

Project Hierarchy Quick Reference

The contractual chain — roles, responsibilities & key deliverables

<p>CLIENT / EMPLOYER</p> <p>Commissions & funds the project</p>	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Sets the project brief, budget, and programme • Appoints the professional team (architect, engineer, QS, PM) • Under CDM 2015: appoints Principal Designer and Principal Contractor • Pays the main contractor per the contract payment mechanism <p>KEY DELIVERABLES: Project brief · Pre-construction information · Employer's requirements · CDM appointments</p>
<p>CONSULTANT / CONTRACT ADMIN (CA)</p> <p>Designs, supervises & certifies</p>	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Issues instructions — variations, clarifications, provisional sums • Certifies interim payments and the final certificate • Determines extensions of time and loss & expense claims • Issues practical completion certificate <p>KEY DELIVERABLES: Design drawings · Architect's instructions · Payment certificates · EoT decisions · PC certificate</p>
<p>MAIN CONTRACTOR</p> <p>Your direct client — delivers & coordinates</p>	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Delivers the works on time, to spec, within budget • Coordinates all trades and subcontractors on site • As Principal Contractor (CDM 2015): produces construction phase plan • Certifies and pays subcontractors within agreed timescales <p>KEY DELIVERABLES: Construction phase plan · Master programme · Progress reports · Subcontract payment certificates</p>
<p>YOU — SCAFFOLD SUBCONTRACTOR</p> <p>Contract manager role sits here — executes & records</p>	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Delivers scaffold works to subcontract spec and programme • Produces RAMS compliant with SG4:22 and the construction phase plan • Provides CISRS-carded operatives and appointed scaffold supervisor • Submits payment applications on time — issues notices for variations & delays <p>KEY DELIVERABLES: RAMS · Inspection records · Payment applications · Variation notices · Daily diaries · Handover docs</p>
<p>COMMUNICATION PROTOCOL</p> <p>Never bypass the chain. Your route is always through the main contractor — never direct to the client or CA.</p> <p>Everything significant goes in writing.</p>	