

Best Practice

Contractor Recognition Scheme



Contractor Competence Accreditation

Draft

Draft

CIDB BEST PRACTICE CONTRACTOR RECOGNITION SCHEME;
REQUIREMENTS AND GUIDELINES FOR CONTRACTOR COMPETENCE
ACCREDITATION

August 2011



Draft

CIDB BEST PRACTICE CONTRACTOR RECOGNITION SCHEME; REQUIREMENTS AND GUIDELINES FOR CONTRACTOR COMPETENCE ACCREDITATION

1	Introduction	1
2	Requirements and Application	2
3	cidb Contractor Competence Accreditation	3
3.1	Construction Categories	3
3.2	Competence Requirements; Limited	3
3.3	Competence Requirements; Trade Contractors	4
3.4	Contractor Accreditation	4
3.5	External Assessment of Competence	5
3.6	Mutual Recognition	6
3.8	Right of Appeal	7
3.9	Validity of Accreditation	8
3.10	Withdrawal of Accreditation	8
3.11	Monitoring and Auditing	8
4	Guidelines for Clients	9
	Appendix 1 Generic Competence Requirements	10
	A1.1 General Building	10
	A1.2 Building Trade Contractors	10
	A1.3 Civil Engineering	11
	A1.4 Civil Trade Contractors	12
	Appendix 2 Accreditation Requirements; Qualifications and Experience	13
	A2.1 General Building; Limited	13
	A2.2 Building Trade Contractors	13
	A2.3 Civil Engineering; Limited	15
	A2.4 Civil Trade Contractors	15
	Appendix 3 Application for Competence Accreditation (Form CRS_F101)	17
	Appendix 4 External Competence Assessment; Trade Contractors (Form CRS_F102a)	21
	Appendix 5 External Competence Assessment; Limited; Grades 2 to 4 (Form CRS_F102b)	39
	Appendix 6 External Competence Assessment; Limited; Grades 5 & 6 (Form CRS_F102c)	51
	Appendix 7 Application for Competence Accreditation; Mutual Recognition (Form CRS_F103)	61
	Appendix 8 Request for Review of Accreditation (Form CRS_F104)	63
	Appendix 9 Clauses for Inclusion in Tender Documents	65
	A9.1 Conditions of Tendering	65
	A9.2 Conditions of Contract	65
	Appendix 10 Guidelines for Public Sector Tendering and Adjudication of Contracts	66
	A10.1 Tender Data or Submission Data	66
	A10.2 Scoring of Evaluation Criteria	66
	Appendix 11 Assessment of Resource Requirements	67

Draft

1 INTRODUCTION

The Construction Industry Development Board Act (Act 38 of 2000) requires the Board to establish a *Best Practice Contractor Recognition Scheme* which:

- (a) enables organs of state to manage risk on complex contracting strategies; and
- (b) promotes contractor development in relation to best practice standards and guidelines developed by the Board.

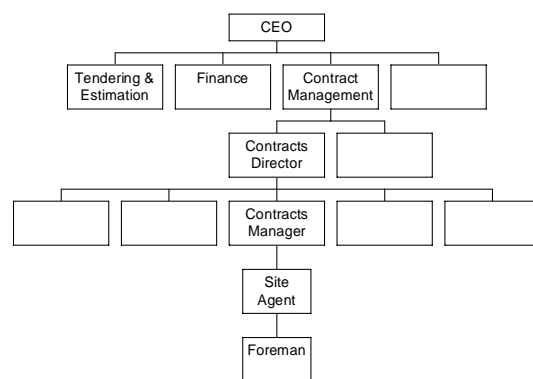
The **cidb** *Best Practice Contractor Recognition Scheme* achieves this through:

- recognising the competence of contractors;
- encouraging best practice and performance improvement of contractors; and
- providing a platform for clients to reward best practice and performance improvement.

The key competencies required by an enterprise to run a successful contracting business include:

- business management;
- building and construction works management (operational and supervision);
- building and construction technology; and
- legislative issues.

In a small company, these competencies may all be held by a single person, but in general (as illustrated in the adjacent figure) these competencies are held by different people, with the owner (or CEO) providing overall management control.



The **cidb** *Best Practice Contractor Recognition Scheme* provides an assessment of the competencies of a contracting enterprise, and are measured against acceptable standards necessary for running a contracting enterprise and for supervising building and construction works. These competencies need to reside with the owner and/or key nominated representatives of the contractor. Where these representatives meet the minimum competencies as required by the **cidb**, the contractor will be recognised as a **cidb** Accredited Contractor.

This document presents the requirements for the assessment of contractor competencies, together with guidelines and procedures for the accreditation.

2 REQUIREMENTS AND APPLICATION

Clients are encouraged to procure work from contractors with cidb competence accreditation.

Notwithstanding the above, after the date and above a prescribed tender value determined by the Minister in the Gazette, cidb accreditation of a contractor's competence will be required to be taken into account as a quality factor (functionality) in construction procurement on all public sector contracts.

The initial phased implementation for including requirements for cidb accreditation of contractor competence in public sector procurement is given below:

Sector	Implementation Date
National Public Works and regions	year 0
National government departments	year 0
Public entities	year 0
Provincial government departments	year 0 + 1
Metros	year 0 + 1
High-capacity municipalities ¹	year 0 + 2
Medium-capacity municipalities ¹	year 0 + 3
Low-capacity municipalities ¹	year 0 + 4

Note: 1) As per Government Notice No. 733 of 1 July 2004

The relevant Construction Categories and respective Tender Grades to which the requirements apply are described in Section 3.1.

3 CIDB CONTRACTOR COMPETENCE ACCREDITATION

3.1 Construction Categories

The competence of contractors are accredited within a *cidb* Class of Construction Works, and within a Construction Category and where relevant within a sub-Category. Accreditation within a Construction Category / sub-Category will satisfy the accreditation criteria for all lower Construction Categories within a Class of Construction Works.

At present, accreditation is being limited to General Building (GB), Civil Engineering (CE) and selected artisanal categories within the Special Works (SW) and in the following Categories within a Class of Works:

- **Limited** (Grades 2 to 6): being a contractor who has adequate knowledge and experience to carry out work within the sub-categories described in the certificate of accreditation;
- **Trade Contractors** (Grades 1 to 5): being a contractor who has adequate knowledge and experience to carry out work within the trade categories described in the record of accreditation.

The scope of work associated with the various sub-Categories that will be accredited within the Limited Category for various Classes of Construction Works are given in Appendix 1, and are summarised below:

General Building; Limited	Civil Engineering; Limited
<ul style="list-style-type: none"> • Low rise residential building of not more than 16 metres in height; • Low rise commercial, institutional and industrial buildings with public access and exit requirements • Single family houses 	<ul style="list-style-type: none"> • Municipal services (water, sewer, roads and storm water) • Major roads, stormwater and earthworks • Bridges, culverts, small dams and canals • Water reticulation and treatment works • Pump stations and pipelines • Sewerage reticulation and treatment works • Solid waste disposal sites • Marine and dredging works • Rehabilitation and maintenance • Other
Building Trade Contractors	Civil Trade Contractors
<ul style="list-style-type: none"> • Bricklayers and stonemasons • Plumbers and drainage systems • Carpenters and joiners • Ceiling and partitioning • Shop fitters • Floor finishers and painters • Glaziers, plasterers and tillers • Electrical works • Block working • Roofing contractors 	<ul style="list-style-type: none"> • Structural Steel Workers • Earthmoving Plant Operators • Crane, Hoist and Lift Operators • Concreters • Formwork • Steel fixing • Kerb laying • Road marking • Block paving • Pipe laying • Minor structures • Demolition

3.2 Competence Requirements; Limited

The *cidb Best Practice Contractor Recognition Scheme* will accredit the competencies (in terms of knowledge, skills and experience) of limited contractors (including, where appropriate, the qualifications and experience of their nominated representatives) that are deemed to be minimum standards necessary for running a contracting enterprise and for supervising building and construction works in the various Categories and sub-Categories within the fields of:

- business management;
- building and construction management (operational and supervision);
- legislative issues.

The generic competence requirements for the various Classes of Works and Categories are given in [Appendix 1](#). The minimum prescribed qualifications and experience, or recognised equivalence required is given in [Appendix 2](#), and is summarised below.

Category	Grade	Minimum Qualifications for Building and Construction Works Management	Minimum Experience
GB: General Building	5 & 6	<ul style="list-style-type: none"> National Certificate: Management of Building Construction Processes 	3 years
CE: Civil Engineering	2 to 4	<ul style="list-style-type: none"> NCV 4: Civil Engineering and Building Construction National Certificate: Building and Civil Construction 	3 years

Note that these competencies must be accessible to the company, and any nominated representative must either be employees of the company, or must be accessible to the company for the duration of any construction works to be undertaken by the contracting enterprise. The names of such individuals with the necessary competencies in building and construction management (operational and supervision) will be recorded in the contractor's registration on the [cidb Best Practice Contractor Recognition Scheme](#) and must be submitted to clients when tendering for work opportunities with an undertaking that the nominated representative will be available for supervising the construction works (see Section 4: Guidelines for Clients).

3.3 Competence Requirements; Trade Contractors

The *Best Practice Contractor Recognition Scheme* will accredit the skills and competencies of Trade Contractors based on their specific trade. Trade Contractors must have in their employ recognised building and construction tradesmen who have attained their artisanal status as evidenced by a trade test, or industry recognised summative assessments in the case of civil trade contractors.

The generic competence requirements for the various Trade Contractors are given in [Appendix 1](#). The minimum prescribed qualifications and experience required is given in [Appendix 2](#), and is summarised below.

Category	Grade	Minimum Qualifications	Minimum Experience
TC: Trade Contractor	1 to 5	<ul style="list-style-type: none"> National Certificate: Building and Civil Construction Relevant Trade Test certificate 	3 years

3.4 Contractor Accreditation

Contractors and Trade Contractors who wish to have their competencies accredited need to submit a completed application to the [cidb](#) (see Form CRS_F101 given in [Appendix 3](#)), providing full details of their qualifications and experience that is relevant to assessing the contractor's knowledge, skills and experience in the Categories and sub-Categories being applied for.

The contractor's application must be accompanied by proof of payment of the necessary application fees prescribed by the [cidb](#).

Where a contractor or his nominated representative does not hold the required minimum formal qualifications, the contractor can request an external assessment of the contractor's or of his nominated representative's competence (see Section 3.5).

The contractor accreditation will be overseen by a **cidb** Accreditation Committee, consisting of:

- a **cidb** senior manager, who will chair the Accreditation Committee;
- a minimum of two **cidb** managers;
- an industry representative nominated by the **cidb**; and
- additional industry experts and/or qualified workplace assessors as required.

The **cidb** Accreditation Committee will be supported over the first three years by two full-time **cidb** assessors, and the **cidb** Accreditation Committee will undertake regular sampling and review of the work of the assessors.

Where necessary, an applicant may need to attend an interview by the **cidb** Accreditation Committee. The **cidb** will determine whether an interview takes place at the **cidb** or on-site, and may include the following:

- an interview involving questions and answers;
- the tabling of documentation, including:
 - a site plan or drawing, site induction plan, etc.;
 - a business plan or financial plan, etc.;
- an on-site assessment, involving a visit to a current work site; and
- membership of professional or industry associations with an enforceable Code of Ethics or Code of Practice.

Where contractors meet or exceed the minimum competence requirements as set out by the **cidb**, the contractor will be entered into the **cidb Best Practice Contractor Recognition Scheme** as a **cidb Accredited Contractor** in the categories of Limited or Trade Contractor (Trade Specific) as appropriate.

3.5 External Assessment of Competence

Where a contractor or his nominated representative does not hold the required minimum formal qualifications, the **cidb** will facilitate an assessment by an external Competence Assessment Panel of the applicant's competence against those that are deemed to be minimum standards.

i) Requirements

Details of the minimum competence requirements (in terms of Unit Standards) to be used for an external assessment are given in **Appendix 4 to 6**. These are summarised below together with the minimum experience required for an external assessment.

Category	Grade	Minimum NQF Level Equivalence	Minimum Experience without qualifications
GB: General Building	5 & 6	5	5 years
CE: Civil Engineering	2 to 4	3	5 years
TC: Trade Contractor/ Artisans	1 to 5	3	5 years

The candidates proposed for assessment under the **cidb** competence accreditation scheme must at least:

- have the necessary knowledge and skills for the category they are assessed for;
- have the ability to apply the knowledge successfully in the workplace; and
- have the ability to perform the tasks to a level recognised by industry.

Candidates will be required to prepare a portfolio of evidence to be presented to the assessor prior to an assessment event. The portfolio must include the following:

- certified copies of all qualifications;
- certified copies of all professional and trade registration;
- certified copies of industry awards;
- testimonials from past employers and clients; and
- samples of past work successfully completed by the contractors.

The presentation of the portfolio of evidence to the Competence Assessment Panel and the competence assessment can be done in home language of candidate.

ii) Competence Assessment Panel

An external assessment of competence will be overseen by a **cidb** Competence Assessment Panel established by the **cidb** and that is comprised of industry experts. The Competence Assessment Panel will be drawn from individuals who meet the criteria established by the **cidb** that are deemed necessary to form an impartial and informed opinion about the competence of the candidates, including:

- recognition as industry experts by peers;
- active in training and skills development;
- experience of managing a successful construction enterprise;
- senior level employee of successful contracting enterprises; and
- possession of relevant trade or academic qualifications in an appropriate discipline.

The **cidb** will advertise calls for interested individuals to be accredited as **cidb** Competence Assessors, from which the **cidb** Competence Assessment Panel will be drawn.

cidb Competence Assessors will be required to comply with a Code of Conduct for Assessors to be established by the **cidb**, and failure to comply with this Code of Conduct will result in the removal of the recognition of the person as a **cidb** Competence Assessor.

cidb Competence Assessors will be remunerated for their work on a hourly basis as prescribed by the **cidb**.

iii) External Competence Assessment

The external assessment of competence will be undertaken by one **cidb** Competence Assessor. Guidelines and criteria for undertaking an external assessment by the Competence Assessment Panel are given in **Appendix 4, 5 and 6**, and the Panel will submit its recommendations to the **cidb** Accreditation Committee (Section 3.4).

The contractor has the opportunity to request a review of the external competence assessment (see Section 3.8).

3.6 Mutual Recognition

Trade Contractors will receive automatic accreditation if they are registered with a professional or industry association that has a recognition agreement with the **cidb**, and where the contractor has met:

- the registration requirements of the professional or industry association; and
- the contractor is registered with the **cidb** Register of Contractors.

Such recognition will be dependent on the association having:

- an enforceable Code of Ethics and Code of Practice; and
- recognition of contractor competencies that are equivalent to the cidb criteria.

Contractors must submit such applications to the cidb using the relevant forms (see Form CRS_F103 in [Appendix 7](#)).

3.8 Right of Appeal

Where the cidb has assessed that a contractor has not met the minimum competence requirements as set out by the cidb, the contractor has an opportunity to a review of the competence assessment by a Review Panel that will be established by the cidb. This opportunity to request a review includes a review of an external assessment of competence where applicable.

The contractor appeal process is outlined below:

- a) The contractor must submit a written request to the cidb requesting a review of the contractor competence assessment (see Form CRS_F104 given in [Appendix 8](#)) within 10 working days of notification of the outcome of the initial evaluation by the cidb, stating the reasons for the appeal and supplying any further supporting documents.

The contractor's written request must be accompanied by proof of payment of the necessary application fees prescribed by the cidb. Should there be no grounds for a review or should the review be successful, such fees will be refunded to the applicant.

- b) Senior management within the cidb will review the contractor's request, and if there are no grounds for an appeal the cidb will inform the contractor in writing of the cidb's decision within 15 working days of receipt of the contractor's request for a review. The decision of the cidb will be final.
- c) If there are grounds for appeal, the cidb will establish an independent Review Panel within 30 working days of receipt of the contractor's request comprising of:
 - the Chair of the cidb Accreditation Committee;
 - an independent member of the senior management of the cidb;
 - an industry representative; and/or
 - a representative from the CETA.

The Review will be undertaken on the available evidence submitted by all parties and the Review Panel may at its absolute discretion seek additional information from the contractor, either in writing or in person.

In the case that the grounds for appeal require a review of an external competence assessment, the cidb will re-establish an independent cidb Competence Assessment Panel within 15 working days of receipt of the contractor's request. The applicant may then be required to participate in the re-evaluation. The results of the re-assessment will then be submitted to the independent Review Panel within 10 days of the external review.

The contractor will be notified of the outcome of the appeal within 30 working days of the Review, and the outcome of the Review Panel will be final with no further right to appeal.

- d) Where the results of the review are unchanged, the contractor will be liable for a If there are grounds for appeal, the cidb will establish an independent Review Panel within 30 working days of receipt of the contractor's request comprising of:

3.9 Validity of Accreditation

Subject to the provisions given below, a contractor's competence accreditation is valid for a period of three years, and a request for renewal must be made on the relevant form (see Form CRS_F101 in [Appendix 3](#)).

A contractor's accreditation may be transferred to that of another entity and treated as if it were the same entity for the purposes of accreditation where:

- a sole proprietor becomes a close corporation or a Pty (Ltd);
- a close corporation becomes a Pty (Ltd), or vice versa, without any substantial changes; or
- a company registered in terms of an Act undergoes only a name change for whatever reasons without changing its principals.

Furthermore, a nominated representative's accreditation can be carried over within the same Class of Works and the same Category or sub-Category (or to all lower Category).

Notwithstanding the above, a contractor must notify the [cidb](#) and apply for re-accreditation within 14 working days should there be any change to a contractor's key staff, or nominated representatives, listed in the contractor's assessment application.

3.10 Withdrawal of Accreditation

A contractor's [cidb](#) accreditation can be withdrawn under the following circumstances:

- when the contractor's nominated representative leaves the employ of the contractor and is not replaced with a person with similar competencies within a period of three months;
- when a contractor has been barred from practising through a disciplinary procedure of the professional or voluntary association that the contractor is affiliated with;
- for failure to inform the [cidb](#) of any material changes in the company registration status including a change in the company principals who may have been assessed for the initial company competence assessment.

3.11 Monitoring and Auditing

The [cidb](#) reserves the right to undertake a random monitoring process for compliance with the provisions of this competence assessment scheme, especially the requirement for a qualified, competent person to be on site at all times.

4 GUIDELINES FOR CLIENTS

The following guidelines for public sector clients are given in the following Appendices:

- i) Guidelines for clauses to be included in Conditions of Tendering and Conditions of Contract in the tender and contract documents for public sector organisations are given in **Appendix 9**.
- ii) Guidelines for using contractor performance reports for Tender Evaluation by public sector organisations are given in **Appendix 10**.

APPENDIX 1 GENERIC COMPETENCE REQUIREMENTS

A1.1 General Building

Applicants need to demonstrate the following generic competencies as appropriate to the Class of Works, Category and sub-Category they wish to be accredited in.

Business Management

<p>Knowledge of and ability to implement:</p> <ul style="list-style-type: none"> • business planning • cash flow budgets • basic accounting principles • employment law • law of contract • communication practice • organisational skills • conflict resolution • problem solving 	<p>(Continued)</p> <ul style="list-style-type: none"> • human resource management • occupational health and safety • insurances <ul style="list-style-type: none"> ▪ professional practice ▪ employees • information technology • quality management • self-development principles
--	---

Building and Construction Works Management

<p>Knowledge of and ability to implement:</p> <ul style="list-style-type: none"> • tender preparation and documentation, estimating and preparation of a bill of quantities • apply contract documentation • manage construction project administration • read, interpret and use construction drawings and specifications • calculate construction quantities and develop a work plan • survey and set out construction work areas • manage financial aspects of a construction project 	<p>(Continued)</p> <ul style="list-style-type: none"> • lead, manage and supervise construction teams • implement Health and Safety, Quality and Environmental impacts on a construction project select and supervise the use and maintenance of plant, equipment and tools • supervise the procurement, use and storage of construction materials • monitor and control cost and production of construction work activities and implement productivity improvements
--	--

Building and Construction Legislation

<p>Knowledge of the statutory requirements in construction including but not limited to:</p> <ul style="list-style-type: none"> • relevant national building regulations e.g. NBR s/ SANS 10400 • the Unemployment Insurance Act, 2001; the Unemployment Insurance Contribution Act, 2002 • the Occupational Health and Safety Act, 1993; the Construction Regulations; 2003 • the Skills Development Act, 1998 • the Basic Conditions of Employment Act, 1997 • the Labour Relations Act, 1995 • the Housing Consumers Protection Measures Act, 1998 • the Construction Industry Development Board Act, 2000
--

A1.2 Building Trade Contractors

Business Management

<p>Knowledge of and ability to implement:</p> <ul style="list-style-type: none"> • business planning • cash flow budgets • basic accounting principles • employment law • law of contract • communication practice • organisational skills • conflict resolution • problem solving 	<p>(Continued)</p> <ul style="list-style-type: none"> • human resource management • occupational health and safety • insurances <ul style="list-style-type: none"> ▪ professional practice ▪ employees • information technology • quality management • self-development principles
--	---

Building and Construction Technology

Knowledge of and ability to implement (as appropriate to Category and sub-Category of Registration):

- utilisation of plant
- general building and construction methods
- reading technical drawings
- interpret specifications
- relevant SANS standards and specifications
- SANS 10155:1980 Accuracy in buildings

A1.3 Civil Engineering

Applicants need to demonstrate the following generic competencies as appropriate to the Class of Works, Category and sub-Category they wish to be accredited in.

Business Management

Knowledge of and ability to implement:

- business planning
- cash flow budgets
- basic accounting principles
- employment law
- law of contract
- communication practice
- organisational skills
- conflict resolution
- problem solving

(Continued)

- human resource management
- occupational health and safety
- insurances
 - professional practice
 - employees
- information technology
- quality management
- self-development principles

Building and Construction Works Management

Knowledge of and ability to implement:

- tender preparation and documentation, estimating and preparation of a bill of quantities
- apply contract documentation
- manage construction project administration
- read, interpret and use construction drawings and specifications
- calculate construction quantities and develop a work plan
- survey and set out construction work areas
- manage financial aspects of a construction project

(Continued)

- lead, manage and supervise construction teams
- implement Health and Safety, Quality and Environmental impacts on a construction project
- select and supervise the use and maintenance of plant, equipment and tools
- supervise the procurement, use and storage of construction materials
- monitor and control cost and production of construction work activities and implement productivity improvements

Building and Construction Legislation

Knowledge of the statutory requirements in construction including but not limited to:

- relevant national building regulations e.g. NBR s/ SANS 10400
- the Unemployment Insurance Act, 2001; the Unemployment Insurance Contribution Act, 2002
- the Occupational Health and Safety Act, 1993; the Construction Regulations; 2003
- the Skills Development Act, 1998
- the Basic Conditions of Employment Act, 1997
- the Labour Relations Act, 1995
- the Housing Consumers Protection Measures Act, 1998
- the Construction Industry Development Board Act, 2000

A1.4 Civil Trade Contractors

Business Management

Knowledge of and ability to implement:

- business planning
- cash flow budgets
- basic accounting principles
- employment law
- law of contract
- communication practice
- organisational skills
- conflict resolution
- problem solving

(Continued)

- human resource management
- occupational health and safety
- insurances
 - professional practice
 - employees
- information technology
- quality management
- self-development principles

Building and Construction Technology

Knowledge of and ability to implement (as appropriate to Category and sub-Category of Registration):

- utilisation of plant
- general building and construction methods
- reading technical drawings
- interpret specifications
- relevant SANS standards and specifications
- SANS 10155:1980 Accuracy in buildings

APPENDIX 2 ACCREDITATION REQUIREMENTS; QUALIFICATIONS AND EXPERIENCE

A2.1 General Building; Limited

a) **Scope of work:** General Building contractors; Limited are accredited for the construction of:

- low rise residential building of not more than 16 metres in height; and
- low rise commercial, institutional and industrial buildings of not more than 16 metres in height, with public access and exit requirements.

b) **Qualifications:** General Building contractors; Limited must meet the following NQF level qualification requirements, depending on the contractor Grade:

Grade	Minimum NQF Level	Recognised Qualifications
Business Management		
5 & 6	4	• [under development]
2 to 4	2	• National Certificate: Construction Contracting
Building and Construction Works Management		
5 & 6	5	• National Certificate: Management of Building Construction Processes
2 to 4	3	• NCV 4: Civil Engineering and Building Construction • National Certificate: Building and Civil Construction (NQF 3)
Building and Construction Legislation		
5 & 6	4	• [under development]
2 to 4	2	• Comply with legal requirements for a construction contract

c) **Experience requirements:** Where the contractor has met the minimum qualification requirements, at least:

- 3 years practical, relevant occupational experience after completion of qualification under the supervision of a cidb accredited or experienced contractor for Grades 2 and 3 contractors; or
- 5 years practical, relevant occupational experience after completion of qualification under the supervision of a cidb accredited or experienced contractor for Grades 4 to 6 contractors.

Where the contractor has not met the minimum qualification requirements, at least:

- 7 years practical, relevant occupational experience under the supervision of an experienced contractor.

A2.2 Building Trade Contractors

a) **Scope of work:** The following Building Trade Contractors can currently be accredited:

i) **Plumbing and Drainage:** Install, maintain and repair pipes, drains, guttering and metal roofing, mechanical services and related equipment for water supply, gas, drainage, sewerage, heating, and cooling and ventilation systems in all classes of buildings and premises, including, but not limited to, the following:

- general plumbing;
- air conditioning and mechanical services plumbing;
- drainage contractors;
- gas fitting; or
- roof plumbing.

- ii **Carpentry and Joiner:** Construct, erect, install, renovate and repair structures and fixtures made of wood, plywood, wallboard and other materials, and cut, shape and fit timber parts to form structures and fittings which would typically include but not limited to, the following:
 - kitchen units;
 - finishing carpenter;
 - joiner wood machinist;
 - form worker; and
 - ceiling and partitioning erector.
- iii **Bricklayers and Stonemasons:** Lay bricks, pre-cut stones and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures, and cut and shape hard and soft stone blocks and masonry slabs for the construction and renovation of stone structures and monumental buildings including but not limited to, the following:
 - simple masonry walkway
 - installing an ornate exterior on a high-rise building.
- iv **Floor Finishers and Painter:** Install and repair soft and resilient floor coverings, and apply paint, varnish, wallpaper and other finishes to protect, maintain and decorate the surfaces of buildings and structures. The scope of work includes and is not limited to the following:
 - carpet layer; and
 - parquetry layer.
- v **Glaziers, Plasterers and Tilers:** Cut and install flat glass, apply plaster and secure plasterboard and suspended ceilings, and lay tiles on roofs, walls and floors.

b) **Qualifications:** The following qualifications are recognised for Trade Contractors:

Grade	Minimum NQF level	Recognised Qualifications
Business Management		
5	4	<ul style="list-style-type: none"> • [under development]
1 to 4	2	<ul style="list-style-type: none"> • National Certificate: Construction Contracting
Building and Construction Technology		
1 to 5	3	<ul style="list-style-type: none"> • National Certificate: Building and Civil Construction (Trade Specific) • Relevant Trade Test certificate
Building and Construction Legislation		
1 to 5	2	<ul style="list-style-type: none"> • Comply with legal requirements for a construction contract

In addition contractors must be registered with professional or industry trade associations that have an enforceable Code of Ethics and a Code of Practice.

- c) **Experience requirements:** Three years post training experience which excludes experience gained during an apprenticeship or other training, in;
- the scope of work for the trade; or
 - other work the authority considers equivalent to experience in the scope of work for the trade
 - Five years work experience under the supervision of registered trade contractors in cases where the nominated representative does not have any formal qualifications.

A2.3 Civil Engineering; Limited

- a) **Scope of work:** The Civil Engineering discipline deals with the design, construction and maintenance of the physical and natural built environment, including works such as bridges, roads, canals, dams and buildings.
- b) **Qualifications:** Civil Engineering contractors; Limited must meet the following NQF level qualification requirements, depending on the contractor Grade:

Grade	Minimum NQF Level	Recognised Qualifications
Business Management		
5 & 6	4	<ul style="list-style-type: none"> [under development]
2 to 4	2	<ul style="list-style-type: none"> National Certificate: Construction Contracting
Building and Construction Works Management		
5 & 6	5	<ul style="list-style-type: none"> National Certificate: Management of Civil Engineering Construction Processes National Diploma: Civil Engineering and Building Construction
2 to 4	3	<ul style="list-style-type: none"> Further Education and Training Certificate: Supervision of Construction Processes NCV 4 - Civil Engineering and Building Construction
Building and Construction Legislation		
5 & 6	4	<ul style="list-style-type: none"> [under development]
2 to 4	2	<ul style="list-style-type: none"> Comply with legal requirements for a construction contract

- c) **Experience requirements:** Three years post training experience, which excludes experience gained during an apprenticeship or other training, in:
- the scope of work for the trade; or
 - other work experience considered to be equivalent to the position of site agent or general foreman in a company;
 - other work the authority considers equivalent to experience in the scope of work for the trade.

A2.4 Civil Trade Contractors

- a) **Scope of work:** The following Civil Trade Contractors are currently recognised:
- i **Machine Operators:** Machinery operators and drivers operate machines, plant, vehicles and other equipment to perform a range of agricultural, manufacturing and construction functions, move materials, and transport passengers and freight.
 - ii **Structural Steel Workers:** Assemble rigging gear to move and position equipment and structural components, erect scaffolding, position and secure reinforcing in concrete forms, and erect and dismantle structural steel frames
 - iii **Crane, Hoist and Lift Operators:** Operate stationary and mobile cranes, hoists, lifts and winches to lift, move and place materials, equipment and people in areas such as building sites, factories, mines, sawmills, wharfs and shipyards
 - iv **Concreters:** Pour, spread and finish concrete structures such as floors, stairs, ramps, footpaths and bridges
 - vi **Earthmoving Plant Operators:** Operate plant to excavate earth, ore and rock, break up pavement, road, rock, obstructions, move and load earth, rock and debris, and level, smooth and compact surfaces in construction and other projects

b) Qualifications: The following qualifications are recognised for Trade Contractors:

Grade	Minimum NQF Level	Recognised Qualifications
Business Management		
5	4	<ul style="list-style-type: none"> • [under development]
1 to 4	2	<ul style="list-style-type: none"> • National Certificate: Construction Contracting
Building and Construction Technology		
1 to 5	3	<ul style="list-style-type: none"> • National Certificate: Building and Civil Construction • Appropriate Summative Assessment administered by a SETA accredited training provider
Building and Construction Legislation		
1 to 5	2	<ul style="list-style-type: none"> • Comply with legal requirements for a construction contract

c) Experience requirements: Three years post training experience, which excludes experience gained during an apprenticeship or other training, in:

- the scope of work for the trade; or
- other work the authority considers equivalent to experience in the scope of work for the trade.

Company Name	<input type="text"/>
Position	<input type="text"/>
From	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>
To	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>
Duties & Responsibilities	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Company Name	<input type="text"/>
Position	<input type="text"/>
From	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>
To	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>
Duties & Responsibilities	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Company Name	<input type="text"/>
Position	<input type="text"/>
From	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>
To	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>
Duties & Responsibilities	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Continued overleaf

APPENDIX 4 EXTERNAL COMPETENCE ASSESSMENT; TRADE CONTRACTORS (FORM CRS_F102A)

See over

9976	b. Process payments		
	c. Deal with customers		

Competence 1.2 Apply construction contract documentation

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
9980	a. Apply Construction Contract documents		
	b. Apply the legal aspects of disputes		
	c. Apply the Targeted Procurement Policy documents		
	d. Understand and apply Tender and Construction drawings		

Competence 1.3 Setup and manage a construction contracting business

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
11553	a. Understand and apply business principles		
	b. Start a Construction Contracting Business		
	c. Market Contracting services		
	d. Apply Industrial Relations procedures		

--	--	--

Competence 1.4 Tender for construction contracts

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
9981	a. Procure a Tender Document		
	b. Prepare and complete a Tender Document		
	c. Submit a Tender Document		

Competence 1.5 Understand and apply business finances

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
9989	a. Identify bookkeeping and financial documents		
	b. Understand business financial documents		
	c. Determine cash flow from financial documents with assistance from an accountant		
	d. Determine the organizations financial status from the various financial documents with the assistance from an accountant		

Section E2: Competence Area 2: Building and Construction Technology

Competence 2.1 Compliance to safety, health and environmental requirements in the workplace

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
	a. Explain the safety, health and environmental requirements applicable in a specific workplace		
	b. Monitor workplace compliance to safety, health and environmental		

259604	requirements against specified requirements		
	c. Evaluate performance of workplace safety activities required by safety, health and environmental management programmes		
	d. Remedy workplace non-compliance to and non-performance of safety, health and environmental requirements and programmes		

Competence 2.2 Work Plans			
----------------------------------	--	--	--

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
261661	a. Identify given specifications for construction assignments		
	b. Determine construction work requirements based on given specifications		
	c. Develop work plans that meet statutory requirements		
	d. Check and present work plans for construction work		

Competence 2.3 Erect, use and dismantle access equipment for construction work			
---	--	--	--

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
261664	a. Erect and dismantle a system scaffold with ladder access		
	b. Erect and dismantle a trestle scaffold		
	c. Erect and dismantle an extension ladder		

d. Erect and dismantle a step ladder

Competence 2.4 Use and maintain tools, machines, equipment and material

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
261658	a. Identify, use and maintain a range of hand and power tools, machines and equipment		
	b. Use a range of levelling devices to determine and transfer horizontal and vertical levels		
	c. Select materials and use appropriate application methods		

Competence 2.5 Procure construction materials, tools and equipment

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
261737	a. Specify and select building and civil construction materials, tools and equipment in accordance with plans and project specifications		
	b. Procure material, tool and equipment in accordance with all relevant procedures for procurement and storage specific to task		
	c. Receive materials, tools and equipment for specific building and civil construction activity according to specified procedures		

Competence 2.6 First Aid

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
	a. Explain the principles of advanced primary emergency care in all health emergencies		

254220	b. Demonstrate an advanced level of preparedness to deal with potential emergencies		
	c. Assess and manage a complex emergency scene/disaster		
	d. Explain the applied anatomy and physiology of the human body systems and describe the emergency care management of disorders and diseases relating to each physical system		

Competence 2.7 Read and interpret construction drawings and specifications			
---	--	--	--

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
14580	a. Explain the role of drawings and specifications		
	b. Identify drawings and symbols used on a construction		
	c. Safeguard, store and issue construction drawings		
	d. Apply information from drawings in construction activities		

Competence 2.8 Prepare surfaces for painting			
---	--	--	--

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
261697	a. Determine sequences and their individual components and assess surface condition in terms of preparation requirements		
	b. Prepare surfaces for the application of primer and paint by removing fittings		
	c. Identify, select and maintain tools and equipment		

Competence 2.9 Prime and apply paint to surfaces

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
261666	a. Prepare materials, tools and equipment for applying primer and paint		
	b. Prime surfaces for painting		
	c. Coat surfaces with paint		
	d. Demonstrate a responsibility toward the safety of self, others and the environment		

Competence 2.10 Prepare surfaces and apply tiles

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
261665	a. Select materials, tools and equipment for specified tiling work		
	b. Cut tiles according to specification		
	c. Prepare surfaces for tiling		
	d. Mix adhesive , grout and tile surfaces		

Competence 2.11 Prepare for plastering

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
9969	a. Set out work for plastering		
	b. Prepare work surfaces for plastering		
	c. Mix plaster, screed and grano.		

Competence 2.12 Apply screeds to concrete floor

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
9971	a. Prepare floors and apply screeds to floors and steps		
	b. Lay insitu concrete paving		
	c. Repair granolithic floors		

Competence 2.13 Plaster surfaces

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
261657	a. Select and maintain materials, tools and equipment for specified plastering work		
	b. Prepare work areas for plastering		
	c. Batch and mix plaster		

d. Apply plaster to various types of surfaces, install mouldings and repair damaged plaster

Competence 2.14 Set out, excavate, cast concrete strip foundations and build foundation walling

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
14662	a. Prepare the work area and select, use and maintain tools, equipment and materials		
	b. Prepare site and set out building foundations		
	c. Evaluate foundation trenches, evaluate and report on soil conditions		
	d. Install level pegs for top of concrete foundations including step foundations where required		
	e. Mix, cast and level concrete and introduce steps		

Competence 2.15 Build masonry superstructures using solid and hollow units

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
	a. Prepare the work area and select, use and maintain tools, equipment and materials.		
	b. Set up vertical profiles and set out walls		
	c. Install damp proof course, set up doorframes and mark position of window frames		

261663 261659	d. Build walls, build in doorframes, install and build in window frames		
	e. Apply wall surface finishes		
	f. Mark off, position and build in roof anchors (tie downs)		
	g. Mix, cast and level concrete and introduce steps		

Competence 2.16 Manufacture timber roof trusses

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
14679	a. Interpret drawings and prepare cutting lists		
	b. Prepare the work area and select, use and maintain tools, equipment and materials		
	c. Set out roof truss dimensions and cut templates (jigs)		
	d. Mark and cut timber to specifications		
	e. Assemble (construct) roof truss components		
	f. Protect and store timber roof trusses		

Competence 2.17 Clad roof structures

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
14674	a. Read and interpret roof plan drawings		
	b. Prepare the work area and select, use and maintain tools, equipment and materials		
	c. Erect and dismantle scaffolding		
	d. Set out, position and install battens or purlins		
	e. Set out and clad roof structures		
	f. Set out, position and install finishing components		

Competence 2.18 Erect roof trusses

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
14676	a. Read and interpret roof layout plans		
	b. Prepare the work area and select, use and maintain tools, equipment and materials, erect and dismantle scaffolding		
	c. Anchor wall plates, locate and mark-off positions of roof trusses on wall plate , set out, position and secure roof trusses		
	d. Set out, position and secure hips, valleys and gable ends , install valley		

gutters and include under-tile membrane when specified

Competence 2.19 Install finishing components

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
14673	a. Read and interpret working drawings, prepare the work area and select, use and maintain tools, equipment and materials		
	b. Erect, use and dismantle scaffolding		
	c. Install a range of finishing components		
	d. Prepare components for finishing applications and apply surface touch-ups , service and check functionality of finishing components		

Competence 2.20 Fabricate, erect and strip steel and timber formwork for T-walls, decks and beams and single flight staircases

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
14224	a. Conduct planning activities associated with the fabrication of formwork		
	b. Fabricate formwork and conduct post-fabrication activities , conduct planning activities associated with the erection of support work and formwork		
	c. Erect support work for beams , decks and erect formwork with cast-in items		
	d. Strip formwork and support work		

Competence 2.21 Fabricate, erect and strip formwork for straight walls, columns and bases

	Indicator	Assessor's Comments	Competent? (Y/N)
14226	a. Prepare the work area where the formwork is to be fabricated		
	b. Fabricate formwork and conduct post-fabrication activities		
	c. Prepare the work area where the formwork is to be erected		
	d. Erect and stripe formwork		

Competence 2.22 Prepare cutting list for joinery

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
261681	a. Prepare cutting lists and basic sketches from working drawings		
	b. Apply occupational health and safety legislation and loss control measures		
	c. Protect work during manufacturing stages		

Competence 2.23 Manufacture wooden components

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
	a. Identify a range of timbers and their stock dimensions from the working drawings to manufacture various types of wood joints		
	b. Use, care and maintenance of relevant tools, machines and equipment		

261680	c. Create and use templates and jigs, develop and sharpen moulding cutters		
	d. Manufacture components and assemble a range of joints made from wood		

Competence 2.24 Manufacture and fit door and window frames

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
261679	a. Set out and mark off for machining purposes working from drawings and cutting lists		
	b. Set up and operate machines and manufacture wooden components for various elements		
	c. Create and use templates and jigs, develop and sharpen moulding cutters,		
	d. Join machined components and complete a range of products made from wood , set out and fit a range of wooden products		

Competence 2.25 Manufacture and install cupboards, counters, staircases and mouldings from wood and wood composites

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
261678	a. Set out and mark off materials for machining purposes working from drawings, setting out rods and cutting lists		
	b. Set up and operate machines , machine wooden components , create and use templates and jigs, develop and sharpen moulding cutters		
	c. Assemble machined components and manufacture a range of products made from wood		

d. Set out and manufacture a range of wooden moulds		

Competence 2.26 Manufacture and install partitioning and wall panelling from wood

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
261677	a. Set out and mark off for installation purposes working from drawings and cutting lists		
	b. Set up and operate machines and machine wooden components , create and use templates and jigs		
	c. Assemble machined components and install a partition/wall-panel made from wood		
	d. Set out and fit a range of wooden moulds		

Competence 2.27 Finish products manufactured from wood and wood composites

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
261662	a. Set out and mark off for machining purposes working from drawings and cutting lists		
	b. Set up and operate machines and machine wooden components , create and use templates and jigs, develop and sharpen moulding cutters		
	c. Finish machined components and complete a range of products made from wood		
	d. Prepare surfaces for application of wood treatments and final finishes by hand or machine		

APPENDIX 5 EXTERNAL COMPETENCE ASSESSMENT; LIMITED; GRADES 2 TO 4 (FORM CRS_F102B)

See over

Competence 1.2 Apply construction contract documentation			
Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
9980	a. Apply Construction Contract documents		
	b. Apply the legal aspects of disputes		
	c. Apply the Targeted Procurement Policy documents		
	d. Understand and apply Tender and Construction drawings		
Competence 1.3 Setup and manage a construction contracting business			
Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
11553	a. Understand and apply business principles		
	b. Start a Construction Contracting Business		
	c. Market Contracting services		
	d. Apply Industrial Relations procedures		
Competence 1.4 Tender for construction contracts			
Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
	a. Procure a Tender Document		

9981	b. Prepare and complete a Tender Document		
	c. Submit a Tender Document		

Competence 1.5 Understand and apply business finances			
Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
9989	a. Identify bookkeeping and financial documents		
	b. Understand business financial documents		
	c. Determine cash flow from financial documents with assistance from an accountant		
	d. Determine the organizations financial status from the various financial documents with the assistance from an accountant		

Section D2: Competence Area 2: Building and Construction Works Management

Competence 2.1 Calculate construction quantities and develop a work plan			
Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
14414	a. Interpret the project documentation with reference to quantities		
	b. Calculate the required material quantities		
	c. Estimate the required human and equipment resources		
	d. Prepare a work plan		

Competence 2.2 Implement environmental management on a construction project			
Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
114218	a. Demonstrate an understanding of the value of environmental management		
	b. Implement environmental management initiatives during pre-construction activities		
	c. Implement environmental management initiatives during construction activities.		
	d. Implement environmental management initiatives during post- construction activities.		

Competence 2.3 Implement quality management on a construction site			
Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
14416	a. Implement a quality management system on a construction project		
	b. Assist in establishing and implement a quality improvement process on a construction project		
	c. Establish and implement a project quality plan on a construction project		
	d. Implement a process control quality system and conform to quality acceptance control requirements		

Competence 2.4 Implement health and safety management on a construction site			
Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
	a. Demonstrate an understanding of Health and Safety on a construction site		

14429			
	b. Identify potential hazards in the work area		
	c. Limit damage to persons or property in the case of an emergency		
	d. Identify and apply procedures related to transmittable diseases		
	e. Develop and implement a Health and Safety Site plan		
	f. Monitor the implementation of the Health and Safety plan, systems and procedures		

Competence 2.5 Apply contract documentation			
---	--	--	--

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
15137	a. Understand and apply general conditions of contract		
	b. Demonstrate an understanding of and apply Codes of Practice and Ethics relevant to contract management		
	c. Interpret and apply standardised and project specifications		
	d. Interpret and apply tender and construction drawings		

Competence 2.6 Lead, manage and supervise construction teams			
--	--	--	--

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
---------------	-----------	---------------------	------------------

14417	a. Identify labour requirements		
	b. Recruit, select and induct team members		
	c. Receive and issue instructions		
	d. Motivate teams and monitor performance		
	e. Train, coach and develop team members		
	f. Implement disciplinary and grievance procedures		

Competence 2.7 Manage construction project administration

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
14425	a. Maintain site records		
	b. Implement personal administration		
	c. Implement reporting systems		
	d. Measure and calculate quantities		
	e. Attend meetings		

Competence 2.8 Read, interpret and use construction drawings and specifications			
Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
14426	a. Identify drawings and symbols used on a construction project		
	b. Safeguard, store and issue construction drawings		
	c. Apply information from drawings in construction activities		
	d. Demonstrate the role of drawings and specifications		
Competence 2.9 Supervise the procurement, use and storage of construction materials			
Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
14430	a. Procure construction materials		
	b. Receive and check construction materials		
	c. Store construction materials		
	d. Issue and reconcile construction materials		
	e. Supervise the use of materials		
Competence 2.10 Monitor and control cost and production of construction work activities and implement productivity improvements			

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
14418	a. Measure and record activity production and resource costs on a construction project.		
	b. Compile a production and cost activity report		
	c. Control cost of construction activity		
	d. Implement productivity improvement measures on a construction project		

Competence 2.11 Select and supervise the use and maintenance of plant, equipment and tools

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
15170	a. Identify and procure the number and type of plant required		
	b. Plan and secure the supply of fuel		
	c. Monitor and control plant fuel consumption		
	d. Plan and secure the maintenance of plant and equipment		
	e. Identify the relevant Occupational Health and Safety requirements		

Competence 2.12 Tender preparation and documentation, estimating and preparing of a bill of quantities

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
	a. Procure a Tender Document		

9981	b. Prepare and complete a Tender Document		
	c. Submit a Tender Document		

Competence 2.13 Survey and set out construction work areas

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
9988	a. Understand and apply surveying principles		
	b. Understand and apply surveying techniques		
	c. Set out works using only measuring tapes and a spirit level		
	d. Set out and check levels and profiles		

Competence 2.14 Manage financial aspects of a construction project

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
9989	a. Identify bookkeeping and financial documents		
	b. Understand business financial documents		
	c. Determine cash flow from financial documents with assistance from an accountant		

APPENDIX 6 EXTERNAL COMPETENCE ASSESSMENT; LIMITED; GRADES 5 & 6 (FORM CRS_F102c)

See over

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
14414	a. Interpret the project documentation with reference to quantities		
	b. Calculate the required material quantities		
	c. Estimate the required human and equipment resources		
	d. Prepare a work plan		

Competence 2.2 Implement environmental management on a construction project

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
114218	a. Demonstrate an understanding of the value of environmental management		
	b. Implement environmental management initiatives during pre-construction activities		
	c. Implement environmental management initiatives during construction activities.		
	d. Implement environmental management initiatives during post-construction activities.		

Competence 2.3 Implement a quality management system

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
	a. Establish and manage a quality management system on a construction project		
	b. Establish and manage quality improvement processes		

15144			
	c. Establish and apply a construction project quality plan		
	d. Develop and manage quality process and acceptance control systems on a project		

Competence 2.4 Implement Health and safety on a construction project

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
15136	a. Demonstrate an understanding of Health and Safety on a construction site		
	b. Assist with the development of Health and Safety policies and procedures		
	c. Develop and implement a Health and Safety Site plan		
	d. Monitor the implementation of the Health and Safety plan, systems and procedures		

Competence 2.5 Apply contract documentation

Unit Standard	Indicator	Assessor's Comments	Competent? (Y/N)
15137	a. Understand and apply general conditions of contract		
	b. Demonstrate an understanding of and apply Codes of Practice and Ethics relevant to contract management		
	c. Interpret and apply standardised and project specifications		

d. Interpret and apply tender and construction drawings

Competence 2.6 Lead, manage and supervise construction teams

Unit	Indicator	Assessor's Comments	Competent?
14417	a. Identify labour requirements		
	b. Recruit, select and induct team members		
	c. Receive and issue instructions		
	d. Motivate teams and monitor performance		
	e. Train, coach and develop team members		
	f. Implement disciplinary and grievance procedures		

Competence 2.7 Manage construction project administration

Unit	Indicator	Assessor's Comments	Competent?
15146	a. Monitor implementation of project record keeping and personnel administration		
	b. Develop and implement reporting systems on a construction project		
	c. Measure and calculate quantities and produce payment certificates		

	d. Prepare for conduct and attend meetings.		

Competence 2.8 Read, interpret and use construction drawings and specifications			
Unit	Indicator	Assessor's Comments	Competent?
14426	a. Identify drawings and symbols used on a construction project		
	b. Safeguard, store and issue construction drawings		
	c. Apply information from drawings in construction activities		
	d. Demonstrate the role of drawings and specifications		

Competence 2.9 Supervise the procurement, use and storage of construction materials			
Unit	Indicator	Assessor's Comments	Competent?
15141	a. Manage the procurement and use of materials		
	b. Manage the procurement and utilisation of Labour		
	c. Procure and manage the use and maintenance of plant, equipment and tools		
	d. Procure sub-contracting services and manage relationships with sub-contractors		

Competence 2.10 Monitor and control cost and production of construction work activities and implement productivity improvements			
Unit	Indicator	Assessor's Comments	Competent?

15139	a. Establish and implement project organisation and communication systems.		
	b. Co-ordinate work control arrangements , monitor and control project progress		
	c. Establish and implement production and resource measuring and recording systems		
	d. Establish and implement production and cost activity reporting systems, design and implement productivity improvement measures		

Competence 2.11 Select and supervise the use and maintenance of plant, equipment and tools

Unit	Indicator	Assessor's Comments	Competent?
15170	a. Identify and procure the number and type of plant required		
	b. Plan and secure the supply of fuel		
	c. Monitor and control plant fuel consumption		
	d. Plan and secure the maintenance of plant and equipment		
	e. Identify the relevant Occupational Health and Safety requirements		

Competence 2.12 Tender preparation and documentation, estimating and preparing of a bill of quantities

Unit	Indicator	Assessor's Comments	Competent?
	a. Procure and interpret tender documentation		

15147	b. Prepare for estimating and tendering		
	c. Estimate and compile tender		
	d. Submit tender and review tender process		

Competence 2.13 Survey and set out construction work areas			
---	--	--	--

Unit	Indicator	Assessor's Comments	Competent?
15149	a. Understand and apply surveying techniques and principles		
	b. Set out and check levels and profiles		
	c. Apply tachometric principles and set out construction works		
	d. Collect site data and prepare as-built drawings		

Competence 2.14 Manage financial aspects of a construction project			
---	--	--	--

Unit	Indicator	Assessor's Comments	Competent?
15148	a. Establish and implement project costing systems		
	b. Measure and report on financial status of project		
	c. Review financial status		

APPENDIX 7 APPLICATION FOR COMPETENCE ACCREDITATION; MUTUAL RECOGNITION (FORM CRS_F103)

FORM CRS-F103: cidb BEST PRACTICE CONTRACTOR RECOGNITION SCHEME APPLICATION FOR MUTUAL RECOGNITION; LEVEL I												
Section A: Company Details												
cidb CRS Number	<input style="width: 100%;" type="text"/>											
Class of Works	<input style="width: 20px;" type="text"/>		Grade		<input style="width: 100%;" type="text"/>							
Company Name	<input style="width: 100%;" type="text"/>											
Contact Person	Title	<input style="width: 20px;" type="text"/>		Initials	<input style="width: 20px;" type="text"/>		Surname					<input style="width: 100%;" type="text"/>
Designation	<input style="width: 100%;" type="text"/>											
e-mail	<input style="width: 100%;" type="text"/>											
Mobile	0	<input style="width: 20px;" type="text"/>		-	<input style="width: 20px;" type="text"/>		-	<input style="width: 100%;" type="text"/>				
Office Telephone	0	<input style="width: 20px;" type="text"/>		-	<input style="width: 20px;" type="text"/>		-	<input style="width: 100%;" type="text"/>				
Section B: Class of Works and Category												
General Building; Trade Contractor	<input style="width: 20px;" type="checkbox"/>			Civil Engineering; Trade Contractor	<input style="width: 20px;" type="checkbox"/>							
Section C: Registration with Industry Associations (Please attach certified copies of all relevant documentation)												
Current Registration with ECB	<input style="width: 20px;" type="checkbox"/>			PIRB	<input style="width: 20px;" type="checkbox"/>		Other					<input style="width: 100%;" type="text"/>
Section D: Mutual Recognition												
Name of Organisation	<input style="width: 100%;" type="text"/>											
Officer	Title	<input style="width: 20px;" type="text"/>		Initials	<input style="width: 20px;" type="text"/>		Surname					<input style="width: 100%;" type="text"/>
Designation	<input style="width: 100%;" type="text"/>											
e-mail	<input style="width: 100%;" type="text"/>											
Mobile	0	<input style="width: 20px;" type="text"/>		-	<input style="width: 20px;" type="text"/>		-	<input style="width: 100%;" type="text"/>				
Office Telephone	0	<input style="width: 20px;" type="text"/>		-	<input style="width: 20px;" type="text"/>		-	<input style="width: 100%;" type="text"/>				
Mobile	0	<input style="width: 20px;" type="text"/>		-	<input style="width: 20px;" type="text"/>		-	<input style="width: 100%;" type="text"/>				
Office Telephone	0	<input style="width: 20px;" type="text"/>		-	<input style="width: 20px;" type="text"/>		-	<input style="width: 100%;" type="text"/>				
I, the undersigned declare that:												
· I am duly authorised to sign this application on behalf of the above organisation;												
· I verify that the applicant is a member of this organisation, and it is the view of the organisation that the applicant does have adequate knowledge, skills and experience that are deemed to be minimum standards necessary for running a contracting enterprise and for supervising building and construction works within the classes of works applied for, in accordance with the cidb requirements and guidelines.												
Signature of Officer	<input style="width: 100%; height: 40px;" type="text"/>											
Date	Y	Y	Y	Y	-	M	M	-	D	D		

Continued overleaf

APPENDIX 9 CLAUSES FOR INCLUSION IN TENDER DOCUMENTS

To be completed

A9.1 Conditions of Tendering

To be completed

A9.2 Conditions of Contract

To be completed

APPENDIX 10 GUIDELINES FOR PUBLIC SECTOR TENDERING AND ADJUDICATION OF CONTRACTS

Clients and employers soliciting tender offers may introduce in the evaluation of expressions of interest or tender offers quality criteria relating to the score obtained from contractor performance reports in terms of the regulations from a date determined by the Minister in the Gazette in accordance with the requirements of the cidb Standard for Uniformity in Construction Procurement.

A10.1 Tender Data or Submission Data

The tender data or submission data, as relevant, shall indicate which of the following indicators are to be scored as part of quality and what the total number of points allocated to each criteria is:

- a) skill and commitment in managing time
- b) skill and commitment in managing cost
- c) skill and commitment in managing quality on site
- d) skill and commitment in managing health and safety on site
- e) skill and commitment in managing conditions on site
- f) aggregate score for contractor performance report

A10.2 Scoring of Evaluation Criteria

The scoring of each of the evaluation criteria shall be assessed in terms of four indicators – poor score (-1), adequate score (0), good score (1) and excellent (2). Scores of 25%, 50%, 75% or 100% will be allocated to poor score, adequate score, good score and excellent score, respectively.

APPENDIX 11 ASSESSMENT OF RESOURCE REQUIREMENTS

An assessment of the possible demand for contractor competence assessments is given in this Appendix.

i) Number of Registered Contractors

The total number of registered General Building (GB) and Civil Engineering (CE) contractors in Grades 2 to 4 and in Grades 5 and 6 that could apply for competence assessment in the Limited and Trade Contractor categories is given below (2011 Quarter 1):

Grade	GB	CE	Total
5 & 6	1 157	1 318	2 475
2 to 4	3 610	2 942	6 552
Total	4 767	4 260	9 027

It is seen that around 9 000 contractors could apply for competence accreditation.

ii) Skills and Experience Profiles

A summary of the skills and experience profiles of contractors is given below, obtained from a study undertaken by the cidb (cidb Contractor Skills Survey, July 2011):

Summary; Skills and Experience Profiles

Position	Grade 5 & 6	Grades 2 to 4
Owners / Directors	<ul style="list-style-type: none"> Less than 10% of Owners / Directors have less than 5 years experience in the construction industry, and around 45% have no formal qualifications; More than 70% of Owners / Directors have more than 10 years experience in the construction industry, and around 41% have a national diploma or higher. 	<ul style="list-style-type: none"> Around 34% of Owners / Directors have less than 5 years experience in the construction industry, and around 65% have no formal qualifications; More than 60% of Owners / Directors have more than 10 years experience in the construction industry, and around 27% have a National Diploma or higher.
Supervisors	<ul style="list-style-type: none"> Less than 30% of Supervisors have less than 5 years experience in the construction industry, and more than 45% do not have a technical qualification; Around 50% of Supervisors have more than 10 years experience in the construction industry, and more than 45% have a foreman's certificate or higher qualification. 	<ul style="list-style-type: none"> Around 30% of Supervisors have less than 5 years experience in the construction industry, and more than 60% do not have a technical qualification; Around 50% of Supervisors have more than 10 years experience in the construction industry, and more than 30% have a foreman's certificate or higher qualification.
Technical / Artisan	<ul style="list-style-type: none"> Around 40% of Artisans have less than 5 years experience in the construction industry, and around 30% do not have a technical qualification; Around 35% of Artisans have more than 10 years experience in the construction industry, and around 70% have a technical qualification. 	<ul style="list-style-type: none"> Around 40% of Artisans have less than 5 years experience in the construction industry, and around 30% do not have a technical qualification; Around 30% of Artisans have more than 10 years experience in the construction industry, and more than 70% have a technical qualification.

From the above, the likely number of company owners and supervisors meeting or not meeting the cidb competence requirements is given below. Not that it is assumed that in Grades 2 to 4, there is one supervisor per contractor, while in Grades 5 & 6 it is assumed that there are two supervisors per company.

Estimated Demand for Competence Accreditation

Position	Grade 5 & 6	Grades 2 to 4
Owners / Directors	<ul style="list-style-type: none"> • 10% of Owners / Directors are not likely to meet the cidb competence requirements in terms of experience and qualifications – i.e. around 250; • 40% of Owners / Directors are likely to meet the cidb competence requirements in terms of experience and qualifications – i.e. around 1 000; • 50% of Owners / Directors could possibly meet the cidb competence requirements through an external assessment – i.e. around 1 200. 	<ul style="list-style-type: none"> • 30% of Owners / Directors are not likely to meet the cidb competence requirements in terms of experience and qualifications – i.e. around 2 000; • 30% of Owners / Directors are likely to meet the cidb competence requirements in terms of experience and qualifications – i.e. around 2 000; • 40% of Owners / Directors could possibly meet the cidb competence requirements through an external assessment – i.e. around 2 600.
Supervisors	<ul style="list-style-type: none"> • 30% of Supervisors are not likely to meet the cidb competence requirements in terms of experience and qualifications – i.e. around 2 * 750 = 1 500; • 45% of Supervisors are likely to meet the cidb competence requirements in terms of experience and qualifications – i.e. around 2 * 1 100 = 2 200; • 25% of Supervisors could possibly meet the cidb competence requirements through an external assessment – i.e. around 2 * 600 = 1 200. 	<ul style="list-style-type: none"> • 30% of Supervisors are not likely to meet the cidb competence requirements in terms of experience and qualifications – i.e. around 2 000; • 30% of Supervisors are likely to meet the cidb competence requirements in terms of experience and qualifications – i.e. around 2 000; • 40% of Supervisors could possibly meet the cidb competence requirements through an external assessment – i.e. around 2 600.

iii) Resource Requirements

A summary of the likely demand for cidb competence assessments is given below:

Grade	Total Number of Company Assessments		Number of Individual External Assessments
	Without External Assessment	With External Assessment	
5 & 6	1 000	1 200	2 400
2 to 4	2 000	2 600	5 200
Total	3 000	3 800	7 600

It can be assumed that these assessments will be undertaken over a period of three years. It follows that:

- the total number of internal assessments to be undertaken by cidb assessors could amount to around 2 200 per year, or 200 per month – requiring at least two full-time cidb assessors. Assuming a 5% sampling rate, this would require oversight by the cidb Competence Accreditation Committee of around 10 accreditations per month.
- the total number of individuals assessed could amount to around 2 500 per year, or around 200 per month. Assuming each external competence assessment takes three hours, this would require around 5 full-time equivalent cidb accredited Competence Assessors.

iv) Costs

An estimate of the costs of implementing the contractor competence assessment system is given below, based on the resource requirements identified in the previous section. The assessing of the costs can be used as an indication of the likely fees to be applied.

- **cidb full-time assessors:** As noted above, at least two full-time cidb full-time assessors will be required – at a direct cost of around R400k pa per person. At around 2 000 assessments per year, this translates into direct costs of around R800k/2 000 = R400 per assessment. Allowing for additional direct costs of the cidb Competence Accreditation Committee as well as

overheads, it is likely that an assessment fee of around R500 to R800 per company would be appropriate.

- **External Accreditations:** As highlighted previously, it is likely that an external competence assessment would require around three hours per person to be assessed. At market rates of around R1 500 per hour, such an assessment could cost around R5 000 per person.

Best Practice

Contractor Recognition Scheme



Contractor Competence Accreditation