

# Pre-Construction Checklist by Project Coordinator

Form S1-PCS-8 - version 05

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NOTE: ALL HIGHLIGHTED FIELDS MUST BE COMPLETED BY THE PROJECT COORDINATOR FOR LODGEMENT WITH MEDQ

In respect of:

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**DETAILS OF DEVELOPMENT:**

<b>Development Proponent</b>	
<b>Land</b>	
<b>PDA development approval</b>	
<b>Infrastructure Agreement (if any)</b>	
<b>Works</b> ( <i>Tick all applicable asset classes applicable to this application</i> )	<div><input type="checkbox"/> Bulk Earthworks</div> <div><input type="checkbox"/> Roadworks (including road drainage, streetlights, etc.)</div> <div><input type="checkbox"/> Streetscape</div> <div><input type="checkbox"/> Water</div> <div><input type="checkbox"/> Sewer</div> <div><input type="checkbox"/> Stormwater Management (end of line treatment/detention)</div> <div><input type="checkbox"/> Landscape (parks and open space)</div> <div><input type="checkbox"/> Other</div>



**Queensland**  
Government

Plans and documents	
DETAILS OF CERTIFIER AND ENTITY:	
Certifier	
Entity	
DETAILS OF PROJECT COORDINATOR AND ENTITY:	
Project Coordinator	
Entity	

**Mandatory Attachments:**

- ☐ Certification Deed Poll by the Development Proponent.
- ☐ Certification Deed Poll by the Project Coordinator with the required insurances.
- ☐ Certification Deed Poll by each Certifier with the required insurances.
- ☐ Certification Deed Poll of the Project Auditor with the required insurances (if any).
- ☐ Risk Assessment by the Project Coordinator.
- ☐ Pre-Construction Certification Form by each Certifier.
- ☐ Pre-Construction Certification Form by the Project Auditor (if any).

**I undertake:**

- ☐ To be the primary point of contact for MEDQ for the project.
- ☐ To maintain the insurances required by the Certification Deed Poll that I have signed while the Deed Poll is in effect.
- ☐ To coordinate the Risk Assessment associated with the Works and other matters requiring assessment under the PDA development conditions or any Infrastructure Agreement referred to in the table.
- ☐ To monitor 'medium-risk' activities for potential escalation to the 'high-risk' category (if any).
- ☐ To consider community consultation options.
- ☐ To provide MEDQ and the relevant External Authority with contact details for complaint resolution other than MEDQ.
- ☐ To use my best endeavours to resolve conflicts that may arise between the different certification disciplines when applying standards.
- ☐ To obtain approved drawings from the External Authority for Contributed Assets at the Development Proponent's expense where an External Authority has a design certification role.
- ☐ To provide certified plans to the relevant parties for their information.

- ☐ To review pre-construction designs, reports and management plans to ensure compliance with the conditions of the PDA development approval and obligations under the Infrastructure Agreement referred to in the table.
- ☐ To coordinate and document pre-construction design certification for lodgement with MEDQ.
- ☐ To notify MEDQ of any significant design changes or non-conformances with the standards and guidelines listed in the PDA development approval or the Infrastructure Agreement referred to in the table.
- ☐ To arrange the pre-start meeting with MEDQ, the Certifier/s, any External Authority (acting as an observer) and relevant third parties (e.g. contractor).
- ☐ To ensure the Works do not commence prior to MEDQ's acceptance of all Pre-Construction Documents required under the PDA development approval, Infrastructure Agreement referred to in the table and the CPM.

**Confirmation:**

- ☐ I have reviewed the Pre-Construction Documents from all Certifiers referred to in the table to ensure compliance with the PDA development approval and obligations in the Infrastructure Agreement referred to in the table.
- ☐ All documents lodged with MEDQ do not contain information that is false or misleading to the best of my knowledge.

**Interpretation:**

In this checklist:

- (a) **CPM** means the Certification Procedures Manual, as amended from time to time.
- (b) Undefined terms have the meaning given to them in the CPM or the Infrastructure Agreement, as the case may be.
- (c) Capitalised terms have the meaning given to them in the CPM.

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**Signature of Project Coordinator**

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**Name of Project Coordinator**

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**Date**