

Trade	Metalwork	Revision	A
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Project Overview:
Brief overview of the project, site or phase providing relevant information

A. Product Selector				
<u>Products must be purchased through our Group National Suppliers.</u>				
Code	Item	Included	Product Selector Item	Product
A	1	✓		

B. Key Information				
Code	Item	Included	Scope of Works Item	
Quality & Compliance				
B	1	✓	Supply labour, materials, tools, plant, equipment and fixings in accordance with the relevant site specific drawings, details, schedules and below details:	
B	2	✓	Materials and workmanship to comply to current:	
B	2.1	✓	NHBC standards and recommendations.	
B	2.2	✓	British standard codes of practice	
B	2.3	✓	Local regulations	
B	2.4	✓	TW UK Construction Specification and details	
B	2.5	✓	Framework Agreement	
B	2.6	✓	House type working drawings	
B	2.7	✓	Standard details	
B	2.8	✓	Manufacturer instructions	
B	2.9	✓	TW Customer Quality Approach (CQA) document,	
B	2.10	✓	TW Production Manual.	
B	2.11	✓	Current TW Health & Safety Manual.	
B	2.12	✓	National Sales Tiered Standard Specification	
B	2.13	✓	Customer Service Policy for contractors and suppliers	
B	3	✓	If there is a conflict between building regulations, British standards, NHBC guidelines and TW UK construction specification. The contractor is to contact and confirm with the TW BU Technical department prior to installation.	
B	4	✓	You must provide supervision and ensure all works are fully checked and completed prior to offering to Taylor Wimpey Site management. TW Build Quality Checklist (BQC) must also be signed by the contractor and TW.	
B	5	✓	Contractor is not permitted to vary the design without first obtaining prior written approval from the regional technical teams.	
B	6	✓	The contractor to examine the drawings and specifications, and any questions should be raised prior to contract start.	
B	7	✓	It is essential that the Contractor liaises with all other trades associated with the Works to ensure details are constructed correctly and appropriately prior to following work being carried out.	
B	8	✓	Fire Resistance: - All works to meet the relevant Building Control fire resistance criteria, to be installed as per design and as per manufacturers' instructions.	
B	9	✓	Any structural proposals or fixings must be approved by the Structural Engineer as necessary.	
B	10	✓	It will be the contractor's responsibility to incorporate temporary details and to maintain/install the acoustic and fire integrity of the units/building.	
B	11	✓	It is the responsibility of the subcontractor to measure all structural openings including internal fanlights and external doors prior to manufacture and installation. The contractor should visit site to ensure measurements are taken.	
C. HSE				
C	1	✓	Please refer to the HSE Manual.	
C	2	✓	Materials must be mechanically lifted in accordance with TW guidance.	
D. Materials & Logistics				
D	1	✓	The subcontractor will be responsible for all material handling applicable to their trade. TW will make available, where possible, a forklift and driver. The driver will not be responsible for sorting, loading, unloading or any other activity on behalf of the Subcontractor. Sufficient resources shall be allowed by the subcontractor for this purpose.	
D	2	✓	The contractor is to coordinate with the site manager/material controller for material requirements daily. No claims for delay due to lack of materials will be accepted.	
D	3	✓	It is the contractor's responsibility to ensure that all surplus materials are correctly stacked on pallets to either be moved back to the compound or moved on to a following plot.	
D	4	✓	Materials or fixing supplied by the contractor to be in accordance with the product manufacturers recommendations.	
D	5	✓	Limited storage areas may be available (to be discussed at a later stage) on Site and deliveries should be sequenced and coordinated by the Subcontractor and their suppliers so deliveries can be immediately transported by the Subcontractor to the area of Works or that they do not exceed the designated storage capacity. Any additional costs incurred for failure to coordinate deliveries will not be considered by TW.	

D	6	✓	When materials are delivered to site, they should be checked to ensure conformity with engineer's design, or steelwork sizes prior to installation.
E. Waste			
E	1	✓	All waste to be segregated appropriately and working area to be left in a clean and tidy state. Excess materials to be removed from site. Any material movement to or from site must comply with waste regulations, transfer tickets must be made available, and the weight or volume of waste taken from site must be made available to TW upon request.
E	2	✓	It is the contractor's responsibility to ensure minimal wastage of materials. TW reserves the right to levy charges against the contractor in the event of excess materials wastage.
E	3	✓	The TW Site Management team should be made aware of any surplus material for reuse in other plots.
F. Cleaning & Protection			
F	1	✓	Please refer to Protection Guidance in S21 of the Production Manual.
F	2	✓	It is the contractor's responsibility to ensure that all their work is suitably protected, in line with S21 of the Production Manual.
F	3	✓	Should the contractor feel that adequate protection has not been provided by other trades for them to safely carry out their works, it is the responsibility of the contractor to notify the TW site manager.

Project Tasks			
<i>Note to TW - where a section is highlighted, there is a choice, please pick the relevant options to be included in the scope using the drop downs.</i>			
Code	Item	Included	Scope of Works Item
G. Quotation & Inclusions			
G	1	✓	Quotation to be broken down in labour & materials.
G	2	✓	Price to be fixed for a minimum of 12 months'.
G	3	✓	The contractor is to allow for return visits as necessary including providing replacement materials where repairs are not possible / acceptable to the Site Manager.
G	4	✓	Return visits to complete any areas left incomplete to allow other trades to progress will be deemed included in the Subcontract Works Package. No claims for out of sequence working will be entertained by TW in this respect under any circumstances to complete the Contract Works.
G	5	✓	The contractor is to allow for all necessary drilling to the structure for the installation of fixings and TW will supply the details of the substrate.
G	6	✓	It should be noted that certain plots or areas may be 'delayed' from full construction due to their designation as site offices, loading out areas or access areas via materials hoists. Similarly return visits as necessary to complete the Contract Works shall be included in the Works Package. No claims for out of sequence working in this respect will be entertained by TW under any circumstances to complete the Contract Works.
H. Project Tasks			
H	1	✓	Fabricate all metalwork off-site.
H	2	✓	Carry out powder coating as required by design / specification.
H	3	✓	Carry out protective coating such as galvanising as required by design / specification.
H	4	✓	All site working to be from scaffold/working platform.
H	5	✓	Carry out all chasing, notching, etc on site to enable fitting.
H	6	✓	Supplying and install grille cover within apartment riser cupboards.
H	7	✓	Provide client operation and maintenance manuals, record drawings, test and commissioning, certificates and warranties..
H	8	✓	Remove any arisings due to excavations to a place as directed by TW site management team.
H	9	✓	Make good to surrounding areas damaged by welding or other installation procedures.
H	10	✓	Leave surfaces smooth and suitable for painting.

Open text box - to be used to capture any comment or amendments to be assessed and included on future SOWs.			
Item	Included	Scope of Works Item	

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Date:

Signature:
