

## Office procedure/quality control

### - Key information to state on measurement details

- ☐ Job name & number.
- ☐ AI No.
- ☐ Drawings used with revision No.
- ☐ BQ reference.
- ☐ Date of measurement.
- ☐ Name of taker-off.
- ☐ Exclusions or pending items.
- ☐ Attach a summary cover sheet with brief item description, amount of omission & amount of addition.
- ☐ Attach a quality checklist sheet.

### - Quantity and Rate Check

- ☐ Bulk check on major VOs & remeasurement, cost significant items.
- ☐ Quantity transfer check.
- ☐ BQ rate check.
- ☐ Rate build-up check and transfer check.
- ☐ Indicate pro-rata rates by prefixing "PR" before the BQ reference.
- ☐ Indicate star rates with an asterisk against the rate.

### - Arithmetical check

- ☐ By squaring section.
- ☐ Presentation should be easy to follow & check.
- ☐ Formulae used should be marked on the taking off spreadsheets.
- ☐ Rate transfer check by another surveyor in your team.

### - Self check

- ☐ Do self check which can screen out most of the inherent errors before passing to Team Leader or Associate for quality check.
- ☐ Quality check can only identify major or fatal errors.
- ☐ Check on consistency, completeness, units, decimal place, timesing, SMM rules, rate adjustment factors, magnitude & reason of overall cost effect, etc.

### - Contractor's quotations

- ☐ Marking & checking Contractor's quotations can speed up the assessment and agreement process.
- ☐ Be fair and honest in order to build up the trust relationship with the Contractor.
- ☐ The surveyor checking on Contractor's quotation becomes the bulk checker in the quality checklist sheet.
- ☐ Ask Contractor to provide supporting dimensions, called quotations, payment receipts, etc.

### - Standard procedures

- ☐ See office manual, client's circulars, etc.

### - Sending out

- ☐ Send our valuations to Contractor for agreement regularly in convenient batches.
- ☐ Send out measurement details only upon Contractor's request.
- ☐ Held regular final account meetings with Contractor for settlement of account.
- ☐ Document agreement status – minutes of meetings, counter-signing on valuation summary sheet, confirmation letters.
- ☐ Seek partial agreement if full agreement is not possible.
- ☐ Agreement by Contractor on particular vo shall be in writing.
- ☐ Do not let disputed items hinder settlement of remaining or other items & consider to settle disputed items in one basket at a later stage.
- ☐ Issue letters to Contractor chasing up agreement, as may be required.
- ☐ 1st draft final account should be issued before expiry of Period of Final Measurement.

### - Reporting

- ☐ Clear & complete the form of final account clearance checklist in project file.