

Guide to using Project Specific Requirements

Introduction

This guideline provides information and assistance for In-house technical staff in the use of Project Specific Requirements (PSRs) in tender/quote documents.

PSRs are only used when a Standard Specification Reference Text is cited as the technical construction specification in the tender/quote document.

Standard Specifications are published as books in PDF format. These Standard Specification books cannot be edited to suit each project. As each project is unique it is usually necessary to use content specifically tailored for each individual project. The PSRs are used to indicate the specific, unique requirements for each project. PSRs are used to make selections, to add new content, to delete existing content, or to amend existing content.

The PSRs are presented as a work section. Each Standard Specification has its own PSRs.

Project Specific Requirements (PSRs)

The Standard Specification Reference Text **MUST** be called up in the RFT/RFQ. Each of the PSRs does this in the preamble.

The PSRs are to be read in conjunction with the reference text Standard Specification applicable to the project.

Current versions of the Standard Specifications are electronically available via <https://dipl.nt.gov.au/industry/technical-standards-guidelines-and-specifications/technical-specifications> .

The PSRs are added to the tender/quote content when the document is created in Template Documents Online (TDO), at the technical specification selection stage.

Clause numbers

The clause numbers in the Project Specific Requirements refer back to the relevant clause and section in the referenced Standard Specification.

Each work section heading and clause heading in the PSRs is preceded by the initials of the relevant specification book because Microsoft Word recognises numbering in Word documents and having 2 different work section and clause number sets in the same document causes formatting errors.

The sections of green text are guide notes to assist you to enter the required information.

The first paragraph of the PSRs includes the statement "Only those parts of the Standard Specification which refer to the works being carried out apply."

If specification clauses are not required for the project add text at the relevant places in the PSRs stating that those clauses are not included in the project. Coordinate the PSRs with the project specification (RFT/RFQ) and drawings.

This can be made explicit in the PSRs by adding the notation “Not applicable” to headings of parts of the specification which are not included in the project. The content of the parts which are not applicable should be deleted from the PSRs, but retain the headings which have had “Not applicable” added to them.

Examples

Example 1

If no concrete construction is included in the project the contents list can be amended, and the clauses under concrete construction in the body of the PSRs can be deleted.

Standard Specification for Small Building Works – Project		
Content annotated N/A is not included in the project.		
Contents		
SSSBW Section 1	GENERAL REQUIREMENTS	
SSSBW Section 2	SITE PREPARATION	
SSSBW Section 3	CONCRETE CONSTRUCTION	- N/A
SSSBW Section 4	STEEL CONSTRUCTION	

SSSBW Clause 2.14	OTHER REQUIREMENTS	<i>[Required or Not Required. Consider the remote areas.]</i>
SSSBW Section 4	STEEL CONSTRUCTION	<i>[Add any additional requirements or any a text.]</i>
SSSBW Clause 4.5	STRUCTURAL STEEL	
4.5.4 Shop drawings:		<i>[complete/edit]</i>

Example 2

If hot dip galvanising is to be used the existing content of the Protective Coating part must be edited so that this,

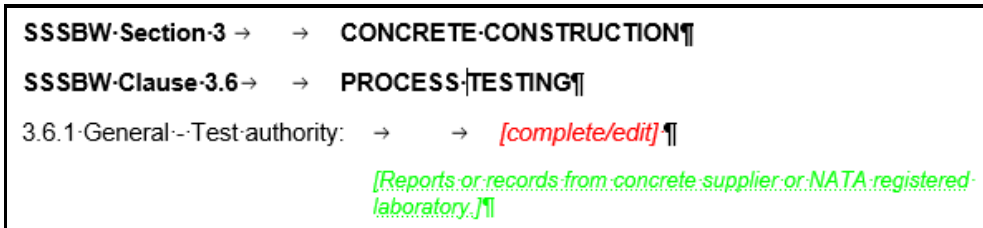
SSSBW Clause 4.7	PROTECTIVE COATING
4.7.2 Zinc based coatings:	<i>[List the primer type. Protective coatings to be inorganic zinc silicate to APAS 2908. Exceptions refer DIPL engineer. To comply with: AS 3894 Site testing of protective coatings.]</i>
4.7.3 Hot dip galvanizing:	<i>[complete/edit]</i>
	<i>[Required or not required.]</i>
Items to be hot dip galvanized	Galvanizing finish required
<i>[complete/edit]</i>	<i>[complete/edit]</i>
<i>[complete/edit]</i>	<i>[complete/edit]</i>
<i>[Delete table if no items to be hot dip galvanized.]</i>	

becomes similar to this,

SSSBW Clause 4.7	PROTECTIVE COATING
4.7.2 Zinc based coatings:	N/A
4.7.3 Hot dip galvanizing:	Required. To AS/NZS 4680.
Items to be hot dip galvanized	Galvanizing finish required
Columns	Minimum 70 µm thick and 500 g/m ²
Roof framing	Minimum 55 µm thick and 390 g/m ²
Surface finish to GAA Standard Specification For Hot Dip Galvanizing.	

Do not copy this information to your PSRs as the added content is arbitrary and an example only.

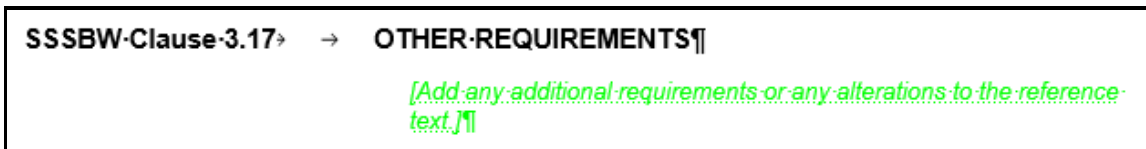
Below is an example of part of a PSR section referenced from the Standard Specification for Small Building Works in regards to Concrete Construction.



A test is required either from a NATA registered laboratory or from the concrete supplier. That information must replace the [complete/edit] text in the PSRs.

The specification states that test results are to be kept on site.

Other specific or additional information can be added at Other Requirements.

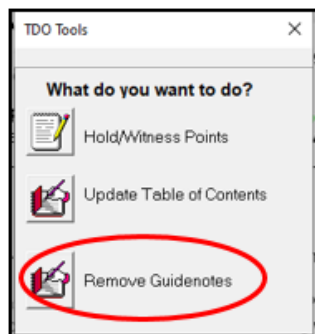
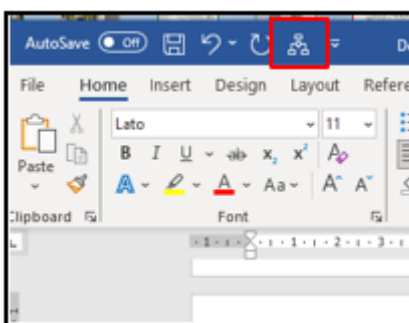


The standard specification can not provide specific information for individual projects which is why there is the opportunity to use the PSRs to tailor the specification to suit the project.

Tips

The PSRs clause numbers should match with the specification clause numbers. Check as there may be system errors.

When printing the RFT, do not print hidden text commentary. Delete **all** hidden text. Guide notes are intended as a guide only and are hidden text. Use TDO tools to delete guide notes when editing of the RFT/RFQ is complete.



Assistance

For further assistance, contact specification.services@nt.gov.au