

Document Number	FTT	NAT	PRC	0045
Next Review Date	1 st May 2023			
Document Owner	National Procurement Manager			

BUILDING AND CONSTRUCTION WORKS - SCOPE OF WORK

01 Describe the work to be performed

- Design, build, modify and repair all aspects of commercial and residential buildings, including walls, tiling, roofs, carpentry, plastering, painting, doors, windows, masonry works
- Complete building works in accordance to agreed plans and technical drawings
- Comply to all governmental, environmental and industry regulations
- All other requirements per the Principal Scope of Works

02 Extra requirements to the Pre-Qualification

- All employees to have relevant licences for any equipment / tooling used on WesTrac sites
- Maintain copies of Trade Papers, tickets and training for all employees that intend to work on site
- Have a policy/procedure for the damage of existing facilities
- All other requirements per the Principal Scope of Works

03 Other Scopes of Work required or relevant to this task

- Use of hand and power tools
- Use of mobile plant
- Use of lifting equipment on site
- Trenching and excavations
- Sub-contractor engagement
- Use of hazardous substances
- Hot works
- Working at heights

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

- As per the Principal Scope of Works
- Ladder and Portable Work Platform Inspection Checklist (FTT-NAT-HSEQ-0205)
- Ladders, Stairs and Walkways Procedure (PCD-NAT-HSEQ-0135)

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