Senior Site Agent

ECSA Responsibility level "E" required in all functions in this model

B Planning

- A Establish responsibilities
  - Who is the engineer?
  - Who is the engineer's representative
  - Who will keep rainfall and other records?
  - Who can agree with dayworks?
  - Who will issue/keep drawings?
- B Start and Completion Dates
  - Site hand-over
  - Access to whole site
- B Sub-Contractors
  - Appointment procedure
  - Are there nominated sub-contractors?
  - Will other contractors be sharing the site - impacts?
- D Documents and Drawings
  - Contract documents
  - Reduced drawings issue
  - Signed contract drawings
  - Working Drawings
  - Amendments register
- B Programme
  - Approved?
  - Resources status
  - Who will monitor and update?
  - Is cash flow approved?
  - Are any services needing protection or re-locating?
- B Accommodation
  - Engineer's office
  - Vehicles
  - Stores
  - Equipment
  - laboratory
  - Hostel
  - Toilets
- D Certificates
  - Format
  - Procedure
  - Cheque collection
- B Material Supply
  - QS measures and agrees with RE
  - Can material in Schedule of Quantities be ordered?
  - Are samples required?
  - What needs to be ordered in advance?
  - Are borrow-pits available?
    - Mining permits
    - Environmental permits
- B Survey
  - Are all benchmarks and control points available
  - What survey system - LO or Local?
  - Are premix, concrete or scaffholding or formwork designs required?

Direct Relationship

A Tendering

- A Examine Tender Documents
  - Drawings
  - Specifications
  - Bills of Quantities
  - Special Conditions
  - Forms of Tender
- A Refer to Contracts Director for
  - Staff
  - Labour
  - Plant
  - Sub-contractors
  - Contract documents
  - Major Suppliers
    - Quarries
    - Borrow pits
    - Distances
  - Batch Plants
- A Programming Dates and Cash flow
- A Contract start-up in detail
  - Site layout
  - Site offices and stores
  - Workshops
  - Services
  - Security and fencing

D Financial Management

- Planning/predicting
- Drawdown/costing
- Future dated orders
- Petty Cash
- Sub-contractors
- Stipends/training
- C Risk
  - Eliminate negative risks
  - Put controls in place to manage unavoidable risks
  - Transfer risk to insurance
  - Types of Risk
    - Technical risk
    - IT risk
    - Organisational risk
    - Financial risk
    - External risk
    - Compliance risk
- B FIDIC or GCC
- D Expenditure
  - Claims
    - Negotiate
    - Formalise
    - Motivate
  - Expenditure
    - Approve requisitions
  - Sub-contractors
- B Reporting
- D Surities and retention

A Programme

- A Prepare initial Programme
  - Time
  - Manpower
  - Materials
  - Machinery
  - Cash-flow
  - Monitor and update
- B Manage Tempo
  - Weather
  - Material ordering
  - Plant ordering
  - Manpower requirements
- D Activities
  - Critical path
- A Setting up site
  - Surveyors
  - Services relocation
  - Accountant/timekeepers
  - Quantity Surveyor
- D Other services and infrastructure affectec
- C Permits

B Reporting

- Monthly measurements for certificates
- Checking monthly costs with accountant
- Compiling daily costing records for performance
- Monthly Stock-take
- Caculating escalation revenue with Accountant and QS
- Forecast contract completion value
- Programming outstanding work
- Updating resource requirements

B Meetings

- A Solve problems
- A Resolve issues
- B Technical with RE
  - D Quality Control
  - B Progress
  - B Payments
  - D VOs
  - D Changes in Scope of Works
  - D Payments and Quantities
- B Site Meetings - Client
- C Labour
  - C Payment
  - C Union issues
  - C Safety
  - C Health and Wellness
  - D Discipline
- C Safety/Sheque
  - C Legislated
  - D Accidents
  - C Safety plan
  - C Environmental Plan
- A Weekly production meetings with staff

C Sub-contractors

- B Contracts
- C Safety equipment
- D Experience
- D Empowering
- D Risk
- B Progress meetings and inspections

D Quality Control

- C Materials Lab
- D Routine testing
- D Special testing
- B Test sections
- A Mix designs
- D Control testing
- A Batch Plants