

Unit ID 1139

Domain

**ROAD CONSTRUCTION AND
MAINTENANCE - INSPECTION**

Title:

**Monitor contracts and contractors
through road construction and
maintenance inspections**

Level: 4

Credits: 15

Purpose

This unit standard is intended for people engaged in roles involving the inspection of road construction and/or maintenance works related to the monitoring of contract provisions. People credited with this unit standard are able to: demonstrate understanding of contract documents and requirements; brief and induct contractors; monitor the work and practices of contractors; monitor productivity of contractors and quality; resolve issues of non-compliance and/or poor performance by contractors; and compile progress reports and verify work completion.

Special Notes

1. Entry information

Prerequisite

- Unit 712 - *Comply with health, safety and environmental rules and regulations in road construction and maintenance work operations* or demonstrated equivalent skills and knowledge.

2. This unit standard must be assessed on the basis of evidence from demonstrated performance on a worksite or worksites. Assessment parameters will depend on company and site specific equipment, procedures, and practices. Practices must reflect industry best practice and comply with legislative requirements.

3. Definitions

- a) *Contractors* may refer to the main contractor and/or subcontractors (including Small and Medium Enterprise contractors) on a road construction and/or maintenance project.
- b) *Organisational procedures* means all documented policies, procedures, and methodologies of the candidate's employer at the time of assessment and include but are not limited to those relating to health, safety, environment, quality, administration, and operations. All stipulated requirements, including legal requirements, must be adhered to at all times.

- c) *Parties to contracts* may include but are not limited to: principal; client; contractor and subcontractors; engineer; materials suppliers; and bonding sureties and guarantors.
 - d) *Terms used in contract documents* may include but are not limited to: rewards; programme; methods; quality and standards; practical completion and time constraints; payments, penalties and bonuses; liquidated damages, defects liabilities, and bonding sureties; dispute procedures; insurances and guarantees; and producer statements.
4. Regulations and legislation relevant to this unit standard include but are not limited to the following:
- Labour Act, No. 11 of 2007 as amended
 - Regulations relating to the Health and Safety of employees at work, 1997
 - Road Traffic and Transport Regulations No. 52, 1999 and Government Notice No. 53 on Road Traffic and Transport Regulations
 - Road Ordinance 30 of 1960 and 17 of 1972 and other similar legislation
 - The SADC Road Traffic Signs Manual
- and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na

Elements and Performance Criteria

Element 1: Demonstrate understanding of contract documents and requirements

Performance Criteria

- 1.1 Parties to contracts are identified and roles and responsibilities explained with reference to specific examples.
- 1.2 Terms and typical forms used in contract documents are explained and related to specific examples.
- 1.3 Components of a road construction or maintenance contract are identified and explained in terms of work required and work quality with reference to specific examples.

- 1.4 Potential difficulties in the execution of contracts are identified for the contracting party, the contractor(s) and the inspector with reference to specific examples from a contract.
- 1.5 Specifications of a specific contract are examined and outcomes and service to be delivered identified.
- 1.6 Consequences for not establishing and/or understanding contract requirements are explained for the contracting party and the contractor(s).

Element 2: Brief and induct contractors

Performance Criteria

- 2.1 Expectations and responsibilities of relevant parties are identified and explained with reference to specific work activities and schedules.
- 2.2 Reporting lines, requirements and procedures for the site are explained and understanding verified.
- 2.3 Site hazards are explained and health and site safety responsibility and procedures are explained and understanding verified before work commences.
- 2.4 Environmental protection requirements are explained and understanding verified.
- 2.5 Site meetings are attended in accordance with organisational procedures and contract specifications.
- 2.6 Briefing and induction records and documents are completed and processed in accordance with organisational procedures.

Element 3: Monitor the work and practices of contractors

Performance Criteria

- 3.1 The understanding of site hazards and health and safety requirements by the contractor's workforce is checked at regular intervals.
- 3.2 Compliance with health and safety requirements by the contractor and the contractor's workforce is checked at regular intervals.
- 3.3 Compliance with environmental protection requirements by the contractor and the contractor's workforce is checked at regular intervals.
- 3.4 Unsafe work practices are dealt with in accordance with legislative requirements and organisational procedures.

Element 4: Monitor productivity of contractors and quality

Performance Criteria

- 4.1 Activity production outputs of contractors is measured and/or verified and results recorded in accordance with contract specifications and organisational procedures.
- 4.2 Materials acquired and utilised are regularly checked and verified as being in accordance with contract specifications.
- 4.3 Measurement and quality information on any payment certificate is verified as being correct.

Element 5: Resolve issues of non-compliance and/or poor performance by contractors

Performance Criteria

- 5.1 Non-complying performance is readily identified in terms of variance from contract specifications.
- 5.2 Contractors are advised of any undesirable performance in good time and in accordance with organisational procedures and contract specifications.
- 5.3 Contractors are given fair opportunity to discuss any issues of (potential) sub-standard work and work practices.
- 5.4 Courses of remedial actions are developed with the contractor and implementation steps and timeframes discussed.
- 5.5 Confidentiality and respect is maintained throughout any interactions with contractors.
- 5.6 Interventions and discussions are documented and reported in accordance with organisational procedures.
- 5.7 Recommendations for amendments to work programme are reported in accordance with matters discussed and organisational procedures.
- 5.8 Issues unable to be resolved satisfactorily are referred to higher authorities in accordance with organisational procedures and contract specifications.

Element 6: Compile progress reports and verify work completion

Performance Criteria

- 6.1 Report information requirements are determined from contract specifications and organisational requirements.
- 6.2 All relevant information is extracted from work records and inspections and is collated in accordance with work requirements, specified formats and required timeframes.
- 6.3 Reports are checked for accuracy in accordance with organisational procedures.
- 6.4 Reports are dispatched to meet agreed timeframes to all authorised recipients.
- 6.5 Confidentiality and security of information is maintained at all times.

Registration Data

Subfield:	Road Construction and Maintenance
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