

## Consultancy Agreement

### Project Engineer / Project Manager Requirements Checklist



Action Requirement	Carry Out	Assistance	Notification	Not Required
To deliver projects in accordance with agreed budget/profitability				
To provide the finance team with the monthly sales valuations during contract period and deal with any related enquiries.				
Accountable for working to budget spreadsheets				
Responsible for producing monthly cost to complete forecasts for the board				
To prepare costs for variations to contracts in accordance with company procedures				
To obtain tenders for all sub contracted work and once accepted manage the sub contractors to ensure all work is carried out to company standards and in line with agreed procedures and timescales				
Accountable for assisting with the production and updating a programme of works for each assigned contract in order to ensure all associated parties clearly understand timescales and key dates				
Accountable for the preparation and on-going maintenance of the pre-start Health and Safety documentation e.g. method statements, risk assessments, COSHH assessments and any other relevant information and for the issue to all stakeholders				
Ensure employees, sub-contractors and suppliers comply with Health and Safety legislation and individual contract requirements on site				
To plan and deploy appropriate resources in order to deliver projects on time and on budget				
Accountable for communicating specification changes to designer				
To use experience and professional knowledge to deliver projects on time, on budget and to specification and relevant design standards.				
Accountable for the resolution of any issues and the preparation of necessary reports regarding the projects to which you have ownership				
To assess and manage the impacts of specification changes (e.g. financial, stock, delivery times)				
To ensure all requisite documents are produced and distributed in accordance with company quality standards				
To communicate project requirements to all key stakeholders				
Hold regular site meetings with all key personnel to update, inform and monitor contract progress and build and maintain strong working relationships				
To complete personal weekly time logs				
Monitor design process and accountable for checking and signing off all calculations prior to LPC submission				
Accountable for issue of As Fitted drawings to all relevant parties				
Issue of block plans / data plates and any other required signage for site				
Accountable for clearing of site ensuring any leftover materials returned to stock/equipment off hired				
To demonstrate contractual awareness and ensure that our interests are protected at all times.				
Carry out on site training for end user on system				
To follow handover process in accordance with agreed company processes and to Client requirements				
Ensure full compliance with LPS 1048 scheme and ISO9001:2015				
Adhere to stated policies and procedures relating to Health and Safety, and quality management.				
To execute all of the above in accordance with our guiding principles.				

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