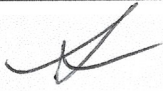


Observer details	
Name of observer:	Shawn Jarvis
Role of observer (Confirm suitability to sign)	Builder
Email address of observer	Contact@ShawnJarvisBuilder.com.au
Signature of observer:	
Date:	Select Date. 30-01-24.

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish project requirements.	
1.1A. Read construction drawings and plans in conjunction with local regulations, relevant codes and standards to determine and document compliance requirements. (template available – HO1)	☒
1.1B. Confirm site features, type of building and method of construction, and specified building materials. (template available – HO2)	☒
1.1C. Determine and document site facilities, communication and temporary fencing requirements. (template available – HO2)	☒
1.1D. Determine and document waste removal costs including waste management site fees. (template available – HO2)	☒
1.1E. Determine and document other site specific statutory, approvals, permits or compliance costs. (template available – HO2)	☒
2 Calculate materials and labour costs.	
1.2A. Produce a materials and consumables quantity list and obtain a price from supplier. (template available – HO3)	☒
1.2B. Determine and estimate off-site production costs, including delivery. (template available – HO4)	☒
1.2C. Determine numbers of contractors, sub-contractors and employees appropriate for the project and work rates. (template available – HO5)	☒
1.2D. Estimate labour hours and calculate labour costs, including on-costs and worker insurance costs. (template available – HO5)	☒
3 Identify type and cost of physical resources.	
1.3A. Determine physical resources required for the project. (template available – HO6)	☒
1.3B. Determine limitations, conditions, operational costs and timeframes for hire of physical resources. (template available – HO6)	☒
1.3C. Obtain supplier prices, including transport of physical resources. (template available – HO6)	☒
1.3D. Identify, itemise and cost plant, equipment and machinery. (template available – HO6)	☒
4 Produce estimated project costs.	
1.4A. Review and document materials, consumables and off-site production costs and delivery charges.	☒
1.4B. Document labour costs inclusive of rates and entitlements. (template available – HO5, HO9)	☒
1.4C. Document costs of physical resources. (template available – HO6, HO9)	☒
1.4D. Apply organisational overhead recovery and margins. (excel template available- HO8, HO9)	☒
1.4E. Produce estimated project costs for inclusion in a tender or bill. (excel template available- HO8, HO9)	☒
1.4F. Manage and mitigate risks associated with estimating project costs. (template available – HO7)	☒