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| --- | --- | --- | --- | --- | --- | --- |
| MONTHLY COMPLIANCE STATEMENT No:CLAIM DATE (Month/Year):LEAD PROFESSIONAL SERVICE CONTRACTOR:PROJECT:  | **CONCEPT** | DESIGN | DOCUMENTATION | TENDER | CONSTRUCTION | DLP |
|  |  | Tick below all CCLs relevant to this statement |
| CCL1 | There is a match of the project brief with the approved project budget and current progress conforms to the approved project program. | 🞎 | 🞎 | 🞎 |  |  |  |
| CCL2 | The design has been prepared in accordance with the Government Buildings Energy Strategy 2013-2020 (full report to be reviewed as part of the design review process). | 🞎 | 🞎 | 🞎 |  |  |  |
| CCL3 | The design, documentation and Contract has been prepared and/or administered in compliance with all relevant current Department for Infrastructure and Transport Guide Notes. | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |  |
| CCL4 | Co-ordination and cross-checking of all documentation prepared by the lead and discipline professional service contractors has been undertaken to minimize inconsistencies, discrepancies, ambiguities, omissions and errors and the risk of cost claims arising during construction. |  |  | 🞎 |  |  |  |
| CCL5 | A final review of documentation for design integrity and conformity with the project brief and all legislative requirements and the preparation of a pre-tender cost estimate based on completed documents has been undertaken and the project can now proceed to tender. |  |  | 🞎 |  |  |  |
| CCL6 | The electronic copies of the specification in Word format and drawings in both .dwg format with associated xrefs and .pdf format on CD have been issued to the Project Manager. |  |  | 🞎 |  |  |  |
| CCL7 | The Operations Manual and Maintenance Manual lists have been prepared using BPIMS and included as part of the construction specification document. |  |  | 🞎 |  |  |  |
| CCL8 | The tender appraisal has been conducted and recommendation made in accordance with the Department for Infrastructure and Transport tendering policies and procedures. |  |  |  | 🞎 |  |  |
| CCL9 | There has been prompt response to all Contractor claims, and assessment, endorsement, and certification within the time limits established under the construction Contract. |  |  |  |  | 🞎 | 🞎 |
| CCL10 | The monthly report on progress of the services and work under the construction contract, including financial reporting is provided.  | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| CCL11 | The Maintenance Manuals, Operations Manuals and Record Drawings have been reviewed, approved and provided to the Department for Infrastructure and Transport Project Review Officer. |  |  |  |  | 🞎 |  |
| CCL12 | The Recommendation for Practical Completion in the form of the practical completion recommendation proforma (ref: 217 OCT16) including a list of defects and omissions has been completed and provided to the Project Manager. |  |  |  |  | 🞎 |  |
| CCL13 | There is ongoing management and monitoring of the Contractor’s satisfactory rectification of defects and omissions. |  |  |  |  |  | 🞎 |

🞎 I confirm that previous non-compliance issues have been addressed and are reported in this statement.

🞎 I confirm that compliance with CCLs as indicated above has been achieved.

* I advise that compliance with CCLs ………………..has **not** been achieved.

In the event that compliance has not been achieved, the reasons for non-compliance are to be summarised and attached to this form, together with appropriate recommendations to address the issues and/or requests for specific directions from the Project Manager.

**Signature:**

Name: ……………………………………………… Date: ……………………………