

## Attachment 8.3 - Contract Control Forms

This Annex contains the following Forms:

- (i) CC1A,
- (ii) CCII,
- (iii) CCII Appendix 1,
- (iv) CCII Appendix 2,
- (v) CCIII,
- (vi) CCIII Appendix 1, and
- (vii) CCIII Appendix 2.

**TRANSPORT SCOTLAND  
TRUNK ROAD DIRECTORATE**

**OPERATING COMPANY:**

**CC1A**

**Monthly Statement Number** \_\_\_\_\_

Contractor \_\_\_\_\_

Scheme Identifier

\*(see note below)

Contractor code

SEAS code

Scheme Title: \_\_\_\_\_

Scheme Commencement Date:

Scheme Completion Date:

Tender Total

Contractor's statement submitted on \_\_\_\_\_

Due Date Payment

Cumulative Total of payments to Contractor (excluding VAT)

Less amount previously certified (excluding VAT)

Amount this certificate (excluding VAT)

**Certificate**

We, the Operating Company appointed by the Scottish Ministers hereby certify that the sum of £.....(in words)..... is due to this Works Contractor in accordance with the terms of this Contract.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Block Capitals)

For the Operating Company

***VAT Guidance***

Amount of Works that are zero rated =  (1)

Amount of Works liable to VAT at 20% =  (2)

Total VAT =  (3)

**Total to be paid (1)+(2)+(3)=**

**For Transport Scotland Use Only**

**NMD: Payment Recommended**

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

For the Director \_\_\_\_\_ Date: \_\_\_\_\_

**\*Where this Contract contains more than one Scheme ID number the following page shall be completed.**

**TRANSPORT SCOTLAND  
TRUNK ROAD DIRECTORATE**

**OPERATING COMPANY**

**CC1A**

**Monthly Statement Number** \_\_\_\_\_

**Breakdown of Scheme where this Contract contains more than one Scheme Identification number**

<b>Scheme Identification Number</b>	<b>Amount of Works 0% VAT £</b>	<b>Amount of Works 20% VAT £</b>	<b>Total Works Value £</b>
	<b>(1)</b>	<b>(2)</b>	<b>(1) + (2)</b>

**TOTALS =**

<b>£</b>	<b>£</b>	<b>£</b>
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**TRANSPORT SCOTLAND  
TRUNK ROAD DIRECTORATE**

CC II No. \_\_\_\_\_ Appendix 1

A. SUMMARY OF CHANGE ORDERS ISSUED AND

B. RETURN OF OTHER CHANGES (MEASUREMENTS) IN EXCESS OF - £2,000 DURING PERIOD COVERED BY CC II NO \_\_\_\_\_

SCHEME TITLE: \_\_\_\_\_

SCHEME NO: \_\_\_\_\_

VO No (1)	Description of changes with quantities and rates where appropriate (2)	Estimated Cost (3)	Source of Funds (4)	Authority (5)
1.	CHANGES FOR WORK NOT INCLUDED IN CONTRACT			
	Total increase from previous return			
	TOTAL INCREASE TO DATE (enter against work carried out against variation orders on CC II)			
2.	INCREASE IN WORK INCLUDED IN CONTRACT			
	Total increase from previous return			
	TOTAL INCREASE TO DATE (enter against section heads of bill of quantities / milestone schedules and the like on CC II)			
3.	DECREASES IN WORK INCLUDED IN CONTRACT			
	TOTAL DECREASE FROM PREVIOUS RETURN			
	TOTAL DECREASE TO DATE (entered against section heads of bill of quantities / milestone schedules and the like on CC II)			

Signed:

Date:

Operating Company

**STATEMENT OF POSITION REGARDING WORKS CONTRACTOR'S REQUEST  
FOR ADDITIONAL PAYMENT OR EXTENSION OF TIME**

SCHEME TITLE: \_\_\_\_\_

SCHEME IDENTIFICATION NUMBER: \_\_\_\_\_

Request No (1)	Description and Works Contractor's views (2)	Contract Clause (3)	Amount £ or days (4)	Contract Administrator's observations and decision (5)	Amount Allowed £ or days (6)	Remarks (7)

Total of financial requests allowed to Column 3 of Form CCII      £ \_\_\_\_\_

Signed \_\_\_\_\_  
Operating Company

INSTRUCTIONS FOR COMPLETING FORM: see reverse

Date \_\_\_\_\_

**INSTRUCTIONS FOR THE CONTRACT ADMINISTRATOR(S) COMPLETING FORM CC II  
Appendix 2**

- (1) Requests for additional payment or time shall be entered under two headings:
  - (a) requests notified by the Works Contractor and pending, and
  - (b) requests certified by the Contract Administrator for payment, or extensions of time notified by the Contract Administrator.
- (2) Under each heading give a summary of the current position of requests previously notified, giving details of individual requests only where some development has occurred since the previous report (e.g. Works Contractor supplies valuation and Contract Administrator certifies for payment).
- (3) Detail requests notified in period covered by return. If the Works Contractor has not valued financial request then the Contract Administrator shall provide an order of magnitude assessment in column (4) marked "E/A" (estimated amount).

**TRANSPORT SCOTLAND  
TRUNK ROAD DIRECTORATE**

**CC III**

SCHEME TITLE: \_\_\_\_\_

SCHEME IDENTIFICATION NUMBER: \_\_\_\_\_

**ENGINEERING STATEMENT**

(To be submitted Quarterly for Works Contract)

No. \_\_\_\_\_

1. Operating Company \_\_\_\_\_

2. Name of Works Contractor \_\_\_\_\_ Date work Commenced \_\_\_\_\_

3. Period of Contract \_\_\_\_\_ Months Completion Date \_\_\_\_\_

4. Contract time elapsed \_\_\_\_\_ Months

5. Labour Force (on Site) at date of statement

6. Weather Conditions since last Report

7. Overall Progress

Quarter ended \_\_\_\_\_

Signed \_\_\_\_\_  
Operating Company

Dated \_\_\_\_\_

**TRANSPORT SCOTLAND  
TRUNK ROAD DIRECTORATE**

CC III No. \_\_\_\_ Appendix 1

**PROGRESS DETAILS**

**ROAD AND GENERAL WORKS**

Description (As in main headings of sections of bill of quantities or milestone schedule)	%Completed during quarter	%Completed to date	Remarks indicating if quantities or costs are likely to be exceeded by more than 10 per cent
	Insert % of work (not cost)		
	(Based on Current estimate of final quantities or milestone)		
General Preliminaries			
Site Clearance			
Fencing			
Road Restraint Systems			
Drainage			
Earthworks			
Sub-Base and Road Base			
Flexible surfacing			
Footpaths, Paving and Kerbing			
Accommodation Works			
Other headings as relevant			

**Note:** the headings given above are examples and therefore indicative only

**TRANSPORT SCOTLAND  
TRUNK ROAD DIRECTORATE**

CC III No. \_\_\_\_ Appendix 2

**PROGRESS DETAILS**

**BRIDGE WORKS**

Bridge No.	Name and Description of Bridge	Stage Reached (Insert % of work (not cost) in appropriate column)				
		Excavation	Foundations	Super Structure	Decking	Complete