**Procurable Projects Scope of Works (SOW) Template**

**Project Name:** [Insert Project Name]  
**Client Organisation:** [Insert Client Name]  
**Date:** [DD/MM/YYYY]  
**Reference Number:** [Insert Reference Number]

1. **Introduction**
   1. **Purpose**

This Scope of Works (SOW) defines the requirements, deliverables, and expectations for [Project Name]. It provides a clear framework for execution, ensuring all parties have a shared understanding of project scope, responsibilities, and constraints.

* 1. **Background**

Provide a brief background on the project, its objectives, and any relevant context.

1. **Project Scope**
   1. **Scope Description**

Provide a clear and concise description of what the project includes. Be specific about what is required.

* 1. **Inclusions**

List all work, materials, or services that are explicitly included in the scope. Examples:

* Supply and installation of [specific equipment/materials]
* Site preparation and required permits
* Testing, commissioning, and handover requirements
  1. **Exclusions**

List any work, materials, or services that are specifically not included in the scope. Examples:

* Civil works beyond the designated project area
* Supply of utilities such as power or water
* Any ongoing maintenance beyond the project completion
  1. **Assumptions**

Outline any key assumptions that are made in defining the scope. Examples:

* The client will provide site access and security clearance
* All design drawings will be finalised before work commences

1. **Approvals & Stakeholder Engagement**
   1. **Regulatory Approvals**

* Identify all permits, licences, and approvals required from government agencies, including environmental and planning authorities.
* Ensure compliance with local, state, and federal regulations, including heritage, environmental, and zoning laws.
* Submit applications and obtain approvals from authorities such as GBRMPA (Great Barrier Reef Marine Park Authority), local councils, and environmental protection agencies before commencing works.
  1. **Stakeholder Engagement**
* Identify key project stakeholders, including landowners, indigenous groups, community organisations, and regulatory bodies.
* Develop a stakeholder engagement plan, detailing the communication and consultation approach throughout the project.
* Facilitate regular meetings and briefings with affected parties to ensure concerns are addressed and obligations are met.
* Provide ongoing updates and documentation to stakeholders where required as part of the approval conditions.
  1. **Ongoing Compliance & Reporting**
* Maintain a record of all approvals and stakeholder interactions, ensuring documentation is readily available for audits or compliance checks.
* Submit progress reports and compliance statements as required by regulatory authorities.
* Implement mitigation strategies to address any environmental, social, or economic concerns raised by stakeholders.

1. **Technical Requirements**
   1. **Applicable Standards & Regulations**

All works, materials, and processes must comply with relevant industry and regulatory standards. Include relevant standards such as:

*Structural & Civil Works:*

* AS/NZS 1170 (Structural Design Actions) for load-bearing capacity and environmental loads.
* AS 4100 (Steel Structures) for fabrication and construction of steelwork.
* AS 3600 (Concrete Structures) for reinforced and pre-stressed concrete structures.

*Electrical Installations:*

* AS/NZS 3000 (Wiring Rules) for safe installation of electrical systems.
* IEC 61439 (Low Voltage Switchgear and Controlgear Assemblies) for switchboard design.
* AS/NZS 5033 for photovoltaic (solar) energy systems.

*Mechanical Equipment:*

* AS 4024 (Safety of Machinery) for guarding and safety systems.
* ISO 9001 (Quality Management Systems) for compliance with manufacturing standards.
* AS 4343 (Pressure Equipment Hazard Levels) for classification of pressure systems.
  1. **Drawings & Specifications**

This section should reference all drawings, technical specifications, and supplementary documentation that form part of the scope of works. These documents provide the detailed requirements, dimensions, layouts, and technical standards necessary for the project.

* List all drawing numbers, revisions, and titles relevant to the project.
* Include any engineering or architectural specifications that must be adhered to.
* Reference material specifications, installation details, and testing requirements.
* Ensure that all contractors and suppliers understand that these documents must be read alongside the scope and take precedence where applicable.
  1. **Performance & Quality Requirements**

*How to Complete This Section:* This section defines the functional performance requirements that must be met for the project to be considered successful. These requirements must be specific, measurable, and directly tied to project outcomes.

Unlike compliance with standards and regulations (covered in Section 4.1), functional performance requirements should clearly define what the system, structure, or equipment must achieve in operation.

Each requirement should be detailed enough to eliminate ambiguity, ensuring that suppliers, contractors, and stakeholders have a shared understanding of expectations. This section can be limited to high-level requirements, if further details are available in the referenced drawings and specifications (Section 4.2) and referred to here.

Every performance requirement must be backed by a clear verification method. State how compliance will be assessed—whether through on-site testing, commissioning reports, third-party certifications, or performance monitoring over a trial period. Where verification is only possible through engineering design calculations, compliance must be demonstrated through certification by a suitably qualified professional, such as a NER (National Engineering Register) or RPEQ (Registered Professional Engineer of Queensland) engineer.

***Some examples of high-level Performance & Quality Requirements***

*Structural Works:*

* Define importance levels based on risk classification (e.g., Importance Level 1–4 as per the National Construction Code).
* Specify required live and dead loads, deflection limits, fatigue resistance, and corrosion protection.
* Detail seismic considerations, including compliance with AS/NZS 1170.4 where applicable.
* Define required design life and maintenance expectations.

*Escalator or Conveyor Systems:*

* Define required passenger throughput, speed, acceleration/deceleration limits, and duty cycle.
* Specify maximum allowable noise levels and vibration limits for user comfort.
* Include fail-safe braking requirements and emergency stop activation times.
* Outline operational resilience in high-traffic conditions.

*Fender and Wharf Equipment:*

* Specify vessel type and size, berthing velocities and angles, impact energy absorption, and allowable reaction forces.
* Define expected service life, resistance to UV, hydrocarbons, and marine biofouling.
* Include wharf construction details, such as material type, existing systems, and load capacity (reference drawings).
* Identify any constraints regarding tidal variations and operational clearances.

*Lighting Installations:*

* Define minimum illuminance levels, uniformity ratios, colour rendering index (CRI), and glare control measures.
* Specify energy efficiency targets and automation requirements (e.g., motion sensors, daylight harvesting).
* Include emergency lighting requirements, such as backup duration and minimum illumination in exit pathways.
* Account for environmental factors such as dust, moisture, and corrosion resistance.

*Process Equipment:*

* Establish minimum flow rates, processing speeds, and accuracy tolerances.
* Define maximum allowable rejection rates and variability control measures.
* Specify operating ranges for temperature, pressure, and humidity to prevent premature failure.
* Ensure integration capability with existing control systems.

1. **Project Schedule & Milestones**

Provide a clear timeline of key project phases and deliverables. Where applicable, a Gantt chart should be used to visually represent the project schedule, ensuring clarity on task dependencies, critical paths, and milestone deadlines.

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Target Date** |
| Project Kick-Off | Initial coordination meeting and project setup | [DD/MM/YYYY] |
| Design Finalisation | Completion and approval of all required designs | [DD/MM/YYYY] |
| Procurement | All materials and equipment procured and ready for use | [DD/MM/YYYY] |
| Construction/Installation | Execution of works according to the scope | [DD/MM/YYYY] |
| Testing & Commissioning | Final testing, certification, and commissioning | [DD/MM/YYYY] |
| Project Handover | Formal acceptance and completion of works | [DD/MM/YYYY] |

1. **Roles & Responsibilities**

Clearly outline the specific roles and responsibilities of all key stakeholders involved in the project. This section ensures accountability and clarity regarding expectations, approvals, and deliverables.

**Client:** Responsible for providing project funding, approvals, and overall governance. The client must ensure timely decisions are made to avoid delays.

**Project Manager:** Oversees the project execution, ensuring compliance with scope, schedule, budget, and quality requirements. The project manager is responsible for stakeholder coordination and reporting.

**Contractor:** Executes the work as per the agreed scope, timeline, and quality standards. Responsible for safety compliance, resource management, and delivering completed work packages.

**Engineer:** Provides design certification, compliance verification, and technical oversight. Where required, engineering sign-off must be completed by a suitably qualified professional (e.g., NER or RPEQ engineer).

**Supplier:** Ensures timely delivery of materials and equipment as per agreed specifications. Responsible for quality assurance and compliance with procurement terms.

**Regulatory Authorities:** May be involved in inspections, approvals, and ensuring regulatory compliance (e.g., local councils, environmental agencies, safety regulators).

1. **Change Management**

Define how changes to the scope, schedule, or requirements will be managed. Change management is a critical aspect of project governance and must be clearly defined in the contract to ensure transparency and accountability.

* All changes must be documented and approved in writing before implementation, with supporting justification and potential impacts assessed.
* Changes that impact cost, schedule, or quality must be formally reviewed and approved by the client, with contractual amendments made as necessary.
* A structured process must be in place for submitting, evaluating, and tracking changes, including a designated authority for approvals and a clear method for communicating changes to all stakeholders.
* The contract should outline conditions under which variations may be considered, including thresholds for cost and time impacts that trigger formal variation assessments.
* A register of change requests must be maintained to provide traceability of all modifications, ensuring alignment with project objectives and minimising disputes.

1. **Risk Management**

Define the process for identifying, assessing, mitigating, and monitoring risks throughout the project lifecycle. Effective risk management is essential to minimise potential disruptions, maintain compliance with safety and regulatory requirements, and ensure that project costs and schedules remain under control. An example process is as follows:

* The contractor is responsible for conducting a comprehensive risk assessment for the project, which must be submitted to the client for approval before works commence. This assessment must identify potential risks, their likelihood, and their impact on the project.
* Following the submission of the risk assessment, but prior to its approval, the contractor must facilitate a structured risk workshop. This workshop must engage all relevant stakeholders—including the client, project manager, subcontractors, and any applicable regulatory authorities—to collaboratively refine the initial risk assessment, validate identified risks, assess their severity, and develop appropriate mitigation measures. Risks must be categorised based on their potential impact and likelihood, and clear ownership must be assigned.
* Once the workshop is complete and risks have been formalised, the contractor must maintain an agreed risk register throughout the project. This risk register must be a living document, updated regularly to reflect changes in project conditions, emerging risks, and mitigation progress. Risk register reviews must occur at key project milestones and be reported to the client.
* Any significant changes to the risk profile must be discussed with stakeholders, and additional mitigation measures must be agreed upon as required.

1. **Project Deliverables & Completion Requirements**

This section defines all deliverables required throughout the project lifecycle and the formal handover process. Deliverables must be submitted within the specified timeframes and reviewed by the client for approval. The contractor is responsible for ensuring that all necessary documentation, training, and approvals are completed before final acceptance of the works.

*Ongoing Project Deliverables & Timeframes:*

* Project Execution Plan – Within [X] weeks of contract award.
* Detailed Design Documentation – Within [X] weeks of design commencement.
* Procurement & Delivery Schedule – Prior to procurement phase initiation.
* Progress Reports – Weekly or monthly, as specified in the contract.
* Inspection & Test Plans (ITP) – Prior to commencement of works.
* Site Safety Reports – As required, typically weekly.
* Risk Register Updates – At each project milestone or risk review meeting.
* Variation Requests & Change Logs – As changes occur.
* Commissioning & Performance Test Plans – Before commissioning activities commence.

*Handover & Final Completion Deliverables:*

* As-built drawings detailing any deviations from the original design.
* Operation and maintenance manuals covering installed systems and equipment.
* Training materials and sessions for facility operators or end users.
* Warranties and guarantees for supplied equipment and materials.
* Testing and commissioning reports, demonstrating compliance with performance requirements.
* Compliance certifications, including regulatory approvals where applicable.

*Final Inspections & Acceptance:*

* Conduct final inspections and quality assurance checks to ensure the works meet project specifications.
* Verify that all defects and outstanding issues identified during inspections are rectified before final acceptance.
* Establish clear sign-off procedures to document the formal completion and acceptance of the works by the client.

1. **Defects & Warranty Period**

A well-defined defects and warranty period ensures that any issues arising after project completion are promptly addressed. This section should outline the responsibilities of all parties in identifying, reporting, and rectifying defects, as well as expectations for warranty coverage and ongoing support.

*Defect Liability Period & Rectification Process:*

* Clearly define the defect liability period (e.g., 12 months from practical completion) and the contractor’s obligations during this period.
* Establish a process for defect identification and rectification, including how defects are reported, assessed, and addressed.
* Specify the timeframe within which defects must be rectified, categorising urgent safety-related defects versus non-urgent performance-related defects.

*Warranty Coverage & Duration:*

* Specify the minimum warranty period for supplied materials, equipment, and workmanship, ensuring compliance with contractual and industry standards.
* Outline any extended warranties provided by manufacturers and how they are transferred to the client.
* Define the process for warranty claims, including response times and rectification expectations.

*Ongoing Support & Maintenance:*

* Detail the level of post-handover support required, such as scheduled maintenance visits, technical assistance, or system performance monitoring.
* Specify if a service-level agreement (SLA) is required for long-term operational support.
* Define spare parts and consumables provisions, including recommended stock levels and sourcing methods.

*Final Defect Review & Closeout:*

* Establish a structured final defect review process, including an inspection before the end of the defect liability period.
* Define the process for final sign-off and handover of a defect-free project, ensuring all outstanding issues are resolved before the formal project closeout.
* Specify documentation requirements, such as final defect rectification reports and evidence of completed works.

1. **Site Safety & Security**

A comprehensive site safety and security plan is essential to ensuring the well-being of workers, protection of assets, and compliance with regulatory requirements. This section defines the safety protocols, security measures, and emergency procedures that must be adhered to throughout the project. Typical

* 1. **Safety Management & Compliance**
* The contractor must develop and implement a Safety Management Plan (SMP) in accordance with relevant Work Health & Safety (WHS) regulations and industry standards.
* All personnel must be inducted before commencing work, covering site-specific risks, emergency procedures, and WHS obligations.
* The contractor must provide Job Safety & Environmental Analysis (JSEA) or Safe Work Method Statements (SWMS) for all high-risk activities.
* Safety audits and inspections must be conducted at regular intervals, with non-compliances recorded and rectified.
  1. **Security & Access Control**
* Site access must be controlled and monitored, with restricted areas designated based on work hazards.
* All personnel, visitors, and subcontractors must sign in and out of the site and wear identification badges at all times.
* Security fencing, signage, and surveillance (if required) must be installed to prevent unauthorised access.
* High-value materials and equipment must be secured and locked when not in use, with a documented inventory control system.
  1. **Incident Reporting & Emergency Response**
* All accidents, near misses, and safety breaches must be reported immediately, with a formal incident investigation process in place.
* The contractor must establish emergency response procedures, including evacuation routes, muster points, and contact details for emergency services.
* Fire-fighting equipment, first aid stations, and emergency alarms must be installed, maintained, and accessible.
* Regular emergency drills must be conducted to ensure all personnel understand their roles in an emergency situation.
  1. **Personal Protective Equipment (PPE) Requirements**
* The contractor must enforce mandatory PPE requirements for all workers, including but not limited to:
* Hard hats, safety glasses, and high-visibility clothing.
* Hearing protection for high-noise environments.
* Respiratory protection where dust, fumes, or airborne hazards are present.
* Fall protection for work at heights, including harnesses and anchor points.
* PPE must be regularly inspected, maintained, and replaced if damaged or no longer effective.
  1. **Health & Well-being Measures**
* The contractor must provide access to clean drinking water, sanitation facilities, and rest areas for all personnel.
* Heat stress management plans must be implemented where required, including provisions for shade and hydration
* Fatigue management strategies must be in place, ensuring appropriate break schedules and shift rotations.
* Mental health support resources should be available for workers, including access to an Employee Assistance Program (EAP) if applicable.

1. **Communications & Reporting**

Effective communication and structured reporting are critical for maintaining transparency, ensuring accountability, and keeping all stakeholders informed throughout the project. This section defines the reporting requirements, meeting schedules, and escalation procedures to facilitate smooth project execution.

* 1. **Reporting Requirements**

The contractor must submit regular progress reports that provide updates on project status, risks, issues, and upcoming milestones. These reports must include:

* Project Progress Summary – Key activities completed, ongoing work, and upcoming tasks.
* Schedule Updates – Gantt chart or timeline updates with any changes to milestones or completion dates.
* Budget & Cost Tracking – Financial status, expenditure to date, and any cost variations.
* Risk & Issue Register – Identification of risks, mitigation measures, and any emerging challenges.
* Safety & Compliance Reports – Summary of incidents, near misses, and compliance with WHS requirements.

*Reporting Frequency:*

* Weekly Progress Reports – Submitted by [Day of the Week], detailing progress for the previous week and planned work for the following week.
* Monthly Status Reports – High-level summary submitted at the beginning of each month, including financial updates and risk analysis.
* Ad-hoc Reports – Additional reports as requested by the client or regulatory authorities for compliance or critical updates.
  1. **Meetings & Stakeholder Engagement**

Regular meetings are required to ensure alignment between the client, contractor, and key stakeholders. The following meeting schedule must be followed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Type** | **Attendees** | **Frequency** | **Purpose** |
| Kick-off Meeting | Client, Contractor, Key Stakeholders | Once before commencement | Confirm scope, roles, and expectations. |
| Weekly Progress Meetings | Project Manager, Site Team | Weekly | Review work progress, safety, and upcoming tasks. |
| Monthly Project Reviews | Client, Senior Management | Monthly | Status update, risks, budget review. |
| Risk & Safety Workshops | WHS Officer, Project Team | As required | Address and mitigate emerging risks. |
| Stakeholder Briefings | Client, Regulatory Bodies, Community Reps | As required | Provide updates to external stakeholders. |

All meetings must have documented minutes, capturing key decisions, actions, and responsibilities, with follow-up tasks assigned to relevant parties.

* 1. **Escalation & Issue Resolution**

To prevent delays and ensure prompt resolution of issues, the following escalation process must be followed (example):

1. Identify & Document the Issue – The contractor records the issue and assesses potential impacts.
2. Initial Resolution Attempt – The project team attempts to resolve the issue at the operational level.
3. Escalation to Project Management – If unresolved, the issue is escalated to senior project managers or client representatives.
4. Formal Dispute Resolution – If no agreement is reached, contractual dispute resolution processes, mediation, or legal action may be pursued.  
   Clear communication channels must be established for escalating urgent matters, ensuring timely responses from decision-makers.

This template provides a structured approach to defining project scope, minimising disputes and ensuring alignment. It is provided on an “as-is” basis, with no warranties, express or implied, and no liability accepted for any loss, damage, or consequences arising from its use. By using this template, you acknowledge and accept these terms.

If you require assistance in preparing or reviewing your scope, we offer a complimentary desktop review for client organisations. Please contact us to discuss further – [info@procurable.group](mailto:info@procurable.group) or 0405 209 719