

The Resident Engineer

End of Job and Site Records

- Quantity Calculations
- Site Drawing Register
- Site files, diaries, reports and progress photographs
- As-built records
- Material Test Results
- All equipment belonging to the RE or employer returned
- Interim inspections generate "Defects List"
- Inspection of completed works generates "Certificate of Practical Completion"
- Acknowledgement of Completion - generates "Completion Certificate"
- Defects liability may be extended if necessary
- Final inspection is held at the end of the defects liability period - generates "Final approval Certificate"

Contractual Matters

- OHASA and construction regulations?
- Approval health and safety plan and implementation
- Approval of main contractors safety plan
- Health and safety Spec
- Appointment of safety staff
- Manage changes to plan
- Stop work not in accordance with spec or plan
- Check what the designer has asked for vs what they built
- Must avoid confusing instructions
- Monitor accidents
- RE must instruct contractor in writing about safety issues with sub-contractors
- Clarify with contractor who is responsible for what - RE vs Contractor
- Check contractor's measurements
- Measure and check payment certificates
- Written report from Contractor to RE
- Accidents reports all filed
- RE to ensure accidents are reported to OHASA or other authority
- Accidents involving RE and staff also reported to authority
- Work ordered outside scope of items to be managed separately
- RE to negotiate rates with the contractor and seek approval
- Major work changes must get Employer/Client approval
- Daywork must have detailed claim system
- Where work is significant new rates should be established and approved
- Payment for PC items must be done as per GCC
- Requires RE vigilance
- RE must get copies of pay-sheets and invoices from contractor
- RE to check that invoiced materials are actually used
- RE to check that labour levels are as per tender
- RE must be familiar with the contract price adjustment formula and its ramifications
- RE must apply GCC to resolve claims
- RE must motivate and get approval for agreement in disputes
- RE to ensure that agreement is reached and documented
- Contractor to give monthly notice of intention to claim
- All Risks
- Plant
- Third Party
- Employers Liability

Responsibility to the engineers Office

- Insist on compliance with the programme
- Must assist the contractor with planning and monitoring the programme
- RE to negotiate additional resources be employed if project falls behind
- Regular progress meetings held
- Can offer ways and means of managing the program
- General admin
- Site investigations and surveys
- Programmes and progress
- Estimates
- Sub-contracts and material
- Records
- Layout and plant return.
- Photographs
- Subtopic 1 - Site drawings numbered and monitored for approval etc
- Keep Register of drawings
- Check signatures and checking
- AS-built drawings at the end of each construction
- Cancel and supersede drawings
- Formal with signed minutes
- < 2 weeks apart
- Present, Apologies, last minutes
- Matters arising, weather, labour and staff
- Plant on site
- Progress made
- Site safety and accidents
- Future programs and drawings for issue
- Site instructions
- Dayworks, VO's and information needed
- Test results and materials issues
- Sub-contractors
- Provisional Sums
- Prime cost items
- Unsettled claims and disputes
- Miscellaneous
- Next Meeting

General

- To act as Agent for the Employer in accordance with a separate contract
- To adjudicate disputes between Employer and Contractor
- Duties defined in GCC
- RE has discretion on alterations to design
- Deal fairly with contractor and measurements
- Must have detailed knowledge of contract documents
- Oral Instructions confirmed in writing
- Use Site Instruction Book
- Record changes to design or method
- Deals with public authorities and public
- During construction assist the contractor with services issues
- Manage the release of information
- Manage the sub contractor processes
- All communication is through the RE
- The RE is responsible for the quality of all materials on site.

Technical Duties

- Be familiar with all technical specs
- Must understand all design principles including site investigation
- Ensure basic beacons and benchmarks are in place
- All benchmarks etc to be on drawings and RE hands them over
- Contractor must set out all lines and levels - RE checks
- Contractor to formulate plans, and RE avoids giving instruction
- Contractor to produce all calcs and drawings which RE checks
- Traffic Accommodation
- Strength to carry load
- Adequate foundations
- temp works don't adversely impact on permanent works
- Proper safety precautions observed
- That temp work are built to approved design
- Control Contractor's progress
- thorough inspections and checking all stages
- State what samples and tests must take place
- Daily production monitoring
- Specs shall prescribe
- Orders tests
- Contractor cannot disclaim responsibility
- Ensure identification of samples and reports
- Find reasons for failed samples and tests
- Test Requisitions
- Records of results
- Interventions