Control contract quantities and costs
5. Control contract against agreed terms and conditions

## Performance criteria

*You must be able to:*

### **Control contracts against agreed quality standards**

- P1 identify quality standards from available information and pass them to people responsible for their implementation, before they start work
- P2 specify clearly and unambiguously, the responsibilities which individuals have for maintaining quality standards
- P3 set up systems for inspecting and controlling the quality of work and recording the outcomes
- P4 check regularly, that work conforms to the design requirements and the specified quality standards
- P5 identify work which fails to meet the requirements and specified quality standards and implement corrective action
- P6 ask for unacceptable quality standards to be corrected and notify decision makers if this is not done within a reasonable time
- P7 inform decision makers regularly about significant variations in quality standards, programme and safety implications, and suggest the decisions which they need to make and actions they need to take
- P8 identify specifications which conflict with relevant legislation and refer them to decision makers for modification
- P9 identify improvements from feedback received and recommend them to decision makers
- P10 agree amendments to the contract quality requirements and specifications and record them accurately

### **Maintain contract compliance with relevant legislation**

- P11 identify relevant legislation requirements from available information and clarify them where there is uncertainty
- P12 brief the workforce about their legal responsibilities to those responsible for implementing them before they start work on the contract
- P13 develop and implement monitoring systems, collecting information regularly and summarising it accurately
- P14 identify situations which do not comply with relevant legislation requirements, investigate the circumstances thoroughly and take appropriate corrective action

P15 identify any new relevant legislation requirements which may have an impact on the project, summarise the important details and pass this on to people who have an interest

P16 complete documentation accurately and on time

### **Control contract progress against agreed programmes**

P17 develop and implement systems to monitor and record the progress of the contract against the agreed programmes, collect information regularly and summarise it accurately

P18 identify inadequately and inappropriately specified resources, inform decision makers and specify and obtain alternative resources

P19 identify and quantify any deviations from planned progress which have occurred, or which may occur, and which could disrupt the programme

P20 investigate the circumstances of any deviations thoroughly and agree and implement appropriate corrective action

P21 recommend options which are most likely to minimise increases in cost and time and help the contract progress, and pass these on to decision makers

P22 inform decision makers regularly about progress, changes to the operational programme, resource needs, and suggest the decisions and actions that need to be taken

P23 identify improvements from feedback received and recommend them to decision makers

### **Control contract quantities and costs**

P24 develop and implement appropriate contract quantities and cost control systems which are able to provide early warning of problems

P25 collect quantities and cost data regularly, record it correctly and pass it on to the people who need it in time for them to be able to use it

P26 calculate the correct work values and quantities and cost data from estimates of work quantity and payment rates

P27 prepare accurate quantities and cost data and present it in a format which will help people to make decisions

P28 identify variations and trends in quantities and cost data and

quantify and cost them

P29 investigate any variations thoroughly and agree and implement appropriate corrective action with decision makers which will restore costs and expenditure to budget

P30 develop and implement systems and processes for identifying opportunities for cost savings and recommend them to decision makers

P31 identify realistic opportunities for cost savings, cost them correctly and recommend them to decision makers

### **Control contracts against agreed terms and conditions**

P32 obtain all the relevant documents checking them against the contract requirements, recording any variations and reviewing the documents for any working decisions to be made

P33 inspect and check work against the contract requirements, recording any variations and reviewing for any work decisions to be made

P34 establish who is liable for the costs of corrective and additional work, agreeing this with people, and recording decisions to meet the contract requirements

P35 justify work decisions with valid evidence

P36 confirm that the people involved in the contract are complying with the contract requirements and enforcing the terms of the contract requirements in cases of non-compliance

P37 ensure all relevant records are obtained and completed at contract completion

## Knowledge and understanding

*You need to know and understand:*

### **Control contracts against agreed quality standards**

K1 what you identify as quality standards

K2 what you identify as specifications which conflict with relevant legislation

K3 how to ask for unacceptable quality standards to be corrected and notify decision makers if quality standards are not corrected within a reasonable time

K4 how to inform decision makers about significant variations in quality standards, programme and safety implications

K5 how to refer specifications which conflict with relevant legislation, to decision makers

K6 how to record amendments to the contract quality requirements and specifications

K7 how to specify the responsibilities which individuals have for maintaining quality standards

K8 how to agree amendments to the contract quality requirements and specifications

K9 how to pass quality standards on to people responsible for implementing them before they start work on the contract

K10 what to identify as improvements from feedback received

K11 how to recommend improvements to decision makers

K12 how to specify the responsibilities which individuals have for maintaining quality standards

K13 what to identify as work which fails to meet the requirements and specified quality standards

K14 how to check that work conforms to the design requirements and the specified quality standard

K15 how to implement corrective action where work fails to meet the requirements and specified quality standards

K16 how to set up systems for inspecting and controlling the quality of work and recording the outcomes

## **Maintain contract compliance with relevant legislation**

K17 what you identify as relevant legislation requirements

K18 how to clarify relevant legislation requirements where there is uncertainty

K19 how to brief the workforce on relevant legislation responsibilities before they start work on the contract

K20 how to investigate the circumstances of situations which do not comply with relevant legislation requirements

K21 how to develop monitoring systems

K22 what to identify as situations which do not comply with relevant legislation requirements

K23 how to take appropriate corrective action in situations which do not comply with relevant legislation requirements

K24 how to complete documentation

K25 what to identify as new relevant legislation requirements which may have an impact on the project

K26 how to summarise the important details of any new relevant legislation requirements which may have an impact on the project

K27 how to implement monitoring systems and collect and summarise information

K28 how to summarise information

## **Control contract progress against agreed programmes**

K29 how to implement systems to monitor and record the progress of the contract against the agreed programmes, and collect and summarise information

K30 how to develop systems to monitor and record the progress of the contract against the agreed programmes

K31 what you identify as inadequately and inappropriately specified resources

K32 how to inform decision makers about inadequately and inappropriately specified resources, and obtain alternative resources

K33 how to specify alternative resources

K34 what to identify as any deviations from planned progress which have occurred, or which may occur, and which could disrupt the

programme

K35 how to quantify any deviations from planned progress

K36 how to investigate the circumstances of any deviations

K37 what to identify as improvements from feedback received

K38 how to implement corrective action

K39 how to implement systems to monitor and record the progress of the contract against the agreed programmes, and collect and summarise information

K40 how to develop systems to monitor and record the progress of the contract against the agreed programmes

K41 what you identify as inadequately and inappropriately specified resources

K42 how to inform decision makers about inadequately and inappropriately specified resources, and obtain alternative resources

K43 how to specify alternative resources

K44 what to identify as any deviations from planned progress which have occurred, or which may occur, and which could disrupt the programme

K45 how to quantify any deviations from planned progress

K46 how to investigate the circumstances of any deviations

K47 what to identify as improvements from feedback received

K48 how to implement corrective action

### **Control contract quantities and costs**

K49 how to implement appropriate contract quantities and cost control systems which are able to provide early warning of problems

K50 how to develop appropriate contract quantities and cost control systems which are able to provide early warning of problem

K51 what you identify as variations and trends in quantities and cost data

K52 how to collect and record quantities and cost data and pass on the data to people who need it

K53 how to calculate the correct work values and quantities and cost data from estimates of work quantity and payment rates

K54 how to prepare and present accurate quantities and cost data in a format which will help people to make decision

- K55 how to quantify and cost trends in quantities and cost data ~
- K56 how to investigate any variations
- K57 how to implement appropriate corrective action with decision makers which will restore costs and expenditure to budget
- K58 how to agree appropriate corrective action with decision makers which will restore costs and expenditure to budget
- K59 what to identify as realistic opportunities for cost saving
- K60 how to implement systems and processes for identifying opportunities for cost savings
- K61 how to cost opportunities for cost saving
- K62 how to develop and recommend to decision makers systems and processes for identifying opportunities for cost savings
- K63 how to recommend opportunities for cost savings to decision makers

### **Control contracts against agreed terms and conditions**

- K64 how to obtain and check all relevant documents needed and record any variations between documents and contract requirements
- K65 how and why you review documents for any work decisions made
- K66 how to check work against the contract requirements and record any variations between work and the contract requirements
- K67 how and why you inspect work against documents and review any variations between work and the contract requirements
- K68 how you record decisions about who is liable for the costs of corrective and additional work to meet the contract requirements
- K69 how you would establish who is liable for the costs of corrective action and additional work and getting agreement with those involved
- K70 how to confirm that people involved in the contract are complying with contract requirements and enforce the terms of the contract requirements in cases of non – compliance
- K71 how to communicate and work with other people

## Control Contract work

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