

PROFESSIONAL SERVICES, CONSULTING, TRAINING AND LABOUR HIRE - SCOPE OF WORK

01 Describe the work to be performed

- Provide advice and/or training in the relevant subject
- Provide human resourcing to full-fill required roles
- All other requirements per the Principal Scope of Works

02 Extra requirements to the Pre-Qualification

- Provide evidence of education and experience in chosen field when requested
- Show samples of training materials and resources used when requested
- Provide references of previous companies/projects when requested
- Provide resumes of people, showing relevant experience when requested
- Signed Confidentiality Agreements for all personnel involved if required
- All other requirements per the Principal Scope of Works

03 Other Scopes of Work required or relevant to this task

- As per the Principal Scope of Works

04 Policies, procedures and inductions that may be relevant to this Scope of Work

- As per the Principal Scope of Works

05 Describe who supplies the materials

- The decision as to who is providing hardware and materials is to be clarified at the time the purchase order is raised, between the contracting company and the requisitioner
- The contracting company is to provide all tools necessary to complete the works
- WesTrac may, at its discretion, provide consumables or tooling that it deems necessary to complete the task

06 Describe how the work will be measured

- The contracting company will be measured against safety, quality, velocity, cost and people-based metrics.
- The relevant WesTrac department will conduct reviews, feedback sessions and other performance management tools it deems necessary

07 Describe at what point will the work be accepted

- The contracting company is to provide WesTrac a Service Entry Sheet, maintenance report, commissioning report or similar outlining works and testing completed
- The completed works will be tested and verified complete by both the contracting company and WesTrac
- The services as requested in the purchase order will be deemed to be delivered by WesTrac
- Acceptance will also be in accordance with WesTrac's Terms & Conditions or Standing Offer
- Any large discrepancies in cost to be scrutinised between both parties