

## Commercial Committee

### improve Fair Certification; Discussion Point:

[Evidence to be provided for Fair Certification; exact information dependant on Scope of Works](#)

Standard Items	Document	Evidence	When Required	Discussion
Pile Design	Design report	Submitted design report or evidence of submission / uploaded to online portal	Once Completed	
Working Platform Design	WP design	Submitted design report or evidence of submission / uploaded to online portal	When Completed	
Platform installation	Signed Working Platform Certificate	Submit signed working platform cert	When Completed	
Pile Installation	Integrity Test	Provide Integrity Test report	Once Completed	
Pile Test	Provide Working load or Preliminary test pile report	Submitted report or evidence of submission / uploaded to online portal	Once Completed	
Pile Installation	Pile logs	Pile logs to detail:- Diameter Bored Length Concrete Length Cage Concrete Volume	When completed (at end of each week as standard)	
Progress Report	Basic report on general activities	Progress in period Health and Safety Commercial Issues Changes Forecasts	Weekly or Monthly as minimum	
Labour records	Timesheet	Manual timesheet and/or agreed Project electronic method:- Name Role Hours Company / Agency Location (if separate site areas) Specific Items if required: - Dayworks / Specific Variation	Weekly	
Plant records	Plant report	Report of Major Items of Plant (exclude small tools):- Rig (s) Excavators Fluid Plant Pumps MEWP Dumper Wheel wash Road sweeper Other scope specific	Weekly	
Materials	Delivery reports as required	Cages Concrete Pile arisings Muckaway (split into classifications) Fluid Columns	As required	May depend on type of works. Maybe not required for lump sum contracts, JCT v NEC for changes
Drawings	Marked up drawings	Drawings marked up to show works completed or changes	Monthly Applications Variations / Compensation events submissions / Quotes	
Invoices	Depends	Evidence of costs / Quantities Some information could be redacted if required	Proof of works, costs based contracts / Change events	May depend on type of works. Maybe not required for lump sum contracts, JCT v NEC for changes
Instructions	Architects Instructions, CVI (confirmation of verbal Instructions), Instructions, EWN (Early Warning Notices Client)EWN (Early Warning Notices Contractor), Compensation Events	Copies of the same to demonstrate entitlement	Monthly Applications Variations / Compensation events submissions / Quotes	
Contract Extracts	Variable	Extracts of relevant aspects	To Demonstrate Contractual Entitlement Scope Agreement / clarification	Agreement of Contract may have been with Procurement and Project team may have different view or indeed interpretation of the same
Minutes of Meeting	Minutes/Notes of any contractual meetings	Submission of relevant minutes	To Demonstrate Contractual Entitlement Scope Agreement / clarification	
Programme	Contract Programme with applicable bars as needed	Contract programme in sufficient detail to show actual programme	Monthly Applications Variations / Compensation events submissions / Quotes	

### Escalation Procedure / Methods

Item	How	Notes	Purpose
Escalation Procedure	Formal Contract Procedure	Escalation Steps QS SQS Commercial Manager / Director Project Director Senior Director (Non direct Project involvement)	Discuss what is required or missing. Discuss when matter escalated Define financial limits so each business has to give a <b>minimum</b> level to each person and this is stated in contract so decisions have to be made
		Escalation Timeframes Define agreement timescales based on agreed factors Financial Approval Level Length of non-payment / agreement	Prevent Issues not getting resolved Issue <b>has</b> to be escalated if either agreed time frame or authority level is exceeded
Approval Procedure / Agreement	Formal Approval	Once items is agreed between the relevant levels, the payment must be made in the following period	Improve Cashflow
		Once agreed item cannot be undone	To prevent backtracking to "achieve a figure"
		Avoid Payment on Account: Agreement only for one application only	Payee to make reasonable certification based on evidence
Limit Condition Precedent clause	Contract to remove Condition Precedent clause that are purely there as a mechanism to prevent/limit payment	Avoid requirement for continual submission	