

## Why have a Specification?

The primary function of the drawings and specification is to give effect to design decisions. Many design decisions cannot be expressed in graphic form and therefore rely on words for their expression. Other decisions would be too tedious or impractical to be conveyed in graphic form. The drawings and specification complement each other.

## The Importance of a Specification

The quality of a building project is dependent on the documentation provided. The contract documentation includes the conditions of contract, the drawings, the schedules and the specification. Whilst the specification is a multi-purpose document, its primary function is to define precisely and succinctly the levels of quality required and the processes necessary to achieve them. Its role includes, but extends beyond, the selection of materials by providing the criteria for acceptable quality of construction.

## The Roles of a Specification

The specification has many roles including:

- A written record of design decisions taken.
- A document demonstrating compliance with statutory requirements.
- An estimating document.
- A tendering document.
- A legal (contractual) document.
- An on-site working document.
- A dispute settlement document.
- A project management tool.

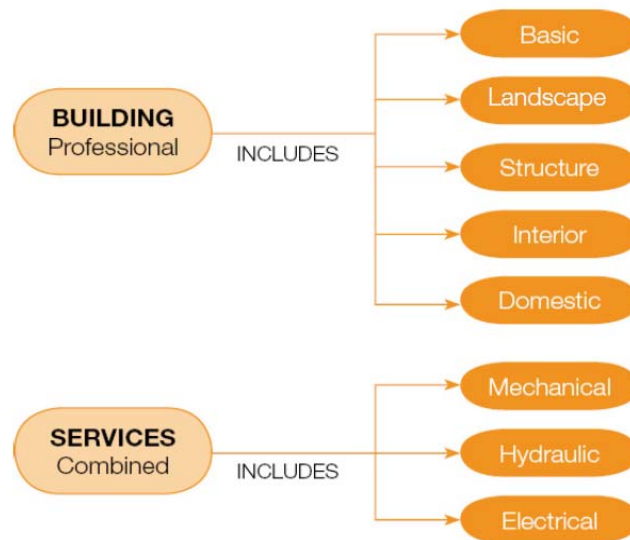
- // National, comprehensive and regularly updated
- // NCC/BCA compliant
- // Quick and easy with SPECbuilder
- // National classification system



*"NATSPEC is an evolution of specification. On this particular project... we haven't been called back for any defects, which means that the specification was well written and incorporated all the correct elements"*

- Lend Lease

# 10 Specialist Packages



PACKAGE	APPLICATION
	The NATSPEC content is informed by the National Construction Code. NATsource is provided for checking the currency of all Standards and publications throughout Open text in NATSPEC.
<b>BUILDING Professional</b>	For architects, building designers and multi-disciplinary consultants engaged on all building types. BUILDING Professional is NATSPEC's definitive building specification with over 150 worksections. It covers site, architectural, interiors, and landscaping and provides design and install worksections for mechanical, hydraulic and electrical services. Demolition, tendering and contract preliminaries are also covered. In addition, BUILDING Professional includes the reduced versions of BUILDING Basic worksections and the NATSPEC BUILDING Domestic specification. These worksections may be selected for the less complex parts of specific projects.
<b>BUILDING Basic</b>	This is a cut-down version of the BUILDING Professional package for architects and building designers. It is aimed at simple building projects requiring less technical material on products, their execution and scheduling. It contains approximately 90 worksections selected from the BUILDING Professional package. Of these, 40 have reduced content compared to BUILDING Professional relating to inspections, sampling, testing and shop drawing submissions. The NATSPEC BUILDING Domestic is not included.
<b>BUILDING Landscape</b>	For engineers and landscape architects engaged in site preparation works and all works external to a building but within a site boundary together with mechanical, hydraulic and electrical services design and installation work. Demolition, tendering and contract preliminaries are also covered. It is not applicable to works outside the site boundary such as vehicular crossings and works within local or state government road reserves.
<b>BUILDING Structure</b>	For engineers engaged in structural works intended for occupation. It covers materials for components that are necessary for the adequate strength and appropriate serviceability behaviour of buildings. It is not intended that the worksections should apply to civil engineering structures such as bridges, dams and roads.
<b>BUILDING Interior</b>	For architects, building designers and interior designers working on comprehensive interior projects. It covers interior building and finishing work together with mechanical, hydraulic and electrical services design and installation work. Demolition (interior), tendering and contract preliminaries are also covered.
<b>BUILDING Domestic</b>	For building designers specifying site, structural and architectural domestic work. It also includes specifications for mechanical, hydraulic and electrical services design and installation work.
<b>SERVICES Combined</b>	For engineers and consultants specifying the services for projects of all complexities. It includes all the material from the SERVICES Mechanical, Hydraulic and Electrical specification packages.
<b>SERVICES Mechanical</b>	For engineers and consultants specifying the mechanical services for projects of all complexities. It includes most commonly used mechanical services and components. Demolition, tendering and contract preliminaries are also covered.
<b>SERVICES Hydraulic</b>	For engineers and consultants specifying the hydraulic services for projects of all complexities. It includes most commonly used hydraulic services and components. Demolition, tendering and contract preliminaries are also covered.
<b>SERVICES Electrical</b>	For engineers and consultants specifying the electrical services for projects of all complexities. It includes most commonly used electrical services and components. Demolition, tendering and contract preliminaries are also covered.

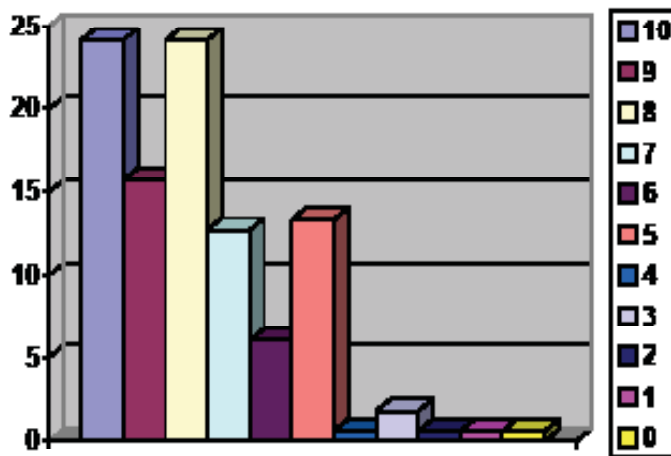
For more information visit [www.natspec.com.au](http://www.natspec.com.au)



*"Unfortunately the level of quality that can be policed in the construction stage cannot be higher than that which is spelt out in the contract. If the building contract documents permit a sow's ear then all the quality control in the world cannot demand a silk purse."*

- Bryce Mortlock  
NATSPEC Founder 1975

Many Government departments, contractors, consultants and architects are NATSPEC subscribers. When subscribers were asked how likely they would be to recommend NATSPEC on a scale of 1 to 10, over 60% responded with an 8, 9 or 10.



*"I do not have any reason not to recommend NATSPEC. I would choose NATSPEC over any alternative specification system"*

*"I'm not likely to recommend NATSPEC - most of my peers already use it"*

*"Keep doing what you are doing"*

- NATSPEC subscribers

*"The point of the exercise is to make sure that no matter where it comes from, from which component of the business, the product is consistent of a high standard and that's where the likes of systems like NATSPEC come into play in that they are a standard base, they are known to everybody and the quality of the project is guaranteed to have high order"*

- Anthony Job, QLD Government

*"Having quality documentation underpins the entire project. Based on good design documentation, you protect reputation, you reduce defects, you produce high quality, you can protect costs and more importantly and overarchingly, you deliver on time"*

- Mario Macri, Lend Lease

NATSPEC is the trading name of Construction Information Systems Limited, ABN 20 117 574 606.

NATSPEC, founded in 1975, is a not-for-profit organisation that is owned by the design, build, construct and property industry through professional associations and government property groups. It is impartial and is not involved in advocacy or policy development.

NATSPEC's major service is the provision of the comprehensive national specification systems endorsed by government and professional bodies. NATSPEC, the National Building Specification, is for all building structures, with specialist packages for architects, interior designers, landscape architects, structural engineers, service engineers and domestic owners. AUS-SPEC is the Local Government specification system for the life-cycle management of assets. Packages include Urban and Open Spaces, Roadworks and Bridges, Public Utilities, and Maintenance.

NATSPEC's objective is to improve the quality of construction in Australia through its updating services and via the provision of information, tools, products and other services.

#### Stakeholders

- Air Conditioning and Mechanical Contractors' Association of Australia
- Australian Council of Built Environment Design Professions
- Australian Elevator Association
- Australian Institute of Architects
- Australian Institute of Building
- Australian Institute of Building Surveyors
- Australian Institute of Quantity Surveyors
- Chief Minister, Treasury and Economic Development Directorate (ACT)
- Construction Industry Engineering Services Group
- Consult Australia
- Dept of Finance (Federal)
- Dept of Finance (WA)
- Dept of Housing and Public Works (QLD)
- Dept of Infrastructure (NT)
- Dept of Planning, Transport and Infrastructure (SA)
- Dept of Treasury and Finance (TAS)
- Dept of Treasury and Finance (VIC)
- Engineers Australia
- Master Builders Australia
- Office of Finance and Services (NSW)
- Standards Australia

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# Benefits of subscription

# NATSPEC Worksection Components

## SPECnotes

SPECnotes is the quarterly newsletter on Standards and regulatory changes. Included is an outline of the latest Standards changes as well as additional interesting information.

## NATsource

NATsource is the definitive reference document for Standards and reference documents relating to the building industry. The short description of the publications allows you to determine its relevance to your project. This pdf document is searchable to provide easy research. This document also advises designers where they may purchase the documents.

## TECHnotes

TECHnotes are one or two page summaries providing professional knowledge on current issues in the building industry and related provisions by NATSPEC. They are divided into three groups – Design, General and Product. TECHnotes help you to keep up-to-date with industry changes. They are available to download from Resource Materials and are generally updated in April and October.

## TECHreports and NATSPEC Papers

TECHreports and NATSPEC Papers are in depth reference documents and are available to download from Resource Materials. Topics include Specifying ESD and Specification Writing.

## SPECbuilder Live

SPECbuilder is NATSPEC's online specification compilation program. It permits worksections to be easily compiled into a draft project specification by the design team.

## Branded Worksections

Whilst NATSPEC does not endorse any specific manufacturer's products we do encourage you to consider our Product Partner's offerings. As a not-for-profit organisation Product Partners assist NATSPEC keep the price of the national building specification affordable. These Branded Worksections have most of the complete/delete clauses completed for you and allow your selections to be quickly incorporated into the specification.

## PDF Versions

Within the Resource Materials section online are pdf versions of NATSPEC's worksections. These are fully searchable, allowing you to quickly locate information with the latest changes highlighted in yellow for your convenience.

## Economies of Scale

NATSPEC is a not-for-profit organisation owned by you through government and industry. Our team of twenty track and incorporate the latest changes to regulation, standards and industry information. Could you afford to have twenty of your staff dedicated to this function? We are indebted to the many organisations and individuals that freely provide their time in the development and review of worksections.

## Current Information

NATSPEC's greatest value is its update service. Only NATSPEC can claim the accuracy and currency of its information. Not only are the worksections updated every April, to reflect the changes with the National Construction Code, the October update includes the latest status including Standards updates. Additionally, the NATSPEC website has monthly updates on Standards plus additional relevant information. Worksections are reviewed by the industry for the industry.

## National

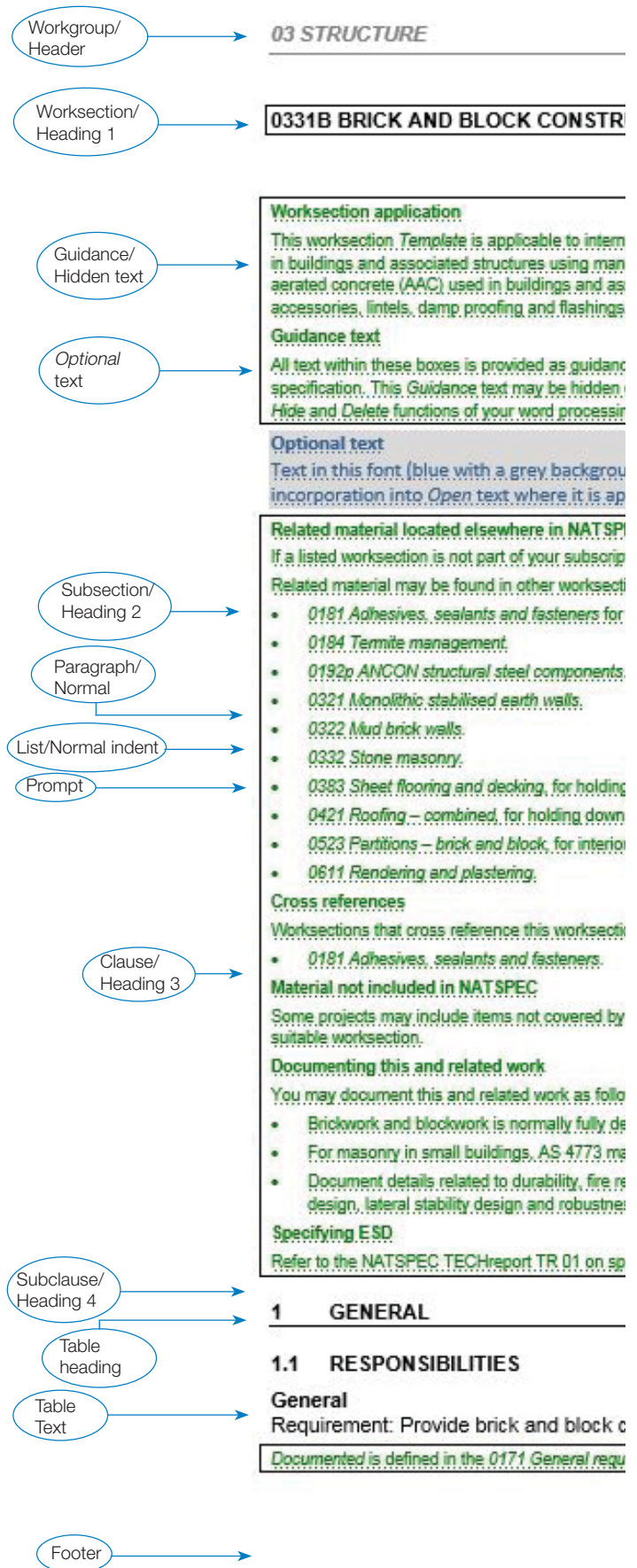
NATSPEC is a truly national Australian specification system. Its approach of incorporating feedback from many sources means that one specification system is relevant to projects spread across Australia.

## Contractually "tight"

Tight specifications produce quality projects and minimise variations. NATSPEC places particular emphasis on producing contractually tight specifications by eliminating such risks as vague and contractually empty phrases, unnecessary duplication and reliance on out of date standards and reference documents.

## Integrated

Because it is a comprehensive specification system, NATSPEC is integrated. Unlike specifications built by combining material from disparate sources, a project that uses NATSPEC's integrated approach can eliminate the "holes" and duplication inherent in other approaches. That means it can reduce the risk of contract variations while also reducing the cost of coordination.



### NATSPEC Packages

#### BUILDING

	Annual	Quarterly
<input type="checkbox"/> Professional	\$1990 + \$199 GST	\$498 + \$49.80 GST
<input type="checkbox"/> Basic	\$740 + \$74 GST	\$185 + \$18.50 GST
<input type="checkbox"/> Landscape	\$740 + \$74 GST	\$185 + \$18.50 GST
<input type="checkbox"/> Structure	\$740 + \$74 GST	\$185 + \$18.50 GST
<input type="checkbox"/> Interior	\$740 + \$74 GST	\$185 + \$18.50 GST

#### SERVICES

	Annual	Quarterly
<input type="checkbox"/> Combined	\$1990 + \$199 GST	\$498 + \$49.80 GST
<input type="checkbox"/> Mechanical	\$740 + \$74 GST	\$185 + \$18.50 GST
<input type="checkbox"/> Hydraulic	\$740 + \$74 GST	\$185 + \$18.50 GST
<input type="checkbox"/> Electrical	\$740 + \$74 GST	\$185 + \$18.50 GST
<input type="checkbox"/> <b>DOMESTIC</b>	\$340 + \$34 GST	\$85 + \$8.50 GST

Annual/Qtrly \$ \_\_\_\_\_  
 GST \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

- Cheque enclosed  
 Credit card

#### Ongoing payment system

- Quarterly by direct debit only  
(Please complete authority below)  
 Annually on receipt of an invoice  
(Please include payment)

#### Credit card payment (refer to direct debit arrangements on page 2)

Please debit according to the above schedule \$ \_\_\_\_\_

- Mastercard  Visa

Card number \_\_\_\_\_ Expiry \_\_\_\_ / \_\_\_\_

Cardholders name \_\_\_\_\_ Signature \_\_\_\_\_

#### Bank account debit (refer to direct debit arrangements on page 2)

I/We request Construction Information Systems Limited [ID 184871] to arrange for funds to be debited from my/our nominated account at the financial institution shown below according to the schedule above

Name and branch of financial institution \_\_\_\_\_

BSB No. \_\_\_\_\_ Account No \_\_\_\_\_ Commencing Immediately

#### Agreement

I/we have read and agree to be bound by the subscription conditions on page 2. It is understood that NATSPEC may need further information before opening a subscription account. If NATSPEC accepts this application it is understood that:

- > Subscriptions run for a minimum of two years.
- > Ownership of the material remains with NATSPEC.
- > A subscription is required for each office using NATSPEC.
- > Refer to server conditions over.

Authorised signature(s) for this agreement: \_\_\_\_\_

Name(s) of person(s) signing: \_\_\_\_\_

Date: \_\_\_\_\_

#### Contact details

Organisation \_\_\_\_\_ ABN \_\_\_\_\_

Contact name \_\_\_\_\_ Telephone \_\_\_\_\_

Job title \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Web \_\_\_\_\_

Street address \_\_\_\_\_ Address Level \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_ Mobile \_\_\_\_\_

PO Box \_\_\_\_\_ Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

#### Business details

##### Total professional/technical personnel

- 1-4  5-9  10-19  20 +

##### Wordprocessing software

Word for Windows Ver \_\_\_\_\_

Word for Macintosh Ver \_\_\_\_\_

##### Building profession

- Architects/Building designers  
 Civil engineers  
 Contractors  
 Electrical engineers  
 Facilities managers

Hydraulic consultants

Interior designers

Landscape architects

Mechanical engineers

Multi-disciplinary engineers

Project managers

Quantity surveyors

Structural engineers

Others \_\_\_\_\_

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**Term of Subscription**

NATSPEC subscriptions are for a minimum period of two years. After the first year of subscription a renewal invoice will be issued for the part-calendar-year to bring the subscription to the common renewal date of 1 January.

**Termination**

After the initial period, a subscription to a NATSPEC package will continue until either party cancels it in writing. Payment will be required to the end of the calendar year. Once the subscription is terminated all copies of our material must be destroyed and no new specifications may be developed using all or part NATSPEC material.

**Licence**

Subscribing to a NATSPEC specification package and/or purchasing a single worksection will license you to reproduce the material in specifications during the subscription period. At all times, ownership of all information and material supplied by NATSPEC remains with NATSPEC.

This licence only extends to specifications produced in your office for projects on which you are engaged to produce the specification and either the drawings or the bill of quantities. You may not use it to provide a commercial specification preparation service, or for any other purpose, unless NATSPEC has given approval in writing.

If you have more than one office you must have a subscription for each office that is using NATSPEC material. Note: For multi-office organisations that have a single office preparing specifications, it is required that each office subscribe to NATSPEC. This allows us, as a not-for-profit organisation, to more equitably share the costs across the whole industry.

NATSPEC material may not be placed on an organisation's national server unless all Australian offices listed on the organisation's website are subscribers to NATSPEC.

**Subscription Rates**

Subscriptions increase annually each January by the national CPI rounded down to the nearest ten dollars.

**Changes to Fees and Conditions**

We will give you at least 14 days notice in writing when changes to the initial terms of the arrangement are made. This notice will state any changes to the initial terms. If you wish to discuss any changes to the initial terms please contact NATSPEC.

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**Our commitment to you**

This document outlines the Direct Debit Request (DDR) arrangements made between Construction Information Systems Limited (NATSPEC) (DDR ID #184871) and you.

**Initial terms of the arrangement**

Under the terms of the Direct Debit authorised by you, we undertake to periodically debit your nominated account for the agreed amount for NATSPEC subscriptions.

**Drawing arrangements**

The first drawing under this Direct Debit arrangement will occur immediately. If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.

**Changes to the arrangement**

If you want to make changes to the drawing arrangements, please contact NATSPEC. However, please note that you have agreed to make payments for your NATSPEC subscription for a minimum period from the date of the first quarterly payment.

**Enquiries**

Direct all enquiries to NATSPEC, rather than to your financial institution, and these should be made at least 14 working days before the next scheduled drawing date. All communication addressed to us should include your Subscriber ID #.

All personal customer information held by us will be kept confidential except information provided to our financial institution to initiate the drawing to your nominated account.

**Disputes**

If you believe that a drawing has been initiated incorrectly, we encourage you to contact us directly.

**Your commitment to us**

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- on the drawing date there are enough *cleared* funds in the nominated account; and
- you advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by your financial institution we will phone/email you and then re-draw after 3 working days. Any transaction fees payable by us in respect of the above will be added to your account.