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

* **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.}

**2. Site Operating Hours and Constraints**

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.

**Health & Safety Considerations**:
The site will comply with the [insert relevant regulations, e.g., Health & Safety at Work Act 1974, CDM regulations, etc.]. The subcontractor must adhere to these regulations and ensure that all operatives are inducted and have the necessary safety equipment.

**3. Subcontractor Responsibilities**

* **General Responsibilities**:
	+ Provide all necessary labour, materials, plant, equipment, and supervision for the execution of the works.
	+ Ensure the work is performed in accordance with the contract documents, statutory regulations, and good industry practices.
	+ The subcontractor is fully responsible for the quality of their work and the performance of all materials and equipment used.
* **Design Responsibilities** (if applicable):
	+ **Design Development**: The subcontractor is responsible for the design of the following works [list specific elements, e.g., structural framing, mechanical systems, etc.].
	+ **Design Submittals**: The subcontractor shall submit design calculations, working drawings, and product data sheets to the main contractor for approval before commencing fabrication or installation. These must align with the contract drawings and specifications provided by the main contractor.
	+ **Approval of Design**: No work shall commence until the design has been reviewed and approved by the main contractor. The subcontractor shall coordinate design approvals with the main contractor and any relevant third parties (e.g., consultants, statutory authorities).
	+ **Design Coordination**: The subcontractor must ensure their designs are coordinated with those of other subcontractors to avoid conflicts. This includes attending coordination meetings and resolving any issues arising from conflicts between designs.
* **Quality Control**:
The subcontractor must implement quality control procedures to ensure the work complies with the specifications. All materials, equipment, and workmanship must meet the required standards. The subcontractor is responsible for ensuring that all installations are inspected and tested for compliance.
* **Health and Safety**:
The subcontractor must comply with all health and safety regulations on-site. This includes:
	+ Ensuring all operatives are trained and inducted.
	+ Providing and maintaining necessary PPE.
	+ Submitting site-specific method statements and risk assessments for approval before commencing work.

**4. Detailed Scope of Works**

**4.1 Trade preambles**

The subcontractor is responsible for providing all necessary resources, including labour, materials, plant, and equipment, to complete the works in compliance with the project specifications, drawings, and applicable standards. In addition, the subcontractor is expected to adhere to all site conditions, constraints, and safety protocols, and coordinate their activities with the main contractor and other subcontractors involved in the project.

**4.2 General Trade Conditions**

* Insert general trade conditions for { trade\_name }

**4.3 Project Specific Work Elements**

* Insert project specific work elements
* **Work Element 1: [e.g., Site Preparation]**
	+ Description: [Provide a detailed breakdown of the work involved in this task, including excavation, site clearing, etc.]
	+ Expected Outcome: [Specific deliverables or standards that must be met]
* **Work Element 2: [e.g., Installation of Mechanical Systems]**
	+ Description: [Provide a detailed breakdown of mechanical installation tasks, e.g., HVAC, plumbing, etc.]
	+ Expected Outcome: [Systems fully installed and operational, meeting all relevant standards]
* **Work Element 4: [e.g., Final Testing and Handover]**
	+ Description: [Detailed testing and inspection processes, including any final commissioning]
	+ Expected Outcome: [Certification of completion and all systems functioning to specification]

**4.4 Preliminary Requirements**

Before the commencement of the works, the subcontractor is required to fulfil the following preliminary requirements:

* **Site Mobilisation**:
The subcontractor shall mobilise to the site with all necessary resources to commence the work, including equipment, materials, and personnel. Site setup should be completed in line with the project’s health and safety plan.
* **Insurance and Permits**:
The subcontractor must provide proof of insurance coverage and any relevant permits before starting work on site. All insurance must comply with the contractor’s insurance requirements.
* **Site Induction**:
All personnel engaged in the works must complete the site induction and be issued with appropriate identification (e.g., access cards, safety helmets) before commencing work.
* **Documentation Submission**:
The subcontractor must submit all required documents, such as risk assessments, method statements, product data, and design submittals (where applicable) prior to the commencement of any works.

**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 | Ensures operatives have necessary access to perform works | Site entry points to be clearly marked and communicated |
| Site Setup | Provides general site facilities (e.g., welfare, site office) | Provides temporary storage for materials, tools, etc. | 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 additional 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 |

**4.6 Coordination and Integration**

The subcontractor must ensure effective coordination with the main contractor and other trades to avoid delays and ensure smooth progress. The subcontractor is expected to attend and actively participate in weekly coordination meetings, which will address:

* Integration of work with other subcontractors’ activities.
* Resolution of any design or construction conflicts.
* Progress updates and identification of any risks to the schedule.

**4.7 Design Process**

* **Design Responsibility**:
The subcontractor is responsible for the design of [list specific elements of the project the subcontractor is designing, e.g., façade, electrical systems, etc.]. The subcontractor must coordinate with the main contractor to ensure that all designs comply with the project specifications.
* **Design Submittal Process**:
The subcontractor shall submit all design documents, including drawings, calculations, and product data, for review and approval. The following stages of submission are required:
	1. **Stage 1**: Preliminary design (Concept/Shop Drawings) to be submitted within [insert time frame, e.g., 10 working days].
	2. **Stage 2**: Final design for approval, including manufacturer data sheets and compliance documents, due within [insert time frame].
	3. **Stage 3**: As-built drawings and operation manuals upon project completion.
* **Approval and Revisions**:
All design documents must be approved by the main contractor before proceeding with procurement or construction. Any discrepancies or issues in the design should be raised with the main contractor for resolution.
* **Design Integration**:
The subcontractor is required to ensure that their designs are fully integrated with the overall project design. This includes coordinating with other trades to ensure that designs do not conflict and that all systems work together seamlessly.

**4.8 Sub-Contractor’s Proposals**

The subcontractor must submit a detailed proposal that outlines their understanding of the project scope, including:

* A clear breakdown of the tasks they will perform.
* Detailed methodology for each work element, showing how they plan to execute the scope efficiently and safely.
* Expected deliverables and timelines, aligned with the project programme.

**5. Programme Requirements**

* **Programme Submission**:
The subcontractor is required to submit a detailed programme of works within [insert number of days, e.g., 7 days] from the award of the contract. This programme must outline the timeline for all key activities, from mobilisation to completion.

Example wording:
"The subcontractor shall submit a programme of works within 7 days of the contract award. This programme must detail the duration of each phase of the works, including site setup, procurement of materials, and completion of installation. The programme should be in [insert software format, e.g., MS Project] and allow for the coordination of all required resources."

* **Milestones and Deadlines**:
The subcontractor must adhere to the key project milestones and deadlines. The following critical milestones must be achieved:
	+ Completion of design: [insert date]
	+ Completion of installation phase 1: [insert date]
	+ Final completion: [insert date]
* **Coordination with Other Trades**:
The subcontractor is expected to coordinate their work with other trades to avoid delays and disruptions. Weekly coordination meetings will be held to ensure smooth progress across all trades.
* **Variation to Programme**:
If the subcontractor anticipates any delays or needs to adjust the programme, they must notify the main contractor immediately and propose a revised programme. Any delays caused by the subcontractor will be considered the subcontractor's responsibility unless otherwise agreed.

**6. Testing, Inspections, and Compliance**

* **Testing Requirements**:
The subcontractor is required to carry out testing of all installed systems and materials as specified in the contract documents. The subcontractor must submit test results to the main contractor for approval.
* **Inspections**:
The subcontractor is responsible for ensuring that all work is inspected and complies with the contract specifications. The main contractor may conduct periodic inspections, but the subcontractor must notify the main contractor when work is ready for inspection.

**7. Final Completion and Handover**

* **Completion Criteria**:
The subcontractor's work will be considered complete when all tasks have been finished, inspected, and signed off by the main contractor. The subcontractor must ensure that all punch list items are addressed before final handover.
* **Handover Procedure**:
The subcontractor must provide the following at the time of handover:
	+ As-built drawings
	+ Warranties and guarantees for materials and workmanship
	+ Any necessary maintenance manuals

**8. 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.
* **KPI’s:** A subcontractor is required to meet specific KPIs, including timely delivery, quality standards, and cost management, while also contributing to social value aspects such as local employment, skills development, and community engagement. Their performance will be key to the project's success, ensuring both operational excellence and positive social impact.