

Overview

This unit is for you if you are responsible for managing contractual procedures throughout projects.

Having successfully secured the project contract this unit is about obtaining suppliers of materials, plant and labour. It also involves maintaining good relationships with the client and maintaining positive industrial relations with employees, sub-contractors and external contractors. It also involves ensuring that legislation involving employment and contractual issues is adhered to.

It is also about reviewing information to ensure that progress is being made on schedule and in accordance with budgetary requirements. In the event that the project is not progressing according to project requirements it involves seeking suitable solutions and liaising with the client.

Performance criteria

- You must be able to:*
1. identify client priorities, project requirements and financial constraints in accordance with the requirements of the tender
 2. ensure that your workforce is sufficient to comply with the requirements of the tender
 3. enter into contractual agreements with external suppliers of materials, plant and labour
 4. monitor external suppliers to ensure that they are complying with the terms of the contractual agreement
 5. resolve differences and seek suitable solutions with external suppliers in the context of the contract
 6. regularly review progress information and liaise with your site base regularly to ensure that your organisation is adhering to their contractual obligations with the client relating to the following:
 - time constraints
 - progress on site
 - achieving deadlines variations
 7. ensure that the client is adhering to their contractual obligations with your organisation including adherence to payment terms and conditions
 8. investigate and evaluate the contractual implications of variations, their likely effect on programme activities, timings and sequences
 9. promptly identify problems in complying with the terms of your organisation's contractual obligations in terms of:
 - timescales
 - suppliers
 - workforce and ensure that they are reported promptly to the relevant person(s)
 10. resolve difficulties and seek suitable solutions with the client in the context of the contract
 11. ensure that appropriate insurance cover is selected and monitor the suitability of the selected insurance cover throughout the project to consider whether a revision of cover is necessary.
 12. clearly establish the employment status of those working on the project and clearly establish whether employees are employed by your organisation or the client.

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13. ensure that your workforce is competent to undertake the required work and has the necessary registrations, qualifications and licences
14. ensure that work proceeds in accordance with the contract terms
15. ensure compliance with relevant contractual and health and safety legislation and liaise with relevant person(s) to ensure that the relevant health and safety documentation is available
16. promote positive working relations between:
 - your organisation
 - your client
 - employees
 - sub-contractors

Knowledge and understanding

You need to know and understand:

1. how to identify client priorities, project requirements and financial constraints in accordance with the requirements of the tender
2. the size of workforce that will be required to undertake the project
3. the contractual obligations between your organisation and:
 - the client
 - external contractors
 - your workforce
 - your organisation and sub-contractors
4. how to monitor:
 - the client
 - external contractors
 - sub-contractors
 - your workforce to ensure that they adhere to their contractual obligations with your organisation
5. with whom you should liaise to monitor progress and check contractual compliance
6. suitable solutions that are available in the event that the client, external contractors or your workforce are not adhering to the terms of their contract
7. how to identify problems in complying with the terms of your organisation's contractual obligations
8. to whom you should report such problems
9. how to investigate the contractual implications of anticipated, proposed and actual variances and evaluate their likely effect on programme activities, timings and sequences
10. availability and suitability of insurance cover
11. the registrations, qualifications and licences that your workforce will be required to have
12. legislation applicable to managing contract procedures for projects
13. various forms of contract, contract terms and conditions
14. how to promote positive working relations

Glossary

Manage contract procedures for electrotechnical projects

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