Østfold Avfallssortering

Project:

Østfold Avfallssortering IKS - MRF

Title:

APPENDIX D1

PA MANUAL

(PROJECT ADMINISTRATION)

C1		For Contract			
B1	21.09.22	For Tender	SES	PT	ASE
A1	10.08.22	For Internal control	SES	PT	PT
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1 PURPOSE

The PA Manual is a project administration handbook that defines the procedures for the project. It describes areas of responsibility and collaboration between the parties involved in execution of the Scope of Work.

This document also describes the technical and administrative procedures that will apply for technical and financial management of the project and planning.

The PA manual addresses correspondence routines. The purpose of the manual is to provide all the links/parties involved in the project with a comprehensive and cohesive tool for management and information, to ensure that it proceeds smoothly and efficiently.

2 PROJECT

2.1 Name

Avfallssorteringsanlegg ØAS.

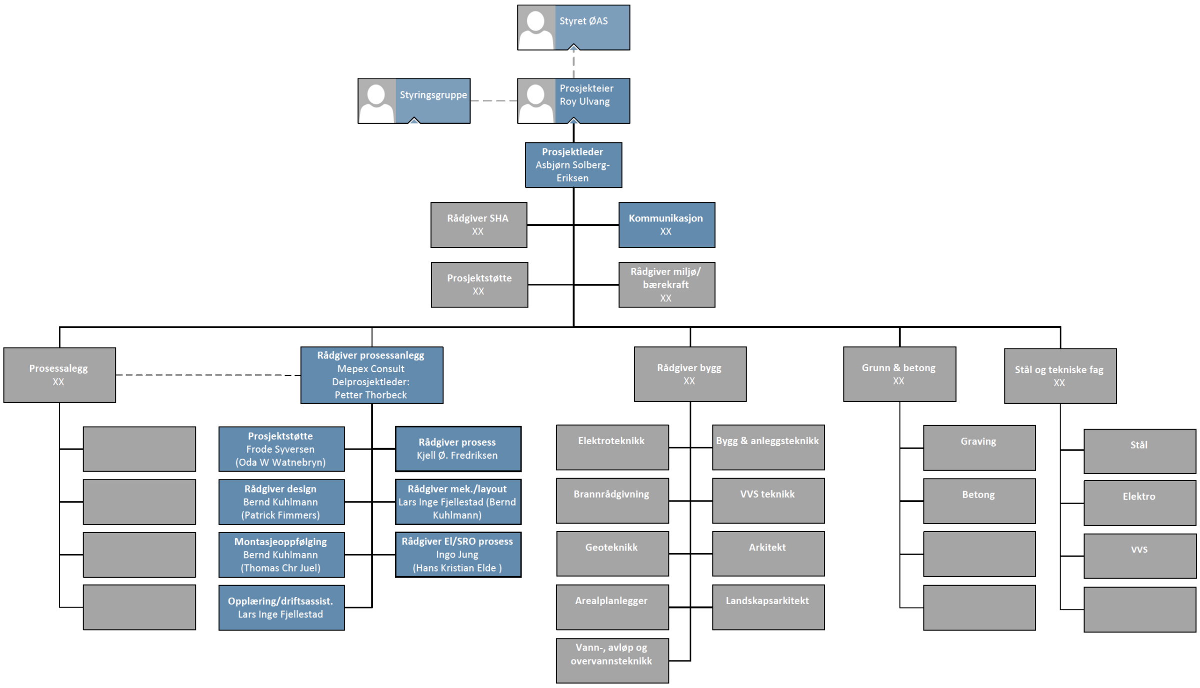
This title is to be used in all correspondence and documentation related to the project.

2.2 Project framework

The project will carry out the detailed planning and establish the plant at Viken Park Industriområde in Fredrikstad, Norway.

2.3 Organisation

2.3.1 Client organisation chart



The Client, Østfold Avfallssortering, is responsible for executing the project within the parameters defined. Asbjørn Solberg-Eriksen has been appointed Project Manager and is responsible for the project. Project Owner is Roy Ulvang.

The project organisation is compiled to carry out the project in the most efficient manner.

It shall undertake the following tasks:

- The client's activities and functions
- Legal liability and obligations pertaining to contracts
- Project and building management
- SHE

The client's advisers in relation to project design and civil work is also included in the client's organisation.

2.4 Contractor's organisation

Intended to carry out the planning, erection and start-up of the process plant.

Will be classified as responsible for the following areas:

- Planning and administration of his own work
- Administration of other contractors (if relevant)
- The contractor's own project design
- The contractor's own contracts
- Site management and the contractor's own work up to handover
- Guarantee provision for work performed

Client and Contractor's detailed organisation charts will be shown when selected.

3 CONTRACTS

All contractual agreements between Client and an independent company can only be made by the Project Owner of ØAS or a person to whom such authority is delegated.

No binding agreements can be applied to any party outside ØAS without proper authorization / signature.

3.1 PROCEDURES

3.1.1 General

The procedures described in this chapter apply to general information and decision-making routines for the project organisation members. Procedures directly related to special subjects are described under the respective subject.

The purpose of the overview is to give all project members details of the means of the disposal of the organisation for rational, secure provision of orders and information internally and to external parties and public bodies affected by the project.

Documentation shall be stored and will form the valid evidence of information, to be available for the relevant parties.

3.1.2 Information procedures

All information that is agreed must be documented in writing either in action lists, minutes or reports.

Project members will be provided with minutes from scheduled meetings of the most important verbal information given.

All information to/from Contractor is to be passed from/to Client by the Site or Project Manager(s).

All negotiations with authorities shall only take place in consultation with the Project Manager.

3.1.3 Correspondence

All incoming correspondence concerning the project is to be sent to Client c/o the Project Manager, who will distribute copies within the project organisation.

Each letter or e-mail must only address one major issue at a time.

For identification purposes:

- Project name
- Subject matter
- Date
- Sender (company and official)
- Recipient (company and official)
- Subject matter concerns
- What the subject is about
- Who can/should respond to what, final date for reply and copy recipients should all be included

Outgoing correspondence from Client must be signed by the Project Manager or a person to whom such authority is delegated.

3.1.4 Minutes and reports

Minutes must be written for all formal meetings, surveys and inspections. Minutes are to be sent to all meeting participants as soon as possible after the meeting. Minutes will be deemed to have been approved if no written objection is received within 7 days.
For regular meetings, an “Action-list” can be used to register new actions and track history for previously noted action. Important info points can be listed in the same list.

The person to whom a task has been delegated at a meeting should take note of the task themselves. If the task is urgent, it should be executed without waiting for the minutes.

Minutes and reports are to be written with an opening that states:

- Project name
- Client
- Meeting venue and date
- Meeting type and number
- Meeting participants
- Distribution

Minute text should include:

- Purpose of the meeting

- Brief details of items discussed
- Conclusions, tasks delegated, deadlines and the like, plus who is responsible
- Date of next meeting (if relevant)
- Minutes must be signed by the minute-taker.

Template will be distributed subsequent to project start-up.

3.1.5 Studies

A study is documented information (data and analyses) to provide the basis for appraisal of special matters related to the project. They can also concern the consequences of various measures.

3.1.6 Recommendations

Recommendations are advices to Client, and should form the basis for decision-making. Recommendations can be combined with a report.

Contents:

- Subject / “The matter”
- Analysis and appraisal of the matter, with alternatives
- Recommended solution/conclusion

3.1.7 Monthly Status Report

Reports should document actual circumstances. They will often be used to identify deviations from plan.

Contractor reports must be sent to the Project Manager at the end of each month. The deadline for submission of reports is the 10th of the following month. Reports shall contain details of:

- Status of work done over the last month
- Status of progress according to Schedule
- List of agreed upon changes – technical and financial status
- Planned activities for the next period
- Manning levels, including subcontractors
- Quality management and internal controls performed
- SHE – non-conformities and Reporting of activities close to accidents
- Top 5 risks

3.1.8 Meetings

Meetings are an important element of project coordination. As they can be time-consuming, they should be broken down according to purpose to ensure that participation is limited to those directly involved. Others will be sent the minutes.

All meetings must have a chairperson to ensure:

- Invitation
- Agenda/purpose
- Preparation (participants to prepare their respective items)
- Execution/chairmanship of meeting
- Minutes

Meeting notifications should normally be sent out in good time (1 week in advance) and must contain:

- Time and place
- Participants
- Purpose/agenda
- Expected duration

Scheduled, routine meetings should be notified in the minutes of the preceding meeting.

3.1.9 Final inspection

Contractor will convene the final inspection when all work is completed, and the site is fully cleared. Notification must have the minutes from Contractor's own final inspection attached.

Notification is to be sent 14 days before the activity, counting from receipt of the notification.

Failure by one of the parties to attend without a valid reason can entitle the other party to carry out the inspection alone.

Minutes are to be kept, which will state:

- Those present
- Shortcomings found
- Deadline for rectification of such shortcomings
- Whether the contractual work is accepted or totally rejected

The minutes are to be signed by the parties present. The parties shall each receive a copy of the signed minutes.

Acceptance and handover of the approved final documentation entitles Contractor to submit a final invoice, and the warranty period will commence.

3.1.10 Invoicing

Please note that invoices, which have missing details, will be returned.

No form of invoice fee will be accepted unless agreed in advance.
Payment terms are in accordance with Appendix B1.

Preferred way of billing is by EHF-invoice (directly from sender's financial system to recipient's financial system). Further details to be shared upon conclusion of the contract.

Client invoicing address:

Østfold Avfallssortering IKS
Øraveien 2
1630 Gamle Fredrikstad
Norway

Separate invoicing for:

- Change orders

Invoices must be marked:

Project name: Avfallssorteringsanlegg ØAS
- Contract number: 2022_1
- The basic data on invoices must be clear and legible
- Amount net and total
- VAT
- Company registration no./VAT ID no
- Bank account number/BIC Code/IBAN Code
- Invoice number
- Invoice date
- Due date

In the event invoices has to be sent to the postal invoicing address, ØAS kindly requests that documents are not stapled together.

Please direct any questions to the Accounts Manager. Phone and email will be made available after Contract Award.

4 CHANGE ROUTINES

Changes to the contract fall into two main groups:

- Changes to the framework conditions
- Change lists

4.1 Changes to the framework conditions

Defined as basic changes to the main concept of the building project or the process / construction phases that result in a significant change in content or intention to contracts signed. These must always be dealt with by the Project Manager.

4.2 Change lists

All deviations from contracts, approved drawings and decisions made will be considered as changes if they cause a change in price, execution or delivery date.

Normal procedure: Client will send a change list with proposals for changes to the contractor for pricing. Contractor will price and return them to Client. An approved change list returned from Client can be considered to be an order.

The normal procedure must be carried out as quickly as possible for work which must be performed immediately for safety reasons, for the sake of control and documentation.

If Contractor believes an extra charge is justified, Client must be notified as soon as possible. Agreed upon change lists are kept for reference.

4.3 Evaluation and control of project changes

Regardless of the type of change involved, it will be evaluated technically and with regard to impact on progress and project costs. Such evaluation is a main element in the control and management applied to the project and routines established that must be carried out before a change can be approved and made. The only exception to this rule is the changes which must be implemented on the site for safety reasons or to avoid major extra costs.

When such circumstances arise, change routines and specifications must still be carried out for control and documentation purposes.

All project changes must be checked and signed off by the Site Manager.

4.4 Carrying out changes

Must be agreed in the form of a supplementary contract. Such contracts must be approved by Client.

Financial claims covered by contractual provisions:

- All supplementary financial claims from the contractor which can be evaluated and approved in accordance with the guidelines in the Contract, will be dealt with by the Project or Site Manager as part of their routine work.

Financial claims not covered by contractual provisions:

- Will be dealt with by the Project Manager.

Once the circumstances have been investigated and agreement reached with the contractor, the claim will be approved by the Project Manager.

Procurement of materials and equipment included in the contractual work are the sole responsibility of the Contractor. Such procurement is subject to the terms and conditions laid down in the Contract and must comply with the amounts and specifications stipulated in the quantities list.

5 QUALITY PLAN / SHE PLAN

Contractor shall compile his own procedures for quality management and SHE for this project.

Please also refer to the Quality Plan (Appendix D2) and SHE Plan (Appendix D3).

In the event of non-conformities regarding the technical execution of the project, Client shall be provided with a copy of the non-conformity report completed in accordance with Contractor's own quality management system. Any non-conformity solutions involving changes to agreed technical solutions require the approval of Client.

All accidents (deviation) and near accidents (RUH) in relation to SHE, shall be reported to Client.