

RESPONSIBILITY MATRIX - TEMPLATE
Applicable for Fit-Out Works

NO	SUBJECT	Remarks	MAIN CONTRACTOR		SUBCONTRACTOR	
			Scope	Cost Borne by	Scope	Cost Borne by
1 Managerial Subjects						
1.1 Facilities						
	a Accommodation and Food				√	√
	b Site Offices for Subcontractor Management & Site Technical Staff				√	√
	c Warehouse for use of the Subcontractor				√	√
	d Workshop for use of the Subcontractor				√	√
	e Empty Yard for Warehouse & Workshop				√	√
	f Dining hall (with furniture)				√	√
	g Security of the Subcontractor's construction site				√	√
1.2 Subcontractor's Personnel						
	a Work Permit & Resident Permit & Reentry Visa & Business Visa				√	√
	b Taxes with related Personnel Salary				√	√
	c Air Fare - International Transportation				√	√
	d Personnel Transportation				√	√
	e Emergency Health services - within construction site		√	√		
	f Health services - out of the construction site				√	√
	g Salary of the Subcontractor's Personnel				√	√
	h Insurance				√	√
	i Indemnity of the Personnel				√	√
	j Saudization (According to local laws)				√	√
	k All other expenses and payments to the employees of the Subcontractor				√	√
1.3 Guarantees and Insurances						
	a Performance Bank Guarantee				10%	
	b Advance Payment Guarantee				N/A	
	c Retention from Interim Payments				10%	
	f Insurance of the Subcontractor Equipment & Vehicles				√	√
	g Transportation Insurances for Subcontractor Equipment & Vehicles				√	√
	h Automobile liability				√	√
	i Workmen compensation				√	√
2 Logistic						
2.1 Permanent Materials						
	a Supply of Permanent Materials with site delivery				√	√
	b Wastage of Permanent Materials more than 3 %				√	√
	d Protection of executed works under S/C SOW				√	√
2.2 Workmanship						
	a All type of Workmanship as defined in SOW				√	√
	c Erection & movement & dismantling of work scaffolding		√	√		
2.3 Temporary Materials						
	d All temporary materials needed for the Subcontract Works (including delivery to the site)				√	√
2.4 Machinery & Equipment for the Subcontractor's usage						
	a Mobile Crane / Boom Truck/ Forklift/BobCats etc..		√	√		
	c Man-Lift		√	√		
	f Equipment for In Site Transportation of Material	Heavy material that requires equipment to be shift is being done by the Contractor, light material that can fit in a pickup is to be shifted by the Subcontractor	√	√	√	√
	g All Other Construction Equipment				√	√
	h Hand & electrical Tools				√	√
	i Vehicles and Buses				√	√
2.5 Services at Subcontractor's Construction Site						
	a Electricity	Main Contractor to provide the temporary network to one point , subcontractor to connect to it and extend as required.	√		√	
	b Water		√		√	
	c Solid Waste Management				√	√
	d Disposal of waste & Housekeeping	Disposal of Waste & Housekeeping: Subcontractor is responsible to move his waste to designated areas on site into waste bins/dumpsters			√	√
3 Technical						
3.1 Project & Implementation						
	a Design Coordination With Designer	Preparation of Calculation report and structural verification by the subcontractor			√	√
	b Preparation of Shop Drawings	Preparation of Fabrication drawings by the Subcontractor			√	√
	c Survey Services (Office & Site)	Survey Services: Subcontractor will perform Surveys from Benchmarks provided by Main Contractor			√	√
	e Preparation of Method Statements and Construction Work Plans				√	√
3.2 Tests & Inspections						
	a Daily Inspections for Material & Construction	Subcontractor QA/QC prepares the Inspections in coordination with Main Contractor QA/QC for Subcontract Works			√	√
	b Testing of all other materials supplied by the Subcontractor				√	√
	c Obtaining the approval of the Engineer / Supervision Consultant on the Subcontract Works.				√	√
	d Handing Over of work to Engineer / Supervision Consultant on the Subcontract Works.				√	√
	e Cost of Supervision Consultant for extra hours and off days	Inspections falling beyond regular working hours and off days causing extra costs to be undertaken by Subcontractor			√	√
4 Others						
4.1 Services & Schedule of Rates						
	a QC Inspector/s	1 QC Inspector for every 80 Labour / 75 SAR per hour backcharge			√	√
	b QC Supervisor	Minimum 1 QC Supervisor and 1 QC Supervisor for every 3 QC Inspector / 100 SAR per hour backcharge			√	√
	c HSE Inspector/Officer	1 HSE Inspector for every 100 Labour/ 55 SAR per hour backcharge			√	√
	d HSE Supervisor	1 HSE Supervisor for every 500 Labour / 95 SAR per hour backcharge			√	√
	e HSE Expenses including PPE				√	√