

Appendix A

Programme hold points to verify compliance with standards, (quality) specifications or contractual obligations

| Item | Component | Location | Responsibility | Criteria | When | Frequency | Certificate |
|------------|--|---|--|--|--|--|--|
| | An aspect of or part of the Works – or tasks | Generally on site within the Works, may be at the manufacturer or importer of plant and other equipment | OD Owner / Developer LA local authority A architect QS quantity surveyor PA principal agent PM constr., project manager LS land surveyor AL landscape architect SE structural engineer ME mechanical engineer EE electrical engineer FE (rational) fire engineer WE wet services engineer IE IT engineer AE acoustics engineer ID interior designer HS health & safety officer C principal contractor CM construction manager SSC specialist (sub)contractor | Included in project specification, refer to SABS or SI standards Or as applicable If not specified – how is compliance measured? | As specified as work progresses, more often if non- compliance is observed | As specified as work progresses, more often if non- compliance is observed | Of critical importance to follow assessment procedures and to retain proof of tests and statutory compliance certificates – and contractual certificates |
| A | NBR Building Plan approval | | OD A LA | | Before commencement of construction | | Approved Building Plans |
| B | OH&SA Construction Work permit | | OD (PC for 1storey dwelling) | | Before commencement of construction | Application 30 days before commencement | Approved Construction Work Permit |
| 1.0 | SITE | | | | | | |
| | COMPONENT | LOCATION | RESPONSIBILITY | CRITERIA | WHEN | FREQUENCY | CERTIFICATE |
| 1.1 | Survey drawing SG diagram site plan | Works - boundary pegs, datum, relative levels | LS PA or A PC | Position + accuracy (Correct site?) | Site handover to contractor | once | Contract: Set-out Certificate SoC |
| 1.2 | Photo Record | Works | PA or A PC | Photos of any damages Items to be preserved | Site handover to contractor | once | Add to SoC |
| 1.3 | Bulk earthworks: cut+ fill > Compaction | Works | SE LS PA A QS HS PC SSC > laboratory | Compaction tests (per spec) | On notice from PC SSC | Suit extent of Works | Test results if ok/ if no= non conform notice |
| 1.4 | Stabilise embankments | Works | SE PA or A QS HS PC SSC | (compaction) tests (per spec) | On notice from PC SSC | Suit extent of Works | Test results if ok/ if no= non conform notice |
| 1.5 | Excavations | Works | SE PA or A HS PC SSC > laboratory | ground water? soil founding condition | before pouring concrete | > all sections complete | Test results if ok/ if no= non conform notice |
| 2.0 | FOUNDATIONS | | | | | | |
| | COMPONENT | LOCATION | RESPONSIBILITY | CRITERIA | WHEN | FREQUENCY | CERTIFICATE |
| 2.1 | Set out foundations | Works | SE PA LS? PC SSC | Position + accuracy | On notice from PC SSC | Suit extent of Works | Contract: Set-out Certificate SoC |

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| 2.2 | Strip foundations | Works | SE PA PC SSC | Concrete test results Confirm reinforcing ok? | On notice from PC SSC | After 7/14/28 days | Test results if ok/ if no= non conform notice |
| 2.3 | Piled foundations | Works | SSC PC SSC | Concrete test results Confirm reinforcing ok? | On notice from PC SSC | After 7/14/28 days | Test results if ok/ if no= non conform notice |
| 3.0 STRUCTURE | | | | | | | |
| | COMPONENT | LOCATION | RESPONSIBILITY | CRITERIA | WHEN | FREQUENCY | CERTIFICATE |
| 3.1 | Concrete | Works | SE PA or A PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Accepted test results |
| 3.2 | Structural steel | Works | SE PA or A PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Accepted test results Compliance Certificate? |
| 3.3 | Structural Brickwork | Works | SE PA or A PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Compliance Certificate? |
| 3.4 | External wall finishes | Works | SE PA or A PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Compliance Certificate? Product guarantee |
| 3.5 | Walls below ground waterproofing | Works | SE PA or A PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Compliance Certificate? Product guarantee |
| 3.6 | Window | Works | SE (façade?) PA or A PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Glazing Certificate? Product guarantee |
| 3.7 | Doors | Works | PA or A PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Glazing Certificate? Product guarantee |
| 3.8 | Balcony / (flat roof) Balustrade | Works | PA or A . PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Compliance Certificate? |
| 3.9 | Roof Structure | Works | SE PA or A PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Compliance Certificate? |
| 3.10 | Roof Cladding (waterproofing) | Works | (SE) PA or A PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Compliance Certificate? Product guarantee |
| 4.0 INTERNAL BUILDING FINISHES (will require multiple subcategories for each finish type) | | | | | | | |
| | COMPONENT | LOCATION | RESPONSIBILITY | CRITERIA | WHEN | FREQUENCY | CERTIFICATE |
| 4.1 | Ceiling | Works | (SE) PA or A ID PC SSC (CM) | per specifications | for practical completion | Regularly as work progresses | Compliance Certificate? Product guarantee |
| 4.2 | Walls | Works | PA or A ID PC SSC (CM) | per specifications | for practical completion | Regularly as work progresses | Compliance Certificate? Product guarantee |

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| 4.3 | Floors | Works | (SE) PA or A ID PC SSC (CM) | per specifications | for practical completion | Regularly as work progresses | Compliance Certificate? Product guarantee |
| 4.4 | Doors | Works | PA or A ID PC SSC (CM) | per specifications | for practical completion | Regularly as work progresses | Compliance Certificate? Product guarantee |
| 4.5 | Bespoke items? | | | | | | |
| 5.0 | BUILDING SERVICES | | | | | | |
| | COMPONENT | LOCATION | RESPONSIBILITY | CRITERIA | WHEN | FREQUENCY | CERTIFICATE |
| 5.1 | Water reticulation and fixtures | Works | WE PA or A LA PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Compliance Certificate |
| 5.2 | Water – Fire installation and fixtures | Works | FE PA or A LA. PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Compliance Certificate |
| 5.3 | Water connection | Works | Local Authority PC SSC (CM) | tests per specifications | for practical completion | Twice – for temporary>permanent | |
| 5.4 | Sewer installation and fixtures and fixtures | Works | WE PA or A LA PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Compliance Certificate |
| 5.5 | Sewer Connection | Works | Local Authority PC SSC (CM) | tests per specifications | for practical completion | Twice – for temporary>permanent | |
| 5.6 | Stormwater drainage | Works | SE PA or A LA. PC SSC (CM) | tests per specifications | for practical completion | Twice – for temporary>permanent | Compliance Certificate? |
| 5.7 | Stormwater connection | Works | Local Authority | tests per specifications | for practical completion | Twice – for temporary>permanent | |
| 5.8 | Electricity installation and fixtures | Works | EE PA or A Eskom PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Compliance Certificate |
| 5.9 | Electrical connection | Works | OD PA or A LA /Eskom PC SSC (CM) | tests per specifications | for practical completion temporary>permanent | Twice – for temporary>permanent | |
| 5.10 | Data reticulation/plant | Works | OD PA or A SSC | tests per specifications | for practical completion | Regularly as work progresses | Compliance Certificate? |
| 5.11 | Data connection | Works | Service Provider SSC | per specifications | For practical completion | Regularly as work progresses | |

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|------------|-------------------------------|-------------------------|--|--------------------------|--------------------------|---------------------------------|-------------------------|
| 5.12 | Security systems | Works | Service Provider SSC | per specifications | For practical completion | Regularly as work progresses | Compliance Certificate? |
| 5.13 | H V A C systems | Works | ME PA or A AE ID PC SSC (CM) | tests per specifications | for practical completion | Regularly as work progresses | Compliance Certificate? |
| 6.0 | FIXTURES (Domestic) | | | | | | |
| | COMPONENT | LOCATION | RESPONSIBILITY | CRITERIA | WHEN | FREQUENCY | CERTIFICATE |
| 6.1 | Fixtures appliances | Bedroom 1 / 2 / 3 / etc | OD PA or A PC SSC (CM) | tests per specifications | for practical completion | regularly as work progresses | |
| 6.2 | Fixtures appliances | Bathroom 1 / 2 etc | OD PA or A PC SSC (CM) | tests per specifications | for practical completion | regularly as work progresses | |
| 6.3 | Fixtures appliances | Guest suite | OD PA or A PC SSC (CM) | tests per specifications | for practical completion | regularly as work progresses | |
| 6.4 | Fixtures appliances | Laundry | OD PA or A PC SSC PC SSC (CM) | tests per specifications | for practical completion | regularly as work progresses | |
| 6.5 | Fixtures appliances | Kitchen fixtures | OD PA or A PC SSC (CM) | tests per specifications | for practical completion | regularly as work progresses | |
| 6.6 | Fixtures | Pantry | OD PA or A PC SSC (CM) | tests per specifications | for practical completion | regularly as work progresses | |
| 6.7 | Fixtures | Terrace | OD PA or A PC SSC (CM) | tests per specifications | for practical completion | regularly as work progresses | |
| 6.8 | Fixtures | Garage | OD PA or A PC SSC (CM) | tests per specifications | for practical completion | regularly as work progresses | |
| 7.0 | EXTERIOR / LANDSCAPING | | | | | | |
| | COMPONENT | LOCATION | RESPONSIBILITY | CRITERIA | WHEN | FREQUENCY | CERTIFICATE |
| 7.1 | Perimeter fencing | Site | OD PM (PA or A) AL EE SSC | tests per specifications | for practical completion | regularly as work progresses | Sec fence certificate |
| 7.2 | Access gate - pedestrian | Site | OD PM (PA or A) AL SSC | tests per specifications | for practical completion | regularly as work progresses | Sec fence certificate |
| 7.3 | Access gate - vehicle | Site | OD PM (PA or A) AL SSC | tests per specifications | for practical completion | regularly as work progresses | Sec fence certificate |

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|------------|---|----------|----------------------------------|--------------------------|--------------------------|---|---------------------------------------|
| 7.4 | Intercom/gate motor | Site | OD PM (PA or A) AL EE SSC | tests per specifications | for practical completion | regularly as work progresses | |
| 7.5 | Paving-driveway | Site | OD PM (PA or A)SE AL SSC | per specification | for practical completion | regularly as work progresses | Compaction tests? |
| 7.6 | Paving-walkway | Site | OD PM (PA or A) AL SSC | per specification | for practical completion | regularly as work progresses | |
| 7.7 | Landscaping-grass | Site | OD PM (PA or A) AL SSC | per specification | for practical completion | regularly as work progresses | |
| 7.8 | Landscaping-trees | Site | OD PM (PA or A) AL SSC | per specification | for practical completion | regularly as work progresses | |
| 7.9 | Landscaping- flowerbed | Site | OD PM (PA or A) AL SSC | per specification | for practical completion | regularly as work progresses | |
| 7.10 | Landscaping-lighting | Site | OD PM (PA or A)SE AL SSC | per specification | for practical completion | regularly as work progresses | ECASA compliance |
| 7.11 | Water features/pumps | | OD PM (PA or A)SE AL SSC | per specification | for practical completion | regularly as work progresses | ECASA compliance |
| 8.1 | STATUTORY COMPLIANCES | | | | | | |
| | COMPONENT | LOCATION | RESPONSIBILITY | CRITERIA | WHEN | FREQUENCY | CERTIFICATE |
| | Approved building drawings | | OD PA or A | SANS 10400 OH&SA | Before PC appointment | Once | LA letter + stamped drawings |
| | Approved 'as built' drawings | | OD PA or A | SANS 10400 OH&SA | As and when required | For LA approval at practical completion | LA letter + stamped drawings |
| | Construction permit | | OD | OH&SA | before PC appointment | Once | Permit |
| | Register project DOL | | PC | OH&SA | on appointment | Once | Permit |
| | Register NHBRC | | PC | NHBRC SANS 10400 | on appointment | Once | Certificate |
| | Setting Out | | PC LS | | on completion of task | | |
| | Foundations | | PC SSC SE | SANS 10400/rat design | As and when required | Until compliant | Contract certificate |
| | Under surface bed compaction ant poison waterproofing | | PC SSC SE PA or A | SANS 10400/rat design | As and when required | | Compaction tests Compliance by SSC |
| | Structure | | PC SSC SE PA or A | SANS 10400/rat design | As and when required | Until compliant | SANS form |
| | Roof trusses | | PC SSC SE PA or A | SANS 10400/rat design | As and when required | Until compliant | SANS form |
| | Safety glazing | | PC SSC EE ME WE | SANS 10400/rat design | As and when required | Until compliant | SANS form |
| | Energy efficiency | | PC SSC EE ME WE | SANS 10400/rat design | As and when required | Until compliant | Energy certificate |
| | Electrical | | PC SSC EE ME | SANS 10400/rat design | As and when required | Until compliant | ECASA certificate |
| | HVAC | | PC SSC EE ME WE | SANS 10400/rat design | As and when required | Until compliant | Energy certificate |

