Sub Contractors - Standard Conditions of Contract

Page

Index

Sub Contractor Agreement
- Type of contract
- Vat certificate
- Payment details
- Signed contract

Meetings
- Sub contractors

Drawings and Specifications
- Copies

Construction Programme
- Supervision
- Notification of delays
- Resourcing
- Quality control

Variation Orders
- Site instructions

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Housekeeping 5

- Policy

Safety 6

- Policy
- Safety file
- PPE
- CCC form
- Company I.D Cards
- Meetings

Working Hours 7

- Standard week
- Pay week

Site Establishment 7

- Storage facilities
- Abolition facilities
- Water
- Electricity
- Accommodation

Plant and Equipment 8

- Loan policy
- Insurance
- Vehicles

Security 8

Corruption 9
Sub Contractor Agreement

Type of contract
- Sub contractors will be required to sign one of the following contract documents namely MBSA Domestic Sub Contract Agreement / JBCC Series 2000.

Vat certificate
- A certified copy of your VAT certificate is to be filed with our offices before any payment will be released.

Payment details
- Labour only subcontractors – are paid every second Friday. A site generated signed progress certificate together with an original invoice is to be submitted to our head office before 16h00 on the Friday before the pay Friday. All late submissions will be held over to the following pay Friday.
- Month End sub contractors – are paid on the last Friday closest to the end of the month. A site generated signed progress certificate together with an original invoice is to be submitted on or before the 23rd of the month for payment on the 30th of the following month.

Signed contract
- The sub contract agreement is to be signed by all parties and sent back to the head office. No payment will be released if this document has not been signed by all parties.

Meetings

Sub contractors
- Site meetings are held every fortnight on site. The meeting is chaired by the contracts manager, minutes are taken and distributed.
- Attendance at these meetings is compulsory.
Drawings and Specifications

Copies
- 2no copies of all drawings and specifications are issued from our head office. You will be required to collect and sign for these drawings yourself. Additional copies of drawings will be charged for.

Drawing registers
- Updated drawing registers are issued as and when they are received from the various professional team members. It is the sub contractors’ responsibility to ensure they are in possession of and working from the latest revision drawings.

Construction Programme

Supervision
- All sub contractors are required to ensure that they have a qualified and competent supervisor/s on site at all times. PCG does not undertake to supervise the sub contractor or his / her activities at all.

Notification of delays
- All sub contractors are required to notify the site agent / contracts manager in writing as and when they experience any delays caused by other sub contractors / shortage of material ect.

Resourcing
- All sub contractors are required to ensure proper planning i.r.o resourcing has been / and is continually done to meet construction programme dates.

Recovery programme
- Should a sub contractor fall behind programme he / she will be issued with one written warning to rectify the situation.
- If the sub contractor fails to rectify the situation within 7 working days interim late completion penalties will be deducted from the next payment certificate. These penalties will be reversed once the sub contractor has caught up the delay.
Quality control

- Sub contractors are required to provide their employees with good quality and sufficient quantity of tools to carry out their work to meet the construction programme dates.
- Sub contractors are required to complete trade handover forms at the beginning and end of their various activities.

Variation Orders

Site instructions

- Site instructions are issued for all work that does not appear on the sub contract agreement.
- All site instructions are to be signed for by the sub contractor on receipt and approved by the contract QS or contract’s manager before any work is put in hand. Payment will be withheld if work is carried out without the correct authorization.
- All site instructions are to be recorded in the sub contractor meeting minutes.

Housekeeping

Company housekeeping policy

POLICY

Every person on site has the right to work in a clean, healthy and safe environment.

PROCEDURE

Every contractor is responsible for cleaning up their work areas at the end of the shift and discarding the rubble in a safe manner, in a demarcated area, as pointed out by the site agent.

Should a contractor’s work area be left dirty at the end of the shift then:

STEP ONE - they will be asked once to comply – if this does not happen - then

STEP TWO - they will be given a written warning - if they still do not comply – then

STEP THREE - a cleaning company will be employed to clean on their behalf

STEP FOUR - costs for this exercise will be levied against the contractor’s payment
**Safety**

**Company safety policy**

- Ensure all employees are fully aware of their responsibilities in creating a safe and healthy working environment.
- Ensure all employees undergo training to enable them to be fully compliant with the requirements of the OHS Act.
- Ensure all employees are issued with the correct PPE, plant and tools to enable them to carry out their activities in a safe and workmanlike manner.
- Ensure all employees undergo Aids awareness training and educate them on the importance of safe sex.

**Safety file**

- All sub contractors working for a longer period than 5 working days will be required to submit a site specific safety file. This file is submitted to our head office for approval within 7 days of you commencing on site. Payment will be withheld until this file has been approved.

**PPE**

- All sub contractors are required to wear full personnel protective equipment at all times ie hard hats, overalls and boots. No contractor will be allowed to enter site if they are not wearing full PPE.

**CCC form**

- Before commencing on site the sub contractor is to collect the “CONSENT TO COMMENCE WITH CONSTRUCTION FORM” from our head office. This form advises the site agent that the sub contractor has completed all the necessary documentation and had been cleared to start work on site. *You will not be able to start work if you do not have this form.*

**On site**

- Safety regulations and procedures are monitored constantly by our safety officer and SHE reps and fines are issued for non compliance. These fines will be deducted from your payment certificates.

**Company I.D Cards**

- All sub contractors are required to carry a company I.D. document with a recent photography of the holder. Access to the site will be denied until you are in possession of this card.
Meetings

- Safety meetings are held once a month. These meetings are chaired by our safety officer, minutes are taken and distributed.
- Attendance at these meetings is compulsory. A fine will be imposed for non attendance which will be deducted from your payment certificate.

Working Hours

Standard week

- Monday – Fridays from 07h00 – 16h30
- Saturday (if required) from 07h00 – 14h00
- Sundays – no work allowed

Pay week

- Monday – Thursdays from 07h00 – 16h30
- Friday – 07h00 – 14h00
- Saturdays (if required) from 07h00 – 14h00
- Sundays – no work allowed

Site Establishment

Storage facilities

- Sub contractors are required to provide proper and sufficient lockable storage facilities which are to be set up in the demarcated area.

Changing Rooms

- Sub contractors are required to provide proper and sufficient change rooms for the staff to make use of. These are to be set up in the demarcated area.

Abulition facilities

Toilets

- Chemical toilets are supplied by Probuild at no cost to the sub contractor.

Water

- Water is supplied free of charge to all sub contractors.
Electricity
- Should the local authority be in a position to give PCG a temporary builders supply, this will be made available to all sub contractors free of charge.
- Should the local authority not be in a position to give PCG a temporary builders supply then the sub contractors will be required to supply their own generators at no cost to PCG.

Accommodation
- Sub contractors are not permitted under any circumstances to sleep on site.

Access Control
- All sub contractors entering the site are required to sign in and sign out with the gate security.

Plant and Equipment
Loan policy
- Sub contractors are required to provide their own small plant and equipment. Where possible PCG will make available its own equipment once the necessary loan equipment documentation has been signed.

Insurance
- Sub contractors are to ensure that all plant and equipment brought onto site by themselves is insured.

Vehicles
- Sub contractors vehicles are permitted to enter site for offloading purposes only. Thereafter all vehicles are to be parked in the demarcated area.

Security
- From time to time sub contractors will be subjected to random body, bag and vehicle searching.
- PCG applies a zero tolerance to theft. Anyone caught pinching materials, equipment or tampering with such will be handed over to the S.A.P.S and will be prosecuted.
Corruption

- Probuild Construction neither its employees subscribes to the policy of *undue influence* for the reward of money or benefit/s. Any sub contractor found to be giving or receiving money or any other benefit/s as a reward for materials / work or favours carried out on or off the site will be handed over to the S.A.P.S and will be prosecuted.