

NEC3 MANUALS

A five-volume set of manuals on how to use the NEC

nec managing reality Bronwyn Mitchell and Barry Trebes

Since its launch in the early 1990s, the NEC has become a truly groundbreaking concept which has revolutionised the way construction contracts are procured and managed, resulting in major benefits in time, cost and quality.

In order to take full advantage of the NEC's benefits it is necessary to introduce a culture of partnering and changes in working procedures and practices.

NEC Managing Reality is a series of manuals written by NEC experts well-versed in using the NEC "at the coal-face", that aims to explain how the NEC can be used to optimum benefit in everyday environments.

The manuals are based on the usage of the NEC's core document – *the Engineering and Construction Contract* although the principles and procedures they discuss apply equally across all documents in the NEC suite. They cover both use of the NEC in its NEC2 version, on which virtually all existing NEC contracts have been based, and the newly published (July 2005) NEC3, which is expected to be the version of NEC used on future projects.

NEC Managing Reality places great emphasis on offering "practical tips" at appropriate points and providing examples to highlight points. Standard forms are included with their usage explained together with checklists.

They are practical manuals designed to aid both existing and new users in implementing and using the NEC.

The set comprises five volumes as follows:

1 Introduction to the Engineering and Construction Contract

This manual is aimed at those who are considering using the NEC but need further information, or those who are already using the NEC but need further insight into its rationale. It therefore focuses on the fundamental cultural changes and mind-shift that are required to successfully manage the practicalities of the NEC in use.

It covers: background to the NEC; what is the NEC; why is the NEC different; conventions; concepts; terminology; terminology not used in the NEC; other aspects of the NEC; roles; description of the roles; list of duties.

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2 Procuring an Engineering and Construction Contract

This manual is aimed at those who need to know how to procure an NEC contract. It covers in practical detail the various processes and steps which need to be gone through.

It covers: what is involved in procuring an NEC contract, how to put together an invitation to tender and responding to a tender; procurement scenarios; choosing contract main options; allocating risks under various contract types; secondary options; completing the contract data; guidelines on producing works information; general rules in drafting works information; clauses to be incorporated into works information.

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3 Managing the contract

This manual is aimed at those who are or will need to use the contract on a daily basis, covering the detail of practical management such as paying the contractor, reviewing the programme, ensuring the quality of the works and dispute resolution. Both first time and experienced practitioners will benefit from this book.

It covers: payment procedures; invoicing; payment procedure at completion, after completion and after defects date; control of time; the programme – what it is, what is included, submission of the first programme, acceptance, its usage, its revision and acceleration; quality – control and management, who is responsible; notifying, correcting and accepting defects; disputes and dispute resolution; causes of disputes; adjudication; alternative dispute resolution techniques, arbitration and litigation.

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4 Managing change

Changing cultures, management practices and procedures is a key component of successfully implementing NEC contracts. This manual is aimed at helping users to manage the process more effectively.

It covers: compensation events – what are they, where to find a list, how to identify, quotations, assessment of quotations; implementation; schedule of cost components – when they are used, how they interact with the payment clauses; actual cost; the fee; cost components; contract data part two; putting it all together; audits; working on multiple projects on the same site.

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5 Managing procedures

This manual gives step-by-step guidance on how to apply the most commonly used procedures, detailing the actions needed by all parties to comply with the contract.

It covers: contract administration – records to maintain, review meetings, how to use NEC procedures.

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