VOLTA RIVER AUTHORITY

Project Supervision
Engineering Services Department
ENGINEERING SERVICES DEPARTMENT POLICIES

INTRODUCTION

A. IDENTIFICATION DATA

Policy No.: ESD/008  Document ID: PROJECT MANAGEMENT SECTION

i. Subject: Project supervision of capital projects

ii. Subject Area: Generation expansion and civil engineering projects

iii. Functional Responsibility: Director, ESD/Manager, Projects

iv. Approval Date: [Date of Policy is Approved]

B. BROAD DIRECTIVE PRINCIPLES

i. POLICY STATEMENT:

To provide project supervision services for capital projects

ii. POLICY RATIONALE/OBJECTIVES:

Provide effective project supervision and quality control of power system projects, real estate housing for the Authority and other external organisations.

iii. SCOPE OF APPLICATION:

All VRA capital projects

C. IMPLEMENTATION PROCEDURES: ESD/008/001( say refer to detailed procedures ESD/008/001 )

- Ensure the effective and efficient execution of the project according to the specifications
- Monitor and execute approved changes to the project scope
- Monitor and review the project progress and cost variations
- Coordinate assistance to the project management team when required
- Resolve site conflicts
- Participate in formal acceptance of project deliverables (Taking Over and Turn Over as well final inspections)
- Site reporting and price forecasts
Co-ordinate and witness pre-commissioning procedures to ensure they are in compliance with the contract and good engineering practice
- Provide effective quality control during the project execution. This should appear at the procedures column otherwise it will become unnecessary duplication.
- Mark out variation on design drawings and review as-built drawings.

D. IMPLEMENTATION, ENFORCEMENT, AND MONITORING
RESPONSIBILITY: Director, ESD/Manager, Projects

E. SPECIFIC CIRCUMSTANCES: Force majeure, cashflow difficulty

F. Definitions: N/A

Related policies/References: [Information about related policy guidelines. Attach forms samples if applicable to the policy. If needed additional background discussion should be provided]

### ENGINEERING SERVICES DEPARTMENT POLICIES

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ENGINEERING SERVICES DEPARTMENT PROCEDURES

INTRODUCTION

G. IDENTIFICATION DATA

Procedure No.: ESD/008/001 Document ID: Project Management Section

i. Subject: Project supervision of capital projects

ii. Subject Area: Generation expansion and civil engineering projects

iii. Functional Responsibility: Director, ESD/Manager, Projects

iv. Approval Date: [Date of Procedure is Approved]

H. OVERVIEW/PROCEDURE DESCRIPTION

i. PROCEDURE OBJECTIVES:
   To ensure effective provision of project supervision services for capital projects

I. PROCEDURE DETAILS:

   • Ensure the effective and efficient execution of the project according to the specifications
   • Monitor and execute approved changes to the project scope
   • Monitor and review the project progress and cost variations
   • Coordinate assistance to the project management team when required
   • Resolve site conflicts
   • Participate in formal acceptance of project deliverables (Taking Over and Turn Over as well final inspections)
   • Site reporting and price forecasts
   • Co-ordinate and witness pre-commissioning procedures to ensure they are in compliance with the contract and good engineering practice
   • Provide effective quality control during the project execution
   • Mark out variation on design drawings and review as-built drawings.

J. IMPLEMENTATION, ENFORCEMENT AND MONITORING

RESPONSIBILITY: Director, ESD/Manager, Projects
K. SPECIFIC CIRCUMSTANCES: Force majeure, cashflow difficulty

L. Definitions: N/A

Related policies/References: [Information about related policies or procedures, guidelines. Attach forms samples if applicable to the procedure. If needed additional background discussion should be provided]