

Abstract

Title: Contemporaneous Records in Construction

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Objectives: The purpose of this research was to carry out analysis on the record management process for a construction company determining if contemporaneous records are financially beneficial to a construction company. Over all this study carries out an investigation in to the importance for a contractor of maintaining contemporaneous records on a construction site, the awareness towards site records and the role contemporaneous records have to play for future projects under the New GCCC Forms of Government Contract.

Methodology: A Literature Review was undertaken to develop an understanding of construction projects, the role records have in construction projects and the role records have in the financial side of a construction company, whether it is for payment purposes, substantiating variations or substantiating claims and settling outstanding disputes. Semi-structured interviews were carried out for the Qualitative Research and a survey was conducted for the Quantitative Research. The interviews were conducted to get an opinion of the professionals from different levels of management as to the role of records. The surveys were to establish trends of the importance of different types of site records.

Findings: Records management was an essential part of a Construction Project. This process was essential to the running of the Project, developing claims on the project and for settling any disputes that may arise. The most positive aspect of the primary research was that those interviewed and surveyed showed a good understanding of records. However the awareness towards the true importance of records on a construction project was minimal. A procedure for record management needs to be adopted for each individual project to suits the needs of that project. All procedures should be encouraged and enforced by management and strictly adhered to by all levels of staff. Record management should be monitored and audited on each project to ensure a consistent level of record management. A high standard of record management is needed for projects using the new GCCC Government Forms of Contract.

Keywords: Record Management, Contemporaneous Records, Financially Beneficial, Claims, Disputes