



## **KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY CONSTRUCTION COMPLIANCE MONTHLY REPORTING STRUCTURE:**

### **TABLE OF CONTENTS**

1. PROJECT PERSONNEL .....	2
1.1. CONSTRUCTION SUPERVISING CONSULTANT'S / PROFESSIONALS: .....	2
1.2. CONSTRUCTION CONTRACTOR'S PERSONNEL.....	2
2. KONZA TECGNOPOLIS DEVELOPMENT AUTHORITY CONSTRUCTION COMPLIANCE ON QUALITY ASSURANCE: .....	3
3. KONZA TECGNOPOLIS DEVELOPMENT AUTHORITY CONSTRUCTION COMPLIANCE ON ENVIRONMENTAL MANAGEMENT: .....	4
4. KONZA TECGNOPOLIS DEVELOPMENT AUTHORITY CONSTRUCTION COMPLIANCE ON TRAFFIC MANAGEMENT: .....	5
5. KONZA TECGNOPOLIS DEVELOPMENT AUTHORITY CONSTRUCTION COMPLIANCE ON HEALT AND SAFETY:.....	6
6. KONZA TECGNOPOLIS DEVELOPMENT AUTHORITY CONSTRUCTION COMPLIANCE ON SECURITY MANAGEMENT: .....	7

## 1. PROJECT PERSONNEL

Provide a list of the personnel as tabulated below and provide KoTDA with soft copies of their documents elaborated in the last column. If the personnel did not change from the previous report, indicate as such under remarks. NB. The soft copy document can be emailed to KoTDA on submission of the report or issue KoTDA access link to the soft copy documents.

### 1.1. CONSTRUCTION SUPERVISING CONSULTANT'S / PROFESSIONALS:

DESIGNATION	NAME	CONTACT	DETAILED DOCUMENT REQUIREMENT
Lead consultant or project manager			<i>In the detailed report, provide professional practicing licenses, work permits, and reports on new staff onboarded within the reporting period</i>
Lead Architect			
Lead Landscape Architect			
Lead Structural Engineer			
Lead Civil Engineer			
Lead Mechanical Engineer			
Lead Electrical Engineer			
Lead ICT Engineer			
Lead Green Expert			
Clerk of Works			
Any other			

### 1.2.CONSTRUCTION CONTRACTOR'S PERSONNEL

DESIGNATION	NAME	CONTACT	DETAILED DOCUMENT REQUIREMENT
Construction Manager.			<i>In the detailed report, provide professional practicing licenses, work permits, and reports on new staff onboarded within the reporting period</i>
Site agent – building works			
Site agent – landscape works			
Site agent – structural works			
Site agent – civil works			
Site agent – mechanical works			
Site agent – electrical works			
Site agent – ICT works			
Site agent - Health and safety			
Site agent – green certification			
Community liaison officer(s)			
Any other site agent			

**2. KONZA TECGNOPOLIS DEVELOPMENT AUTHORITY  
CONSTRUCTION COMPLIANCE ON QUALITY ASSURANCE:**

REFERENCE / PARAMETER	REQUIREMENT	RFI /MA /TEST RESULT	APPROVALS /EXPECTED TEST RESULT	NON- APPROVALS	DETAILED DOCUMENT REQUIREMENT
<b>KOTDA/CC/QA/01 EXCAVATION</b>	APPROVED PARCEL BOUNDARY				Site handover documentations
	APPROVED EXCAVATION DEPTH				Supervising consultants’ approvals
<b>KOTDA/CC/QA/02 CONSTRUCTION RAW MATERIAL</b>	APPROVED CONSTRUCTION RAW MATERIAL (Water, Aggregates, Sand, Steel, service pipes, ducts)				Provide a log for each material and its approval of source (quarry, factory, others) and or sample.
<b>KOTDA/CC/QA/03 BACKFILLING</b>	APPROVED / BACKFILL LAYERS				Provide Approval for each back-fill layer.
	APPROVED BOTTOM &TOP LAYER(S)				Provide Approval for each layer.
<b>KOTDA/CC/QA/04 CUBE TEST RESULTS</b>	APPROVED TEST LABORATORY				Provide approval document
	SEVEN DAYS				
	FOURTEEN DAYS				
	TWENTY-ONE DAYS				
	TWENTY-EIGHT DAYS				
	OTHER DESIGN PERIOD				
<b>KOTDA/CC/QA/05 CONCRETE CASTING</b>	LAID SERVICE DUCTS (Electrical/ mechanical/ ICT/firefighting/ others)				Provide approvals for each type of service with its own approval for each section of the project
	LAID REINFORCEMENT STEEL				Provide approvals for laying (spacing etc), joining (tie and extension points etc) for each section of the project.
	APPROVED CAST CONCRETE (Precast and Insitu)				Provide approvals for each element with cast concrete (Foundations, walls, slabs, others)
<b>KOTDA/CC/QA/06 EQUIPMENT/ MACHINERY</b>	FACTORY TESTS CERTIFICATES				Approved factory test certificate by the supervising consultant
	TESTING & COMMISSIONING				Test and commissioning reports.

NB: Provide a write up below the updated table elaborating on measures taken/ to be taken on any area whose approval was not given.

**3. KONZA TECGNOPOLIS DEVELOPMENT AUTHORITY CONSTRUCTION  
COMPLIANCE ON ENVIRONMENTAL MANAGEMENT:**

REFERENCE	REQUIREMENT	TYPE / QUANTITY/ DISPOSAL	NO. OF APPROVALS /EXPECTED TEST RESULT	NO. OF NON- APPROVALS	DETAILED DOCUMENT REQUIREMENT
<b>KOTDA/CC/EM/01</b>  <b>GREEN CERTIFICATION</b>  <i>To include design and post construction certification</i>	Certification application				Certification application and conditions.
	Credits applied for				Indicate and give details in the detailed documents.
	Construction data requirements				Indicate the type of data being collected and maintained
<b>KOTDA/CC/EM/02</b>  <b>SOCIAL AND ENVIRONMENTAL IMPACT ASSESSMENT</b>	NEMA certificate				Indicate and attach the certificate in the detailed report
	NEMA Reports				Attach NEMA acknowledgement of the reports.
<b>KOTDA/CC/EM/03</b>  <b>SOLID WASTE MANAGEMENT PLAN</b>	Waste generation				Quantity generated.
	Waste Segregation				Number of fractions separated
	Waste transportation				Means and mode of transportation / quantity
	Waste disposal				Disposal of each waste type
	Waste recycling				Recycling methodology
<b>KOTDA/CC/EM/04</b>  <b>EFFLUENT/WASTEWATER MANAGEMENT.</b>	Wastewater collection method				Facility (Septic, bio digester, other)
	Wastewater collection point				Indicate the number of collection points
	Wastewater management				Collection points emptying frequency
	Wastewater discharge				Discharge points (off site or onsite) and its approval
	Storm water management				Report on Management during construction.
<b>KOTDA/CC/EM/05</b>  <b>BIODIVERSITY MANAGEMENT.</b>	Biodiversity management				Report on management activities
	Vegetation restoration				Activities done and their approval.
<b>KOTDA/CC/EM/06</b>  <b>POLLUTION CONTROL AND MANAGEMENT</b>	Hazardous waste, management				Anticipated generation / disposal approval
	Air pollution through emissions				
	Noise pollution through sounds (machinery, Human. Other)				Indicate any anticipated generation and its control

4. **KONZA TECGNOPOLIS DEVELOPMENT AUTHORITY  
CONSTRUCTION COMPLIANCE ON TRAFFIC MANAGEMENT:**

REFERENCE / PARAMETER(S)	REQUIREMENT	TYPE / QUANTITY/ DISPOSAL	NO. OF APPROVALS /EXPECTED TEST RESULT	NO. OF NON- APPROVALS	DETAILED DOCUMENT REQUIREMENT
<b>KOTDA/CC/TM/01</b>  <b>TRANSPORT ROUTES</b>	APPROVED MATERIAL TRANSPORTATION ROUTE				Layout from Konza Technopolis border gate(s) to the project site
	APPROVED STAFF TRANSPORTATION ROUTES				From and or to Konza Technopolis border gate(s), labour camp, project site.
<b>KOTDA/CC/TM/02</b>  <b>PEDESTRIANS</b>	STAFF TRANSPORTATION VEHICLES				Indicate the number and provide type details.
	STAFF IDENTIFICATION				Staff details (Names, age, gender, ethnicity, other
<b>KOTDA/COC/TM/03</b>  <b>TRAFFIC CONTROL STAFF</b>	TRAFFIC MARSHALS				A list with location areas
	TRAINING CERTIFICATES				Certificates (safety, signaling etc)
<b>KOTDA/CC/TM/04</b>  <b>TRAFFIC FLOW</b>	NO OBSTRUCTION				Indicate any obstruction caused by your vehicle or staff and provide details
	SAFE PROJECT SITE ACCESS ROADS				Approvals of the constructed access road to the site
<b>KOTDA/CC/TM/05</b>  <b>PARKING</b>	APROVED PARKNG SITE				Approved layout plans
<b>KOTDA/CC/EM/06</b>  <b>BREAKDOWN</b>	NO IMMOBILE / BROKEN DOWN MACNERY/ VEHICLES				List of all machinery or vehicles that broke down at site and report on how they were moved away
<b>KOTDA/CC/EM/06</b>  <b>CONSTRUCTION MATERIAL</b>	APPROVED SITES FOR MATERIAL STORAGE				Approval for stockpiling construction material (the site, storage method, other)
	SAFE MATERIAL STORAGE				Approval for stored materials (they cannot fall and injure somebody)

5. **KONZA TECGNOPOLIS DEVELOPMENT AUTHORITY  
CONSTRUCTION COMPLIANCE ON HEALT AND SAFETY:**

REFERENCE / PARAMETERS	REQUIREMENT	TYPE / QUANTITY/ DISPOSAL	NO. OF APPROVALS /EXPECTED TEST RESULT	NO. OF NON- APPROVALS	DETAILED DOCUMENT REQUIREMENT
<b>KOTDA/CC/HS/01</b>  PERSONNEL PROTECTIVE EQUIPMENT'S	HEAD PROTECTION				Provide approval of the PPE by the supervising consultants
	EYE PROTECTION				
	MOUTH/NOSE PROTECTION				
	HAND PROTECTION				
	FEET PROTECTION				
	BODY PROTECTION				
	SPECILISED PROTECTION				Details of any PPE not shown above
<b>KOTDA/CC/HS/02</b>  EMPLOYEE'S INDUCTIONS AND TRAINING	INDUCTION CERTICATES				Provide individual certificates and or group certificates (hard or soft copy)
	TRAINING CERTIFICATES				
<b>KOTDA/CC/HS/03</b>  TOOLBOX TALKS	DAILY ATTENDANCE REGISTER				Provide Register (scanned or bio metric)
<b>KOTDA/CC/HS/04</b>  RECORDS OF INCIDENTS	NEAR MISS				Provide a report on how, where, when the incident happened, and the action taken. The report to cover each incident.
	FIRST AID				
	MEDICAL TREATMENT				
	HARRASSMENT				

6. **KONZA TECGNOPOLIS DEVELOPMENT AUTHORITY  
CONSTRUCTION COMPLIANCE ON SECURITY MANAGEMENT:**

REFERENCE / PARAMETER	REQUIREMENT	TYPE / QUANTITY/ DISPOSAL	NO. OF APPROVALS /EXPECTED TEST RESULT	NO. OF NON- APPROVALS	DETAILED DOCUMENT REQUIREMENT
<b>KOTDA/CC/SM/01</b>  SITE ACCESS CONTROL	BIOMETRIC ACCESS CONTROL SYSTEM				Access control data availability (In future, the biometric access control will link to KoTDA IOC)
<b>KOTDA/SM/02</b>  BOUNDARY SECURITY	CLEAR VIEW BORDER DEMARICATION  MANNED BOUNDARY PERIMETER				Approved drawings  report on boundary security / incidences.
<b>KOTDA/SM/03</b>  SECURITY FORCE	REGISTERED PRIVATE SECURITY COMPANY				Security Company Licences
<b>KOTDA/SM/04</b>  SECURITY ENFORCEMENT/FI REARMS	COLLABORATION WITH GOK POLICE AT SITE (Use of force and or firearm is not allowed)				Report on incident(s) that required use of force and or firearm and GOK policemen involvement
<b>KOTDA/SM/05</b>  TRAINING	TRAINING CERTIFICATES				Provide group or individual training certificates
<b>KOTDA/SMP/07</b>  COLLABORATION WITH GOK POLICE	MEETINGS				Provide attendance register
<b>KOTDA/SM/08</b>  INCIDENT(S)	REPORTS				Observed incidents and action taken
<b>KOTDA/SM/09</b>  COMPLAINTS & GRIEVANCE	REPPORTS				Grievance and or complaint and how it was handled
<b>KOTDA/SM/10</b>  TERRORIST ATTACKS	OCCURRENCE ASSEMENT				Assessment reports

**DECLARATION**

I declare that all the information recorded herein include the complete records and is true to the best of my knowledge.

SIGNED.....DATE.....

**PROJET MANAGER**