

BOARD NOTICE

COUNCIL FOR THE BUILT ENVIRONMENT

Notice No. ...

2012

NOTICE IN TERMS OF THE COUNCIL FOR THE BUILT ENVIRONMENT ACT, 2000 (ACT NO. 43 OF 2000)

The Council for the Built Environment has under section 22(2) of the Council for the Built Environment Act, 2000, (Act No. 43 of 2000), read with regulation 2 of the Identification of Work Regulations, 2012, and in accordance with the Council for the Built Environment Policy with Regard to the Identification of Work for the Built Environment Professions determined by the Council for the Built Environment under section 20(1)(a) of the Council for the Built Environment Act, 2000, identified the scope of work for the South African Council for the Quantity Surveying Profession set out in the Schedule.

SCHEDULE

Definitions

1. In this notice, unless the context otherwise indicates, every word takes the meaning as defined in the Quantity Surveying Profession Act and the Built Environment Act, 2000, and –

“categories of registration” means the categories in which a person is registered in terms of section 18(1)(a) of the Quantity Surveying Profession Act;

“core service” means a service referred to in item 2(1)(a);

“profession” means any of the professions regulated by the professions' Acts;

“Quantity Surveying Profession Act” means the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000);

“quantity surveying work” means the process of determining the quantities of material needed and assessing the cost of materials and work required to complete a built environment project;

“SACQSP” means the South African Council for the Quantity Surveying Profession established under section 2 of the Quantity Surveying Profession Act;

“specialised service” means a service which falls outside the standard competencies of a registered person who is a professional and which require an additional qualification, experience, skill and/or registration with any other applicable council for the professions or statutory body;

Scope of services

2. (1) Quantity surveying work consists of the following scope of services:

- (a) a core service; and
- (b) a specialised service.

(2) A core service referred to in subitem(1)(a) consist of the activities which undertaken in the during each of the stages referred to in Table 2 item 5.

(3) A specialised service is, amongst others –

- (a) peer review of quantity surveying work; and
- (b) an expert opinion on quantity surveying work.

(4) A person who performs any service which falls within the scope of services referred to in this item, must, subject to item 6, possess the required competencies referred to in item 3 and 4.

Application of competencies to perform scope of services

3. (1) A person who performs any service which falls within the scope of services referred to in item 2 must, subject to item 6 and in addition to any other requirement contemplated in the Quantity Surveying Profession Act –

- (a) be suitably qualified and registered by the SACQSP in a category referred to in section 18(1)(a) or section 18(1)(c), if applicable, of the Quantity Surveying Profession Act; and
- (b) have the necessary core competency in the competency areas referred to in Table 1 item 4.

(2) A person who has the required qualification referred to in row 1 of Table 1 below and who is registered as a professional referred to in row 2 of Table 1 below must possess the necessary core competencies per level as indicated in columns 3, 4, 5 and 6 of Table 1 below.

(3) The level of core competencies that a professional must possess are either the competencies associated with the unit standard, issued in terms of the SAQA Act and listed in the second column of Table 1 below, or the competencies referred to in the second column of Table 1 below.

Table 1: Core competencies that a professional must possess to perform quantity surveying work

Provision of advanced quantity surveying expertise within the following core activities and delivery of the full scope of professional services	Associated Competencies (Unit Standard Numbers)
Interacting with relevant stakeholders in the construction industry	14415
Interpreting construction drawings and specifications	14426
Basic setting-out of construction works, using appropriate survey equipment	14428
Compilation of price determination documents and utilising the information in project administration applications	Undertake elementary descriptive quantification
Taking off quantities and preparing price determination documents for small / simple load bearing structures	Undertake basic descriptive quantification
Taking off quantities, preparing and pricing price determination documents for both load bearing and framed structures	Undertake intermediate descriptive quantification
Implementing appropriate budgetary processes related to Built Environment projects, cash flow forecasting and management, and	Undertake budgetary reporting

preparing financial reports	
Preparing cost estimates for Built Environment projects, including advising on design-cost alternatives, undertaking project cost norm analyses, and preparing replacement cost valuations	Prepare cost estimates for Built Environment projects
Undertaking the cost planning and cost control of Built Environment projects	Prepare for and implement cost planning and cost monitoring processes related to Built Environment projects
Providing procurement advice for Built Environment projects, including matching clients' strategic objectives with procurement system characteristics	Provide procurement advice for Built Environment projects
Managing payment processes during Built Environment project construction	Managing payment processes during Built Environment project construction
Identifying and managing the effects of scope-change on Built Environment projects	Manage the effect of change in the nature and scope of Built Environment projects
Determining the resources required by Built Environment project production processes	Determine resource requirements for Built Environment projects
Undertaking the contractual management of Built Environment projects	Apply legal principles to the contractual management of Built Environment projects
Undertaking the strategic planning of Built Environment projects, including contributing to brief development, cost / benefit analyses and economic and financial analyses	Strategic planning of Built Environment projects
Providing advice on appropriate types of contract documents and price determination methods	Providing advice on contract documents and price determination methods for Built Environment projects
Managing the production / preparation of price determination and cost management documents for Built Environment projects	Manage production processes of price determination documents for Built Environment projects
Resolving claims, preparing the final account and applying close-out procedures	Resolve claims, settle disputes and apply close-out procedures on Built Environment projects
Developing and implementing project service quality assurance procedures	Implement project service quality assurance on Built Environment projects
Undertaking financial feasibility studies for Built Environment projects, including market need, risk and return analyses	Undertake financial feasibility studies for Built Environment projects
Planning and managing environmental initiatives for construction projects	114656
Managing and administering construction projects on site	115119 and 115449
Managing construction organisational assets	115444
Designing, compiling and utilising project cost information databases for the financial management of Built Environment projects eg elemental cost analyses	Compile a project cost information database for Built Environment projects
Managing the price determination, awarding and evaluation processes associated with Built Environment projects eg tender process	Manage price determination processes for

management	Built Environment projects
Managing risk on Built Environment projects by identifying, analysing and responding to risk events	Manage risk on Built Environment projects
Undertaking whole life appraisal of Built Environment projects	Undertake whole life appraisal of Built Environment projects
Contributing to the sustainability assessment of Built Environment projects	Understand the principles of sustainability assessment for Built Environment projects
Undertaking value management exercises for Built Environment projects	Understand value management processes on Built Environment projects
Designing and implementing specialised service quality assurance procedures	Design and implement specialised quality assurance procedures
Conducting tax assessments on Built Environment projects, including tax depreciation, and Value Added Tax (VAT) and Capital Gains Tax (CGT) assessments	Conduct tax assessments on Built Environment projects
Conducting land and related tax assessments of Built Environment projects	Conduct land and related tax assessments of Built Environment projects
Conducting premises-, energy-, maintenance- and asset register audits	Conduct specialised audits of Built Environment projects
Taking off quantities, preparing and pricing price determination documents for specialised elements of complex buildings	Undertake advanced descriptive quantification
Undertaking professional practice management in a quantity surveying enterprise, including structuring the enterprise, negotiating quantity surveyor-client agreements, and applying relevant fee scales	Understand professional practice management procedures in a quantity surveying enterprise

(4) For the purpose of this notice “suitably qualified” means being in possession of a qualification that is recognised or accredited by SACQSP for purposes of registering a person in the category referred to in section 18(1)(a) of the Quantity Surveying Profession Act.

(5) For the purpose of this notice, a professional quantity surveyor –

- (a) is expected to be proficient in all aspects of professional practise and quantity surveying work;
- (b) should have a thorough knowledge of legislation, regulations and policies and guidelines pertaining to construction procurement, construction contracts and costs;
- (c) is expected to be able to communicate, co-ordinate and integrate with large teams of other professionals; and
- (d) may participate in projects of high, medium and low complexity and interact with large multi-disciplinary teams.

Identified quantity surveying work

4. (1) A person registered as a professional quantity surveyor indicated in Table 2 below, may only undertake those core services and the activities which fall under those services indicated in Table 2 below.

(2) The list of activities identified in Table 2 below is not exhaustive and any similar activity that is undertaken in order to perform a general in compliance with an agreement to provide quantity surveying work which is not listed in Table 2 below is deemed to be an activity listed in Table 2.

Table 2: Identified quantity surveying work

Scope of Service	
Activities:	
1	Stage 1: Inception
1.1	Assist in developing a clear project brief
1.2	Attend project initiation meeting
1.3	Advise on the procurement policy of the project
1.4	Advise on other consultants and services required
1.5	Define the other consultant's scope of work and services
1.6	Conclude the terms of the agreement with the client
1.7	Advise on economic factors affecting the project
1.8	Advise on appropriate financial design criteria
2	Stage 2: Concept and Viability
2.1	Agree the documentation programme with the principal consultant and other consultants
2.2	Attend the design and consultants' meetings
2.3	Review and evaluate design concepts and advise on viability in conjunction with the other consultants
2.4	Receive relevant data and cost estimates from other consultants
2.5	Prepare preliminary and elemental or equivalent estimates of construction cost
2.6	Assist the client in preparing a financial viability report
2.7	Audit space allocation against the initial brief
2.8	Liaise, co-operating and providing necessary information to the client, principal consultant and other consultants
3.	Stage 3: Design Development
3.1	Review the documentation programme with the principal consultant and other consultants
3.2	Attend design and consultants' meetings
3.3	Review and evaluate design and outline specifications and exercise cost control in conjunction with the other consultants
3.4	Receive relevant data and cost estimates from the other consultants
3.5	Prepare detailed estimates of construction cost
3.6	Assist the client in reviewing the financial viability report
3.7	Comment on space and accommodation allowances and prepare an area schedule
3.8	Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants
4.	Stage 4: Documentation and Procurement
4.1	Attend design and consultants' meetings
4.2	Assist the principal consultant in the formulation of the procurement strategy for contractors, subcontractors and suppliers
4.3	Review working drawings for compliance with the approved budget of construction cost and/or financial viability
4.4	Prepare documentation for both principal and subcontract procurement
4.5	Assist the principal consultant with calling of tenders and/or negotiation of prices
4.6	Assist with financial evaluation of tenders
4.7	Assist with preparation of contract documentation for signature
5.	Stage 5: Construction
5.1	Attend the site handover

5.2	Prepare schedules of predicted cash flow
5.3	Prepare pro-active estimates for proposed variations for client decision-making
5.4	Attend regular site, technical and progress meetings
5.5	Adjudicate and resolve financial claims by the contractor(s)
5.6	Assist in the resolution of contractual claims by the contractor(s)
5.7	Establish and maintain a financial control system
5.8	Prepare valuations for payment certificates to be issued by the principal agent
5.9	Prepare final account(s) for the works on a progressive basis
6.	Stage 6: Close-Out
6.1	Valuations for payment certificates to be issued by the principal agent
6.2	Conclude final account

(3) The stages referred to in the table above are the stages contemplated in Notice No. ... of 2012 issued by the Council for the Built Environment.

(4) Any person who lectures in quantity surveying work or a component thereof at a higher education institution that is established, deemed to be established or declared as a public higher education institution under the Higher Education Act, 1997 (Act No 101 of 1997) or at a public college as defined in the Further Education and Training Colleges Act, 2006 (Act No. 16 of 2006), is deemed to be a person who performs services which fall within the scope of services referred to in item 2.

(5) Any person who is employed by an organ of state and whose conditions of service require of that person to manage the delivery and maintenance of quantity surveying work is deemed to be a person who performs services which fall within the scope of services referred to in item 2.

Performance of identified work by candidate

5. (1) A person registered in a particular category referred to in section 18(1)(b) of the Quantity Surveying Profession Act, may, notwithstanding the provisions of item 5, perform any work identified in item 4 for a different category of registered person, if the SACQSP grants such registered person a transitional authorisation.

(2) Notwithstanding the provisions of subitem 1, a person who is registered as a candidate referred to in section 18(1)(b) of the Quantity Surveying Profession Act may only perform an activity under the direction, control and direct supervision of a person registered as a professional in terms of the Quantity Surveying Profession Act.

Transitional authorisation

6. (1) A candidate who is registered in terms of the Quantity Surveying Profession Act and who, after commencement of that Act but before commencement of this notice, performed work identified in item 4 for a person registered in a category of registration referred to in section 18(1)(a) of the Quantity Surveying Profession Act, may apply to the SACQSP for a transitional authorisation;

(2) An application for a transitional authorisation must be in writing, submitted to the SACQSP in the form determined by SACQSP within six months from the date of commencement of this notice and be accompanied by –

- (a) proof of practice during the period contemplated in subitem (1) within the category that he or she is not registered for;
- (b) all available documents pertaining to that practice;
- (c) the name and contact details of any person who is in a position to serve as a reference;
- (d) the fee determined by the SACQSP in accordance with section 12 of the Quantity Surveying

Profession Act; and

(e) any other information required by the SACQSP.

(3) When considering an application for a transitional authorisation the SACQSP must take into account the degree of competency, education and training of the applicant requesting such transitional authorisation to undertake the applicable service.

(4) The SACQSP may, after evaluation of the application for transitional authorisation refuse or approve the transitional authorisation and if it approves the transitional authorisation it may subject the approval to any condition it considers appropriate.

(5) If the SACQSP refuses to grant a transitional authorisation it must, in writing, provide the applicant with the reasons for its decision within seven days of that decision.

(6) If the SACQSP approves the transitional authorisation it must issue a transitional authorisation certificate in the manner determined by it and the certificate must contain the conditions of issue, if any.

(7) A transitional authorisation certificate authorises the holder thereof to perform the work identified in terms of item 5 for another category of registered person for the period that the holder remains a registered person, provided that the person retains the necessary degree of competency and complies with the conditions of approval, if any.

Dual registration

7. A person who is registered as a professional under the professions' Acts, other than the Quantity Surveying Profession Act may apply for registration with the SACQSP provided that such person can show proficiency in the core competencies and scope of services of the applicable category of registration.

Performance by registered person of scope of services identified by Council for the Built Environment for professional registered in terms of Project and Construction Management Professions Act, 2000 and Property Valuers Profession Act, 2000

8. (1) A person registered in a category referred to in section 18(1)(a) of the Quantity Surveying Profession Act may perform the scope of services referred to in Annexure A which fall within the scope of services of the project and construction management professions regulated by the Project and Construction Management Professions Act, 2000 (Act No. 48 of 2000), if –

- (a) the qualification, training and experience of that person have specifically rendered him or her competent to perform those services; and
- (b) the services performed by that registered person, in addition to his or her quantity surveying work, is in his or her capacity as principal consultant or principal agent.

(2) A person registered in a category referred to in section 19(1) of the Property Valuers Profession Act, 2000 (Act No 47 of 2000), excluding a candidate valuer or candidate in a specified category, may prepare market-related values of existing buildings for any purpose and such work does not fall within the scope of work of the quantity surveying profession.

Performance by professional registered in terms of Architectural Profession Act, 2000, Landscape Architectural Profession Act, 2000 and Engineering Profession Act, 2000 of scope of services identified by Council for the Built Environment for professional registered in terms of the Quantity Surveying Act

9. A person registered in a category referred to in section 18(1)(a) of the Architectural Profession Act, 2000 (Act No. 44 of 2000), the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000) or the Engineering Profession Act, 2000 (Act No. 46 of 2000), may perform the scope of services referred to in Annexure B if –

- (a) the qualification, training and experience of that person have specifically rendered him or her competent to perform those services; and
- (b) the services are performed within the framework of the work identified by the Council for the Built Environment for a person registered in terms of the Act concerned.

Appeal

10. Any person who feels aggrieved by an action of the SACQSP as a result of the work identified in this notice or due to the refusal by the SACQSP to grant a transitional authorisation referred to in item 6 may lodge an appeal against such an action with the SACQSP and section 35 of the Quantity Surveying Profession Act applies with the necessary changes.

Improper conduct

11. Any professional who is not permitted to undertake work identified in item 4 or who has not obtained a transitional authorisation to do so in terms of item 6 is in breach of the code of conduct of the SACQSP and the provisions of the Quantity Surveying Profession Act relating to improper conduct applies.

ANNEXURE A

WORK IDENTIFIED BY THE COUNCIL FOR THE BUILT ENVIRONMENT WHICH FALLS WITHIN THE SCOPE OF WORK IDENTIFIED BY THE COUNCIL FOR THE BUILT ENVIRONMENT FOR A PROFESSIONAL REGISTERED IN TERMS OF THE PROJECT AND CONSTRUCTION PROJECT MANAGEMENT PROFESSIONS ACT, 2000 AND WHICH MAY BE PERFORMED BY A PROFESSIONAL REGISTERED IN TERMS OF SECTION 18(1)(a) OF THE QUANTITY SURVEYING PROFESSION ACT

1. A person registered in terms of section 18(1)(a) of the Quantity Surveying Profession Act may perform the scope of services indicated in the table below which falls within the scope of services identified by the Council for the Built Environment for a professional registered in terms of the Project and Construction Management Professions Act, 2000.

2. The stages referred to in the table below are the stages contemplated in Notice No. ... of 2012 issued by the Council for the Built Environment.

STAGE 1 - PROJECT INITIATION AND BRIEFING	
Standard Services	
1.1.	Assist the client in the procurement of the necessary and appropriate consultants including the clear definition of their roles, responsibilities and liabilities.
1.2.	Establish in conjunction with the client, consultants, and all relevant authorities the site characteristics necessary for the proper design and approval of the intended project
1.3.	Manage the integration of the preliminary design to form the basis for the initial viability assessment of the project
STAGE 2 - CONCEPT AND FEASIBILITY	
Standard Services	
2.1	Assist the client in the procurement of the necessary and appropriate consultants including the clear definition of their roles, responsibilities and liabilities.
2.2	Advise the client on the requirement to appoint a Health and Safety Consultant
2.3	Manage and integrate the concept documentation for presentation to the client for approval
STAGE 3 - DESIGN DEVELOPMENT	
Standard Services	
3.1	Assist the client in the procurement of the balance of the consultants including the clear definition of their roles, responsibilities and liabilities.
3.2	Manage, co-ordinate and integrate the design by the consultants
3.3	Conduct and record the co-ordination meetings
3.4	Manage and monitor the timeous submission by the design team of all plans and documentation to obtain the necessary statutory approvals
3.5	Establish responsibilities and monitor the information flow between the design team.
3.6	Facilitate and monitor the timeous technical co-ordination of the design by the design team

STAGE 4 – TENDER DOCUMENTATION AND PROCUREMENT**Standard Services**

4.1 Manage the tender process in accordance with agreed procedures.

STAGE 5 - CONSTRUCTION DOCUMENTATION AND MANAGEMENT**Standard Services**

5.1 Appoint contractor(s) on behalf of the client including the finalization of all agreements.

5.2 Instruct the contractor on behalf of the client to appoint subcontractors.

5.3 Receive, co-ordinate, review and obtain approval of all contract documentation provided by the contractor, subcontractors, and suppliers for compliance with all of the contract requirements.

5.4 Facilitate the handover of the site to the contractor.

5.5 Regularly conduct and record the necessary site meetings

5.6 Monitor the compliance by the contractors of the requirements of the Health and Safety Consultant.

5.7 Monitor the preparation by the Environmental Consultants of the Environmental Management Plan

5.8 Establish the construction information distribution procedures.

5.9 Agree and monitor the Construction Documentation Schedule for timeous delivery of required information to the contractors.

5.10 Manage the review and approval of all necessary shop details and product propriety information.

5.11 Agree to the quality assurance procedures and monitor the implementation thereof by the consultants and contractors.

5.12 Monitor, review, approve and certify monthly progress payments.

5.13 Receive, review and adjudicate any contractual claims.

5.14 Issue the Practical Completion Lists and the Certificate of Practical Completion.

5.15 Issue of the Works Completion List by the consultants to the contractors.

5.16 Check the defects items to achieve Works Completion.

STAGE 6 - PROJECT CLOSE OUT**Standard Services**

6.1 Issue the Works Completion Certificate

6.2 Preparation of all as-built drawings and design documentation.

6.3 The procurement of all statutory compliance certificates and documentation.

6.4 Issue the Final Completion Defects list and Certificate of Final Completion.

ANNEXURE B

WORK IDENTIFIED FOR A REGISTERED PERSON BY THE COUNCIL FOR THE BUILT ENVIRONMENT WHICH MAY BE PERFORMED BY A PROFESSIONAL REGISTERED IN TERMS OF THE ARCHITECTURAL PROFESSION ACT, 2000, THE LANDSCAPE ARCHITECTURAL PROFESSION ACT, 2000 OR THE ENGINEERING PROFESSION ACT

1. A person registered in a category referred to in section 18(1)(a) of the Architectural Profession Act, 2000 (Act No. 44 of 2000), the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000) or the Engineering Profession Act, 2000 (Act No. 46 of 2000), may perform the scope of services indicated in the table below to the extent indicated therein.

2. The stages referred to in the table below are the stages contemplated in Notice No. ... of 2012 issued by the Council for the Built Environment.

Architectural Profession Act, 2000	Landscape Architectural Profession Act, 2000	Engineering Profession Act, 2000
Stage 1: Inception		
1.1 Advise on procurement policy for building projects without bills of quantities	1. 1 Advise on procurement policy for landscaping projects	1.1 Advise on procurement policy for civil, electrical or mechanical projects
1.2 Advise on other consultants and services required	1.2 Advise on other consultants and services required	1.2 Advise on other consultants and services required
	1.3 Advise on economic factors affecting the landscaping project	1.3 Advise on economic factors affecting the civil, electrical or mechanical project
1.3 Advise on appropriate financial design criteria for building projects without bills of quantities	1.4 Advise on appropriate financial design criteria for landscaping projects	1.4 Advise on appropriate financial design criteria for civil, electrical or mechanical projects
Stage 2: Concept and viability		
	2.1 Prepare cost estimates for landscaping project	2.1 Prepare cost estimates for civil, electrical or mechanical projects
Stage 3: Design development		
	3.1 Prepare detailed cost estimates for landscaping project	3.1 Prepare detailed cost estimates for civil, electrical or mechanical projects
Stage 4: Documentation and procurement		
4.1 Formulation of the procurement strategy for contractors, sub- contractors and suppliers for building projects without bills of quantities	4.1 Formulation of the procurement strategy for landscape contractors, sub-contractors and suppliers	4.1 Formulation of the procurement strategy for civil, electrical or mechanical contractors, subcontractors and suppliers
4.2 Call for tenders and/or negotiate prices for building projects without bills of quantities	4.2 Call for tenders and/or negotiate prices for landscape projects	4.2 Call for tenders and/or negotiate prices for civil, electrical or mechanical projects
4.3 Financial evaluation of tenders for building projects without bills of quantities	4.3 Financial evaluation of tenders for landscape projects	4.3 Financial evaluation of tenders for civil, electrical or mechanical projects

Stage 5: Construction

	5.1 Prepare schedule of predicted cash flow for landscape projects	5.1 Prepare schedule of predicted cash flow for civil, electrical or mechanical projects
	5.2 Prepare pro-active estimates for proposed variations to landscape projects for client decision-making	5.2 Prepare pro-active estimates for proposed variations to civil, electrical or mechanical projects for client decision-making
	5.3 Adjudicate and resolve financial claims by the landscape contractor	5.3 Adjudicate and resolve financial claims by the civil, electrical or mechanical contractor
	5.4 Resolution of contractual claims by landscape contractor	5.4 Resolution of contractual claims by civil, electrical or mechanical contractor
	5.5 Establish and maintain a financial control system for landscape projects	5.5 Establish and maintain a financial control system for civil, electrical or mechanical projects
	5.6 Prepare valuations for payment certificates for landscape projects to be issued by the principal agent	5.6 Prepare valuations for payment certificates for civil, electrical and mechanical projects to be issued by the principal agent
	5.7 Prepare final account(s) for the landscape works on a progressive basis	5.7 Prepare final account(s) for the civil, electrical or mechanical works on a progressive basis

Stage 6: Close-out

	6.1 Prepare valuations for payment certificates for landscape projects to be issued by the principal agent	6.1 Prepare valuations for payment certificates for civil, electrical and mechanical projects to be issued by the principal agent
	6.2 Conclude final account(s) for the landscape works	6.2 Conclude final account(s) for the civil, electrical or mechanical works