**Template Written Scope of Works – UK Light**

* **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. Introduction**

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.}

1.1 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.

**2. Scope of Works**

2.1 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.

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

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

**2.3 Project Specific Work Elements**

* + Insert project specific work elements

**3. Preliminaries**

The subcontractor is to include the following items in their tender:

* **Site Office/Container**: Provision and setup of a site office for project management and administration.
* **Site Supervision**: A full-time site manager to oversee and coordinate subcontract works.
* **Temporary Works**: Design and installation of any necessary temporary works, such as scaffolding, hoardings, or access.
* **Health and Safety Compliance**: Compliance with all health and safety requirements, including the provision of risk assessments and method statements (RAMS).
* **Waste Management**: The subcontractor is responsible for waste removal and segregation in compliance with environmental standards.

**4. Design Responsibilities *(if applicable)***

* The subcontractor is responsible for the design of the following elements:
  + list any design elements the subcontractor is responsible for.
* **Design Approval**: All designs must be submitted for approval to the main contractor and other relevant parties e.g., architect, structural engineer before implementation.
* **Coordination**: The subcontractor must coordinate their design with other trades to ensure compatibility with the overall project design.

**5. Programme Requirements**

* **Project Schedule**: The subcontractor must provide a programme of works outlining key milestones and completion dates. The subcontractor is responsible for adhering to this programme.
* **Key Milestones**: list any key milestones for the project, e.g., design submission, start of works, completion of key phases.
* **Delivery Coordination**: The subcontractor must coordinate delivery schedules with the main contractor to prevent delays and avoid congestion on-site.

**6. Subcontractor's Obligations**

* **Coordination with Other Trades**: The subcontractor must coordinate their work with other subcontractors to avoid delays and conflicts. Regular meetings with the main contractor and other subcontractors will be required to ensure smooth workflow.
* **Testing and Inspection**: The subcontractor is responsible for performing necessary testing, inspections, and commissioning of their work as required by the contract.
* **Cleanliness and Site Protection**: The subcontractor must ensure that their work areas are kept clean and free of debris. Protection must be provided for unfinished works and adjacent areas to prevent damage during the construction process.

**7. Health, Safety, and Environmental Requirements**

* **Health and Safety Plan**: A comprehensive health and safety plan must be submitted for approval before commencement of work. The subcontractor is responsible for ensuring all personnel are trained and equipped for safe working practices.
* **Environmental Compliance**: The subcontractor must ensure all work complies with environmental regulations, including waste management, noise control, and dust suppression.

**8. Documentation and Handover**

* **As-Built Drawings**: The subcontractor must provide as-built drawings and any other relevant documentation required for the handover of the completed works.
* **Operations and Maintenance Manuals**: The subcontractor is required to submit O&M manuals for all installed systems and equipment, along with warranty details.

**9. Additional Requirements**

* **Temporary Works**:  
  If the subcontractor is responsible for temporary works, these must be designed, installed, and maintained according to the project’s requirements.
* **Site Security**:  
  The subcontractor is responsible for securing their materials, tools, and equipment on-site. The main contractor will provide general site security, but the subcontractor is responsible for ensuring their own storage areas are secure.