

Attachments for Procedure CA/010

SL/CA 010/ 01 – LETTER OF APPOINTMENT OF ENGINEER’S REPRESENTATIVE

Subject: Appointment of the Engineer’s Assistants

We hereby appoint you as a _____ for the captioned contract in accordance with the Sub-Clause 3.2 of the Conditions of Contract.

Accordingly we hereby advise you to commence your services with immediate effect in accordance with the provisions of the Contract.

Thanking you.

Yours faithfully,

cc:

- 1.
- 2.

SL/CA 010/ 02 – LETTER TO ASSIGN DUTIES AND DELEGATE AUTHORITIES TO ENGINEER’S ASSISTANTS

Subject: Assign Duties and Delegate Authorities to the Resident Engineer

We hereby assign you following duties and delegate following authorities to you with regard to the captioned contract in accordance with the Sub-Clause 3.2 of the Conditions of Contract:

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- 1 Monitor progress.
 - 2 Clarify technical requirements and draft supplementary drawings, site sketches, and site instructions as required.
 - 3 Supervise survey teams in checking the Contractor's setting out and the accuracy of line, level, and dimensions after construction.
 - 4 Quality control and approval of works in progress, in liaison with Materials Engineer, including signing “Work Approval Sheets”, checking manufacturer’s test certificates, advising the Engineer’s Representative of the rejection of materials and workmanship, and checking remedial works.
 - 5 Monitor safety and security of the Works.
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- 6 Check Contractor's temporary works and method statements.
 - 7 Monitor compliance with environmental requirements.
 - 8 Agree Contractor's Day works sheets
 - 9 Supervise measurement of the Works.
 - 10 Advise on and draft day works orders, provisional sum orders, and variation orders for the approval of the Engineer.
 - 11 Immediately advise the Engineer of claims / contractual disputes and ensure that contemporary records are maintained of all events which might affect the outcome. All "time and materials" sheets to be signed "without prejudice"
 - 12 Immediately advise the Engineer of any accidents or emergencies and recommend action.
 - 13 Attend Site meetings when required to do so.

 - 14 Assist in co-ordination with local authorities and the police, and public relations.
 - 15 Maintain site diaries and site records including the preparation of Daily Reports
 - 16 Provide direct on-the-job training in construction supervision to their local counterpart and draft input to Training Reports for the Employer.
 - 17 Assist in the preparation of the Monthly Contract Administration Report to the Employer.
 - 18 Carry out inspections for Taking-Over the Works.
 - 19 Check Contractor(s)' working and "as built" drawings.

Accordingly we hereby advise you to carry out above duties assigned to you in accordance with the provisions of the Contract.

Thanking you.

Yours faithfully,

cc:

- 1.
- 2.

SL/CA 010/ 03 – LETTER TO REVOKE AUTHORITIES DELEGATED TO ENGINEER'S ASSISTANTS

Subject: Revocation of Authority Delegated to Engineer's Assistants

We hereby revoke duties assign to you and authority delegated to you as a _____ for the captioned contract in accordance with the Sub-Clause 3.2 of the Conditions of Contract.

Accordingly we hereby advise you not to engage in any activity involving the captioned contract with immediate effect in accordance with the provisions of the Contract.

Thanking you.

Yours faithfully,

cc:

1.

2.

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