

# IMG

## IMG Quality Control

---

*Clerk of Works & Site Inspection Services*

### Scope of Services



# IMG

## IMG Quality Control

*Clerk of Works & Site Inspection Services*

### **Scope of Services**

From our attendance at Site Meetings and continuing appraisal of the current position of the Project we gauge the level of resource required and ensure that the service is in line with our Clients requirements. We carry out internal reviews monthly on all our Projects to track our performance.

We have numerous associated Clerk of Works, any absences/vacations can be covered seamlessly. Our management is responsible for ensuring continuity of services. We utilise a year planner to co-ordinate cover in a timely manner and communicate and proposed change prior to implementation.

### **Quality Plan**

To ensure good working practices and the highest standards of workmanship through constant supervision, the following practices must be put in place.

Records should be produced using Institute of Clerk of Works formats and IMG Quality Control reporting documents, and should be provided to the Client and Contract Administrator for information and record purposes.

### **Duties**

1. The Clerk of Works to keep accurate documented records and Daily Dairies as laid down and specified in the Institute of Clerk of Works Manual. Activities and defects to be recorded in a uniformed methodical way stating building, floor level, grid reference etc.
2. The Clerk of Works to check programme and produce Weekly Reports covering Building, Civil, Mechanical & Electrical to all areas of work in Institute of Clerk of Works, Clerk of Works Project Report format
3. Records to be kept to of works before they are covered up details forwarded to Quantity Surveyor
4. Records of work carried out on day work basis. Day worksheets to be checked for accuracy and signed 'for record purposes only'
5. Keep records of stoppages and disputes
6. Record weather and temperatures
7. Record any additions of deductions from the contract and inform the Client, Consultants and Contractor of the implications
8. Keep file of Contract Administrators instruction and variations. Check variations and their effect on following trades, services and associated details
9. Record items which cause delay and state reasons and duration
10. Take site photographs for progress records and to record defects

# IMG

## IMG Quality Control

### *Clerk of Works & Site Inspection Services*

11. Obtain labour and plant returns from Contractor and check for accuracy
12. Maintain a drawing register and keep up to date
13. Maintain a 'request for information' file and keep up to date whilst noting changes to detail and their effects, commenting if necessary to Architects
14. Keep Contract Administrators and Design Team informed of problems arising and advise of decisions required to avoid delays and extra costs
15. Check drawings and specifications for errors and discrepancies and notify the Architect
16. Issue Clerk of Works directions when necessary for non-conformance and inform Contract Administrator
17. Clerk of Works to check 'as build' records and drawings and ensure O&M manuals are completed, accurate and contain all necessary information required, ready for handing over at practical completion.

#### **Tests**

18. Inspection and testing of Materials and Plant prior to installation, including off site inspections
19. Witness tests and record results, obtain certificates of performance where required
20. Witness Commissioning Mechanical & Electrical installations and record performance
21. Inspect materials to ensure they are in conformance with specification
22. Agree list of samples required. Clerk of Works to organise sample and reference panels, etc. for approval as deemed necessary
23. Drawings to be marked up daily to record date, location of concrete poured and reference test cubes taken. Other activities to be marked and dated on drawings (Curtain walling, Masonry, etc.) as required, including Drainage alterations

#### **Safety**

24. Monitor 'Health and Safety at Work' Regulations
25. The Clerk of Works has a duty to monitor safety daily, report to contractor, record any problems and breaches of safety
26. Check Contractors Health & Safety plan
27. Ensure COSH register is maintained and available
28. Ensure Fire Safety plan is in place and monitor as situations change

#### **Meetings**

IMG Quality Control, Thornhome Farm, Yieldshields, ML8 4QD  
Tel: 01555 478664 Mob: 07796 848320  
Email: [enquiries@imgquality.com](mailto:enquiries@imgquality.com) Web: [www.imgquality.com](http://www.imgquality.com)

# IMG

## IMG Quality Control

### *Clerk of Works & Site Inspection Services*

29. Attend all meetings with the Client, Contract Administrator, Design Team and the Contractor & Sub-Contractors as deemed necessary for the smooth running of the project and adherence to the Contract Programme
30. Attend Design Meetings, as required
31. Attend Monthly Site Meetings and produce Clerk of Works Reports for Site Meetings

The Clerk of Works should adhere to the Quality Plan to ensure a systematic approach to checking materials.

The Clerk of Works is to keep abreast of current legislation and we do this with the Technical Indexes System which is constantly updated and covers all aspects of Construction Industry, i.e. British Standards; Codes of Practice; BRE Digests; Building Regulations; NBS Specifications; HSE Regulations; Asbestos Regulations; continuing Professional Development updates. Our Clerk of Works need only to ask and we can provide all relevant documentation to bridge any knowledge gap.

An early meeting with the Client would be advantageous to be able to better understand your current mechanisms for this service to better dovetail out offering and processes into the Client's method to provide a seamless service. Garnering information such as points of contract, reporting procedures and ensuring reports meet your needs.

The Clerk of Works should, as necessary, remind the contractor of the standard of quality required under the contract, dealing promptly and firmly with any departure from good practice or disregard of architect's instructions.

However, good co-operation between the Clerk of Works and the contractor's agent can contribute significantly to the success of the contract, particularly in checking that the site is kept in an orderly fashion, unfixed materials are properly stored and completed work is adequately protected.

In dealing with consultants, the Clerk of Works can assist by making detailed record of items of work before they are covered up, recording site deliveries and keeping records of day work. The Clerk of Works will also witness testing, balancing and commissioning.

Good communication between the Clerk of Works and the consultants should be encouraged with direct lines of communication established. Any items discussed should be raised at site meetings, where any particular issues raised either be these discussions of Clerk of Works Weekly Reports can be addressed / agreed and actioned by the party concerned.

The Client's interests should be protected at all times whether by pre-start march-ins, surveys or dilapidations prior to work commencing and being aware of the client requirements for the completed project.

We would, of course, be available for any community liaison meetings and maintain a professional aspect in all our dealings with any party with an interest in the project.

# IMG

## IMG Quality Control

*Clerk of Works & Site Inspection Services*

We undertake systematic and vigilant inspection of construction works in progress and with particular regard to the elements of workmanship, materials and compliance to standards. Our aim is to pro-actively assist the client, contractor and design team to realise a 'Zero Defects' project.

### **The benefits include:**

- The highest possible standard in quality is achieved
- Enhances 'Right First Time' initiatives
- Reduces operational risks (compliance, delays, quality)
- Reduces costs (reworks, delays, litigation, insurance, etc.)
- Prolongs the lifecycle and durability of the building
- Improves the marketability of the building by demonstrating that independent third party site quality control has been adopted

As IMG Quality Control we provide a complete range of services to clients seeking risk reduction on building and infrastructure projects

### **The services include:**

- Assess and monitor a constructors' reliability especially with regard to quality
- Validate the technical feasibility of design and construction plans
- Assess progress against programme
- Monitor and mitigate the risks involved in the construction process (quality, safety and environmental)
- Identify, highlight and record issues before they become problems
- Provide a flexible approach to quality control
- Verify project plans (quality plans, safety plans, etc.)
- Monitor quality in projects
- Monitor material suppliers, contractors & subcontractors
- Control and test building materials and witness commissioning tests
- Monitor compliance with designs and applicable codes
- Monitor the quality of materials and components on and off site
- Monitor the safety measures at site
- Conduct audits on the environmental impact of a project on site
- Issue notices of off-site materials and plant
- Manage the defects process by preparing a schedule of outstanding work/schedules of defects for each element of the works

Each element of the works shall be audited and any arising defects will be communicated via a Site Directive and distributed to all pertinent parties, thus ensuring action can be taken prior to advancement to the next element and subsequent covering over of any defective work.