



## Templates for the implementation of the control framework for the planning, design and execution of infrastructure projects

The Standard for Infrastructure Procurement and Delivery Management requires the following:

### 13.2 Internal control measures

- 13.2.1** The gates in the control frameworks provided in section 4 shall be used, as appropriate, to:
- authorise the proceeding with an activity within a process, or commencing with the next process;
  - confirm conformity with requirements; or
  - provide information which creates an opportunity for corrective action to be taken.
- 13.2.2** Suitable templates shall be used to record the approval or acceptance of documents at the gates provided in the control framework established in section 4.

The following proforma templates enable the control framework for the planning, design and execution of infrastructure projects to be implemented in accordance with the National Treasury Standard for Infrastructure Procurement and the *[name of organ of state]*'s adopted Supply Chain Management Policy for Infrastructure Procurement and Delivery Management

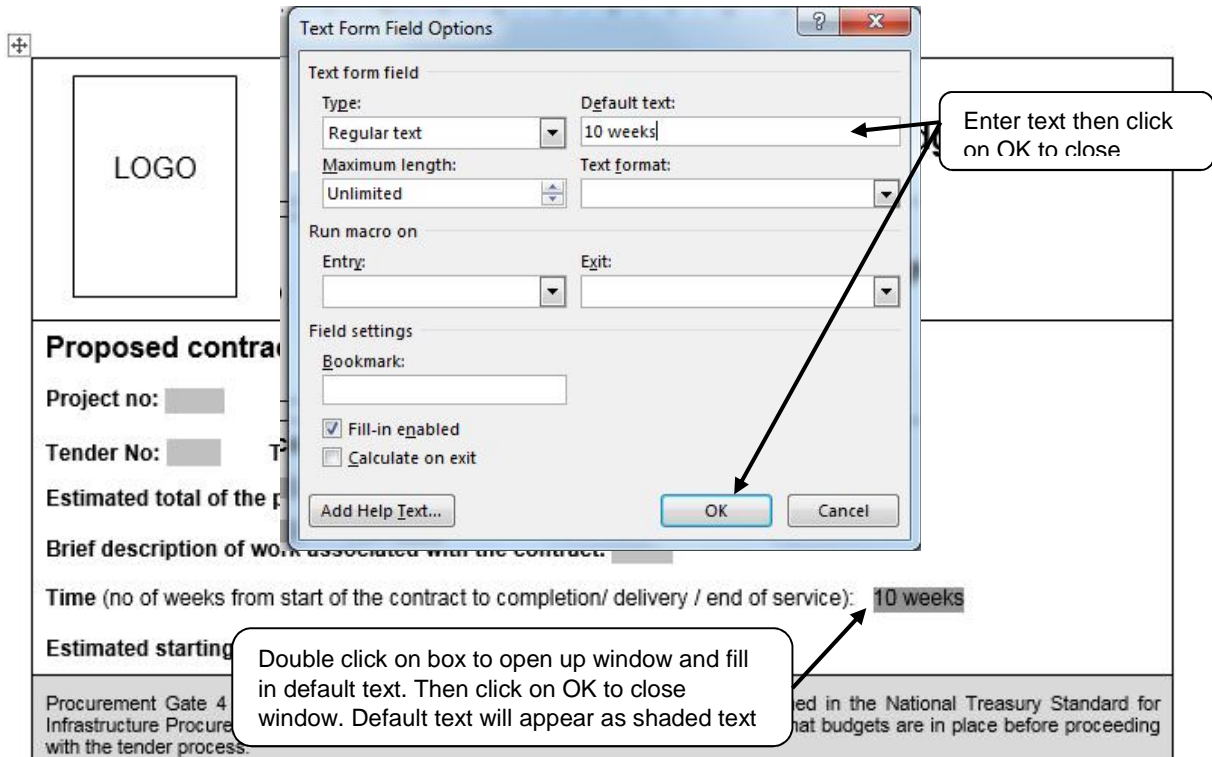
Phase	Form no	Title	Version	Format
Planning	G0	Acceptance of the project initiation report	Version 1 July 2016	
	G1	Approval of the infrastructure plan	Version 1 July 2016	
	G2	Approval of the delivery management and / or procurement strategy	Version 1 July 2016	
	G3(PR)	Acceptance of the prefeasibility report	Version 1 July 2016	
	G3(SB)	Acceptance of the strategic brief	Version 1 July 2016	
	G4(FR)	Acceptance of the feasibility report	Version 1 July 2016	
	G4(CR)	Acceptance of the concept report	Version 1 July 2016	
Implementation	G5	Acceptance of the design development report	Version 1 July 2016	
	G6A	Acceptance of the production information	Version 1 July 2016	
	G6B	Acceptance of the manufacture, fabrication and construction information	Version 1 July 2016	
	G7	Certification of completion / delivery	Version 1 July 2016	
	G8	Acceptance of handover	Version 1 July 2016	
	G9	Acceptance of the close out report	Version 1 July 2016	

The control framework for the planning, design and execution of infrastructure procurement which is contained in the National Treasury Standard for Infrastructure Procurement and Delivery Management is described in Figure 1. The allocation of responsibilities for the necessary actions at the various gates is provided in the populated version of Table 1 contained in the organ of state's Supply Chain Management Policy for Infrastructure Procurement and Delivery Management.

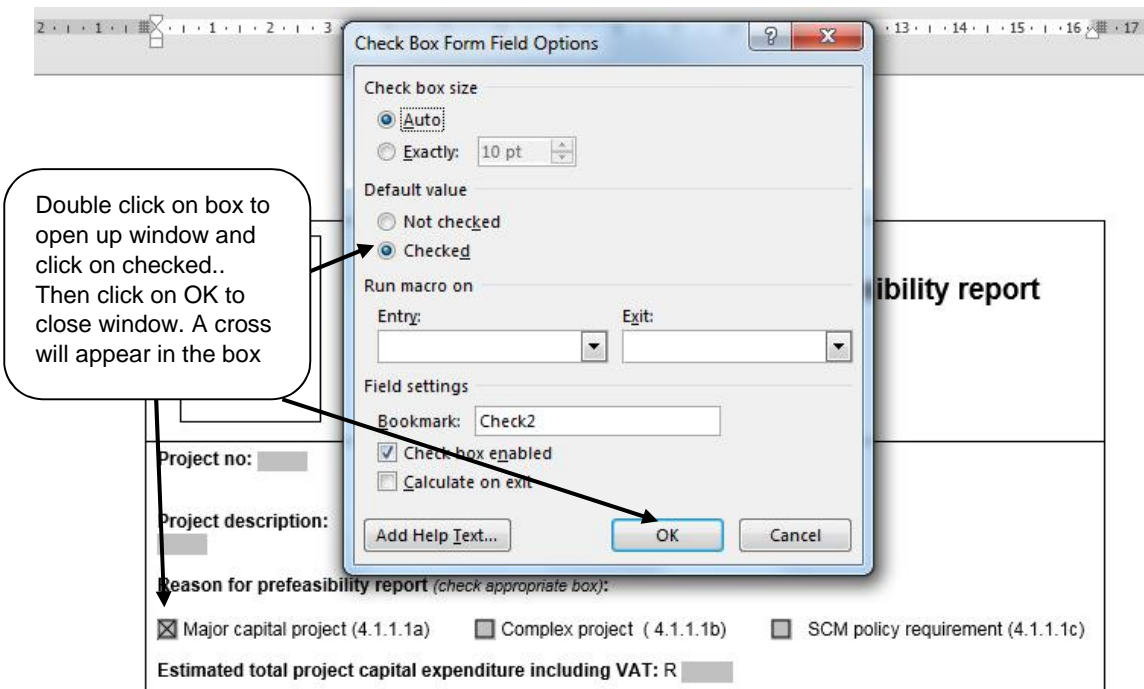
Some customisation of the forms may be required to align some of the data fields with organisational practices, choices of forms of contract, nomenclature for projects or contracts, allocation of responsibilities etc..

The control templates have been designed to be populated in MS Word. The check box function and the form filled functions have been included in the forms for convenience.

Compilers are required to double click on the form field and to enter the relevant data in the box which pops up as indicated below as default text. The form field with the text remains on the screen when the box is closed. (The grey shading in the populated form field does not print.)



Compilers are required to double click on the check box to open it up and to click on checked in the window that opens up. A cross appears in the box when the window is closed as indicated below.



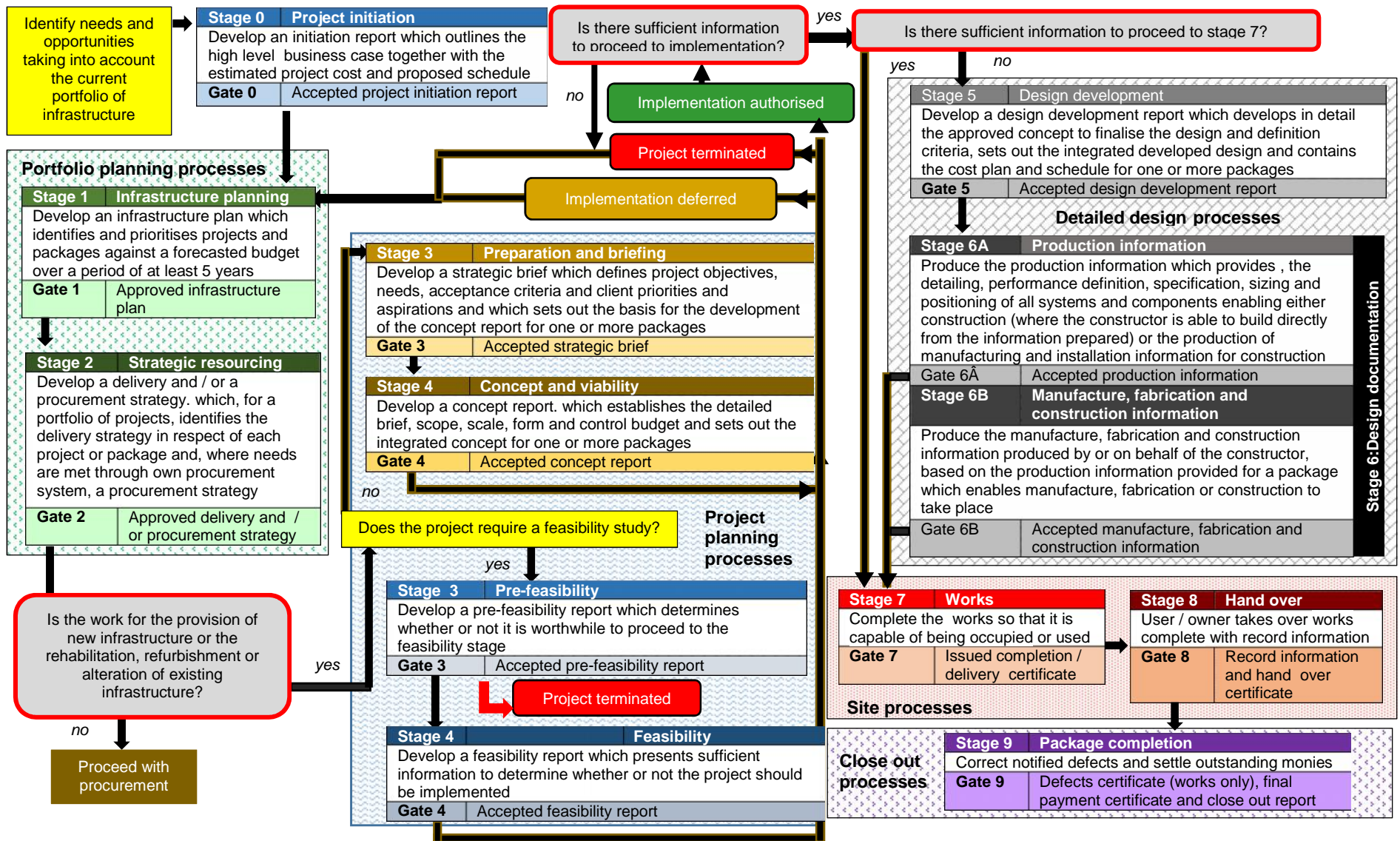


Figure 1: Control framework for the planning, design and execution of infrastructure projects

**Table 1: Responsibilities for approving or accepting end of stage deliverables in the control framework for the management of infrastructure delivery**

Stage		Person assigned the responsibility for approving or accepting end of stage deliverables	
No	Name		
0	Project initiation	<i>[Designated person]</i> accepts the initiation report	
1	Infrastructure planning	<i>[Designated person]</i> approves the infrastructure plan	
2	Strategic resourcing	<i>[Designated person]</i> approves the delivery and / or procurement strategy	
3	Pre-feasibility	<i>[Designated person]</i> accepts the pre-feasibility report	
	Preparation and briefing	<i>[Designated person]</i> accepts the strategic brief	
4	Feasibility	<i>[Designated person]</i> accepts the feasibility report	
	Concept and viability	<i>[Designated person]</i> accepts the concept report	
5	Design development	<i>[Designated person]</i> accepts the design development report	
6	Design documentation	6A Production information	<i>[Designated person]</i> accepts the parts of the production information which are identified when the design development report is accepted as requiring acceptance
		6B Manufacture, fabrication and construction information	The contract manager accepts the manufacture, fabrication and construction information
7	Works	The contract manager certifies completion of the works or the delivery of goods and associated services	
8	Handover	The owner or end user accepts liability for the works	
9	Package completion	The contract manager or supervising agent certifies the defects certificate in accordance with the provisions of the contract  The contract manager certifies final completion in accordance with the provisions of the contract  <i>[Designated person]</i> accepts the close out report	