
Subletting Control

1.0 Purpose

- 1.1 This document describes the subletting controls for sub-contract works from invitation to confirmation and issue sub-contracts/work order by LGL to ensure conformance with specified contract requirements.

2.0 Introduction

- 2.1 The **Chief Estimator** is responsible to control and maintain this procedure.
- 2.2 This document establishes controls which ensure all tenderers fully consider and in accordance with the quality requirements of the works, and that sub-contract are issued at competitive price.

3.0 Process Input Requirement

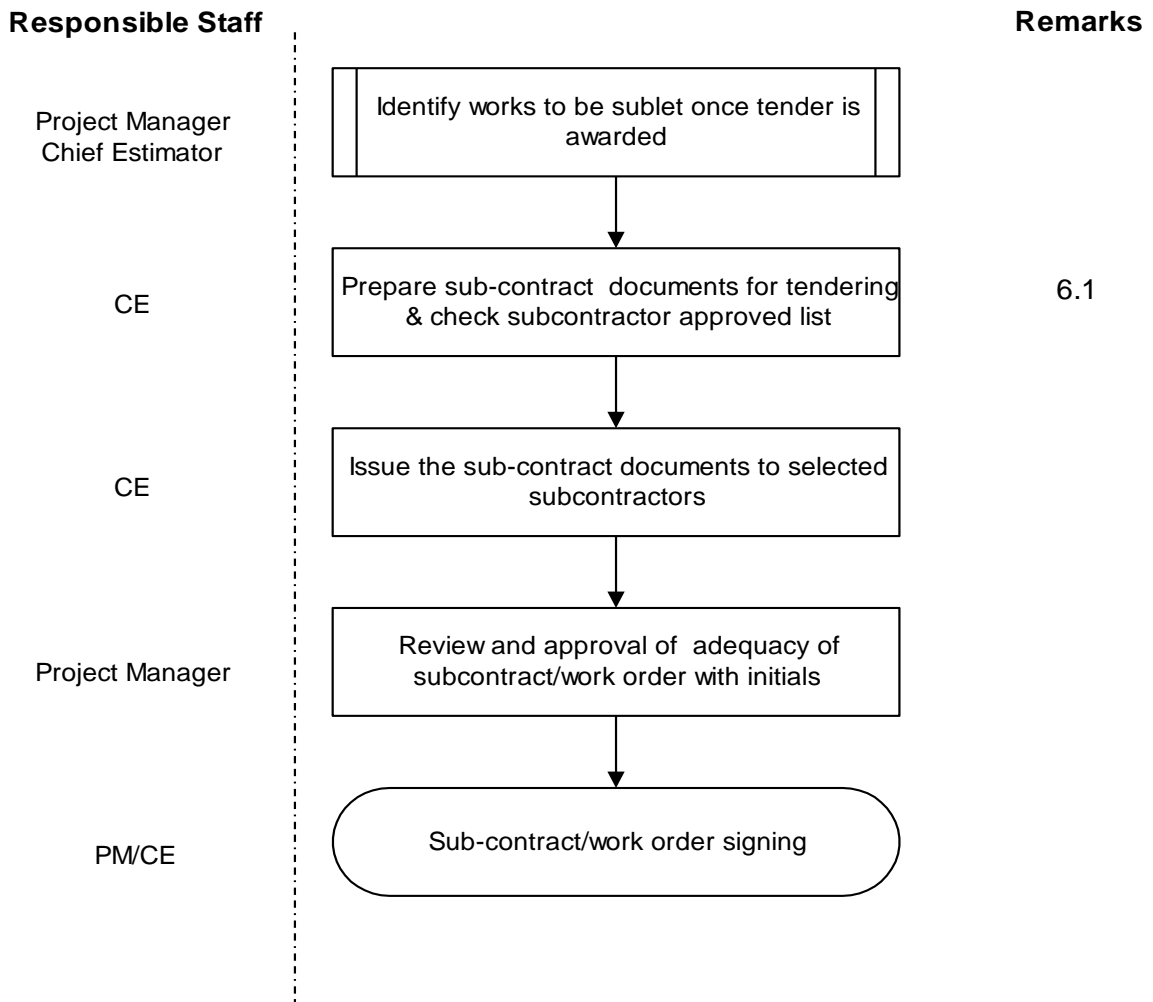
- 3.1 Sub-contract/work order requirement must be identified in line with contract requirement.

4.0 Related Document

AP-PR03 Supplier Evaluation

Subletting Control

5.0 Procedure (Flowchart)



6.0 Remarks

6.1 Sub-contract documents which where appropriate may include specification, quality requirements, sub-contract, bill of quantities, drawings, programme, construction method, method of measurement and stage of works.

6.2 In some urgent case, Letter of Intent may be issued to subcontractor before the subcontract is issued.

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7.0 Record

Record	Form No.	Responsible Person	Minimum Retention Period	Filing Index
Subletting Schedule	--	Project Manager	1 year after Final Account	By project
Letter of Intent	--			
Sub-contract/work order	--	Chief Estimator		