



Clerk of Works Procedures

Contents

1.	INTRODUCTION	2
2.	INFORMATION AND KNOWLEDGE REQUIREMENTS	2
3.	THE ROLE OF CLERK WORKS.....	3
4.	AUTHORITY OF THE CLERK OF WORKS	3
5.	SITE INSPECTIONS	4
6.	RECORD KEEPING	5
7.	COMPLETION AND HANDOVER.....	6
	Appendix – CLERK OF WORKS PROJECT REPORT	7

1. INTRODUCTION

These procedures set down the basic remit of the Clerk of Works for development and investment projects and must be read in conjunction with the Association's Defects and Handover Procedures documents.

The Association's in-house Clerk of Works or Technical Officers will generally undertake the role of the Clerk of Works. In circumstances where this is not possible, the Association may appoint an external agency Clerk of Works to oversee a particular project.

2. INFORMATION AND KNOWLEDGE REQUIREMENTS

The Clerk of Works must also have a good understanding of the following documents:

- Current Scottish Building Standards
- The Association's current Design & Specification Policy
- Housing for Varying Needs Handbook
- Secure by Design Guidelines
- Contract (Design & Management) Regulations 2015
- Relevant current Health & Safety Legislation
- The Glasgow Standard

Where possible the individual who will be assigned as Clerk of Works to a project will be identified at tender acceptance stage and will be provided with the relevant drawings and specification documents. This will allow adequate time for the Clerk of Works to familiarise themselves with the project, provide input on programming and site set up and clarify any questions on design or construction methods.

At the site pre-start meeting the Clerk of Works will be introduced to the design and construction team and will take this opportunity to get to know the Site Manager and Foreman, the Architect, Quantity Surveyor (or Employer's Agent where appropriate), the Engineer and Principal Designer (formerly the CDM Co-ordinator) and to establish channels of communication.

Although the Clerk of Works will have informal contact with the operatives on site, it must be noted that matters of the quality and progress of the works must only be raised with the appropriate person in charge of the site.

The Clerk of Works will also receive a full set of contract documents - drawings, specification and contract programme for their use throughout the contract period. It will be the responsibility of the Clerk of Works to ensure that they have all the information they require and that they fully understand the contract documentation.

3. THE ROLE OF CLERK WORKS

It is vital that the Clerk of Works understands their role in the development project and the level of authority that they have on site. The Clerk of Works is the eyes and ears of the Association on site and is there to monitor the quality of work and the contractor's progress in relation to programme and report back on these issues to the Association and design team.

The Clerk of Works will carry out a visual inspection of the works and is able to request that works be opened up for inspection only where they are confident that sub-standard work has been carried out and subsequently covered over. They may also be involved in site measurement to check levels and key dimensions and will agree the setting out of the site with the contractor.

An important aspect of the role of the Clerk of Works is to identify defects at an early stage and bring these to the attention of the contractor. They must also agree the acceptable standard of finish as early as possible in the contract, in conjunction with the Site Manager, Architect/Employer's Agent and Development staff, and monitor works against this standard.

4. AUTHORITY OF THE CLERK OF WORKS

The level of authority the Clerk of Works holds on site is dependent on the type of building contract. In a traditionally tendered contract, the Clerk of Works is expected to comment on the quality of workmanship, its compliance with the contract documents and the contractor's progress in relation to the agreed contract programme. Where work is found to have been carried out contrary to the contract documents or in contravention of a relevant British Standard then the Clerk of Works may issue a site direction to have the defective work remedied or removed. The Clerk of Works must

liaise with the Architect and Development staff prior to the issue of any site directions. Any verbal instructions to the contractor must be followed up in writing and it is the responsibility of the Clerk of Works to ensure that all members of the design and construction team are kept fully informed of any action agreed by them on site.

In a design and build contract the Clerk of Works can comment on the quality of workmanship, although this is chiefly a matter for supervision by the contractor. The Clerk of Works is expected to comment on the compliance of the works with the contract documentation and the contractor's progress in relation to the agreed contract programme. Where work is found to have been carried out contrary to the contract documents or in contravention of a relevant British Standard then the Clerk of Works may issue a site observation highlighting the problem and requesting the contractor's solution to remedy these works. Again, the site observations must be in writing and must be copied to the employer's agent and Development staff. It is the responsibility of the Clerk of Works to pursue the contractor for a timeous response to site observations.

5. SITE INSPECTIONS

During the course of the contract, site inspections must be undertaken by the Clerk of Works on a daily basis. At the outset of the project less frequent visits may be appropriate, depending on the level of activity on site. Care should be taken to ensure that visits to site are not undertaken at the same time each day and should also be timed to coincide with key tasks.

On arrival to site, the Clerk of Works must report to the site office and make their presence known to the site manager/person in charge. While on site they must adhere to all site safety instructions and procedures and must wear appropriate personal protective equipment at all times.

The Clerk of Works will discuss current works in progress with the site manager/person in charge and discuss any problems that may have arisen or any key tasks that are being undertaken. The Clerk of Works will then carry out an inspection of the works - either with the site manager or separately - and raise any issues with the site manager that require clarification or rectification. Many simple issues will be able to be resolved through discussion with the contractor and/or members of the design team and may require no further action by the Clerk of Works, other than recording these in the site diary. More complex or controversial issues may require the issue of an Architect's Instruction or Clerk of Works direction/observation, as noted above.

In general terms, the Clerk of Works must inspect all ongoing works on site to ensure compliance with the contract and relevant building standards. The following list gives items that must be covered by the Clerk of Works' inspections. It should be noted that this list is not exhaustive and will vary from project to project, depending on the type of construction involved:

- Excavations
- Establishment of site levels
- Groundworks - decontamination/grouting/vibro-compaction etc.
- Underground services installations
- Drains testing
- Foundations
- Sub-structure
- Ground floor
- Building structure -timber kit or masonry and upper floors
- External walls
- Windows and doors
- Roofs
- Rainwater goods
- Internal walls and linings
- Services incomers and internal services installations

- Kitchens
- Bathrooms and WCs
- Roads, footpaths and street lighting
- External works - driveways, paths, gardens, drying greens, fencing

6. RECORD KEEPING

It is essential that the Clerk of Works maintains accurate written and photographic records of activities on site and any actions or issues raised with the contractor.

On completion of each daily inspection the Clerk of Works will complete a site diary, recording all aspects of their visit:

- Observations of work inspected
- Progress in relation to programme
- Labour, plant and materials on site
- Weather conditions
- Record of any hours lost
- Discussions with contractor, design team and Development staff
- Site directions, observations issued or required and the contractor's response to these
- Any outstanding information required - drawings, specification, samples, etc.

At the end of each week the Clerk of Works will compile a site report of all activities carried out that week, as noted above - refer Appendix 1. Copies of the weekly report will be issued to the Architect or Employer's Agent and filed in the relevant project file path.

In addition to the above, the Clerk of Works will maintain the following record information either on site or in the appropriate project file within the office:

- Record photographs of work in progress and key activities.
- All photographs must be filed under the relevant date and, where appropriate, description of key activity or area of concern
- A register of all contract documentation and all drawings, specification and programming documents relevant to the contract
- Records of any testing or certification of components or materials
- Clerk of Works directions / observations and the actions taken on these - i.e. the solutions agreed and subsequent work undertaken by the contractor.

Once works on site are complete the Clerk of Works will return the site diary and all written records and notes, etc. to the Association's offices for future reference.

7. COMPLETION AND HANDOVER

The Clerk of Works' responsibilities at completion and handover of the project are detailed in the Association's Handover and Defects Procedures.

Appendix – CLERK OF WORKS PROJECT REPORT

CLERK OF WORKS PROJECT REPORT:				Report No:					
Project:	New build Housing Development			Ref No:					
Address:				Week beginning:					
				Contract start date					
Architect/EA:				Contract Completion					
Main Contractor				Progress against					
Clerk of Works				Programme:					
Mobile/email:									
Site Observations	No:	Item:		Date:					
Issued									
Delays/Man Hours									
Lost:									
Drawings/Information									
received on site:									
Plant/Materials delivered									
to site or removed:									
Health & Safety									
Matters:									
Working conditions tidy									
on site									
PROGRESS DATE:	TO	T	C		T	C		T	C
--/--/----	Site establishment	0%	0%	Windows	0%	0%	Elec 2nd fix	0%	0%
	Service protection	0%	0%	Roof Tiling	0%	0%	Joiner 2nd fix	0%	0%
T = % Target	Excavate ret wall	0%	0%	Brickwork BL 1	0%	0%	Kitchen installation	0%	0%
C = % Completed	Ret wall foundation	0%	0%	Stairwells	0%	0%	Bathroom Installation	0%	0%
	Ret wall brickwork	0%	0%	Internal Facing Brick	0%	0%	Ceramic tiling	0%	0%
	Trench & fill BL	0%	0%	Plumber 1st fix	0%	0%	Decoration	0%	0%
	Underbuild & Solum	0%	0%	Elec 1st fix	0%	0%	Sewer	0%	0%
Programme Issue: 01	Scaffold	0%	0%	Joiner 1st fix	0%	0%	Roads & Footpaths	0%	0%
Dated: -----	Timber Kit	0%	0%	Taping	0%	0%	Clean for handover	0%	0%
	Roof Trusses	0%	0%	Plumber 2nd fix	0%	0%		0%	0%
GENERAL REPORT:	Summary of work proceeding:								
Visitors to Site:	Name			Date					
(including Inspections)									
Signed: (Clerk of Works)				Date:					
Complete as	Enclosures			Distribution					
appropriate:									
	☐ Main contractors labour return			☐ Architect					
	☐ Clerk of Works observations			☐ Clients Agent					
	☐ Reports			☐ Contract Administrator					
Office									
Action:									