Appendix 5

**Checklist for School Authority for Devolved Projects**

**Appointment of Consultant**


- Tender Process for Consultant: - total fees greater than €50k Etenders requirement
  - total fees less than €50k no advertising required

- The School Authority sought 5 tender submissions

- Fees sought on a fixed price basis including buying in services if required

- Is the Consultant qualified in the appropriate discipline?

- Has School Authority checked the preferred consultants:
  - 3 examples of work by the Firm of a similar nature and complexity within the last 7 years
  - Details of Qualifications
  - Tax Clearance
  - Professional Insurance
  - Public Liability Insurance
  - Employee Liability Insurance
  - Signed Health & Safety Declaration

- PSDP appointed & documents checked

- Has checked the school safety file with particular reference to Asbestos

- Where the Building Control (Amendment) Regulations 2014 apply, appointed an Assigned Certifier

**Contractor**

**The School Authority should ensure that the appointed Consultant has carried out the following:**

- Has used the correct tendering procedure for the contractor

- Has checked tax clearance or a certificate demonstrating a satisfactory level of subcontractor tax compliance

- Contractors Insurances, Pension / Sick Pay Scheme

- Has received a signed Declaration of Suitability for Contractors for Small Works

- Has checked the Health & Safety Competence of Contractor as declared in signed declaration

- Project Supervisor Construction Stage (PSCS) appointed

- Registered with ROS (Revenue Online System)
Checklist for School Authorities on Completion of Project

Documents to be received from Consultant

- Drawings
- Specifications
- Pricing Documents/ Bill of Quantities/Schedule of Rates
- Tender Report
- Form of Tender
- Preliminary Health & Safety Plan
- Signed Form of Contract
- Copy of Planning Application & Permissions
- Fire Safety Certification Application & Certification
- Disabled Access Application & Certificate
- Where the Building Control (Amendment) Regulations 2014 apply a Certificate of Compliance on Completion signed by the Builder (at Part A) and by the Assigned Certifier (at Part B)

Cost

- Approved Grant
- Accepted Tender
- Agreed Final Account
- Fees
- Additional Funding (if applicable)

Safety

- Obligations under Health & Safety Regulations adhered to
- Health & Safety Plan updated & issued to school
- Asbestos (if an issue) removed

Time Scale

- Date of Approval
- Date of Design Team Appointment
- Date of Tender
- Date of Commencement
- Date of Substantial Completion (handover)
- Date of Final Completion (i.e. final release of retention after expiry of the Defects Liability Period)