

### **PROFESSIONAL CONSULTANTS**

1. Consultants may be nominated and employed by the client, nominated by the Practice and approved by the client or commissioned by the Practice. In any case, where the commission contains the requirement for project management or incorporation of consultants work into the Practice's work, procedures are established to ensure that the Practice can satisfy its professional responsibilities.

### **LIST OF CONSULTANTS**

2. The Practice maintains a list of consultants (with whom there is a good track record of previous working). The consultants are vetted in accordance with the procedure described below (see APPOINTMENT OF CONSULTANT).
3. The list is reviewed each year taking into account the performance of the consultants. Where a consultant has not been used within the preceding five years, this is indicated on the list.
4. Where the use of a consultant is imposed by the client, ADG will issue a questionnaire to evaluate their management system and compliance with all latest Health & Safety and CDM regulations. Additional safeguards in reviewing the information provided by the consultant will be defined in the quality plan.

### **LIST OF CONTRACTORS**

5. Principal Contractors are normally appointed by the client. The Practice maintains a list of contractors in order to be able to make recommendations to the client. They are vetted in accordance with the procedure described below (see APPOINTMENT OF A CONTRACTOR).
6. The firms are annotated according to the size and type of contract for which they are approved.

### **APPOINTMENT OF A CONSULTANT**

7. When a consultant is required to assist the Practice in the performance of a commission, the client is notified. The client may make a nomination or request a nomination from the Practice. In either case the list is consulted. A short list is drawn up from appropriate firms on the list to suit the project. Where the client nominates a consultant, that consultant is assessed and entered on the list. All sub-consultants are appointed in accordance with the latest RIBA agreement for the appointment of sub-consultant (SubCon -07).

### **THE CONSULTANT LIST**

8. All consultants used are listed on the approved consultants lists held as a database on computer/network. It records the following:
  - a) the name of the consultant;
  - b) the disciplines and services provided;
  - c) name, address, telephone no. of a contact point;
  - d) QA status
  - e) feedback rating.
9. Details of the assessment and feedback reports on each consultant are filed in the consultants file in the administrative series.

### **ASSESSMENT PROCEDURE**

10. The new and existing consultants are issued with a consultant assessment questionnaire which is assessed by the Project leader on the following basis which are as objective as possible:
- a) satisfactory completion of previous commissions;
  - b) recommendation from other Practices;
  - c) inspection of ongoing projects;
  - d) quality assurance certification;
  - e) their particular field or expertise
  - f) evidence of compliance with CDM regulations 2007
  - g) company health and safety procedures
  - h) professional indemnity insurance
11. The basis of assessment is entered on the database.

### **PERFORMANCE REVIEW**

12. At the completion of each commission, the performance of each consultant is assessed as objectively as possible and the results filed in the QA management file for reviewing at management reviews. The factors to be reviewed are:
- a) pre-contract performance;
  - b) co-operation with the design team;
  - c) standard of information;
  - d) suitable resources for project;
  - e) adherence to programme;
  - f) post contract supply of information:

### **REVIEW OF LIST**

13. Each year the Quality manager and Directors will review the list at the management review and transfer to a reserve list those which consistently receive poor reports or who have not been used for more than five years. Before they are recommended again they will be reassessed.

### **APPOINTMENT OF A CONTRACTOR**

14. Principal Contractors are normally appointed by the client. The Practice maintains a list of contractors in order to be able to make recommendations to the client. They are vetted on the following basis:
- a) satisfactory completion of previous contracts;
  - b) their ability to satisfy the requirements of the CDM Regulations;
  - c) recommendations from other Practices;
  - d) assessment/inspection of ongoing projects;
  - e) 3rd party quality certification;
  - f) their particular field or expertise.

### **THE CONTRACTOR LIST**

15. All contractors used are listed on the 'approved contractors lists' which are held as a database on computer and in the office forms file on 1<sup>st</sup> floor reference library. It records the following:
- a) the name of the contractor;
  - b) their disciplines/services provided;
  - c) name, address, telephone no. of a contact point;
  - d) QA status

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**2.4 SELECTION OF CONSULTANTS AND CONTRACTORS**

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- e) date contractor last used;
- f) feedback rating

16. Details of the assessment and feedback reports on each contractor are filed for reference.

**ASSESSMENT PROCEDURE**

17. The contractors are vetted by the Principal or their nominee on one or more of the following bases:

- a) satisfactory completion of previous project;
- b) performance reports;
- c) independent quality assessment
- d) recommendation from other Practices;
- e) inspection of ongoing projects;

18. The results of the assessment is entered on the database.

**PERFORMANCE REPORT**

19. At the completion of each project, the performance of each contractor is assessed and the results filed. The factors to be reviewed are:

- a) achievement of quality/workmanship;
- b) speed and adherence to programme;
- c) efficiency and organisation
- d) making good defects
- e) any other relevant factors

**RELATED DOCUMENTS**

20. Reference should also be made to the following documents:

- PM3.3 Production control;
- PM3.4 Tender action.

