



McConnell Dowell Corporation  
MacDow Management System

# CONSTRUCTION EXECUTION PROCEDURE

MMS number **600-J001-100**

**Notes:**

1. The CEP should be developed from this template using the process described in 'Preparation of Construction Control Documents' (MMS # **600-E001-100**) procedure.
2. The person or organisation responsible for preparation is to be nominated at the planning stage.
3. Items shown in **BLUE** require insertion of data or deletion when not applicable.
4. Use the 'REPLACE' function in MSWORD to change the header and other locations of that same data. When specifying what is to be replaced, ensure that this includes the brackets [aaaa] and that the FONT COLOUR of the replacement text is changed to 'BLACK'.
5. Items shown in **RED** are for instruction only and should be deleted.
6. **DELETE** this face sheet when the PEP attachment has been finalised.
7. Suggestions for improvement of this template should be directed to your business unit QSE Manager.

| Rev | Date        | Details  | By          | Approved    |
|-----|-------------|--|-------------|-------------|
| 7   | 14 Feb 2011 | Tables added sections 3.4, 5.1, 5.2, 6   | L. Pitt     | J. Phillips |
| 8   | 23Nov2011   | Purpose & Scope Split, Added responsibilities, Permit table expanded, Added Subcontractor Suppliers table, Combined Training & personnel, Added material table, Expanded ITP Table, Split Safety & Environment in Hazard ID, Added Appendix & Attachments. | L. Pitt     | S. Jenner   |
| 9   | 23Nov2012   | General update to structure and additional wording.  | S. McDevitt | S. Jenner   |
| 10  | 01May 2013  | Section 14.0 Review and Approval added.  | S. McDevitt | J.Dickenson |

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#MCCONNELL\_DOWELL\_ENTITY#  
ABN No. #ABN\_NUMBER#

CLIENT: #CLIENT\_NAME#

PROJECT: INSERT BUSINESS UNIT NAME HERE

LOCATION: #PROJECT\_LOCATION#

PROJECT NO.: XXXXX

# CONSTRUCTION EXECUTION PROCEDURE

[INSERT CEP NAME HERE]

MMS number **600-Vnnn-XXXX**

## Revision History

| Rev | Date     | Description       | By         | Approved   |
|-----|----------|-------------------|------------|------------|
| X   | ddMmyyyy | Normal Arial 9pt. | A. Surname | A. Surname |
|     |          |                   |            |            |
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|     |          |                   |            |            |

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**EVERYONE EVERYDAY**

**MCCONNELL**  
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CREATIVE CONSTRUCTION™

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## 1.0 PURPOSE

The purpose of this Construction Execution Procedure (CEP) is to provide specific instruction for the following scope of work to ensure the works are adequately planned and constructed in accordance with Drawings, Specifications and Codes.

## 2.0 SCOPE

The scope of work applicable to this Construction Execution Procedure includes work associated with...

## 3.0 ACRONYMS

|             |  |
|-------------|--|
| <b>CEP</b>  | Construction Execution Procedure (PEM V type documents)      |
| <b>COP</b>  | Code of Practice   |
| <b>ENV</b>  | Environment  |
| <b>EPI</b>  | Environmental Protection Instruction (PEM L type documents)  |
| <b>IFC</b>  | Issued for Construction                                      |
| <b>ITC</b>  | Inspection and Test Checklist                                |
| <b>ITP</b>  | Inspection and Test Plan (PEM W type documents)              |
| <b>JSEA</b> | Job Safety and Environmental Analysis (PEM X type documents) |
| <b>OHS</b>  | Occupational Health and Safety                               |
| <b>PEP</b>  | Project Execution Plan                                       |
| <b>SOP</b>  | Safe Operating Procedures (PEM T type documents)             |
| <b>SWI</b>  | Safe Work Instructions (PEM K type documents)                |
| <b>SWMS</b> | Safe Work Method Statement (PEM X type documents)            |

## 4.0 RESPONSIBILITIES

[List the key roles that will manage the CEP works; this is to include the following as a minimum]

| Responsibility   | Who |
|--|-----|
| Final approval of this CEP.  |     |
| Nominated responsible "Owner" of this CEP. They are required to ensure regular review of this document when aspects of the document need amending. |     |
| Nominated as responsible for managing the construction works associated with this CEP.   |     |
| Nominated as responsible for managing the quality control associated with this CEP.  |     |

**NOTE:** Refer to PEP Att. 6-2 Document Control Matrix.

## 5.0 REFERENCES

[Include here reference to any relevant statutory requirements, standards and codes that apply of the specific works described here]

| Client References                                      |  |
|--|--|
|  |  |
|  |  |
| Contract References                                    |  |
|  |  |
|  |  |
| Construction Codes & Standards                         |  |
|  |  |
|  |  |
| Construction Drawings & Specifications                 |  |
|  |  |
|  |  |
| Relevant Legislation / Code of Practice / Standards    |  |
| Relevant OHS Act(s)                                    |  |
| Relevant OHS Regulation (s)                            |  |
| Relevant OHS COP/ Standards                            |  |
| Relevant Environment Act(s)                            |  |
| Relevant Environment Regulations(s)                    |  |
| Relevant Environment COP / Standards                   |  |
| Other(s), specify:                                     |  |
| Project Documents                                      |  |
| Project Execution Plan                                 |  |
| Tender & Project Risk Register                         |  |
| PEP Att. 2-1A Project Legal & Other Requirements – OHS |  |
| PEP Att. 2-1B Project Legal & Other Requirements – ENV |  |

## 6.0 CONSTRUCTION PRELIMINARIES

### 6.1 APPROVALS / PERMITS

[List specific permit / approvals requirements or where there is no requirement state 'None Required'.] **NOTE:** All permits and approvals must be attached to the relevant JSEA / SWMS.

Table 6A – Approvals / Permit List

| Required approvals / permits: |              |                    |            |
|-------------------------------|--------------|--------------------|------------|
| Type: OHS                     | Document No: | Approval Authority | When / Who |
| Legislative                   |              |                    |            |
|                               |              |                    |            |
| Client                        |              |                    |            |
|                               |              |                    |            |
| Project                       |              |                    |            |
| [Confined Space]              |              |                    |            |
| [Working at Heights]          |              |                    |            |
| [Hot work]                    |              |                    |            |
| [Total fire ban]              |              |                    |            |
| [Rail Access / Occupancy]     |              |                    |            |
| [OTHER]                       |              |                    |            |
|                               |              |                    |            |
| Type: Environment             | Document No: | Approval Authority | When / Who |
| Legislative                   |              |                    |            |
|                               |              |                    |            |
| Client                        |              |                    |            |
|                               |              |                    |            |
| Project                       |              |                    |            |
|                               |              |                    |            |
| Type: General                 | Document No: | Approval Authority | When / Who |
| Legislative                   |              |                    |            |
|                               |              |                    |            |
| Client                        |              |                    |            |
|                               |              |                    |            |
| Project                       |              |                    |            |
|                               |              |                    |            |

## 6.2 SURVEY & SET OUT

Survey benchmarks shall be set-out by a specialist surveyor. The surveyor will have experience with local work and approved work method procedures with appropriately calibrated equipment. Survey requirements are outlined in the relevant ITP and shall be in accordance with the Technical Specifications.

## 6.3 SITE ACCESS

[List any specific site access requirements and / or issues, if any. Where permits are required, list in Table 6A above].

## 6.4 TEMPORARY SERVICES

Temporary services shall be installed by an appropriately ticketed tradesperson, where required. Temporary service requirements will involve:

[List requirements]

## 6.5 TEMPORARY WORKS

[Describe temporary works required to undertake work activity. Including design review / verification requirements, if any].

# 7.0 CONSTRUCTION METHODOLOGY

## 7.1 SUMMARY

The methods adopted shall ensure that works are undertaken in a safe and well planned operation.

Subcontractors undertaking the works shall be compliant with McConnell Dowell safety requirements and be adequately supervised.

Works will be undertaken in accordance with the methodology as outlined below.

## 7.2 [INSERT NAME OF ACTIVITY OR AREA TO BE DETAILED]

[Describe the detailed, sequential method of construction]

## 7.3 [INSERT NAME OF ACTIVITY OR AREA TO BE DETAILED]

[Describe the detailed, sequential method of construction]

# 8.0 ACTIVITY SCHEDULE / MILESTONES

[List any key dates for commencement / milestones / completion / etc]

# 9.0 CONSTRUCTION RESOURCES

## 9.1 KEY PROJECT PERSONNEL

The Construction Manager will appoint a Supervisor to oversee each or a number of related activities. It will be ensured that the Supervisor will be experienced in the associated work, will be able to read drawings, be competent in reporting, and be conversant with the technical, safety and environmental specifications, guidelines or requirements.

[List key project personnel, their function and contact details in the table provided]

**Table 9A Personnel requirements**

| Function / Role        | Name   | Contact Details  |
|------------------------|--------|------------------|
| [Construction Manager] | [Name] | [Contact Number] |
|                        |        |                  |
|                        |        |                  |

## 9.2 PERSONNEL & TRAINING REQUIREMENTS

All equipment shall be operated by suitably qualified and experienced personnel. Specialised labour requirements for the works will involve:

**Table 9B Personnel & Training requirements**

| Function / Role | Qualification / licence Required | Activity specific Training Required |
|-----------------|----------------------------------|-------------------------------------|
| [Rigging]       | [Rigger Licence]                 | [Work at height Training]           |
|                 |                                  |                                     |
|                 |                                  |                                     |
|                 |                                  |                                     |
|                 |                                  |                                     |
|                 |                                  |                                     |
|                 |                                  |                                     |
|                 |                                  |                                     |

## 9.3 SUBCONTRACTORS & SUPPLIERS

[List specific Subcontractors and / or Suppliers that are relevant to the CEP works. This may include design consultancy for permanent and / or temporary works. Where no subcontractors / suppliers have been engaged, mark 'Not Applicable' in the table provided].

**Table 9C – Sub-contractors and suppliers**

| Scope of works | Name of Sub-contractor / Suppliers | Contact Person | Contact Details |
|----------------|------------------------------------|----------------|-----------------|
|                | [Subcontractors]                   |                |                 |
|                |                                    |                |                 |
|                | [Suppliers]                        |                |                 |
|                |                                    |                |                 |
|                | [Consultants]                      |                |                 |
|                |                                    |                |                 |

## 9.4 PLANT & EQUIPMENT

Plant and equipment associated with the works will be in good working order and have the capacity to safely and efficiently do the work required. The type, size and number of machines used will depend on the quantity of material, scheduling and access restrictions. Necessary plant inspections and operator competency assessments will be undertaken as part of the Project Safety Management Plan. The following list outlines the plant and equipment expected for the associated scope:

**Table 9D Powered Plant & Equipment required for the works**

| Powered Plant and Equipment required for the works:<br>(e.g. EWP / Crane / Forklift / etc) | Type of Works |
|--|---------------|
|  |               |
|  |               |
|  |               |
|  |               |
|  |               |

## 9.5 MATERIAL

Materials incorporated into the works will be compliant with the IFC drawings, technical specifications, relevant standards and manufacturer's instructions. The following list outlines materials expected to be incorporated in the associated scope:

**Table 9E Materials required for the works**

| Specific Material required for the works:<br>(e.g. Pipes / piles / long lead items etc) | Type of Works |
|---|---------------|
|   |               |
|   |               |
|   |               |
|   |               |
|   |               |

# 10.0 INSPECTION & TESTING

ITP(s) documents will be prepared to summarise inspection and testing protocols. At predetermined stages of works, the appropriate inspections or tests shall be undertaken and submitted as specified. Subsequent works will then proceed upon meeting the specified criteria. The following ITP(s) will be used to manage the quality of the works:

**[NOTE: refer to Sample quality control forms within MMS - 017 Quality Control]**

**Table 10A Inspection & Test Plan List**

| ITP Number | Title / scope | Person or organisation responsible for preparation |
|------------|---------------|--|
|            |               |  |

| ITP Number     | Title / scope | Person or organisation responsible for preparation |
|----------------|---------------|--|
| 017-Wnnn-XXXXX |               |  |
| 017-Wnnn-XXXXX |               |  |
|                |               |  |
|                |               |  |
|                |               |  |

## 11.0 OHS&E HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

Hazard identification, risk assessment and control will be principally managed and documented through use of the Project Risk Register (TPRR) (MMS# 150-F011-YYY). Relevant SWI's, SOPs and EPIs will be implemented and followed. JSEA / SWMS's will be prepared to cover specific risks associated with the works.

Development and implementation of the JSEA / SWMS and the associated documentation (SWI's; SOP's; EPIs; etc...) will be undertaken with the personnel involved in the works. These documents can then be viewed by the Client's representative prior to work commencement.

All personnel will complete the project site induction before being allowed access to the works. Operator competency will be recorded and plant inspections will be undertaken prior to any activity commencing. Daily start up meetings will be conducted and documented by Supervisors to ensure all safety measures are in place for the day's activities.

The **JSEA / SWMS Review Checklist** (MMS # 020-F001-[AUS]-Att1) will be used to assess and review all subcontractor JSEA / SWMS(s). [Australian projects ONLY. Remove this line if operating in another region]

**Table 11A OHS&E Hazard Identification, Risk assessment & Control**

| JSEA/SWMS Title / Activity description (What) | Development Responsibility (Role) | Due By |
|---|-----------------------------------|--------|
|   |                                   |        |
|   |                                   |        |
|   |                                   |        |
|   |                                   |        |
|   |                                   |        |

[Identify and list ALL applicable SWI(s) for the tasks & activities]

**Table 11B Required SWI for Activities / Tasks**

| Activity description (What) | SWI (No. + Name) |
|-----------------------------|------------------|
|                             |                  |

| Activity description (What) | SWI (No. + Name) |
|-----------------------------|------------------|
|                             |                  |
|                             |                  |
|                             |                  |
|                             |                  |
|                             |                  |

[Identify and list ALL Environment controls required to be implemented, i.e. EPI's, JSEA or Sub-plans]

**Table 11C Environmental Aspects Identification, Risk Assessment & Controls**

| Aspect (What)                | Control (How) | Implementation Responsibility (Role/Subcontractor) |
|------------------------------|---------------|--|
| Flora                        |               |  |
| Fauna                        |               |  |
| Weed and pest control        |               |  |
| Water quality                |               |  |
| Erosion and Sediment control |               |  |
| Noise                        |               |  |
| Dust                         |               |  |
| Waste                        |               |  |
| Ground Contamination         |               |  |
| Cultural Heritage            |               |  |
| Other                        |               |  |

**Note:** the above list is not intended to be exhaustive, and is limited to the scope of work as identified at the time of the Risk Register Workshop.

## 12.0 HAZARDOUS MATERIALS / SUBSTANCES

[From the Risk Register Workshop, identify here ALL Hazardous Materials / Substances that will be required for the works]

**Table 12A Hazardous materials / Substance list**

| Hazardous Materials / Substance | Specific task / activity it is required for |
|---------------------------------|---|
|                                 |   |

| Hazardous Materials / Substance | Specific task / activity it is required for |
|---------------------------------|---|
|                                 |   |
|                                 |   |
|                                 |   |
|                                 |   |

**Note:** the above list is not intended to be exhaustive, and is limited to the scope of work as identified at the time of the Risk Register Workshop.

## 13.0 APPENDICES

[List specific attachments required or state 'None required'.]

- XXXX
- XXXX

## 14.0 REVIEW & APPROVAL

[As required by the **Preparation of Construction Control Documents** (MMS # 600-E001-100) procedure, all CEP's must be reviewed by key project personnel prior to the activity being undertaken. Those listed in 'BLACK' here cannot be deleted.]

|              | Position   | Name | Signature | Date |
|--------------|--|------|-----------|------|
| Author:      | Engineer   |      |           |      |
| Co-Author:   | Engineer   |      |           |      |
| Reviewed By: | Snr Project Engineer /<br>Construction Manager<br>[choose one]                     |      |           |      |
| Reviewed By: | Quality Mgt Rep  |      |           |      |
| Reviewed By: | Safety Mgt Rep   |      |           |      |
| Reviewed By: | Environment Mgt Rep  |      |           |      |
| Reviewed By: | Superintendent /<br>Supervisor<br>[choose one]                                     |      |           |      |
| Approved By: | Project Manager /<br>Construction Manager<br>/ Snr Project Manager<br>[choose one] |      |           |      |