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| **Appraise Contract Documentation and Prepare and Submit Condition Reports**  Email: [Email Here]  Website: [Website Here] |

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| Name, Job Title  Email [Email Here] | logo-placeholder |



**Project Name**

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| Assessment Report - Submission details | |
| Participant Name: |  |
| Topic: | [Enter topic here] |
| Unit Code & Name: | [UNIT CODE] – [Unit title] |
| Trainer/Assessor Name: |  |
| Submission date: | *\_\_\_\_ / \_\_\_\_ / \_\_\_\_* |
| Work submitted: | |
| Declaration: | In submitting this work I declare that no part of any assessment I submit has been copied from another person’s work, except where clearly noted on documents or work submitted. I declare that no part of any assessment I submit will have been written for me by another person. I understand that plagiarism is a serious offence that may lead to disciplinary action. |
| Participant Signature:  (Insert Name) |  |

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| Introduction Report Written By:  Date:  Project Details: |

# Describe your scenario

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# Contract Appraisal

### List the unusual aspects of construction, materials, or penalties that will be used

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### Make a list of subcontractors that will be required to complete this job and how you would determine their availability.

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### How you would confirm materials suitability and availability

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### Explain the process of organising site access including plant requirements and access

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### Draft a checklist that includes the documentation that will need to be prepared and lodged

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| **Checklist**   |  |  |  |  | | --- | --- | --- | --- | | Demolition Process | Description | Yes Tick | No Tick | |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Building Permit |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

### Draft a policy that will be used to control and record deliveries to the site

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| Delivery Control PolicyDelivery recording Policy |

### Describe the process of completing condition reports and sending copies to adjacent owners that will be implemented

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### Complete a Form 7 Protection Works Notice (or equivalent for other states or territories)

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| FORM 7  Regulation 113  Building Act 1993  Building Regulations 2018  PROTECTION WORK NOTICE  To:  Adjoining owner:  Postal address:  Contact person: Telephone:  Relevant building surveyor  Postal address:  Contact person: Telephone:  Adjoining owner's property details (the adjoining property)   |  |  |  |  | | --- | --- | --- | --- | | Number | Street/road | City/suburb/town |  | |  |  |  | | Lot/s | LP/PS | Volume | Folio | |  |  |  |  | | Crown allotment | Section | Parish | County | |  |  |  |  | | Municipal district |  | | | |  |   From:  Owner/Agent:  Owners Name:  ACN/ARBN:  Postal Address: Postcode:  Contact Person: Telephone:  Owner's property details   |  |  |  |  | | --- | --- | --- | --- | | Number | Street/road | City/suburb/town |  | |  |  |  | | Lot/s | LP/PS | Volume | Folio | |  |  |  |  | | Crown allotment | Section | Parish | County | |  |  |  |  | | Municipal district |  | | | |  |   NOTICE  In accordance with section 84 of the Building Act 1993, I give notice of my intention to carry out the following building work on my property and request your agreement to the proposed protection work which affects your adjoining property.  Details of proposed building work:    Details of proposed protection work  Nature of works:    Location of works:  Time and duration of protection:  Access to the adjoining property:  Information about protection of an adjoining owner under the Building Act 1993 in relation to proposed protection work  In accordance with section 92 of the Building Act 1993, at any time after this notice is given to the adjoining owner, the relevant building surveyor must make available to the adjoining owner, on request, for inspection, without charge, any plans, drawings and specifications of the proposed building work in the possession or control of the relevant building surveyor. The relevant building surveyor's name and contact details are on page 1 of this notice.  If the proposed protection work is agreed to by the adjoining owner or determined as being appropriate by the relevant building surveyor under section 87(1) of the Building Act 1993 or by the Building Appeals Board under section 141 of the Building Act 1993 (as the case requires), the owner must—  before the commencement of any protection work—  ensure that a contract of insurance is in force in accordance with section 93 of the Building Act 1993 against damage by the protection work to the adjoining property and other liabilities described in that section; and  make a full and adequate survey of the adjoining property in accordance with section 94 of the  Building Act 1993; and  pay to an adjoining owner all costs and expenses necessarily incurred by the adjoining owner in assessing proposed protection work and in supervising the carrying out of protection work in relation to an adjoining property in accordance with section 97 of the Building Act 1993; and  compensate an adjoining owner or an adjoining occupier for inconvenience, loss or damage suffered by the adjoining owner or adjoining occupier in connection with the carrying out of protection work in accordance with section 98 of the Building Act 1993 or an order of the Building Appeals Board under section 159 of that Act.  Signature:  Signature of Owner/Agent:  Date: |

### Conclusion

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