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Buildings and civil engineering works — Vocabulary —

Part 2: Contract and communication terms

Bâtiments et ouvrages de génie civil — Vocabulaire —

Partie 2: Termes relatifs aux marchés

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 59, *Buildings and civil engineering works*, Subcommittee SC 2, *Terminology and harmonization of languages*.

This third edition cancels and replaces the second edition (ISO 6707-2:2014), which has been technically revised.

The main changes compared to the previous edition are as follows:

— the document has been substantially restructured;

— specific subclauses for information and data, communication and collaborative working, and measurement related to contracts have been introduced;

— all definitions have been reviewed and revised where appropriate;

— the entries have been renumbered so that all definitions are contained within Clause 3;

— the indicator of national terms, e.g. US, has been moved from before to after the term;

— entries relevant to this document, which were previously in ISO 6707-1, have been relocated into this document.

A list of all parts in the ISO 6707 series can be found on the ISO website

Introduction

With the growth in the number of international construction projects and the development of the international market for construction products, there is an increasing need for agreement on a common language in relation to communications and contracts. This document defines terms relating to buildings and civil engineering works in two specific areas:

— communication systems, methods and documentation;

— contracts.

It includes

— fundamental concepts, which may be the starting point for other, more specific, definitions,

— more specific concepts, used in several areas of communications and contracts such as project information, financial information, and

— concepts from related concept fields used additionally in building and civil engineering and designated by borrowed terms.

It replaces ISO 6707-2:2014 which dealt only with contract terms. It will make the communication of all types of information and data between contractors and clients and their design teams easier, as well as the drafting and interpretation of contracts.

The change in scope will make the document more useful to organizations of all sizes and be a complement to the terminology that is evolving for Building Information Modelling (BIM).

Terms relating to life cycle are contained in ISO 6707-3. Only “life-cycle cost” is included in this document.

Preferred and admitted terms

International preferred terms are listed in **boldface type**. Where a preferred term is specific to a particular English-speaking country, e.g. the United States of America, etc., it is given below the international preferred term and is annotated with the respective country code. Where no preferred terms are listed indicating usage in a specific geographical location, this signifies that the international preferred term is the accepted term in English-speaking countries. A term beneath the preferred term(s) not given in boldface type is an admitted (non-preferred) synonym. A country code is assigned to an admitted term if it is specific to an English-speaking country. US synonyms and alternative spellings are listed in Annex A so they may be readily compared with international preferred terms.

Where a given preferred term designates more than one concept, each concept has been treated in a separate entry and a note to entry included to indicate that a homograph exists and to provide a reference to the other term entry.

To facilitate the locating of any term given in the document, irrespective of preference or country of origin, the alphabetical index lists all preferred and admitted terms.

Buildings and civil engineering works — Vocabulary —

Part 2:
Contract and communication terms

1 Scope

This document defines terms applicable to contracts and communication in relation to buildings and civil engineering works.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 6707-1, *Buildings and civil engineering works — Vocabulary — Part 1: General terms*

3 Terms and definitions

For the purposes of this document, the terms and definitions in ISO 6707-1 and the following apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— IEC Electropedia: available at http://www.electropedia.org/

— ISO Online browsing platform: available at http://www.iso.org/obp

NOTE Where terms in definitions are defined in this document, the relevant terms are in *italics*, and the term number is given after the relevant term. Where terms in definitions are defined in ISO 6707-1, the terms are also in *italics* but no term number is given.

3.1 Base terms relating to contracts and communication

3.1.1
contract
legally enforceable agreement to supply goods, carry out *construction work* and/or provide *services*

3.1.2
organization
person or group of people that has its own function with responsibilities, authorities and relationships to achieve its *objectives* (3.2.38)

[SOURCE: ISO 55000:2014, 3.1.13]

3.2 Terms relating to information and data

3.2.1
information unit
single piece of *information*

EXAMPLE Window *identifier* (3.2.43), room depth.

3.2.2
general information
reference information, US
information prepared for a wider audience than that involved in a particular *project*

3.2.3
project information
information produced for, or utilized in, a particular *project*

3.2.4
management information
information utilized by management or produced to serve a management function

3.2.5
document
container for persistent *information* that can be managed and interchanged as a unit

[SOURCE: BS 1192:2007+A2:2016, 3.4]

3.2.6
record
document (3.2.5) stating results achieved or providing evidence of activities performed

[SOURCE: ISO 9000:2015, 3.8.10, modified — the Notes to entry were omitted.]

3.2.7
elevation
view on a vertical plane

[SOURCE: ISO 10209:2012, 3.17]

3.2.8
plan
view, *section* (3.2.9) or cut, in a horizontal plane, seen from above

[SOURCE: ISO 10209:2012, 3.47]

3.2.9
section
representation showing only the outlines of an object lying in one or more cutting planes

[SOURCE: ISO 10209:2012, 3.61]

3.2.10
two-dimensional
drawing (3.2.27) having or seeming to have two *dimensions* (3.6.6), such as *width* and *height* and no *depth*

Note 1 to entry: In *modelling* (3.2.41), a two-dimensional *drawing* (3.2.27) is always considered as a static *document* (3.2.5) as it is a drawn rendition or snapshot of the design's *model* (3.2.34) files.

3.2.11
three-dimensional
drawing (3.2.27) having or seeming to have *length*, *width* and *depth*

Note 1 to entry: Three-dimensional *models* (3.2.34) are always considered to be dynamic as they are made up of model files that are x-ref or reference files.

3.2.12
datum
reference point for a series of *measurements*

3.2.13
reference grid
framework of lines to which *information* can be related

3.2.14
network
description in mathematical or diagrammatic form of a system on interconnected parts

3.2.15
node
element of a *network* (3.2.14) that represents a junction or a network

3.2.16
link
element of a *network* (3.2.14) between two *nodes* (3.2.15)

3.2.17
computer graphics
methods for converting data to or from graphic displays by a computer

3.2.18
brief
program, US
document (3.2.5) that states the requirements for a *project*

3.2.19
plan of work
staging plan, US
project plan, US
document (3.2.5) that details principal *stages* (3.3.4) in the design, *construction work* and *maintenance* of a *project* and identifies the main *tasks* (3.2.55) and people

3.2.20
programme
progress schedule, US
statement of sequence and timing of starting and completing *construction work* or parts of it

3.2.21
tender
bid, US
written offer to carry out at a stated *price* (3.7.5) or rate an order for the supply of goods or *services* or the carrying out of *construction work* under given conditions

3.2.22
specification
technical specification
document (3.2.5) that sets out detailed requirements to be satisfied by a *product*, *material*, *process* or system and the *procedures* (3.2.50) for checking conformity to these requirements; or that sets out the *properties* of a product

3.2.23
project specification
specifications, US
specification (3.2.22) for a specific *project* that prescribes the *construction work* and the *materials* to be used

3.2.24
general specification
assembly of standard *specifications* (3.2.22) for *buildings* and *civil engineering works*, setting out the technical *performance* and *characteristics* required for the generality of *projects*

3.2.25
particular specification
assembly of standard *specifications* (3.2.22) for a specific class of *buildings* and *civil engineering works* setting out *performance* and *characteristics* required, and intended as a complement to a *general specification* (3.2.24)

3.2.26
schedule
document (3.2.5) in the form of a table, or that gives details of items or *tasks* (3.2.55) to be performed

3.2.27
drawing
technical *information* given on an information carrier, graphically presented in accordance with agreed rules and usually to scale

3.2.28
diagram
drawing (3.2.27) showing the functions of the *objects* (3.2.40) composing a system and their interrelations using graphical symbols

[SOURCE: ISO 10209:2012, 11.52.1, modified — the scope of application was deleted.]

3.2.29
production drawing
shop drawing, US
drawing (3.2.27) for *construction works* or the manufacture of *components* completely sized and bearing all the annotation required

3.2.30
as-built drawing
drawing (3.2.27) that records the details of a *construction works* following its *completion* (3.5.23)

3.2.31
construction enterprise qualification certificate
certificate issued by a qualification body to a *qualified construction enterprise* (3.8.4)

3.2.32
maintenance manual
document (3.2.5) that contains advice on care and servicing requirements of *construction works*

3.2.33
operational manual
procedure manual, US
document (3.2.5) that gives advice on the use of *equipment* and on operating a facility

3.2.34
model
representation of a system that allows for investigation of the *properties* of the system

[SOURCE: ISO 29481-1:2016, 3.15]

3.2.35
information model
formal *model* (3.2.34) of a set of facts, concepts or *instructions* (3.5.20) to meet a specific requirement

[SOURCE: ISO/TS 12911:2012, 3.5]

3.2.36
design process
process determining *properties* for an intended *construction works* before it is made physical

[SOURCE: ISO 12006-2:2015, 3.3.5, modified — "the built environment" was replaced by "an intended construction works"]

3.2.37
pre-design process
design process (3.2.36) determining *properties* for the design *process*

3.2.38
objective
result to be achieved

Note 1 to entry: An objective can be strategic, tactical, or operational.

[SOURCE: ISO 9000:2015, 3.7.1, modified — Notes 2 to 5 were omitted.]

3.2.39
execution
act or *process* of carrying out *construction work*

3.2.40
object
<information modelling> part of the perceivable or conceivable world

[SOURCE: ISO 29481-1:2016, 3.17, modified — the scope of application was added and Note 1 to entry was omitted.]

3.2.41
modelling
use of shared digital representation to facilitate design, *construction* and operation *processes* to form a reliable basis for decisions

3.2.42
mathematical modelling
technique using purely mathematical means for predicting behaviour under the influence of several variables

Note 1 to entry: Examples of behaviour that can be predicted include that of a *structure* or a scheme.

3.2.43
identifier
UID
unique and unambiguous expression in a written format either by a code, by numbers or by a combination of both to distinguish variations from one to another among a class of substances, items or *objects* (3.2.40)

[SOURCE: ISO 26683-1:2013, 3.21]

3.2.44
article number
manufacturer's reference number or other *identifier* (3.2.43) for a *product* or for the constituents of a product

3.2.45
global trade item number
GTIN
identifier (3.2.43) for trade items used to look up *product information* in a database

[SOURCE: ISO 16757-1:2015, 2.13]

3.2.46
globally unique identifier
GUID
identifier (3.2.43) given to a *product* that guarantees its uniqueness throughout its entire life

Note 1 to entry: Once the designed product is realized as an asset, then this can be complemented with an asset tag, bar-code or other identifier.

[SOURCE: ISO 15686-4:2014, 3.1]

3.2.47
product catalogue
compilation of *information* about *products*

Note 1 to entry: A product catalogue can be related by its *article numbers* (3.2.44) to *price* (3.7.5) lists.

[SOURCE: ISO 16757-1:2015, 2.15]

3.2.48
information delivery manual
IDM
documentation which captures the business *process* and gives detailed *specifications* (3.2.22) of the *information* that a user fulfilling a particular *role* (3.2.57) would need to provide at a particular point within a *project*

[SOURCE: ISO 29481-2:2012, 3.1]

3.2.49
knowledge library
collection of *information models* (3.2.35) that express knowledge about kinds of things (concepts) and that are stored and retrieved as electronic *information*

Note 1 to entry: A knowledge library may include definition *models* (3.2.34) and requirements models.

[SOURCE: ISO 16354:2013, 3.1.1, modified — Note 1 to entry was deleted; the reference to definition models and requirements models was transferred from the definition to the new Note 1 to entry.]

3.2.50
procedure
specified way to carry out an activity or a *process*

[SOURCE: ISO 9000:2015, 3.4.5, modified — Note 1 to entry was omitted.]

3.2.51
interaction schema
formal description of the rules with which sent and received messages must comply

[SOURCE: ISO 29481-2:2012, 3.4]

3.2.52
exchange requirement
ER
defined set of *information units* (3.2.1) that needs to be exchanged to support a particular business requirement at a particular process *phase* (3.3.5) (or phases)/*stage* (3.3.4) (or stages)

[SOURCE: ISO 29481-1:2016, 3.9]

3.2.53
transaction
cooperative interaction between two entities, involving the exchange of *information* or the processing of some request by one entity on behalf of the other

[SOURCE: ISO/IEC 14776-413:2007, 3.1.132]

3.2.54
traceability
ability to trace the history, application or location of that which is under consideration

[SOURCE: ISO 10795:2011, 1.225, modified — the Notes to entry were omitted.]

3.2.55
task
activities required to achieve a goal

[SOURCE: ISO 9241-11:1998, 3.9, modified — the Notes to entry were deleted.]

3.2.56
review
activity undertaken to determine the suitability, adequacy or effectiveness of the subject matter to achieve established *objectives* (3.2.38)

[SOURCE: ISO Guide 73:2009, 3.8.2.2 modified — "and" was changed to "or", and Note 1 to entry was omitted.]

3.2.57
role
set of competencies and/or performances that is associated with a *task* (3.2.55)

[SOURCE: ISO 22600-1:2014, 3.19]

3.3 Terms relating to communication and collaborative working

3.3.1
computer aided design
CAD
use of a computer for design and drafting

3.3.2
possession of site
contractor's (3.8.6) occupation of a *site* in order to carry out *construction works*

3.3.3
commissioning service
post-occupancy, US
service to advance a *construction works* or *installation* from the *stage* (3.3.4) of static *completion* (3.5.23) to full working order

3.3.4
stage
phase, US
distinct period in a *project* used as a management tool

Note 1 to entry: The situations in which some *stages* (3.3.4) are designated as *phases* (3.3.5) is not consistent in English speaking countries and between countries [see more specific terms, e.g. *design development stage, US* (3.3.10), and *design development phase, US* (3.3.8)].

3.3.5
phase
stage, US
portion of work that arises from splitting up a *project* in accordance with a definite *programme* (3.2.20) or agreement

Note 1 to entry: The situations in which some *phases* (3.3.5) are designated as *stages* (3.3.4) is not consistent in English speaking countries and between countries [see more specific terms, e.g. *design development stage, US* (3.3.10) and *design development phase, US* (3.3.8)].

3.3.6
completed phase
phase (3.3.5) that the parties agree has been completed

3.3.7
conditional phase
extra work, US
supplementary *phase* (3.3.5) carried out only if the *client* (3.8.2) so approves

3.3.8
pre-contract stage
design development phase, US
stage (3.3.4) covering events up to the point when a *contract* (3.1.1) is placed

3.3.9
sketch plan stage
schematic design phase, US
conceptual stage, US
stage (3.3.4) at which alternative outline proposals are evaluated and a preferred solution produced sufficiently to obtain *client* (3.8.2), *user* and statutory approval, and then developed into a design solution fully integrated with constructional, structural and *service* requirements

Note 1 to entry: In the UK, it is usual to divide this stage into two: outline design stage, and final sketch or scheme design stage.

3.3.10
detail design stage
design development stage, US
stage (3.3.4) at which the *architect* (3.8.24) or *engineer* (3.8.25) moves from approved scheme designs to the detailed *documents* (3.2.5).

3.3.11
temporary works
works undertaken during *construction work* or works to stabilize or protect an existing *building* or *structure*, neither works of which are intended or required to form part of the completed construction works

3.3.12
assigned provisions
products, *materials* and *plant* brought onto the *site* or identified at a place of manufacture or storage off the site for a specific *project*

3.3.13
setting out
layout, US
laying out, US
establishment of marks and lines to define the position and *level* of the elements for the *construction work* so that work can proceed with reference to them

3.3.14
land survey
process of determining the terrestrial or *three-dimensional* (3.2.11) position of points and the distances and angles between them

3.3.15
building survey
report on the condition of a *building*, usually prior to purchase

3.3.16
feasibility study
evaluation of a proposed *project*, the practicability of its achievement and the design, financial, economic, social and environmental implications

3.4 Terms relating to types and parts of contracts

3.4.1
design and construct contract
design/build, CA US
package deal, US
contract (3.1.1) based on a *brief* (3.2.18) provided by the *client* (3.8.2), under which the *contractor* (3.8.6) designs and carries out the *construction work*

3.4.2
develop and construct contract
fast track contract, US
contract (3.1.1) based on a sketch design prepared by the *client* (3.8.2) under which a *contractor* (3.8.6) produces production *drawings* (3.2.27) and constructs

3.4.3
negotiated contract
contract (3.1.1) based on financial and other terms that have been discussed and agreed between a *client* (3.8.2) and a *contractor* (3.8.6)

3.4.4
management contract
management fee contract, US
contract (3.1.1) under which a *contractor* (3.8.6) provides consultation during and after the design *stage* (3.3.4) and is responsible for planning and managing all post-contract activities on *site* and for the performance of the whole contract

3.4.5
professional service contract
contract (3.1.1) for professional *services*, typically those related to design and consultancy services

3.4.6
labour-only contract
labor only contract, US
contract (3.1.1) for the supply of *labour* (3.8.23)

3.4.7
public works contract
contract (3.1.1) between a public body and a *contractor* (3.8.6) to carry out *construction work*

3.4.8
serial contract
contract (3.1.1) that is one of a series planned to be completed over a stipulated period

3.4.9
initial phase contract
contract (3.1.1) for the carrying out of the first *phase* (3.3.5) of a *project* in which, if further phases proceed, the same *contractor* (3.8.6) will be required to carry them out

3.4.10
cost reimbursement contract
contract (3.1.1) based on *cost* (3.7.1) expended

3.4.11
cost plus contract
cost reimbursement contract (3.4.10) under which the *contractor* (3.8.6) is paid for their actual expenditure plus a percentage or other sum as previously agreed

3.4.12
target cost contract
estimated cost contract, US
percentage contract, US
cost reimbursement contract (3.4.10) under which a preliminary target *cost* (3.7.1) is estimated and, on *completion* (3.5.23) of the work, the difference between the target cost and the actual cost is apportioned between *client* (3.8.2) and *contractor* (3.8.6) on an agreed basis

3.4.13
firm price contract
GMP contract, US
contract (3.1.1) under which the *price* (3.7.5) cannot be amended despite changes in economic conditions

3.4.14
variation of price contract
escalation contract, US
contract (3.1.1) under which the *price* (3.7.5) is amended to reflect changes in economic conditions

3.4.15
formula variation of price contract
unit cost contract, US
variation of price contract (3.4.14) in which the *price* (3.7.5) is amended by the application of a previously agreed formula

3.4.16
fixed price contract
lump sum contract, US
contract (3.1.1) under which the *contract sum* (3.5.31) is given in a *tender* (3.2.21) or is based on a *schedule of rates* (3.4.23)

Note 1 to entry: The *final sum* (3.5.39) may be amended due to changes in economic conditions.

Note 2 to entry: In the US, there is a homograph for the term "lump sum contract". See 3.4.17.

3.4.17
lump sum contract
fixed price contract (3.4.16) based on a single tendered amount

Note 1 to entry: In the US, there is a homograph for the term "lump sum contract". See 3.4.16.

3.4.18
term contract
contract (3.1.1) that enables the *client* (3.8.2) to order work during a prescribed period at agreed rates

3.4.19
measured term contract
term contract (3.4.18) based on a *schedule of rates* (3.4.23), where the *construction work* is measured subsequently

3.4.20
measurement contract
payment contract, US
contract (3.1.1) in which the *contract sum* (3.5.31) is ascertained on *completion* (3.5.23) by measuring the *construction work* done and valuing it on the basis of an agreed *schedule of rates* (3.4.23)

3.4.21
sub-contract
subordinate *contract* (3.1.1) under which *construction work* is carried out by someone other than a party to the main contract

3.4.22
contract document
document (3.2.5) that forms part of a *contract* (3.1.1)

3.4.23
schedule of rates
contractual basis for valuing *construction work*, consisting of a series of descriptive items detailing construction work to be done by a *contractor* (3.8.6), and against each of which a money value is entered by them or consisting of an officially recognized list of descriptive items detailing construction work and the *price* (3.7.5) for each

3.4.24
condition of contract
requirement, US
one of the detailed provisions incorporated in a *contract* (3.1.1) laying down the rights and duties of the parties or the functions of the people connected with the contract or the *procedures* (3.2.50) for administering the contract

3.4.25
conditions of contract
document (3.2.5) that contains the detailed provisions incorporated in a *contract* (3.1.1), laying down the rights and duties of the parties, the functions of the people connected with the contract and the *procedures* (3.2.50) for administering the contract

3.4.26
abstract of particulars
general conditions, US
supplemental general conditions, US
supplement to the *conditions of contract* (3.4.25) that provides *information* on people involved, the period of *construction work* and *maintenance period* (3.5.30)

3.4.27
articles of agreement
client-contractor agreement, US
preliminary section of a *contract* (3.1.1), setting out the basic elements on which the parties have agreed

Note 1 to entry: Examples of basic elements are the names of parties, location, scope, sums payable, etc.

3.4.28
bonus clause
provision in a *contract* (3.1.1) for additional payment to the *contractor* (3.8.6), for *completion* (3.5.23) of the *construction work* prior to the stipulated date or for exceeding the production target

3.5 Terms relating to tendering and contract administration

3.5.1
tendering
bidding, US
process of obtaining *tenders* (3.2.21) with the intention of forming a *contract* (3.1.1) with one or more of the *tenderers* (3.8.32)

3.5.2
invitation to tender
invitation to bid, US
process of making a formal request to firms, publicly or formally, to submit a *tender* (3.2.21)

3.5.3
competitive tendering
competitive bidding, US
tendering (3.5.1) in which the *contract* (3.1.1) is normally awarded to the *contractor* (3.8.6) who submits the *tender* (3.2.21) that is most advantageous to the *client* (3.8.2), assessed using pre-determined criteria

3.5.4
open tendering
open bidding, US
competitive tendering (3.5.3) when any suitable person or firm can submit a *tender* (3.2.21)

Note 1 to entry: In the US, open bidding can also be offered to a select group of bidders (3.8.32) (pre-qualified) and the award (opening) of the actual bids (3.2.21) can be open to the public.

3.5.5
selective tendering
selective bidding, US
competitive tendering (3.5.3) when a limited number of persons or firms are invited to submit a *tender* (3.2.21)

3.5.6
two-stage tendering
two-stage bidding, US
tendering (3.5.1) in which *contractors* (3.8.6) submit two *tenders* (3.2.21) in sequence, with the final selection taking place after negotiation or design input

3.5.7
sequential tendering
sequential bidding, US
tendering (3.5.1) in which only pre-planned elements are priced in detail so that *construction work* on site can start before the design is complete

3.5.8
serial tendering
serial bidding, US
tendering (3.5.1) in which *contractors* (3.8.6) are asked to state terms and conditions under which they would agree to undertake a series of *projects* over a period of time

3.5.9
alternative method tender
alternate bid, US
tender (3.2.21) to carry out work in a different way or to substitute *materials* different from that proposed in the tender *documents* (3.2.5) to effect the same result

3.5.10
tender sum
contract amount, US
sum stated in a *tender* (3.2.21)

Note 1 to entry: In the US, there is a homograph for the term "contract amount". See 3.5.31.

3.5.11
bill of quantities
bill of materials, US
quantity survey, US
document (3.2.5) for *tendering* (3.5.1), usually prepared in a standard form, comprising both a descriptive list of quantities of works and descriptions of the *materials*, workmanship and other matters required for *construction works*

3.5.12
priced bill of quantities
schedule of values, US
bill of quantities (3.5.11) that contains a *contractor's* (3.8.6) rates extended and totalled to provide the *tender* (3.2.21)

3.5.13
provisional item
checking, US
item in a *bill of quantities* (3.5.11) for which the quantities are subject to re-measurement

3.5.14
preamble
statement concerning *materials* and workmanship that precedes either the measured items in a *bill of quantities* (3.5.11) or the separate descriptions of workmanship in a *project specification* (3.2.23)

3.5.15
preliminaries
part of a *bill of quantities* (3.5.11) or *project specification* (3.2.23) referring to the *contractor's* (3.8.6) general obligations rather than to the *construction work*

Note 1 to entry: Among the subjects referred to are site use and facilities, and security.

3.5.16
acceptance
act of agreeing to a *contractor's* (3.8.6) offer or *tender* (3.2.21), thereby creating a binding *contract* (3.1.1)

3.5.17
letter of intent
communication from the *client* (3.8.2) to the *tenderer* (3.8.32) stating that they propose to enter into an agreement with the tenderer

3.5.18
procurement
process which creates, manages and fulfils *contracts* (3.1.1) relating to the provision of goods, services and *construction works* or disposals, or any combination thereof

[SOURCE: ISO 10845-1:2010, 3.30, modified — "and engineering" was deleted.]

3.5.19
contract period
period stipulated in a *contract* (3.1.1) for the carrying out of the *construction work* or for when a *service* will be provided

3.5.20
instruction
direction or order by the *client* (3.8.2) or their representative, made or confirmed in writing to the *contractor* (3.8.6) regarding the carrying out of the *contract* (3.1.1)

3.5.21
verification
validation, US
confirmation, through the provision of objective evidence, that specified requirements have been fulfilled

Note 1 to entry: The objective evidence needed for verification can be the result of an inspection or of other forms of determination such as performing alternative calculations or *reviewing* (3.2.56) *documents* (3.2.5).

Note 2 to entry: The activities carried out for verification are sometimes called a qualification *process*.

Note 3 to entry: The word "verified" is used to designate the corresponding process.

[SOURCE: ISO 9000:2015, 3.8.12, modified — the US-preferred term was added.]

3.5.22
determination
act by one of the parties of bringing a *contract* (3.1.1) to an end before its *completion* (3.5.23) under a *condition of contract* (3.4.24) or on grounds of a fundamental breach by the other party

3.5.23
completion
achievement of a state of readiness for occupation of the whole *construction works*

Note 1 to entry: Some minor *construction work* may still be outstanding.

Note 2 to entry: In some *contracts* (3.1.1), the terms "practical completion" and "substantial completion" are used.

3.5.24
completion date
date when *completion* (3.5.23) takes place

3.5.25
period of final measurement
punch list period, US
time during which *measurement* of the completed *construction works* takes place and the *final account* (3.5.38) is agreed

3.5.26
client acceptance of contract completion
act by the *client* (3.8.2) in issuing the *final certificate* (3.5.37)

3.5.27
completion certificate
document (3.2.5) that confirms or attests the *completion* (3.5.23) of *construction works*

3.5.28
handover
turnover, US
process of surrendering possession of the construction works to the *client* (3.8.2) upon *completion* (3.5.23) with or without reservation

3.5.29
partial handover
partial turnover, US
process of giving up possession of part of the *site* and the *construction works* to the *client* (3.8.2) prior to *completion* (3.5.23)

3.5.30
maintenance period
period defined in the *contract* (3.1.1) generally after *completion* (3.5.23), during which the *contractor* (3.8.6) has an obligation to make good inadequacies in the *materials* and workmanship covered by the contract that are indicated by the *client* (3.8.2) or their representative

3.5.31
contract sum
contract amount, US
sum of money in the *contract* (3.1.1) that the *client* (3.8.2) agrees to pay for the carrying out of *construction work*

Note 1 to entry: In the US, there is a homograph for the term "contract amount". See 3.5.10.

3.5.32
contingency sum
sum of money budgeted for or included in a *contract* (3.1.1) to cover *construction work* that may be required, but cannot be foreseen or predicted with certainty

3.5.33
provisional sum
sum of money that is included in a *contract* (3.1.1) for work that is foreseen but cannot be accurately specified at the time the *tender* (3.2.21) *documents* (3.2.5) are issued

3.5.34
retention sum
surety deposit, US
sum of money that is retained for a certain period by the *client* (3.8.2) against the possibility that the *contractor* (3.8.6) will fail to comply fully with the *contract* (3.1.1)

3.5.35
prime cost sum
sum of money that is included in a *contract* (3.1.1) for *construction work* or services to be carried out by nominated *sub-contractor* (3.8.9) or for *materials* or goods to be obtained by a *nominated supplier* (3.8.31)

3.5.36
liquidated damages
penalty deduction, US
amount representing a predetermined *estimate* (3.7.9) of the actual loss likely to be suffered that is recoverable from the total of payments due to the *contractor* (3.8.6) in the event of a breach of *contract* (3.1.1)

3.5.37
final certificate
substantial completion certificate, US
document (3.2.5) that authorizes the final payment

3.5.38
final account
document (3.2.5) that states the *cost* (3.7.1) of the total work carried out and the total payment to be made, as accepted by the parties

3.5.39
final sum
sum of money in the *final account* (3.5.38)

3.5.40
bond
sum of money or securities submitted to the *client* (3.8.2) or placed in the hands of a third party to guarantee *completion* (3.5.23) and recovery of the sums which the *contractor* (3.8.6) is recognized as owing under the terms of the *contract* (3.1.1)

3.5.41
prolongation
process of lengthening a *contract period* (3.5.19)

3.5.42
extension of time
allowance of extra time for delay occasioned by causes outside the *contractor's* (3.8.6) control or caused by the actions of the *client* (3.8.2) or their agent

3.5.43
variation
alternate design, US
alteration to the nature or the extent of *construction works* as provided in the *contract* (3.1.1), or to the conditions under which they will be carried out

3.5.44
variation order
change order, US
instruction (3.5.20) that makes a *variation* (3.5.43)

3.5.45
price variation formula
formula for amending *contract* (3.1.1) *price* (3.7.5) as a function of the variation in certain indices or parameters

3.5.46
formula price adjustment
modification to the *contract sum* (3.5.31) to allow for increases or decreases in the *cost* (3.7.1) of *labour* (3.8.23), *plant*, and *materials* occurring during the currency of the *contract* (3.1.1) using a *price variation formula* (3.5.45)

3.5.47
advance payment
payment made by the *client* (3.8.2) to a *contractor* (3.8.6) after the *contract* (3.1.1) has been signed but before *construction work* starts or goods or *services* are supplied

3.5.48
stage payment
payment made on the basis of an agreed portion of *construction work*

3.5.49
interim certificate
progress payment certificate, US
document (3.2.5) that authorizes payment to be made for *construction work* carried out or *materials* supplied to a given date

3.5.50
interim valuation
interim statement agreed between the parties of the value of *construction work* carried out or *materials* recorded at a certain date and sums of money payable as a result

3.5.51
interim payment
progress payment, US
payment made on the basis of an *interim valuation* (3.5.50) and authorized by an *interim certificate* (3.5.49); or *stage payment* (3.5.48)

3.5.52
ex-gratia payment
payment made when a *contractor* (3.8.6) has no legal right to reimbursement

3.5.53
claim
demand by a *contractor* (3.8.6) for an additional payment to which they believe they are entitled under the *contract* (3.1.1) or for damages for breach of contract

3.5.54
contractual claim
claim (3.5.53) that can be settled within the terms of the *contract* (3.1.1)

3.5.55
extra-contractual claim
negotiated extra, US
claim (3.5.53) that is not reimbursable under the *contract* (3.1.1) but which is the subject of a claim for damages

3.5.56
arbitration
formal *procedure* (3.2.50), outside the courts but having legal force, for the settlement of a dispute by one or several persons agreed to by the parties concerned

3.5.57
accepted risk
risk specified in the *contract* (3.1.1) for which the *client* (3.8.2) accepts liability

3.5.58
disruption
occurrence outside the *contractor's* (3.8.6) control that affects the progress of *construction work* and their ability to carry out the *conditions of contract* (3.4.25)

3.5.59
act of God
event that results from the operation of natural forces which human foresight cannot be reasonably expected to anticipate

3.5.60
force majeur
event that is unforeseeable, insurmountable and outside the influence of the parties to a *contract* (3.1.1) that prevents the *contractor* (3.8.6) from fulfilling their obligation either in part or in full

3.6 Measurement related to contracts

3.6.1
method of measurement
set of rules and principles for the *classification*, description and *measurement* of *construction works*

3.6.2
bill item
item of the *construction works* in a *bill of quantities* (3.5.11) against which a *contractor* (3.8.6) states their rate or *price* (3.7.5)

3.6.3
spot item
bill item (3.6.2) that is not measured but described in such terms that are appropriate and easy for the *contractor* (3.8.6) to visualise and *price* (3.7.5)

Note 1 to entry: Spot items are frequently used for demolition, *alteration* or an *extension.*

3.6.4
bill item description
written descriptive part of a *bill item* (3.6.2)

3.6.5
abstract
document (3.2.5) that contains the results of *abstracting* (3.6.10)

3.6.6
dimensions
results of *taking off* (3.6.8)

3.6.7
timesing
recording the number of times a measured item or a deduction occurs

3.6.8
taking off
measurement of *construction works* from *drawings* (3.2.27) or *schedules* (3.2.26)

Note 1 to entry: Measurement generally follows established conventions.

3.6.9
site measurement
measurement of *construction works* on *site*

3.6.10
abstracting
process by which, following *taking off* (3.6.8), like items are grouped together and arranged in the order in which they will appear in the *bill of quantities* (3.5.11)

3.6.11
cut and shuffle
process of creating distinct records of *bill item descriptions* (3.6.4) and *dimensions* (3.6.6)so they may be subsequently sorted and merged into the order proposed for the *bill of quantities* (3.5.11)

Note 1 to entry: Cut and shuffle is a variation of the *taking off* (3.6.8) *procedure* (3.2.50) that avoids the need for a separate *abstracting* (3.6.10) *stage* (3.3.4) in the preparation of a bill of quantities.

3.6.12
squaring
calculating *bill items* (3.6.2) from *dimensions* (3.6.6)

3.6.13
direct billing
drafting a *bill of quantities* (3.5.11) directly from *dimensions* (3.6.6) and other *information* gathered during *taking off* (3.6.8)

3.6.14
lineal measurement
measurement by *length*

3.6.15
superficial measurement
measurement by area

3.6.16
cubic measurement
measurement by volume

3.7 Terms relating to finance

3.7.1
cost
amount paid (or to be paid) by a purchaser for *material*, a *product*, *service* or completed work

3.7.2
cost index
number expressing the value of economic factors or of a *product* or *service* in relation to the respective value at a reference point

3.7.3
cost limit
gross maximum price, US
sum of money within which the *client* (3.8.2) requires a *project* to be completed

3.7.4
life-cycle cost
LCC
cost (3.7.1) of an asset or its parts throughout its life cycle, while fulfilling its *performance* requirements

[SOURCE: ISO 15686-5:2008, 3.1.7]

3.7.5
price
sum of money at which *material*, a *product*, service or *construction work* may be bought

3.7.6
unit rate
price (3.7.5) for a unit of *construction work*, goods or *services*

3.7.7
fee
payment for professional people

3.7.8
trade discount
reduction from a published or commonly quoted *price* (3.7.5) that is granted to specific purchasers by virtue of their commercial standing relative to the seller

3.7.9
estimate
statement indicating the probable *cost* (3.7.1) to the *client* (3.8.2) of a *construction works* or part thereof

3.7.10
approximate estimate
estimate (3.7.9) based on preliminary *information*, and therefore imprecise

3.7.11
dual estimate
estimate (3.7.9) that gives two *costs* (3.7.1), the higher figure representing the situation in which all the risks covered materialize

3.7.12
elemental estimate
estimate (3.7.9) divided into categories based on *building elements*

3.7.13
cost control
technique of financial management that involves monitoring *cost* (3.7.1) in relation to the *project* budget

3.7.14
cost planning
cost control (3.7.13) exercised during the design *stages* (3.3.4)

3.7.15
cost plan
statement showing an apportionment of an *estimate* (3.7.9) or of an agreed budget between *cost* (3.7.1) headings

Note 1 to entry: For example, the cost plan might be broken down into *building elements*.

3.7.16
cost analysis
division of the total *cost* (3.7.1) of a *tender* (3.2.21) or *final account* (3.5.38) into its constituent parts to examine or determine their relationship

Note 1 to entry: It is mainly used in *cost planning* (3.7.14).

3.7.17
investment appraisal
return on investments, US
assessment of the return on capital likely to be achieved by a *project*

3.7.18
cost in use appraisal
financial appraisal of a design by the summation of capital, *maintenance* and operating *costs* (3.7.1)

3.7.19
cost check
cost evaluation, US
detailed assessment of the *cost* (3.7.1) at a given moment of an evolving design against budget criteria

3.7.20
daywork
work paid by performance, US
construction work that is paid for on the basis of actual *cost* (3.7.1) to the *contractor* (3.8.6) of *labour* (3.8.23), *materials* and *plant*, plus an agreed percentage to cover overhead charges and profits

3.7.21
cash discount
pre-payment discount, US
amount by which a sum of money due to be paid to a *contractor* (3.8.6), *supplier* (3.8.30) or *sub-contractor* (3.8.9) is reduced in return for payment on or before a specified date

3.7.22
measured work
actual work performed, US
work that is paid for on the basis of the quantities and descriptions of work

3.8 Terms relating to parties involved in projects

3.8.1
actor
person or organizational unit involved in a *process* or *project*

[SOURCE: ISO 29481-1:2016, 3.1, modified — "construction process" was changed to "process or project" and the text in parentheses was deleted.]

3.8.2
client
person or *organization* (3.1.2) initiating and financing a *project* and approving the *brief* (3.2.18)

3.8.3
joint venture
two or more *organizations* (3.1.2) grouped together to carry out work and share the risks, where each is jointly and severally liable for the actions and work of the other

3.8.4
qualified construction enterprise
contractor (3.8.6) that has been deemed qualified by a qualification body, which has made a formal assessment of the enterprise against set criteria, including legal, financial, human resources and technical skills

3.8.5
building control officer
building inspector, CA US
building official, CA US
person legally authorized to inspect work at design and construction *stages* (3.3.4) for conformity with building and associated legislation

3.8.6
contractor
builder, US
person or *organization* (3.1.2) that undertakes *construction work* in accordance with a *contract* (3.1.1)

3.8.7
management contractor
construction manager, US
organization (3.1.2), engaged on a *fee* (3.7.7) basis, responsible to a *client* (3.8.2) for the co-ordination of all parties involved in a *project*

Note 1 to entry: In the US, there is a homograph for the term "construction manager". See 3.8.17.

3.8.8
main contractor
contractor (3.8.6) who sub-contracts part of their *contract* (3.1.1)

3.8.9
sub-contractor
contractor (3.8.6) to whom a *main contractor* (3.8.8) has contracted part of their work

3.8.10
contractor consortium
association of *contractors* (3.8.6) temporarily formed for a particular purpose

3.8.11
contractor consortium member
one of the *contractors* (3.8.6) in a *contractor consortium* (3.8.10)

3.8.12
directly appointed contractor
contractor (3.8.6) in a *project* in which several independent contractors are participating, where each has a direct *contract* (3.1.2) with the *client* (3.8.2)

3.8.13
joint venture contractor
one of the *contractors* (3.8.6) in a *joint venture* (3.8.3)

3.8.14
lead contractor
contractor (3.8.6) within a *contractor consortium* (3.8.10) or *joint venture* (3.8.3) chosen to represent all the group members and coordinate their actions with regard to the *client* (3.8.2)

3.8.15
project manager
person appointed by the *client* (3.8.2) to manage the design and *construction work* for a *building* or *civil engineering works*

Note 1 to entry: For public works in France, the "directeur d'investissement" designates a public technical service for this purpose.

3.8.16
site manager
person employed by the *contractor* (3.8.6) to organize and supervise work on *site*

3.8.17
construction manager
site manager (3.8.16) on a large *site*

Note 1 to entry: In the US, there is a homograph for the term "construction manager". See 3.8.7.

3.8.18
site agent
site manager (3.8.16) on a *site* smaller than one on which a *construction manager* (3.8.17) is employed

3.8.19
section manager
construction manager (3.8.17) for part of a *project*

3.8.20
contracts manager
person employed by a *contractor* (3.8.6) to be responsible for the management of a large *project* or a number of smaller projects

3.8.21
contract planner
person employed by a *contractor* (3.8.6) to prepare a *programme* (3.2.20) of *site* operations and a timed plan of requirements for *labour* (3.8.23), *plant* and *materials*

3.8.22
foreman
person employed by a *contractor* (3.8.6) to oversee work by *labour* (3.8.23) on *site*

3.8.23
labour
labor, US
people involved in physical *construction work*

3.8.24
architect
person who designs *buildings* and superintends the carrying out of *building* works

Note 1 to entry: In certain countries, there are limitations on the use of the title "architect".

3.8.25
engineer
person who designs and superintends the carrying out of *civil engineering works*, *structures* of *buildings*, installation of *services*, or who maintains such civil engineering works, structures or *services*

3.8.26
resident engineer
engineer (3.8.25) employed on *site* to supervise *construction work*

3.8.27
quantity surveyor
cost engineer, US
person who provides financial and contractual advice and *services* for planning, carrying out and *completion* (3.5.23) of *construction works*

3.8.28
quantity surveying technician
person who establishes details of quantities and descriptions of work to be carried out or already carried out

3.8.29
clerk of works
construction supervisor, US
person appointed to verify on behalf of the *client* (3.8.2) that *construction work* is carried out in accordance with *drawings* (3.2.27), *project specification* (3.2.23) and other *contract documents* (3.4.22)

Note 1 to entry: The concept and terms are not appropriate if the individual is engaged by the *contractor* (3.8.6).

3.8.30
supplier
person or *organization* (3.1.2) supplying *materials* or *products*

3.8.31
nominated supplier
specified supplier, US
supplier (3.8.30) selected by a *client* (3.8.2) or their representative

3.8.32
tenderer
bidder, US
person or *organization* (3.1.2) that submits a *tender* (3.2.21)

[SOURCE: ISO 10845-1:2010, 3.47, modified — "offer" was deleted and the US term was added.]

Annex A
(informative)

Alphabetical index of US synonyms

Term	Number	Preferred international term
actual work performed	3.7.22	**measured work**
alternate design	3.5.43	**variation**
alternate bid	3.5.9	**alternative method tender**
bid	3.2.21	**tender**
bidder	3.8.32	**tenderer**
bidding	3.5.1	**tendering**
bill of materials	3.5.11	**bill of quantities**
builder	3.8.6	**contractor**
building inspector	3.8.5	**building control officer**
building official, **building inspector**	3.8.5	**building control officer**
change order	3.5.44	**variation order**
checking	3.5.13	**provisional item**
client-contractor agreement	3.4.27	**articles of agreement**
competitive bidding	3.5.3	**competitive tendering**
conceptual stage, schematic design phase	3.3.9	**sketch plan stage**
construction manager	3.8.7	**management contractor**
construction supervisor	3.8.29	**clerk of works**
contract amount	3.5.10	**tender sum**
contract amount	3.5.31	**contract sum**
cost engineer	3.8.27	**quantity surveyor**
cost evaluation	3.7.19	**cost check**
design development phase	3.3.8	**pre-contract stage**
design development stage	3.3.10	**detail design stage**
design/build	3.4.1	**design and construct contract**
escalation contract	3.4.14	**variation of price contract**
estimated cost contract	3.4.12	**target cost contract**
extra work	3.3.7	**conditional phase**
fast track contract	3.4.2	**develop and construct contract**
general conditions, supplemental general conditions	3.4.26	**abstract of particulars**
GMP contract	3.4.13	**firm price contract**
gross maximum price	3.7.3	**cost limit**

invitation to bid	3.5.2	**invitation to tender**
labor only contract	3.4.6	**labour-only contract**
labor	3.8.23	**labour**
laying out**, layout**	3.3.13	**setting out**
layout	3.3.13	**setting out**
lump sum contract	3.4.16	**fixed price contract**
management fee contract	3.4.4	**management contract**
negotiated extra	3.5.55	**extra-contractual claim**
open bidding	3.5.4	**open tendering**
package deal	3.4.1	**design and construct contract**
partial turnover	3.5.29	**partial handover**
payment contract	3.4.20	**measurement contract**
penalty deduction	3.5.36	**liquidated damages**
percentage contract**, estimated cost contract**	3.4.12	**target cost contract**
phase	3.3.4	**stage**
post-occupancy	3.3.3	**commissioning service**
pre-payment discount	3.7.21	**cash discount**
procedure manual	3.2.33	**operational manual**
program	3.2.18	**brief**
progress payment certificate	3.5.49	**interim certificate**
progress payment	3.5.51	**interim payment**
progress schedule	3.2.20	**programme**
project plan**, staging plan**	3.2.19	**plan of work**
punch list period	3.5.25	**period of final measurement**
quantity survey, **bill of materials**	3.5.11	**bill of quantities**
requirement	3.4.24	**condition of contract**
return on investments	3.7.17	**investment appraisal**
schedule of values	3.5.12	**priced bill of quantities**
schematic design phase, conceptual stage	3.3.9	**sketch plan stage**
selective bidding	3.5.5	**selective tendering**
sequential bidding	3.5.7	**sequential tendering**
serial bidding	3.5.8	**serial tendering**
specifications	3.2.23	**project specification**
specified supplier	3.8.31	**nominated supplier**
stage	3.3.4	**phase**
staging plan	3.2.19	**plan of work**
substantial completion certificate	3.5.37	**final certificate**
supplemental general conditions, general conditions	3.4.26	**abstract of particulars**
surety deposit	3.5.34	**retention sum**
turnover	3.5.28	**handover**

two-stage bidding	**3.5.6**	**two-stage tendering**
unit cost contract	**3.4.15**	**formula variation of price contract**
validation	**3.5.21**	**verification**
work paid by performance	**3.7.20**	**daywork**

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