

CIC Guidelines

Construction Administration and Observation

Construction Administration and Observation

- One click:
Party(ies) required to input, assist, and coordinate.
- Two clicks:
Deliverable required and party(ies) responsible.

Approvals and Inputs

Client Approval: To commence post-contract award activities.	Report																	
Documentation: From previous stage that forms the basis of the ongoing design.	Coordinate																	
Client Approval: Of for construction documentation and associated tags.	Report																	

Health and Safety

Health and Safety at Work – Design (HSD): Update report to reasonably address Health and Safety issues during occupation, use, maintenance, construction, demolition or disposal. Include Subcontractor design.	Report																	
Health and Safety at Work – Construction (HSW): Update report to reasonably address Health and Safety issues during construction.	Report																	
Health and Safety at Work: Workshop and Coordinate H&S report with team.	Coordinate																	
Existing Conditions/Materials: Report existing and new risks, assess and mitigate, advise, monitor.	Report																	
Existing Conditions/Materials: Verify and advise risks closed out.	Report																	
Welfare Facilities: Implement adequate welfare facilities for the construction personal and site visitors. Monitor what provisions are provided.	Spec																	
Public Safety: Monitor plan to reasonably manage risk to the public during construction.	Coordinate																	
Contract Work Programme: Monitor plan of Health and Safety in construction risks.	Coordinate																	
Issue Reports: To separate/nominated/(sub)contractors.	Coordinate																	
Other: (specify)	Other: (Specify)																	

Construction Administration and Observation

General

	Deliverables	Required	Client	Project Manager	Townplanning/Traffic	Topographical Surveyor	Architect	Designer/LBP	Quantity Surveyor	Structural	Civil	Mechanical	Electrical	Plumbing and Drainage	Fire Engineering	Fire Protection	Builder	Other	N/A
Comply: Proactively with H&S Plan, Project Execution Plan, BIM Management Plan, and others as required. Update plan to reflect agreed contract processes.	Coordinate																		
Quality Assurance: Update project-specific QA plan. Undertake work in accordance with.	Report																		
Contractor Quality Assurance: Contractor to provide and update as necessary after review and comment by team.	Report																		
Attend: To correspondence and at meetings.	Minute/Note																		
Resources: Align internal resources with programme requirements, update design programme if required.	Report																		
Documentation Register: Prepare and progressively update.	Schedule																		
Seismic Design: Design and Coordination of seismic restraints; include for all elements across relevant disciplines.	Coordinate																		
Construction methodology: Review ongoing construction methodology.	Report																		
Buildability: Highlight significant or unusual buildability identified in Subcontractor design.	Report																		
Buildability: Highlight significant or unusual buildability identified in Subcontractor design.	Coordinate																		
Builders' work: Prepare, Coordinate and implement requirements.																			
Supplementary Construction documentation: Issue under instruction as required, keep records.	Draw																		
Samples: Undertake review(s) and record comment/approvals.	Coordinate																		
Integrate design: Coordinate across trades.	Coordinate																		
Substitutions: Demonstrate equality with original documentation, determine/note requirement for revised building consent, seek and achieve approval to change, engage consultants, manage consent variation, pay all related charges and fees ??	Report																		
Supplementary Construction documentation: Prepare and issue, keep records.	Draw/ Schedule/ Spec																		
Contractor/subcontractor design: Review progressively.	Spec/Report																		
Shop Drawings: Review progressively.	Report																		
Observation: Undertake as per project requirements, clarify and communicate matters arising. Provide supplementary input/information as required.	Report																		
Sectional Completion: Undertake Sectional Completion inspections and issue defects Schedules.	Schedule																		
Practical Completion: Undertake Practical Completion inspections and issue defects Schedules.	Schedule																		
As Built Drawings: Progressively update drawings, review and comment on documents by others, issue at completion.	Draw/ Schedule/ Spec																		
Warranties: Review and comment, include any defects in defects Schedule.	Report																		
Operation and Maintenance Manuals: Review and comment, include any omissions in defects Schedule.	Report																		
Compliance: Provide statements/certificates.	Certify																		
Client Report: Content and timing per PEP H&S, programme, progress, cost, risk, non-conformances, etc.	Report																		
Collate: As built information from all disciplines and issue at agreed milestones.	Coordinate																		
Other: (specify)	Other: (Specify)																		

Construction Administration and Observation

BIM: Develop and agree strategies and objectives.

BIM Execution Plan (BEP): Review Construction phase BEP aligned with Design BEP.

Technology and systems: Validate, establish connection to CDE, confirm communications protocols.

CDE: Implement for information and model sharing. Maintain CDE and communication protocols in line with BEP

BIM meetings: Chair.

Modelling/Shop Drawings: Prepare in line with BEP.

Coordination: Manage and confirm in accordance with BEP.

Coordinate/integrate: Input to models with team.

Contractor BIM: Review to meet Client BIM outcomes.

Construction phase BIM: Audit of information, models and Schedules required for hand over.

Other: (specify)

	Deliverables	Required	Client	Project Manager	Townplanning/Traffic	Topographical Surveyor	Architect	Designer/LBP	Quantity Surveyor	Structural	Civil	Mechanical	Electrical	Plumbing and Drainage	Fire Engineering	Fire Protection	Builder	Other	N/A
BIM Execution Plan (BEP): Review Construction phase BEP aligned with Design BEP.	Report																		
Technology and systems: Validate, establish connection to CDE, confirm communications protocols.	Coordinate																		
CDE: Implement for information and model sharing. Maintain CDE and communication protocols in line with BEP	Coordinate																		
BIM meetings: Chair.	Minute/Note																		
Modelling/Shop Drawings: Prepare in line with BEP.	Report																		
Coordination: Manage and confirm in accordance with BEP.	Coordinate																		
Coordinate/integrate: Input to models with team.	Coordinate																		
Contractor BIM: Review to meet Client BIM outcomes.	Report																		
Construction phase BIM: Audit of information, models and Schedules required for hand over.	Report																		
Other: (specify)	Other: (Specify)																		

Environmentally Sustainable Design (ESD)

ESD: Brief and monitor Contractor input.

ESD: Building user guides and operation and maintenance manuals prepared and agreed.

Other: (specify)

ESD: Brief and monitor Contractor input.	Coordinate																		
ESD: Building user guides and operation and maintenance manuals prepared and agreed.	Report																		
Other: (specify)	Other: (Specify)																		

Compliance

Compliance: Progressively check construction against resource consent including conditions.

Compliance: Progressively observe construction compliance with NZ Building Code and relevant standards and Codes of Practice and approved building consent conditions.

QA: Undertaken QA in accordance with agreed strategy.

Consent conditions: Review all to ensure these can be met at CCC (e.g. survey certificates and producer statements).

CCC as-built Drawings: Collate for drainage, sprinklers, backflow devices, etc.

CCC testing and commissioning Certificates: Collate all.

CCC energy works Certificates: Collate all.

CCC Reports: Collate all QA, photographic records, etc. for council record.

Producer statements: Obtain and review.

Certificate of Public Use: Collate documentation and make application.

Code Compliance Certificate: Collate and make application, provide supplementary information as required.

Other: (specify)

Compliance: Progressively check construction against resource consent including conditions.	Coordinate																		
Compliance: Progressively observe construction compliance with NZ Building Code and relevant standards and Codes of Practice and approved building consent conditions.	Coordinate																		
QA: Undertaken QA in accordance with agreed strategy.	Coordinate																		
Consent conditions: Review all to ensure these can be met at CCC (e.g. survey certificates and producer statements).	Coordinate																		
CCC as-built Drawings: Collate for drainage, sprinklers, backflow devices, etc.	Coordinate																		
CCC testing and commissioning Certificates: Collate all.	Coordinate																		
CCC energy works Certificates: Collate all.	Coordinate																		
CCC Reports: Collate all QA, photographic records, etc. for council record.	Coordinate																		
Producer statements: Obtain and review.	Report																		
Certificate of Public Use: Collate documentation and make application.	Coordinate																		
Code Compliance Certificate: Collate and make application, provide supplementary information as required.	Coordinate																		
Other: (specify)	Other: (Specify)																		

Construction Administration and Observation

Management

	Deliverables	Required	Client	Project Manager	Townplanning/Traffic	Topographical Surveyor	Architect	Designer/LBP	Quantity Surveyor	Structural	Civil	Mechanical	Electrical	Plumbing and Drainage	Fire Engineering	Fire Protection	Builder	Other	N/A
Health and Safety: Monitor H&S plan/register incorporating both HSD and HSAW matters. Update to Include construction H&S matters.	Report																		
Project Programme: Review progress and update relative to construction programme. Track Client supplied items.	Report																		
Construction Programme: Monitor against programme and liaise with Contractor on matters arising.	Report																		
Project Execution Plan: Implement plan, track performance of team, including completion matters arising.	Report																		
Team: Review Construction team including designers undertaking Design Build.	Coordinate																		
Novation: Manage novation of consultants. Check consultants' obligations.	Coordinate																		
Consultant Engagement – Construction: Engage for site observation role per consent conditions.	Coordinate																		
Peer Reviews and Producer Statements: Track inputs and align with programme.	Coordinate																		
Commissioning: Develop detailed commissioning plan. Coordinate, undertake and document commissioning in line with plan.	Coordinate																		
Insurances: Review and agree required project insurances (PI, PL, construction, etc.)	Report																		
Consultant Payments: Review and certify claims.	Certify																		
Supplementary Construction documentation: Issue under instruction as required/keep records.	Draw																		
ESD Application: Assemble all information and prepare application.	Coordinate																		
ESD Certification: Receive (design) certification and distribute.	Coordinate																		
PCG/Client Meetings: Facilitate, chair, minute, notate, attend.	Minute/Note																		
Design Meetings: Facilitate, chair, minute, notate, attend.	Minute/Note																		
Stakeholders and User Groups: Coordinate construction with Base Build and mitigate effects on programme and scope.	Coordinate																		
Tenants: Coordinate base build works with tenant requirements.	Coordinate																		
Construction Meetings: Establish, facilitate, chair, minute, notate, attend.	Minute/Note																		
Risk: Update Schedule. Apply risk/opportunities management principles.	Schedule																		
Budget: Manage the cost consultant to provide reports.	Coordinate																		
Value Management: Value initiatives arising from procurement - facilitate, chair, issue notes, minute, attend.	Minute/Note																		
Authorities: Liaise with and Coordinate inputs for inspections and compliance.	Minute/Note																		
Contract Administration: Agree and establish processes for contract correspondence including claims, contract Instructions, variations claims and advice, etc. Update PEP to reflect.	Report																		
Contract Correspondence: Arrange, Schedule and progressively audit, communications per PEP (RFIs etc.)	Report																		
Payment Claims: Receive, distribute for comment, certify.	Report																		
Variation Claims: Seek advice from QS.	Report																		
Variation Claims: Assess and approve.	Report																		
Extensions of Time Claims: Assess time component, approve.	Report																		
Disputes: Proactively seek to resolve per contract, attend/manage mediation if required.	Minute/Note																		
Commissioning: Identify and report all commissioning requirements and activities including need for independent commissioning.	Report																		
Completion: Identify and report all Completion requirements and activities.	Report																		
Sectional Completion: Assess Sectional Completion and issue certificate(s) with defects Schedules.	Report																		

Construction Administration and Observation

Management (continued)

Practical Completion: Assess Practical Completion and issue certificate(s) with defects Schedules.

Completion: Oversee transfer/discharge insurances, retentions, bonds etc.

Final Account: Receive and distribute, Coordinate comments, certify.

Code Compliance/Certificate of Public Use: Identify and report all Code compliance requirements and activities.

Provisional and Prime Cost Sums, Contingency: Manage expenditure.

Other: (specify)

	Deliverables	Required	Client	Project Manager	Townplanning/Traffic	Topographical Surveyor	Architect	Designer/LBP	Quantity Surveyor	Structural	Civil	Mechanical	Electrical	Plumbing and Drainage	Fire Engineering	Fire Protection	Builder	Other	N/A
Practical Completion: Assess Practical Completion and issue certificate(s) with defects Schedules.	Certify																		
Completion: Oversee transfer/discharge insurances, retentions, bonds etc.	Coordinate																		
Final Account: Receive and distribute, Coordinate comments, certify.	Coordinate																		
Code Compliance/Certificate of Public Use: Identify and report all Code compliance requirements and activities.	Coordinate																		
Provisional and Prime Cost Sums, Contingency: Manage expenditure.	Report																		
Other: (specify)	Other: (Specify)																		

Design

Accessibility and facilities for people with disabilities: Monitor construction.

Building Maintenance: Coordinate specialist installation with structure.

Other: (specify)

Accessibility and facilities for people with disabilities: Monitor construction.	Report																		
Building Maintenance: Coordinate specialist installation with structure.	Coordinate																		
Other: (specify)	Other: (Specify)																		

Cost

Financial Report: Progressively update and report against agreed contract sum.

Prepare progress claims.

Variation Claims: Assess costs and incorporate into the financial report.

Other: (specify)

Financial Report: Progressively update and report against agreed contract sum.	Report																		
Prepare progress claims.	Report																		
Variation Claims: Assess costs and incorporate into the financial report.	Report																		
Other: (specify)	Other: (Specify)																		

Structural/Geotechnical

Brief: Document importance levels, seismic requirements, design loads and building movements, geotechnical issues, etc.

Proprietary Design: Review of Contractor design of systems (e.g. flooring); detailed coordination with other trades, site conditions, erection requirements and shop details.

Design Review: Review shop drawings, technical specifications and construction method statement submission for consistency with detailed design/specification.

Erection/construction: Review Contractor construction methodology.

Other: (specify)

Brief: Document importance levels, seismic requirements, design loads and building movements, geotechnical issues, etc.	Report																		
Proprietary Design: Review of Contractor design of systems (e.g. flooring); detailed coordination with other trades, site conditions, erection requirements and shop details.	Report																		
Design Review: Review shop drawings, technical specifications and construction method statement submission for consistency with detailed design/specification.	Draw																		
Erection/construction: Review Contractor construction methodology.	Draw/spec																		
Other: (specify)	Other: (Specify)																		

Construction Administration and Observation

Building Services

Note: Activities in this section may apply to all services disciplines

	Deliverables	Required	Client	Project Manager	Townplanning/Traffic	Topographical Surveyor	Architect	Designer/LBP	Quantity Surveyor	Structural	Civil	Mechanical	Electrical	Plumbing and Drainage	Fire Engineering	Fire Protection	Builder	Other	N/A
Load: Confirm/review capacities, sizes based on equipment selection of all trades.	Report																		
Design: Complete documentation for services, including selections, plans, elevations and sections.	Draw																		
Shop Drawings: Production of Coordinated larger scale detailed including mounting details, supports, seismic bracing and restraints, provisions for access and maintenance.	Draw																		
Plant/control rooms: Detail space/location requirements, and physical requirements including access and maintenance, plinths, bracing, isolation	Coordinate/ Draw																		
Plant/control: Wiring diagrams, points schedules system programming.	Draw																		
Utilities/Connections: Observe utility connections.	Report/Draw																		
Equipment: Review selections and technical submissions.	Schedule																		
Fabrication details: Ductwork, pipework, switchboards, etc.	Schedule																		
Distribution: Detail sizes for services distribution and containment networks (ducts, cables, pipes, cable trays) including mounting, access and maintenance, including all supports and seismic restraints.	Draw, Schedule																		
Intake/discharge: Produce fabrication and installation documents.	Coordinate/ Draw																		
Other: (specify)	Other: (Specify)																		