# Development guidance for Contractors

## Version 1.4 – 15/06/2023

The RFT requires that a project specific Project Control Plan is developed and submitted to the Superintendent within 14 days of the Contract being awarded. This document should be prepared by the Contractor and not a third party.

A **Project Control Plan** includes a description of the organisational structure for the management of the project and the procedures to be employed in complying the specification. Project control is primarily intended to identify deviations from the project plan. The focus of project control is on fulfilling the original design plans or indicating deviations from these plans, rather than on searching for significant improvements and cost savings.

This document will be used as an assessment tool for DIPL and read in conjunction with the Project Control Plan Guidance material. The Contract and RFT and specifications must be referred to in conjunction with these tools as Project Specific Requirements detailed **MUST** be met.

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| Abbreviations used in this guidance |
| PCP | Project Control Plan | NPWC | National Public Works Council Conditions of Contract |
| PCWS | Period Contract Works and Services Conditions of Contract | MWS | Minor Works and Services Conditions of Contract |
| RFQ | Request for Quotation | RFT | Request for Tender |
| DIPL | Department of Infrastructure, Planning and Logistics | RS | Response Schedule |
| OFI | Opportunity for Improvement | PM | Project Manager/s |

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| Resources - LINKS |
| [Conditions of Contract](https://nt.gov.au/industry/procurement/understanding-the-rules/conditions-contract) | CCU contact email: compliance.dipl@nt.gov.au | [DIPL Specification Services](https://dipl.nt.gov.au/industry/technical-standards-guidelines-and-specifications/technical-specifications) |

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| ITEM | GUIDANCE |
| 1 | Project Control Plan | Establish and maintain a project specific Project Control Plan for this project to ensure that work complies with the requirements of the RFT and Conditions of Contract. |
| 2 | Organisational Structure | The PCP must include a description of the organisational structure for the management of the project. |
| 3 | Document Control and Records | The PCP must provide details of the procedures for the control of all documents and data relating to the Contract and in particular the changes to documents. This includes transmittals and amendments.The PCP must provide details of procedures describing how records are controlled maintained and stored in a manner that allows records to be kept efficiently and safely so that retrieval of records can be made at any time.Implementation of the procedure must ensure that:* all files are identified with the project number and that items within each file are recorded.
* security is provided for all records in the files.
* electronic records are protected with anti-virus programs.
* the filing system is structured similar to the hard copy records.
* administrative information contained in emails are printed in hard copies and/or electronic copies in PDF format. These are placed in the appropriate file or electronic folder.
* that the electronic system is backed up regularly.
* an efficient system for archived records is maintained.
* records are stored safely for the mandatory period of 7 years.
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| 4 | Construction Program | If applicable to the RFT, the PCP must provide a program for the works in the form of a bar chart covering all stages or parts of the work under the Contract and showing the dates by which or the times within which the various stages or parts are to be executed and completed.Submit a completed Construction Program showing all trades and major milestones with the project specific PCP.The Construction Program is to be updated at least monthly and submitted to the Superintendent.This does not apply to period contract works. |
| 5 | Traceability | The PCP must provide details of the procedures for identifying work and materials as numbered lots. The procedure must ensure that samples and test results are identified with the precise location in the works to which they relate.May not apply to routine maintenance works, nor to period contract works unless specified in the technical specification. |
| 6 | Construction/Maintenance Procedures | If construction procedures are required for the Project, the PCP must provide documented procedures for activities specified in the RFT. The construction procedures must define the method for undertaking a certain activity, incorporating a clear allocation of the responsibilities for accomplishing the key tasks, duties or actions involved.Safe Work Method Statements (SWMS), and/or Job Safety Analyses (JSAs), and/or Safe Operating Procedures (SOPs), may be accepted to fulfil this requirement at the discretion of the Superintendent. The SWMS, JSAs, and the SOPs must address the specific tasks to be performed under the contract. |
| 7 | Control of Defects | The PCP must provide details of procedures employed to ensure that defective material or work is not used on the project.Develop a project specific proforma for use in recording details of defects and the remedial action taken. Provide a copy of this proforma with the PCP.The PCP should reflect the requirement of the RFT that requires the contractor to provide warranties for workmanship and manufacturers’ and/or suppliers’ warranties for products used in the works, in the name of the Principal. |
| 8 | Preventative Action | The PCP must describe the procedures to be put into place to prevent any ongoing defects. |