

SABFAC Specification for Construction Verification

1 General

- 1.1 This document specifies the recommendations for undertaking Construction Verification of the construction of boating facilities and associated works in South Australia.

2 Definitions

- 2.1 “**Principal**” means the entity that enters into a Contract with the Construction Verifier to undertake the Construction Verification services. This is typically a Council for the purpose of this Specification.
- 2.2 “**Construction Verification**” means independent construction verification to assure compliance of the constructed works with the design and the stated objectives, the Project requirements, government requirements and statutory requirements.
- 2.3 “**Construction Verifier**” means the organisation(s) and the nominated representative(s) who provide the Construction Verification services and provide a Construction Verification Certificate.
- 2.4 “**Surveillance**” means the ongoing observation of an activity including examination, assessment, inspection, monitoring and / or analysis of the Contractor’s construction work under the Contract (including provision of Records) to verify compliance with the Project Requirements specified in the Contract.
- 2.5 “**Audit**” means review of quality records and documentation plans to review and endorse the implementation of quality, safety and environmental management.

3 The Construction Verifier

- 3.1 For Design and Construction contracts, the Construction Verifier must be independent to the Design and Construction Contractor including its designers.
- 3.2 For Construction only contracts, the Construction Verifier must be independent to the Contractor.
- 3.3 Further to Clause 3.1 to **Error! Reference source not found.** above, the Construction Verifier must warrant that:
- a) As of the Date of its Contract, it has no conflict of interest with the Designer or Contractor; and
 - b) If it becomes aware of the existence or possibility of a conflict of interest during the term of its Contract, it will immediately notify the Principal and take such steps to avoid or mitigate the conflict of interest or possible conflict of interest.
- 3.4 The Construction Verifier’s personnel must have appropriate qualifications and a sufficient degree of knowledge, skill, expertise and experience to perform its obligations under its Contract; in particular that of verifying construction against design documentation for marine and boating structures and facilities but also other disciplines as required by the contract scope including but not limited to pavements and lighting.
- 3.5 In the event that the Principal is also the Contractor, the Principal must make best endeavours to ensure independence of the Construction Verification process in line with this specification.

4 General obligations of the Construction Verifier

Performance of the Services

- 4.1 In performing the Services, the Construction Verifier must:
- a) Act impartially, honestly, diligently and reasonably;
 - b) Act with the degree of professional, knowledge, skill, expertise, experience and care which would be reasonably expected of an expert professional providing such services;
 - c) Act independently of the Designer's and / or Contractor's organisation; and
 - d) Provide transparency in the process of Construction Verification to the Principal, Designer and / or Contractor.

Personnel

- 4.2 The Construction Verifier must ensure that the persons undertaking the Verification meet the requirements of Clause 3.4 above.
- 4.3 Key Construction Verification personnel must not be removed without the prior written consent of the Principal (which consent must not be unreasonably withheld) and if any of the people are removed:
- a) They must be replaced by people of at least equivalent qualifications, knowledge, skill, expertise and experience; and
 - b) Prior to removal and replacement, there must be a proper and adequate handover to ensure that the new personnel have a reasonable understanding of the Project and the Services; and
- 4.4 The Principal may direct the Construction Verifier to remove personnel from the performance of the Services. The Construction Verification team must comply with any such direction.

Other

- 4.5 The Construction Verifier must not hinder or restrict the Contractor to complete its obligations under its Contract.
- 4.6 The Construction Verifier shall not subcontract the performance of any of the Services without the prior written consent of the Principal.
- 4.7 All correspondence between the Designer and / or Contractor and Construction Verifier must be in writing and copied to the Principal for their information.

5 Process and scope of Construction Verification Activities

Approach and objectives

- 5.1 The scope of the Construction Verification is to be determined on a risk based approach to ensure the extent and level of verification activities are commensurate with risk of non-compliance of the design documents and the resulting risk of non-compliance is mitigated 'so far as reasonably practical'.
- 5.2 Notwithstanding the above, as a minimum Construction Verification of the key structural engineering elements of the boating facility will occur.
- 5.3 The level of Review, Surveillance and Audits of the Contractor's construction work being verified must ensure the following:
 - a) the Works are constructed safely;
 - b) the Works are constructed in accordance with the Issued for Construction (IFC) Design;
 - c) the Works are constructed in accordance with the IFC Specification;
- 5.4 The Construction Verifier must also undertake all Review, Surveillance and Audits of the Contractor's construction work being verified with regard to:
 - a) Compliance to the Project Requirements;
 - b) Its knowledge, skill, expertise and experience; and
 - c) Relevant state and national standards.

Review of Management Plans

- 5.5 The Construction Verifier must familiarise itself with all Management Plans submitted by the Contractor for compliance with the Contract requirements.
- 5.6 Outcomes of the Review of Management plans must be provided to the Contractor identifying any issues or omissions, including what would be considered standard industry practice for the works being undertaken.

Control of Non-Conformances

- 5.7 The Contractor is required to provide notification to the Principal and Construction Verifier of any Non-conformance by the issue of a Non-Conformance Report (NCR).
- 5.8 The Construction Verifier must review the Contractor's proposed disposition to rectify Non-Conformances and recommend to the Principal of the suitability or otherwise of the Contractor's proposed disposition.
- 5.9 Following completion of the disposition the Contractor must re-submit the Non-Conformance Report, together with any necessary supporting evidence for review and approval by the Construction Verification Team.

Surveillance and Audit

- 5.10 The Construction Verifier must undertake sufficient Surveillance and Audit to verify that the Contractor's construction activities comply with the Project Requirements.

Review of As-built Documentation

- 5.11 The Construction Verifier must progressively review the Contractor's As-Constructed Documents to assess and advise the Principal on their accuracy and completeness.

6 Reporting

Progress Reports

- 6.1 Progress Construction Verification reports must be provided monthly to the Principal and the Contractor on a date to be specified by the Principal.
- 6.2 The monthly progress report shall contain a status update of the Construction Verification activities including (but not limited to):
- a) Executive summary of key items;
 - b) A list or schedule of Construction Verification activities during the reporting period;
 - c) A summary of key risks and issues relating to the Works as identified through Construction Verification activities;
 - d) Details of any non-conformances raised during the reporting period including details on the verification or the rectification by the Contractor;
 - e) Details on the status and nature of responses to any non-conformances and corrective action requests; and
 - f) Any act, matter or thing which has or is likely to have a material adverse effect on the progress and provision of the Services, together with detailed particulars on how the Construction Verifier is dealing or proposes to deal with any such act, matter or thing.

Final Report

- 6.3 The Construction Verification Final Report must be provided at the completion of Construction Verification activities to the Principal and the Contractor including (but not limited to):
- a) Executive summary;
 - b) Summary of all Construction Verification activities undertaken;
 - c) Summary of any non-conformances and the rectification by the Contractor;
 - d) Review of and statement on the accuracy of:
 - i) final as-constructed Documents;
 - ii) any supplied geometric or GIS models;
 - iii) Contractor's completed quality assurance documentation;
 - iv) commissioning records;
 - v) completed environmental management documents; and
 - e) Construction Verification Certificates (Attachment 1).

7 Construction Verification Certificate

- 7.1 The Construction Verifier must provide a signed Construction Verification Certificate, as detailed in Attachment "Construction Verification Certificate".
- 7.2 The certificate must be signed as "Construction Verifier" and submitted to the Principal.

Attachment 1. – Construction Verification Certificate

Contract:	
Certificate Number:	
Design Package:	

The Construction Verification team has completed verification of the Works and the Contractor's activities as defined in the Scope of Construction Verification activities, and confirm based in the activities undertaken the Contractor's work under the Contract complies with the Drawings and Specifications:

Design Documents:

Document Number	Ref	Document Title

Conditions of Certification:*

* note: written approval from the Principal's Representative of any conditions to certification must be submitted with the Certificate

Construction Verification Team Representative;

Name:		Qualifications	
Position:		Signed:	
Date:			