

EtC Panel Roles & Responsibilities

Contract administration and observation stage

- Deliverable required and party/parties responsible (Select ● from cell dropdown)
 - Party/parties required to input, assist and coordinate (Select □ from cell dropdown)
- (To clear cell, select and delete)

Principal
Principal's Legal Representative
Engineer to Contract (EtC)
Engineer's Representative (ER)
Project Manager
Quantity Surveyor (QS)
Lead Designer
Main Contractor

Scope of engagement items

Contract administration

Non-delegable EtC duties

5.21.1 – Advance notification (of material issues and/or breach of statutory duty)	●	●	□	□	□	●
6.2.1(a) – Adviser to the Principal		●				
6.3.1 – Appointment of the Engineer's Representative	●	●	□			
6.3.5 – Appointment of assistants to the Engineer's Representative		●	□			
6.3.3(b) – Issue of Practical Completion Certificate	□	●	□	□	□	□
6.3.3(b) – Issue of Final Completion Certificate	□	●	□	□	□	□
6.3.3(b) – Granting of extensions of time		●	□	□	□	
6.3.4(b) – Investigating and actioning contractor dissatisfaction with instruction or decision from the Engineer's Representative		●	□			
12.2 – Issue of Progress Payment Schedules	□	●	□	□	□	□
12.5 – Issue of Final Payment Schedule	□	●	□	□	□	□
13.2.1 – Engineer's review (of dispute or difference under 13.1.2)	□	●	□	□	□	
13.2.3 – Engagement of independent expert (if required)	●	□				□
13.2.4 – Engineer's formal decision (final and binding, and if not using an independent expert)	□	●	□	□	□	

Delegable EtC duties (may be delegated to the Engineer's Representative)

Assessment of entitlement to a Variation (or a matter treated as if it is a Variation)		●	□			
Assessment and approval of the Contract Programme		●				
Valuing of a Variation (assessment of quantum)		□		●		
6.3.3(b) – Changing of the Drawings or Specifications	□		●	□	□	□
Monitoring of construction progress against the contract programme			●	□		
Issue of Engineer's Instructions		□	●			
Issue of Variation Orders (Confirmation variation price is accepted)			●			
Undertake construction observation and capture progress photos			●	□		
Management of RFIs and expedient turnaround of consultants CANs			●	●	□	□
Manage the resolution of construction defects during delivery and in the Defects Liability Period			●	●	□	□

- Ensure the timely delivery of consultant documentation, eg PS4s, defect lists etc ● ● □ □
- Ensure the timely and accurate delivery of contractor documentation including shop drawings, samples, commissioning plans, PS3s, O&M Manuals etc ● ● □ □
- Ensure the receipt and accuracy of parent company guarantees, bonds, warranties and guarantees, insurance certificates etc where required ● ● □ □
- Ensure the receipt of Quality Plans, or Quality Documentation, inclusive of ensuring appropriate records are being kept ● ●

Health and safety

- Review and accept SSSP, or other required contract documents □ □ ● □ □
- Review contractor adherence to approved SSSP, EMP, and QMP documents. Undertake regular reviews of these documents to ensure they remain current ● □
- Ensure monthly H&S site audits are occurring □ ● □
- Regular visits to site ● □
- Ensure receipt of Contractor temporary works designs ●
- Ensure the receipt of a Traffic Management Plan (if applicable), inclusive of ensuring regular audits are occurring □ ● □
- Undertake and document a H&S observation while on site □ □ □ □ □ □
- Ensure respective PCBU roles and responsibilities are discussed and agreed at the pre-start meetings □ □ ● ● □ □
- Ensure all PCBU parties participate in review & identification of unique site-specific features, hazards & risks including SID recommendations at project start up meeting □ □ ● ● □ □ □

Other general duties

- Attendance at Project Board/Steering Group and Project Control Group Meetings ● ● ● ● ● ● □
- 5.21.2 – Attendance at Advance Notification Meeting □ □ ● ● □ □ □ ●
- Chair PCG meeting (either PM or EtC) ● ●
- Attendance at Commercial Meetings □ □ ● □ ● ●
- Review and input to project risk register □ □ □ □ □ □
- Attend a pre-start meeting with the Contractor □ □ □ □ □ □ □
- Technical support to the EtC/ER (via site observations/records) □ □ □ □
- Develop and maintain project risk register ●
- Maintenance of project registers (eg variations, instructions, document transmittals, risk register etc) ●
- Manage PCG meeting action closure ●
- Ensure stakeholders are informed of project activities □ ●
- Organise and minute a pre-start meeting with the Contractor ●
- Manage pre-start meeting action closure ●
- Chair site meeting ●
- Manage site meeting action closure ●
- Ensure adherence to the Project Communication Plan by all parties ●
- Prepare and issue a monthly project status report to the Principal ●
- Prepare a project closure report ●