**Template Written Scope of Works – AU**

* **Project Name**: { project\_name }
* **Site Address** : { project\_address }
* **Trade**: { trade\_name }
* **Job No**: { project\_reference\_number }

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**Scope Revisions**

| Revision | Date | Drafted by |
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**1. Project Description**

The project involves the construction of {commercial/residential/mixed-use} development located at { project\_address }. The Subcontractor will be responsible for carrying out the { trade\_name } works within the project’s specified areas, in line with the project’s construction programme and documentation.

The Subcontractor will complete the following works in accordance with the project drawings, specifications, and in collaboration with other trades:

* {Provide specific work tasks, e.g., supply and install structural steel, electrical installations, plumbing systems, etc.}

**2. Preamble**

This Scope of Works outlines the Subcontractor's obligations for the { trade\_name } works as part of the overall project. The Subcontractor is responsible for providing all necessary materials, labour, plant, equipment, supervision, design, and testing required to complete the work in accordance with the project specifications, relevant Australian Standards, and other applicable legislation.

Site Operating Hours:
The site will operate during the following hours: Monday to Friday: 08:00 to 18:00 & Saturday (if approved): 08:00 to 13:00. The subcontractor is expected to complete their work within these hours unless otherwise agreed in writing with the main contractor.

Site Access & Parking:
There will be no parking available on-site for subcontractor vehicles. Subcontractors are encouraged to use public transport or carpooling where possible. The main contractor will not be responsible for any time loss due to lack of parking spaces.

Site Conditions:
Subcontractors must familiarise themselves with site conditions before starting work. Any claims arising from a lack of knowledge about local conditions will not be entertained. It is the subcontractor's responsibility to assess all conditions on-site prior to starting.

**3. Detailed Scope of Work**

3.1 Trade Preamble

The Subcontractor’s work shall include all tasks necessary to complete the { trade\_name } works, including but not limited to:

* Design, procurement, supply, installation, and commissioning of all trade-specific works.
* Ensuring compliance with project specifications, local authority regulations, and industry standards.
* The Subcontractor shall coordinate the delivery and installation of materials and ensure that works are carried out in accordance with the project’s schedule.
* The Subcontractor shall execute the work in full compliance with the project’s specifications and Industry Standards and applicable AUS/NZ standards.

**3.2 General Trade Conditions** - { trade\_name }

* + Insert general trade conditions for { trade\_name }

**3.3 Project Specific Work Elements**

* + Insert project specific work elements

**3.2 Work Excluded**

The following work is excluded from the Subcontractor’s scope:

* [List works not included, e.g., landscaping, foundations, certain specialist works by other contractors]
* [Specific exclusions related to interfaces or works by others, based on document examples]

**3.3 Deliverables**

The Subcontractor is required to deliver the following:

* **Design Documentation**: All required shop drawings, design calculations, and material submittals for approval prior to commencement.
* **Compliance Certification**: Certificates for compliance with Australian Standards and project-specific requirements, such as fire safety, electrical certification, and structural integrity.
* **Testing and Inspection Reports**: Documentation demonstrating that all systems and materials meet the required specifications.

**4. Subcontractor Responsibilities**

**4.1 General Responsibilities**

* Provide fully qualified personnel, including skilled labour, foremen, and supervisors, to ensure timely and compliant completion of the work.
* Ensure all materials comply with project specifications, including meeting Australian Standards (e.g., AS/NZS 1170 for structural design loads).
* Maintain continuous communication with the main contractor and other subcontractors to ensure coordinated scheduling and prevent delays.

**4.2 Specific Requirements**

* **Supervision**: The Subcontractor must provide a full-time site manager to oversee daily operations, ensuring compliance with safety, quality, and environmental standards.
* **Compliance**: All work must comply with Australian Building Codes, health and safety regulations, and environmental standards.

**4.3 Project Schedule**

* The Subcontractor shall adhere to the project schedule provided by the main contractor. Delays must be reported immediately, and any issues impacting progress must be documented with proposed mitigation measures.
* **Example**: "The Subcontractor must submit a detailed programme of works, including key milestones and lead times for materials."

**4.4 Quality and Compliance**

* The Subcontractor shall adhere to the highest quality standards as set out in the project specifications and Australian Standards. Inspections and testing shall be carried out at the relevant stages of the works, including:
	+ Pre-installation checks
	+ Post-installation quality assurance checks
* **Example**: "The Subcontractor must provide evidence of compliance with AS/NZS 3000 for electrical works, including certification of installed systems."

**4.5 Attendance Matrix**

The **Attendance Matrix** outlines which parties are responsible for providing the necessary support and resources to complete the works efficiently. This matrix ensures that all parties involved in the project are clear on their roles and obligations, reducing the risk of delays and misunderstandings.

| Requirement | Main Contractor | Subcontractor | Notes |
| --- | --- | --- | --- |
| Site Access | Provides access points to the site | Coordinates necessary access to perform works | Site entry points to be clearly marked and communicated |
| Site Setup | Provides general site facilities (e.g., first aid, site office, etc) | Provides temporary storage for materials, tools, etc in the designated areas | Temporary works such as scaffolding, hoardings, etc., to be provided by the subcontractor as necessary |
| Health and Safety Inductions | Conducts the site induction for all personnel | Ensures all personnel are inducted and receive site-specific safety equipment | Subcontractor to maintain records of induction for verification |
| Security | Provides perimeter security and CCTV | Secures their own materials and equipment on-site | Subcontractor responsible for securing storage areas |
| Utilities | Provides water, power, and general lighting | Provides temp lighting or power for specific work areas | Lighting and power for tasks beyond the scope of the main contractor should be arranged by the subcontractor |
| Temporary Works |  | Provides temporary works such as scaffolding, hoardings, etc. | All temporary works must be approved by the main contractor before installation |
| Waste Disposal | Provides waste disposal facilities on-site | Segregates and removes waste materials | Waste to be sorted according to environmental guidelines; hazardous waste to be removed by subcontractor |
| Crane and Hoisting | Provides shared crane facilities | Provides rigging, slinging, and lifting operations for their materials | The subcontractor is responsible for the safe handling and installation of materials using hoisting equipment |
| Traffic Management | Provides traffic management and signage | Ensures safe movement of their vehicles and personnel | Subcontractor to inform the main contractor in advance of any special access or delivery requirements |
| Materials Handling |  | Provides handling, unloading, and transportation of materials on-site | All deliveries must be coordinated with the main contractor to avoid congestion |
| Site Cleanliness | Provides general site cleaning | Cleans work areas at the end of each shift and removes debris | Work areas to be kept clean and free of obstacles at all times |
| Documentation Submittals | Reviews and approves submittals | Submits design documents, progress reports, and as-built drawings | All submittals should be provided in a timely manner to avoid delays in approvals |
| Site Meetings | Organises and chairs coordination meetings | Attends site meetings and provides updates on progress | Weekly coordination meetings to be held to address any issues and resolve conflicts |

**5. Safety and Environmental Requirements**

**5.1 Safety Standards**

* The Subcontractor must comply with all safety legislation, including Work Health and Safety (WHS) Act 2011 and the relevant state-based safety legislation (e.g., WorkSafe Victoria, SafeWork NSW).
* Provide all workers with personal protective equipment (PPE), including high visibility vests, safety boots, and helmets, in line with the site’s safety plan.

**5.2 Environmental Compliance**

* **Waste Management**: The Subcontractor is responsible for sorting and disposing of all construction waste in accordance with environmental guidelines, including recycling where applicable.
* **Noise and Dust Control**: Implement appropriate dust and noise control measures, particularly for high-impact activities such as cutting, grinding, or demolition.

**5.3 Environmental Impact**

* The Subcontractor must implement measures to reduce the environmental impact of their work, including:
	+ Minimising emissions and waste generation
	+ Adhering to the project’s sustainability targets, as outlined in the environmental management plan.

**6. Interface Areas and Works by Others**

**6.1 Interface Areas**

* The Subcontractor is responsible for ensuring all works are coordinated with those of other subcontractors. This includes ensuring smooth integration at all junctions, penetrations, and transitions between materials and systems. Example:
	+ **Example from Document**: "Caulking between floor finishes and walls and ensuring seamless transitions between different flooring materials."

**6.2 Works by Others**

* The following works are not included in the Subcontractor’s scope but are to be completed by others:
	+ Structural works such as foundations
	+ Landscaping or external works

**7. Materials, Equipment, and Temporary Works**

* **Supply of Materials**: The Subcontractor is responsible for sourcing and supplying all necessary materials. All materials must be compliant with the relevant Australian Standards (e.g., AS/NZS 4671 for reinforcing steel).
* **Temporary Works**: The Subcontractor must design, install, and manage all necessary temporary works (e.g., scaffolding, shoring, or propping) for the safe completion of their scope.

**8. Maintenance and Defects Liability**

**8.1 Maintenance Period**

* The Subcontractor is responsible for maintaining all work until practical completion and through the defects liability period, which extends for 12 months from the completion of the works.

**8.2 Defects Liability**

* The Subcontractor is required to remedy any defects or non-compliance identified during the defects liability period at no additional cost to the main contractor.

**9. Submission of Proposals and Variations**

* Any variations to the agreed scope of work must be submitted in writing for approval by the main contractor prior to works commencing. Variations submitted retrospectively will not be considered. The Subcontractor is to provide a detailed cost estimate and revised schedule for any changes to the work scope.

**10. Other Requirements**

**10.1 Documentation and Reporting**

* The Subcontractor must submit regular progress reports, including updates on work completed, any issues encountered, and actions taken.
* Submit all required documentation, including warranties, as-built drawings, and operation and maintenance manuals upon project completion.

**10.2 Final Handover**

* Provide the required final deliverables, including completed systems, certifications, and manuals, upon reaching practical completion.
* The subcontractor's work will be considered complete when all tasks have been finished, inspected, and signed off by the main contractor