

## Work documents

### Planning and checking: Attachment 1

#### Before you start the project

While you're still in the planning phase of a project, ask yourself the following questions as you read the documents and cross-check the details.

**1. Are all the units of measure consistent?**

You may find that some documents show measurements in centimetres and others in millimetres. If you're using imported products or materials there may even be imperial measurements you'll need to convert across to metric.

**2. Are the measurements accurate?**

Never rely on building plans for precise measurements. The actual positioning and dimensions of walls and other structural features could vary from those shown on the plans.

If you need to do calculations with accurate measurements, make sure you take the figures from physical on-site measure-ups.

**3. Are the documents the latest version?**

Plans, schedules, specifications and other project documents can change over time. Sometimes it's because the client has changed their mind. Other times it might be because certain materials are no longer unavailable or too expensive, or because new regulations have been imposed.

Always check that the version you have been given is the latest version before you go ahead with any work.

**4. Are the details consistent between documents?**

Check that the product type, colour and any other features are consistent between the plans, specifications and your own internal project documents.

If there are any discrepancies between the documents, make sure you find out why. It could be due to an error in writing up one of the documents, or because a document is out of date and the details have since changed.