

20 May 1993

Works Branch Technical Circular No. 19/93

Filing Practice for Works-Contracts

Introduction

This Circular states the standard practice for the filing of works-contract site-documents and shall apply to PWP and ACP projects.

2. Filing and retrieval of site-documents is an important part of the as-constructed record of the Works. The Works Branch Technical Circular No. 31/92 "Inclusion of Computer Facilities in Works Contracts" states rules for including computer-facilities in the list of items to be provided by the contractor for the use of the Engineer's Representative: computer facilities for filing practice can be included in that list.

Definitions

3. **Site-documents** means all manner of works-contract documents, papers, correspondence, reports, forms, drawings, images, charts, records, in whatsoever format or medium, gathered from award of the contract to completion of all the contractual obligations.

4. **File Register** is the comprehensive list of files kept at that filing location i.e. file registry.

5. **File Reference Number**, is the unique alpha-numeric identification number assigned to each file. The file reference number, reflects the subject of the file with like-subjects given closely related numbers. A document number, unique for that file, identifies and locates each site-document kept in the file. The file reference number with the document number is thus the full location address for a filed site-document.

6. **File Index** is the comprehensive list of documents kept in the file. The file index is kept inside the cover of each file. It is used to locate a site-document in a file and for stating the cross references which apply to each document and the details of each document.

Background

7. Site-documents are important as they provide the client with the only comprehensive record of events, constituents, activities and actions for the duration of the works. This as-constructed record is essential for legal, maintenance and asset management purposes throughout the service life of the project. It is important that ad hoc information can be retrieved from the mass of site-documents in a timely fashion and that this can be done by persons familiar or unfamiliar with it. All site filing therefore needs to be within a consistent framework of topics logically broken down into related subjects, adequately cross-indexed for search and retrieval based on selection criteria which span many

file subjects. This framework must serve wide ranging needs. To meet individual purposes it must be possible to further build on it, refine it with further detail or not use parts of it.

Policy

8. Site-documents shall be filed according to a standard practice. It is recommended that it is carried out in both the department's project office as well as the works-contract site office.

9. The requirements stated in Appendix A shall be met on all new ACP works-contracts and existing ACP works-contracts within three months of the date of this Circular: existing files are to be closed and referenced to new, standard practice, files. ACP works-contracts with a remaining duration of six months or less, are exempt from this Circular. Exemptions may be approved by Director/NAPCO only where he is satisfied that computer aided filing is already used which meets the objectives of para 8 and where to change to the requirements would damage or render inoperable existing site document databases.

10. The requirements shall be applied to all new, non-ACP, PWP works-contracts but need not apply to existing ones.

11. Any proposed modification to the standard practice shall be submitted to Works Branch for agreement and issue.

12. It is agreed by the Secretary for Works and the Secretary for Planning, Environment and Lands that the procedures set out in Appendix A shall be followed by both groups of departments.

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