

# Pre-Construction checklist by Project Coordinator

Form S1-PCS-8 – version 01 – effective 16 October 2017

## Details of development:

<b>Development Proponent</b>	Name: Address: Phone: Email:
<b>Land</b>	Real property description: Address:
<b>PDA development approval number and stage</b>	
<b>Infrastructure Agreement (include name and date)</b>	

## Details of Project Coordinator:

<b>Full name:</b>	
<b>Company/entity name: (include ACN/ABN)</b>	
<b>Profession:</b>	
<b>Phone:</b>	
<b>Email:</b>	

## Mandatory attachments:

- Certification Deed Poll by the Development Proponent – signed and witnessed
- Certification Deed Poll by the Project Coordinator with the required insurances – signed and witnessed
- Certification Deed Poll by each Certifier with the required insurances – signed and witnessed
- Certification Deed Poll of the Project Auditor with the required insurances – signed and witnessed (if required)
- Risk Assessment by the Project Coordinator
- Pre-construction certification form signed by each Certifier
- Pre-Construction certification form signed by the Project Auditor (if required)

## I undertake:

- To be the primary point of contact for the MEDQ for the project.
- To maintain the insurances required by the certification Deed Poll that i have signed while the Deed Poll is in effect.



- To monitor 'medium-risk' activities for potential escalation to the 'high-risk' category (if any).
- To consider community consultation options.
- To provide the relevant External Authority with contact details for complaint resolution other than the MEDQ.
- To use my best endeavours to resolve conflicts that may arise between the different certification disciplines when applying standards.
- To obtain approved drawings from the External Authority for contributed assets at the Development Proponent's expense where an External Authority has a design certification role and provide certified plans to the relevant parties for their information.
- To notify the MEDQ of any significant design changes or non-conformances with the standards and guidelines listed in the PDA development approval or the Infrastructure Agreement.
- To arrange the pre-start meeting with the MEDQ, the Certifier/s, any External Authority (acting as an observer) and relevant third parties (e.g. contractor).
- To ensure the works do not commence prior to the MEDQ's acceptance of all pre-construction documents required under the PDA development approval, the Certification Procedures Manual and Infrastructure Agreement.

**I confirm:**

- I have reviewed the Pre-Construction Documentation from the Certifier/s to ensure compliance with the PDA development approval and obligations in the Infrastructure Agreement.
- All documents lodged with the MEDQ do not contain information that is false or misleading to the best of my knowledge.

**Interpretation:**

In this checklist:

- a) **CPM** means the Certification Procedures Manual, as amended from time to time;
- b) Undefined terms have the meaning given to them in the CPM or the Infrastructure Agreement, as the case may be.
- c) Capitalised terms have the meaning given to them in the CPM.

---

Signature of Project Coordinator

---

Name of Coordinator

---

Date