

**AN EXAMPLE OF THE LAYOUT FOR A DETAILED C.V. FOR A CORPORATE MEMBER APPLICATION.**

**THIS EXAMPLE IS ONLY ABOUT 1000 WORDS – A REAL DETAILED C.V SHOULD BE APPROXIMATELY 1500 TO 2000 WORDS. THE EXAMPLE ILLUSTRATES HOW TO CROSS REFERENCE THE DETAILED C.V. WITH THE COMPETENCIES**

**DETAILED C.V.**

**R SMITH**

**Personal Details**

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**Date of Birth:** 1 January 1976

**Home Address:** 1 First Street  
First Town  
Firstshire  
F1 111

**Employment History**

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**Civil Engineering Contractor Ltd Ltd – 20/11/2007 to date**  
**Anytown Station Renewals, Section Quantity Surveyor**

**Conditions of Contract:**

ICE Design and Construct, Second Edition including Network Rail amendments NR9

**Value:** £1\*\*\*\*\*

Contract Price based on Form A design and specification (Contract Pricing Document)

**Method of Measurement:**

None

**Scope of works**

Demolition of existing pre-cast, pre-stressed concrete canopies and construction of new steel framed canopies to all 6 platforms at Anytown Station, associated works include the removal of redundant footbridge during Christmas possession (2007), replacement of all CCTV, PA, fire alarms, lighting, and other M&E works on each platform including the installation of 2nr lifts, demolition of existing platform buildings and construction of new platform buildings (first class lounge, buffet, waiting rooms, toilets, staff room) and finally resurfacing all platforms including replacement of all platform copings.

**Main responsibilities:**

Working alongside a Senior QS, together we are sharing the post contract commercial responsibilities of the project which includes but not limited to the following;

Analysis of drawings, technical reports and the contract pricing document (**CM3/D**), subcontract procurement including sending notification to the Client, valuation of applications and variations, preparing payment certificates and notifications. Maintaining a register of alterations to the employers requirements, preparing applications for payment to the Client on a monthly basis including any valued variations.

Using the internal reporting system (Prophet), preparing internal monthly reports and quarterly forecasts to demonstrate our current position and our anticipated final outcome, producing and maintaining adequate records for examination of expenditure both to date and predicted for the remainder of the project. Maintaining a cost monitoring system designed to identify expenditure against tender allowances.

**Civil Engineering Contractors Ltd – 01/01/2006 to 19/11/2007**  
**GSM-R & FTN Scheme, Intermediate Quantity Surveyor / Section Quantity Surveyor**

**Conditions of Contract:**

ICE 6<sup>th</sup>, including \* Rail Special Conditions RT3 (Framework)

**Value:** £10.4m

Schedule of Rates

**Method of Measurement:**

None

**Scope of Works**

Fixed Telecom Network Cable installation (FTN), GSM-R base construction, telecom mast's installation and REB installation along various routes. A price is agreed per route which is based on a schedule of rates as per the framework agreement. \* Rail upon agreement of price issued what is known as a "Works Order Contract Agreement" (individual contract) for that particular route.

**Main responsibilities:**

The main duties for the post involved, pricing of the Works using the schedule of rates **(CM3/A)** (scope of works, survey and design including specifications provided by the Client) negotiating and agreeing this with the Client including any new rates **(CM2/A)**, specific to that particular scope of works, prior to issue of the Works Order. Preparing subcontract enquiries and subsequent contract documents for approval by Senior QS, Checking subcontractor applications for payment including the valuation of any variations, preparing/reviewing payment certificates, maintaining a register of alterations for each route, preparing applications for payment and cash spend forecast for the client, chasing payments certificates and outstanding payments, preparing fully substantiated interim and final accounts submissions for each Works Order, including any variations.

Using the internal reporting system (Prophet), preparing internal monthly reports and quarterly forecasts to demonstrate our current position and our anticipated final outcome, producing and maintaining adequate records for examination of expenditure both to date and predicted for the remainder of the project.

**Civil Engineering Contractors Ltd – 06/01/2003 to 31/12/2005**

S Alliance North West Zone and WM Structures Programme 2000 - 2005, Alliance between \* Rail and Civil Engineering Contractors Limited.

**Conditions of Contract:**

ICChemE Green Book, including \* Rail Amendments RT24, (Alliance)

**Value:** Overall project value £2\*\*m plus, (Schemes personally involved value in the region of £\*\*m)

Cost Reimbursable / Target Cost

Method of Measurement:

**Scope of Works:**

Network Rail had a programme of works comprising of a number of projects to maintain renew and enhance the railway within the North West Zone and associated modernisation of the West Coast Mainline Route

The Alliance carried out planned maintenance works and emergency maintenance works within the North West Zone. Which comprised of but was not limited to bridge reconstructions, bridge major maintenance, brickwork and masonry repairs, steelwork repairs within tunnels, maintenance and general repair of sea defences, line speed gauging, drainage works, embankment stabilisation, fencing and minor works items in accordance with the requirements of the Authority to maintain, renew and enhance the railway within the North West Zone and associated modernisation of the West Coast Mainline.

Projects worked on varied from small repetitive embankment stabilisation schemes valued at less than £5\*\*k which were carried out by the Alliance on a cost reimbursable basis, through to the larger unique projects such as the F922 First Town and Second Town Tunnels - Slab Track System (sleepers set in concrete, which had a contract value of £\*\*\*m and was based on a target cost. This scheme involved the replacement of the tracks and all associated works within the two tunnels (approx 700m) with a fixed track slab system which was supplied and installed by a German contractor. It was the first time such a system was successfully installed in the UK.

**Main responsibilities:**

Producing initial estimates for authority purposes (authority being \* Rail), producing Subcontract enquiries and tender documentation in accordance with the Alliance commercial procedures, attending site meeting's pre contract and post contract, managing Subcontractor's from the tendering stage, through to final accounting, valuation of variations (CM2/B). Assisting in the target costing of projects inc QRA process (CM3/C), such as the First Town and Second Town Tunnels as referred to above. Submitting and agreeing change request with the Authority, which included both Client Inspired Changes CIC's and Contract Execution Changes CEC's , along with final accounting projects.

Cost reporting on a four weekly basis detailing the following:-

The budget cost or target cost for the particular project

The cost of work done (COWD) based on the labour returns, equipment returns, Local Purchase Orders, Requisition Forms, materials delivery tickets, invoices, applications for payment and the like including any retention held on Subcontract Works;

A forecast of the cost of work up to the end of the period to which the cost report related to

The anticipated final cost (AFC) of the works detailing:-

The forecasted labour costs, equipment costs and material costs to completion split to detail any such costs associated with any changes to the Works.

The original value of any Subcontract Works and the value of any variations issued under those subcontracts

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